Evo Energy Ltd
Health and Safety Policy

APRIL 2020

Prepared in association with:
Safety Services (UK) Ltd
Safety House
Hanborough Business Park
Oxfordshire OX29 8LJ

Tel: 0845 402 5050
Fax: 01865 883467
Email: enquiries@safetyservices.co.uk
Web: www.safetyservices.co.uk
WISE: http://clients.safetyservices.co.uk

Amendment Schedule

CHANGE NO.	DATE	DETAILS	BY
1	July 2015	H&S Policy assembled following correspondence between Safety Services (UK) Ltd and Evo Energy Ltd	RW
2	September 2016	H&S Policy Reviewed & Updated. CDM Regulations Updated.	RW
3	Feb 2018	Policy Reviewed & Re Issued	RW
4	April 2019	Policy reviewed, Evo Energy internal statement pages added, reissued	AH

Introduction to Your Safety Policy

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

It comprises three parts:

1. Policy Statement

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

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

2. The Organisation

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

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

3. The Arrangements Section

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

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

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

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

Head Office

Hanborough Business Park
Long Hanborough
Oxfordshire OX29 8LJ
Tel: 0845 402 5050
Fax: 01865 883467
Email: enquiries@safetyservices.co.uk
Web: www.safetyservices.co.uk

Contents

Section 1
Company Health and Safety Policy Statement

Evo Energy Ltd Internal Health and Safety Policy Statement

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

EvoEnergy will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks at the workplace. Adequate resources will be provided for this purpose. The overall objective is to achieve as far as is reasonably practicable, the prevention of injury and ill health in a safe and healthy workplaces environment for all employees and those affected by its activities.

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

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

The Board of Directors has appointed the Projects Director, Mike Salisbury as having particular responsibility for Health, Safety and Welfare and it is to him that reference should be made in the event of any difficulty arising in the implementation of this policy.

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

This policy statement will be displayed prominently and made available at all sites and workplaces, and is available to all interested parties.

In addition, the organisation and arrangements for implementing the policy will also be available at each site and workplace.

Occupational health screening will be undertaken on joining and be available as needed subsequently.

NEBOSH qualified person, Best Practice System Co-ordinator, is assigned from within Group Best Practice Support.
This policy will be reviewed on an annual basis to reflect any changes in legislation.

Signed:

M. R. Wakeford
~~Managing Director~~
1st January 2019

It is the company's policy that:

- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit and capability.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- No-one receives less favourable treatment on grounds of any personal characteristic including age, disability, gender reassignment, marriage/civil partnership, nationality, pregnancy/ maternity, ethnicity race or colour, religion/belief, gender and sexual orientation; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds.
- No-one is victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates a hostile, degrading, offensive, or humiliating environment.

EvoEnergy Equal Opportunities Action Plan

This details the measures the company takes to ensure that the policy continues to achieve its aims. This applies to all aspects of employment, from recruitment to dismissal.

The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet.

Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions and even dismissal. The grievance procedure will be published on the company intranet and be available in area offices.

Customers and clients will be made aware of the policy on request, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

Fair and equal treatment will be given to customers and members of the public by all employees. The business will investigate any complaints from employees that they are being harassed by a customer for reasons linked to protected characteristics, and take suitable action to prevent further incidents.

All applicants for employment, promotion, transfer and training will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or belief. Selection will be based on ability.

Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment will be collected and analysed, to monitor each stage of the recruitment

process. The information will be held in strictest confidence. Information about the religion/belief and sexual orientation of employees may also be monitored.

Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, may also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation if necessary.

Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds. We will also regularly review advertising, recruitment and application materials and processes, and this policy.

Where practical we will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.

Contractors who supply goods, materials or services to EvoEnergy Ltd will be expected to prohibit unlawful discrimination or harassment by contractors and their employees, and by any subcontractors and their employees. We will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.

The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the newsletter and notice boards.
All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation and when representing the company.

Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some.

The business will take all necessary steps to ensure that employees are legally entitled to work in the UK, making sure that employees from outside the EU have permission to work here by checking the validity of documents and keeping copies of them for two years after the employment has come to an end.

This policy is the responsibility of Mark Wakeford, Managing Director and has the full support of the board of Directors.

Signed:

Mark Wakeford
Managing Director
1st January 2019

Evo Energy Ltd Internal Environmental Policy Statement

EvoEnergy carries out design and installation of renewables technologies activities, together with essential development. The company is involved in a wide range of projects in the commercial market.

The company recognises that their activities have an effect on the environment through the use of raw materials, waste generation and emissions to air and water, etc.

The company commits to comply with all relevant environmental legislation, regulations, codes of practice and other requirements.

We will:

- Develop existing processes and operational practices to reduce the amount of waste disposal and risk of accidental spillage.
- Continue to comply with ISO 14001.
- Manage primary forms of pollution from the company's activities.
- Minimise waste and disposal of materials to landfill, where possible as detailed in the company's Environmental Materials Policy for the sourcing of construction materials.
- Ensure that all employees are aware of this policy and provide training appropriate to their responsibilities.
- Report on, document and maintain records of our environmental performance.
- Make policy available to the public and other interested parties.

The company board will annually review this policy and set objectives and targets for ongoing continual improvement and prevention of pollution.

The implementation of this policy is detailed in the company Business Management System.

Signed:

M. R. Wakeford
Managing Director
Date 1st January 2019

Evo Energy Ltd Internal Grievance Policy Statement

The aims of this policy are to ensure that:

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

The policy will be a priority for the organisation.

Mark Wakeford - Managing Director will be responsible for the day to day operation of the policy.
The policy will be communicated to all workers and job applicants.
Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties.

Raising a Grievance at Work

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

Issues that may cause grievances include:

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

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

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

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

Any steps taken under this procedure should be taken promptly, unless there is a good reason for delay.
At any stage in the procedure, subject to the agreement of all parties concerned, there may be a suspension in proceedings to facilitate mediation fact-finding or other non-adversarial discussions with the aim of promoting resolution of the case.

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

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

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

Right to be accompanied

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

Equality and Diversity

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

Confidentiality

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

Timescales

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

Mediation

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

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

Informal Procedure

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

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

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

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

Formal Procedure

Stage One -Formal Resolution

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

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

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

Investigation

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

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

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

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

Outcome

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

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

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

Stage Two - Appeal

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

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

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

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

The decision following the appeal is final and there will be no further internal right of appeal.

This procedure will be reviewed periodically to ensure compliance with changes in employment law and equality and diversity legislation.

Signed:

M. Salisbury
Director
1st January 2019

Evo Energy Ltd Internal Disciplinary Policy Statement

The aims of this policy are to ensure that:

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

Mark Wakeford (Managing Director) will be responsible for the day to day operation of the policy. The policy will be communicated to all workers and job applicants. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties.

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

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

Principles

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

Procedure

1. Informal discussions

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

2. First or formal verbal warning

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

3. Written warning

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.
After a period of six months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.
The disciplinary hearing is a formal process and will involve a senior manager -full records will be kept.

4. Final written warning

If the employee's work or conduct fails to improve, or where the allegation is particularly serious, the manager will follow the same procedure for a written warning. If proven, a final warning will be given to the employee warning that any further misconduct will result in a dismissal with appropriate notice. Employees will be paid for this notice period.
After a period of a year, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

5. Gross misconduct

An employee can be dismissed without notice on grounds of gross misconduct. The employee will be suspended with pay while the circumstances of the alleged incident are investigated.
Examples of gross misconduct include - intoxication (whether from drink or drugs), fighting or other physical abuse, indecent behaviour, theft, dishonesty, sabotage, serious breaches of health and safety rules, offensive behaviour (such as discrimination, harassment, bullying, abuse and violence) and gross insubordination
A dismissal will be confirmed in writing within 10 working days of the date of the disciplinary interview.

6. The right to appeal

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

Signed:

M. Wakeford
Director
1st January 2019

Section 2
Organisation

Organisation

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with Mark Wakeford but specific duties are delegated to others according to their function, experience and training.

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

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

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

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

Managing Director

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

Ensure that the Company Directors are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.

Encourage training for all levels of employees.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site.

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

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

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

Monitor effectiveness and review periodically.

Directors

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

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

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

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

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

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

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

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

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

Safety Director

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

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

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

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

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

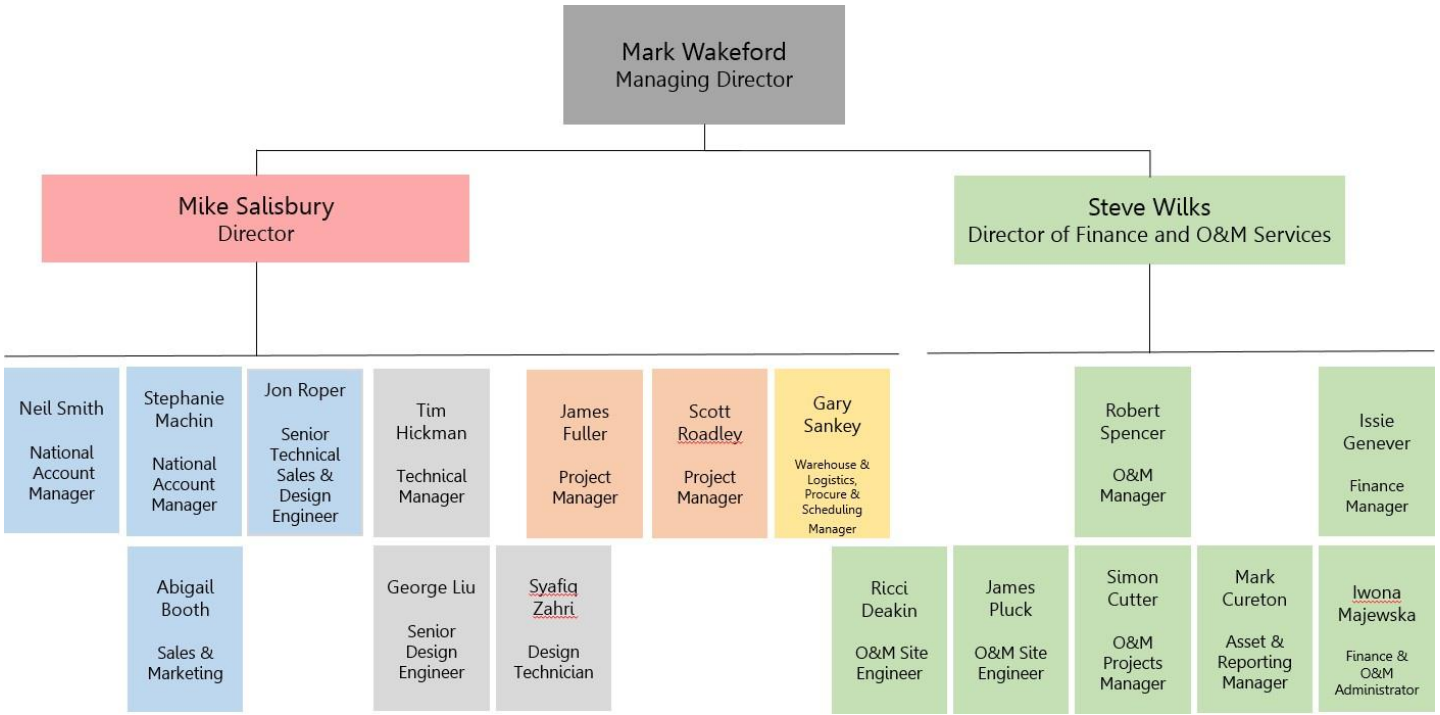
- Obtaining copies of the legislation and any codes of practice for issue to senior management.
- Arrange training for all levels of employees.
- Obtain visual aids etc. to promote awareness of injury prevention and hazards to health.
- Ensure that regular site surveys are carried out to see that only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

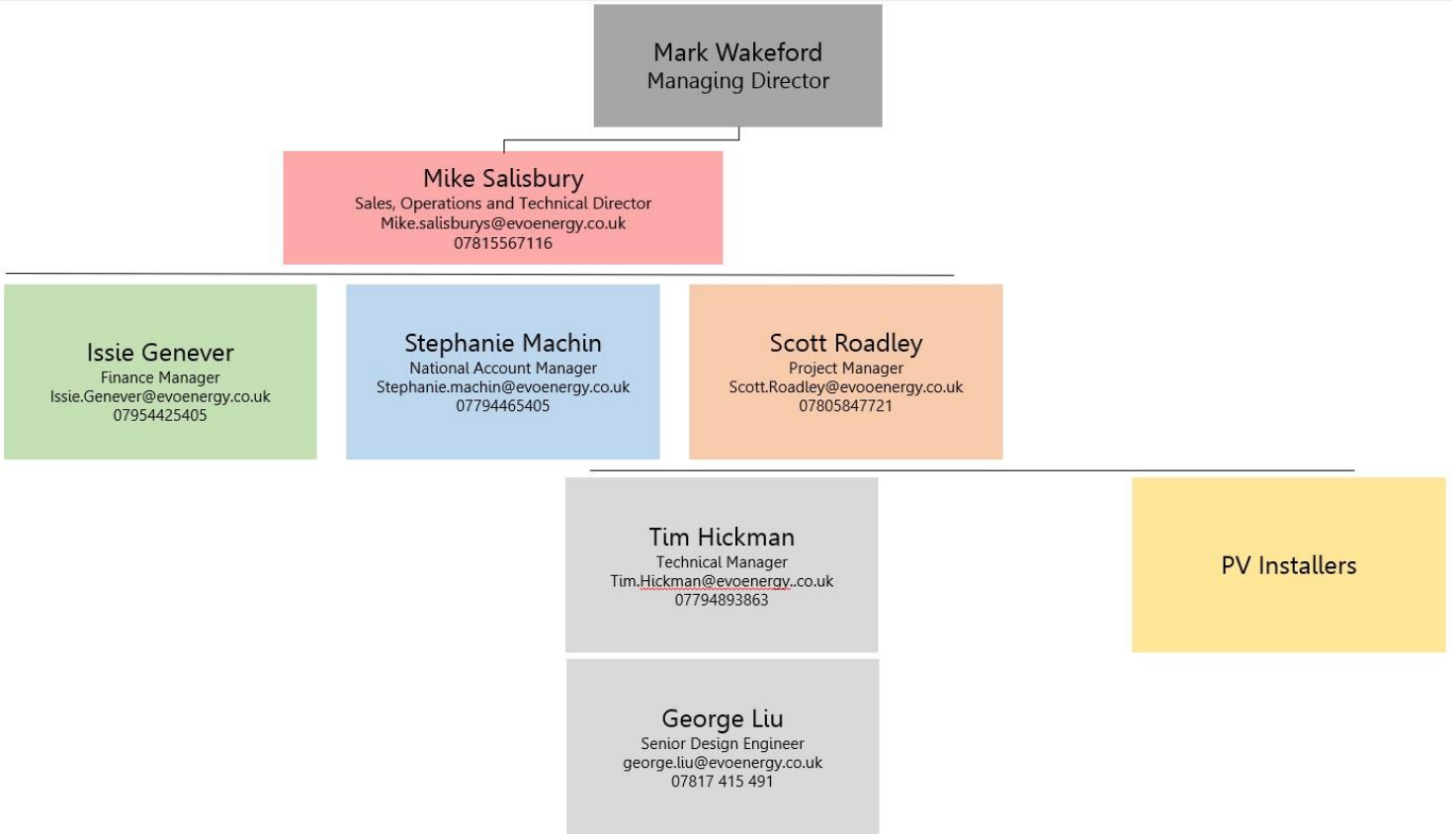
Maintain contact with official and professional bodies e.g. the Health and Safety Executive (HSE), Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents (RoSPA), British Safety Council, Institution of Occupational Safety and Health etc.

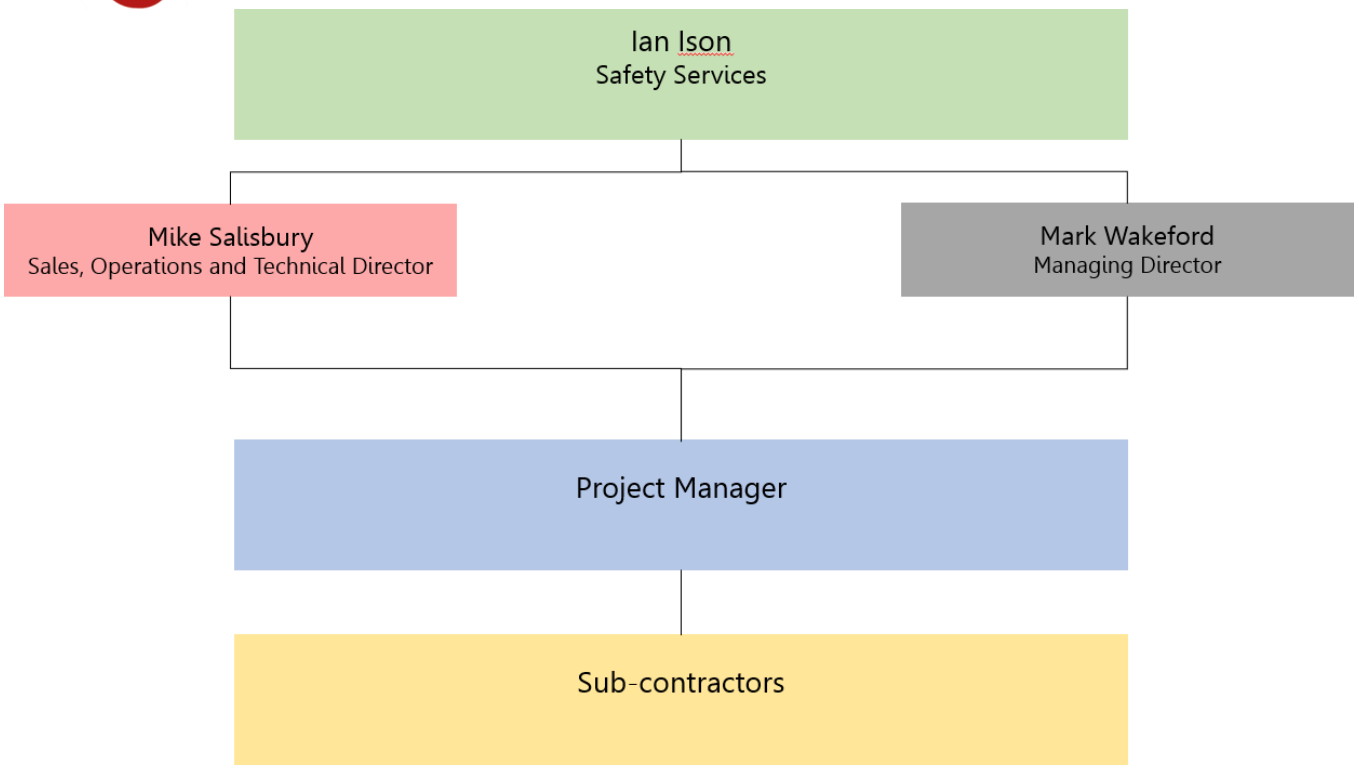
Inform the Health and Safety Executive (HSE) of all notifiable accidents. Assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing re-occurrence. Supervise the recording and analysis of information on injuries and ill health, assess accident trends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

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

Organisation Charts






Ian Ison
Safety Services
Mike Salisbury
Sales, Operations and Technical Director
Mark Wakeford
Managing Director
Project Manager
Sub-contractors

Retained Health and Safety Consultants

Consultancy

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

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

Notification of Sites

It is the Company's responsibility to ensure that Safety Services (UK) Ltd is notified of any sites requiring audit visits. This can be done via email enquiries@safetyservices.co.uk or directly using 'Wise' - wise.safetyservices.co.uk

It should be remembered that whilst there is no statutory reason for such notification consideration should be given to the nature of the work, taking into account that safety regulations apply to all sites irrespective of the time factor.

Inspection of Sites

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

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

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

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

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

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

Construction Director

Understand the Company Policy for Health, Safety and Welfare and administer its day to day practicalities and appreciate the responsibility allocated to each level of staff. Ensure that all works are planned in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.

Ensure that Contract Managers carry out their work to the required standards as laid down in this Company Policy. Apply the same standards to any work personally undertaken.

Ensure that all necessary Construction Phase Health and Safety Plans are produced prior to commencing work on site.

Ensure that all contractors/designers are assessed for competence and resources, in health and safety matters, prior to their appointment to work on a project.

Ensure that Contract Managers allocate adequate resources to cover sound working methods and reasonable welfare facilities.

Take disciplinary action against those who fail to work to the required standards of health and safety.

Set a personal example on site by wearing protective clothing, including safety helmets and footwear as required.

Projects Manager

Understand the Company Policy for Health, Safety and Welfare and ensure that it is readily available on each site. Plan all works in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made

Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.

Determine at planning stage:-

- The requirements of the pre-construction information on CDM projects.
- The most appropriate order and method of working.
- The provision of adequate lighting and safe method of electrical distribution.
- The allocation of responsibilities to each level of staff.
- The welfare facilities and basic fire precautions required.
- Any particular training or instruction required for personnel.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written risk assessments as required under the Regulations for the Control of Hazardous Materials, Noise, Manual Handling and the Management of Health and Safety. Make them available to the Site Manager/Site Agent and discuss them fully

Ensure, so far as is reasonably practicable, that work, once started: -

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- Is carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other appropriate statutory requirements.

Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities or the Health and Safety Executive (HSE) recommendations and this Company Policy before work starts.

Ensure that any design calculations for unusual scaffolds, falsework, etc. are independently checked.

Reprimand any member of site supervisory staff or Sub - Contractors for failing to discharge safety responsibilities satisfactorily.

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

Ensure that all design risk assessments and Sub - Contractors method statements and risk assessments are available prior to work commencing.

Contracts Manager

Understand the Company Policy for Health, Safety and Welfare and ensure that it is readily available on each site. Plan all works in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made

Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.

Determine at planning stage:-

- The requirements of the pre-construction information on CDM projects.
- The most appropriate order and method of working.
- The provision of adequate lighting and safe method of electrical distribution.
- The allocation of responsibilities to each level of staff.
- The welfare facilities and basic fire precautions required.
- Any particular training or instruction required for personnel.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written risk assessments as required under the Regulations for the Control of Hazardous Materials, Noise, Vibration, Manual Handling and the Management of Health and Safety. Make them available to the Site Manager and discuss them fully.

Ensure, so far as is reasonably practicable, that work, once started: -

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- Is carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other appropriate statutory requirements.

Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities or the Health and Safety Executive (HSE) recommendations and this Company Policy before work starts.

Ensure that any design calculations for unusual scaffolds, falsework, etc. are independently checked.

Reprimand any member of site supervisory staff or Sub - Contractors for failing to discharge safety responsibilities satisfactorily.

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

Ensure that all design risk assessments and Sub - Contractors method statements and risk assessments are available prior to work commencing. Ensure that sub-contractors are assessed for health and safety prior to appointment to a contract.

Site Manager

Understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel necessary.

Know the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other relevant legislation and ensure that they are observed on site.

Organise sites so that work is carried out to the required standard with minimum risk to employees, other Sub - Contractors, visitors, the public, equipment or materials.

Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.

Provide Induction training to any new employees; also ensure that all employees and sub-contractors on a new site are given pre-start training. All Induction training is to be recorded.

Where necessary, issue written instructions setting out the method of work.

Refer regularly to the prepared written risk assessments as required under: -

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)
The Control of Noise at Work Regulations 2005
The Control of Vibration at Work Regulations 2005
The Manual Handling Operations Regulations 1992
The Management of Health and Safety at Work Regulations 1999
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Work at Height Regulations 2005 (Amended 2007)

Make them available to all operatives, including Sub - Contractors and discuss them fully.

Ensure that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.

Plan for and maintain a tidy site.

Arrange delivery and safe stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

Implement arrangements with Sub - Contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.

Ensure that all information available relating to underground services on the site is obtained and available on site and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the service authority and Company Policy.

Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.

Protect all overhead services in accordance with the service authority's recommendations and Company Policy before work starts.

Satisfy yourself that the competent persons appointed to make the necessary inspections of scaffolding, excavations, plant, etc., have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary. Ensure any necessary records are kept up to date.

Ensure that the Construction Phase Health and Safety Plan where required by **The Construction (Design & Management) Regulations 2015 (CDM 2015)** is available and updated as work progresses and that all necessary method statements are available prior to starting the specific work activity.

Ensure that 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. Stop any work if you consider that there is an imminent risk of serious injury to any person.

Ensure that any electricity supply is installed and maintained in a safe and proper manner.

All electrical equipment must be tested for safe working, tagged and a register kept, by a competent electrician, at intervals laid down by Company Policy. No electrical equipment will be brought onto site by anyone, including Sub - Contractors, without the appropriate proof of regular testing.

All plant and machinery must be tested at the statutory intervals and will not be brought onto site by anyone, including Sub - Contractors, without the appropriate certified proof of regular testing.

Ensure that drivers of any plant or machinery hold current CPCS certificates of competence or equivalent.

Check 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 it is issued when required and keep a register of PPE issue.

Set a personal example by wearing the appropriate protective clothing and equipment on site.

Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by **The Health and Safety (First Aid) Regulations 1981**, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.

Ensure that a system is organised in the event of an emergency for applying first aid and taking care of casualties. Know where to obtain medical help and how to call the emergency services.

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.

Accompany the Health and Safety Executive Inspector on site visits and act on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirements to stop work.

Ensure that adequate fire precautions are provided for site, site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Liaise when necessary with the Fire Brigade on fire prevention.

Examine drawing and soil investigation reports to determine excavation support requirements in advance and provide these in accordance with Company Policy.

Co-operate with your nominated Safety Adviser. Ask for his advice before commencing new methods of work or potentially hazardous operations.

The Safety Adviser is given authority by the Company to stop any work where there is an imminent risk of serious injury.

Employees and Labour only Contractors

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

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any ofthe relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means, employees shall: -

- Read and understand the Company Policy for Health, Safety and Welfare and carry out work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools in good condition.
- Correctly wear specified PPE at all times. The PPE provided shall be suitable and sufficient for the tasks being undertaken.
- Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not use plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your supervisor any damage to plant or equipment.
- Do not play dangerous practical jokes or "horseplay" on site.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

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

Sub-Contractors

All Sub - Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must submit their own Health and Safety Policy to the Company, for verification. Sub - Contractors will receive a copy of the Company's Safety Rules and Requirements and Sub - Contractors operatives will be expected to be fully aware of what is required of them whilst working on company sites.

Sub - Contractors should provide relevant assessments (Design, Risk, COSHH, Noise and Manual Handling) as appropriate and method statements if necessary prior to commencement on site.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public and Sub - Contractors employees must comply with any safety instruction given to them by the Site Manager.

All plant or equipment brought onto site by Sub - Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.

Sub - Contractors employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where Sub - Contractors are required to hire or erect scaffolding they shall ensure that a suitably trained and certificated person inspects it at weekly intervals and the appropriate entry is made in the Scaffold Inspection Register.

No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this Policy.

Any injury sustained or damage caused by Sub - Contractors' employees must be reported immediately to the Site Manager.

Sub - Contractors informed of any hazards or defects noted will be expected to take immediate action. Sub - Contractors will provide the Site Manager with the name of the person they have appointed as Safety Supervisor.

The Company has engaged Safety Services (UK) Ltd to inspect sites and report on health and safety matters. Safety Advisers have the Company's authority to stop work at any time that they consider that there is an imminent risk of serious injury. Sub - Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action.

Sub - Contractors must provide suitable welfare facilities and first-aid equipment in accordance with the Regulations for their employees, unless arrangements have been made for Sub - Contractors' employees to have the use of the Company's facilities. Sub - Contractors will be required to prove, when appropriate, that at least one of their workforce on site is a suitably trained first aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with the Regulations and current recommendations, and that information must be provided to the Site Manager and any other person who may be affected on site.

Sub - Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

It is the policy of this Company that all operatives, Sub - Contractors, visitors, etc. on the Company's sites will wear safety helmets at all times other than in specifically designated 'no risk' areas by the Site Manager. Sub - Contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

See also General Arrangements Sections of the Policy.

Engineer

Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employees under your control.

Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the Contracts Manager, in the pre-construction information in particular: -

- The existence of overhead electricity cables
- Underground services
- Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.)

Establish records of any underground services laid on site and ensure that, wherever possible, marker posts define these, with appropriate signs and the information is retained under **The Construction (Design & Management) Regulations 2015 (CDM 2015)**

Report to the Site Manager any unsafe situation observed whilst on site.

Carry out your own work in a safe manner; take precautions when working on or near public roads.

Wear any necessary protective clothing or equipment.

Field Engineers/Fitters

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

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his act or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive (HSE).

In simple terms this means, field engineers shall: -

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

Quantity Surveyors

Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employees under your control.

Ensure that all Sub - Contractors are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Contracts Manager.

Ensure that Sub - Contractors are assessed for competence and resources regarding health and safety and that they have received a copy of the Company's Safety Rules and Requirements as well as a copy of the Company Policy Statement.

Obtain from all Sub - Contractors who employ five or more staff and who are engaged by the company proof that they have their own Health and Safety Policy and obtain agreement that they will conform with The Company's Policy and Codes of Practice whilst on Company sites.

See also sections in General Arrangements of this Policy.

Rates negotiated for work carried out by Sub - Contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures.

Ensure that Sub - Contractors carrying out any of the operations listed below shall provide a written Method of Work Statement:-

- Demolition
- Roof work or vertical cladding
- Structural steel erection
- Major earthworks
- Asbestos removal

and any other specific area on a project where it is deemed necessary.

Estimators

Read and understand the Company Policy for Health, Safety and Welfare and relevant legislation and ensure that it is brought to the notice of any employees under your control.

Ensure that so far as reasonably practicable, detailed consideration is given to and provision made within the tender for safe methods and systems of work and ensure those issues highlighted within any pre-construction information are adequately addressed.

Buyers

Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employees under your control.

Ensure that all equipment or materials purchased by the Company are to the standards required by Company Policy. See also sections in General Arrangements of the Policy.

Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Contracts Manager. If applicable ensure that Material Safety Data Sheets are requested.

Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

Ensure that test certificates and records are provided with any plant and machinery hired for use on site and for any operatives the necessary training records.

Set a personal example by wearing the appropriate protective clothing and equipment if required to visit sites.

CDM Co-ordinator

Note – this post has been scrapped on the implementation of Construction, Design and Management Regulations 2015 (CDM 2015) for all new projects from 06 April 2015. See Principal Designer (PD)

The transitional period from 06 April 2015 until 06 October 2015 will see the transfer of projects from CDM-C to PD where the PD takes on all existing CDMC duties

Standards Required

The Regulations detailing the duties of the CDM Co-ordinator are **The Construction (Design & Management) Regulations 2007 (CDM 2007)**

Reference should also be made to the Health and Safety Executive (HSE) publication;
L153 Managing Health & Safety in Construction – Guidance

Planning Procedure

The duties of the CDM Co-ordinator are as follows: -

- (a) Ensure designers comply with their duties.
  (b) Ensure co-operation and co-ordination of designers with regards to health and safety
- Ensure all designers co-operate with each other and co-ordinate their CDM activities.
- Ensure Pre-construction information is provided to relevant parties as necessary.
- Advise the client, if requested, regarding the competence of designers and all contractors.
- Keep the client informed of all relevant matters of health and safety.
- Advise all contractors when requested or if necessary.
- Notify the Health and Safety Executive (HSE) of the project.
- Ensure the Health and Safety File is prepared and deliver it to the client at the end of the project.

Principal Designers

Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007

Standards Required

Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

The specific Regulations detailing the duties of Principal Designers, whether temporary or permanent works, are **The Construction (Design and Management) Regulations 2015 (CDM 2015).**

Reference should also be made to the Health and Safety Executive (HSE) publication;
L153 Managing Health & Safety in Construction – Guidance

Plus CITB Guidance CDM 2015/2 Guidance for Principal Designers
and any subsequent legislation.

The principal designer should be appointed as early as possible in the design process, if practicable at the concept stage.

Planning Procedure

The duties of the principal designers on any project are as follows: -

To plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project.

PDs must:

- assist the client in identifying, obtaining and collating the pre-construction information
- provide pre-construction information to designers, principal contractor and contractors
- ensure that designers comply with their duties and co-operate with each other
- liaise with the principal contractor for the duration of your appointment
- prepare the health and safety file.

These duties as the principal designer apply regardless of the contractual arrangements for the appointment of other designers on the project. If you appoint other designers, you are responsible for ensuring that they have the relevant skills, knowledge, training and experience to deliver their work.

Assist with project set up - Help the client to develop their initial brief outlining the client's key requirements and expectations for the project, including any limitations or restrictions, such as budget, planning constraints and timescales and may include specifications and standards, which will in turn help to outline health and safety expectations. E.g. the brief could highlight safety in design, via use of risk registers, Red; Amber and Green (RAG) lists and raising any other specific concerns.

Assist with compiling the pre-construction information - the PD may need to assist the client in doing this and then collating it for passing initially to the designers and then to the principal contractor for the construction phase. This information should be reviewed to identify any potential impacts on health and safety. Where the PD identifies any shortfalls in information, then advise the client on how to address them.

Co-ordinate the pre-construction phase with the client on how the pre-construction phase will be managed.

Co-ordinate designers - the PD has a responsibility to co-ordinate health and safety with all the designers and provide relevant information to designers when it becomes available. The PD should ensure that designs are co-ordinated between the different designers to identify any potential impacts on health and safety during the full project lifecycle,

Ensure that the designers comply with their duties during the design stage.

Note - PD's are not expected to review everything during design development but focus where there is a high risk to health and safety, including changes made to the original design e.g. by leading design review meetings and review the health and safety information provided, such as any remaining risks.

Communicate with the client to provide them with updates on progress and to raise any potential issues.

Provide the pre-construction information to the principal contractor.

Communicate with the principal contractor regularly to ensure that the design, including temporary works design, is co-ordinated.

Support the principal contractor in obtaining responses from designers to any questions relating to health and safety.
Agree with the principal contractor on methods of communication with other contractors

Prepare the health and safety file and ensure it is handed over to the client.

Note - If the appointment ends before the project is completed, hand over the file to the principal contractor to develop and complete.

Designers

Standards Required

The specific Regulations detailing the duties of designers, whether temporary or permanent works, are **The Construction (Design and Management) Regulations 2015 (CDM 2015).**

CITB Guidance CDM 2015/4 Guidance for Designers

Reference should also be made to the Health and Safety Executive (HSE) publication;
L153 Managing Health & Safety in Construction

And any subsequent legislation.

Planning Procedure

The duties of the designers on any project are as follows: -

Make clients aware of their duties - when the client engages you to carry out design work you must make sure that they understand their responsibilities under CDM 2015 before you start.

Note - On projects with more than one contractor the client will appoint a principal designer. If you are working as one of a team of designers, it is important that you know who the **principal designer** is, and that you cooperate with them.

Prepare and modify designs for safety and health - Designers can help to avoid and reduce the risks that arise during construction and associated work. When preparing or modifying designs, your first aim is to eliminate risks to anyone who may be affected by your design or, if that is not possible, to reduce or control the risks.

Eliminate, reduce and control risks through design - as a designer you will need to take account of the general principles of prevention when preparing or modifying your design. These provide a framework within which a design is considered for any potential health and safety risks which may affect:

- workers, or anyone else who may be affected during construction
- those who may maintain or clean the building once it is built
- those who use the building as a workplace.

Health and safety risks must be considered alongside other factors that influence the design, such as cost, fitness for purpose, aesthetics and environmental impact.

When considering health and safety risks, you are expected to do what is reasonable at the time that the design is prepared, taking into account current industry knowledge and practice.

Risks that cannot be addressed at the initial stage of a project should be reviewed later on, during the detailed design stage.

Designers should take into account the requirement for maintenance, cleaning and access to the finished project. Ensure that the design of any structure intended as a workplace satisfies the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992

Co-operate and co-ordinate with others - designers must co-operate with the client, other designers and anyone else who provides you with information, in particular the principal designer.
Designers should co-ordinate and communicate with others to provide clear information on any risks which remain to be controlled, including temporary and permanent works designers, who should also co-operate to ensure that their designs are compatible with each other.

Depending on the nature and extent of design work, there may be a need to carry out design reviews in order to focus on areas of the design where there are health and safety risks requiring resolution.

Note - If a design is prepared or modified outside Great Britain for use in construction work where these Regulations will apply the person who commissions the design if in Great Britain or if that person is not in Great Britain any client for the project shall ensure that the above is complied with.

Designers must take into account the ***general principles of prevention*** when preparing or modifying a design and take account of ***the Red; Amber and Green Lists***

General principles of prevention	Examples of applying them in practice
Avoiding risks by asking if you can get rid of the problem (or hazard) altogether.	• Move air conditioning plant on a roof to ground level, so that work at height is not required for either installation or maintenance. • Position a door away from a traffic route. • Design a roof with a high parapet to eliminate the risk of falls.
Evaluating the risks that cannot be avoided.	• Work out whether the effort and expense of installing a fixed access system is appropriate if an area is only occasionally reached and the work can be done using a MEWP.
Combating the risks at source.	• Arrange for services to be isolated and diverted to where they will be away from the work area.
Adapting the work to the individual, especially the design of workplaces, the type of work equipment and the choice of working and production methods, with a view, in particular, to reducing the health effects of monotonous work and work at a predetermined rate.	• Provide workstations at an appropriate height. • Position lighting so it can be accessed easily for maintenance, e.g. by positioning bulkhead lights on landings and not halfway down staircases.
Adapting to technical progress: consider new techniques or technologies.	• Specifying self-cleaning glass. • Prefabricating elements off-site
Replacing the dangerous with the non-dangerous or the less dangerous.	• Switch to using a paving block that is lighter in weight. • Substitute solvent- based products with water-based equivalents. • Recycled tyre kerbs instead of heavy concrete ones.
Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment. Set standards.	• Specify that all blocks should be cut using block splitter techniques rather than mechanical cutting, which produces large amounts of harmful silica dust.
Giving collective protective measures priority over individual protective measures, and make provisions so that the work can be organised to reduce exposure to hazards.	• Make provision for traffic routes so that barriers can be provided between pedestrians and traffic. • Fixed edge protection (barriers) rather than running lines.
Giving appropriate instructions to employees.	• Information on drawings or instructions, such as intended sequencing.

Safety in Design – Red, Amber and Green Lists
Red list - Hazardous procedures, products and processes that should be eliminated from the project where possible.
• Lack of adequate pre-construction information (e.g. asbestos surveys, details of geology, obstructions, services, ground contamination and so on). • Hand-scabbling of concrete (e.g. 'stop ends'). • Demolition by hand-held breakers of the top sections of concrete piles (pile cropping techniques are available). • Specification of fragile roof lights and roofing assemblies. • Processes giving rise to large quantities of dust (e.g. dry cutting, blasting and so on). • On-site spraying of harmful substances. • Specification of structural steelwork not purposely designed to accommodate safety nets. • Designing roof mounted services that require access (for maintenance and so on), without provision for safe access (e.g. barriers). • Glazing that cannot be accessed safely. All glazing should be anticipated as requiring cleaning replacement, so a safe system of access is essential. • Entrances, floors, ramps, stairs escalators not specifically designed to avoid slips & trips during use & maintenance, including taking account of the effect of rain water &spillages. • Design of environments involving adverse lighting, noise, vibration, temperature, wetness, • humidity and draughts or chemical and/or biological conditions during use and maintenance
Amber list - Products, processes and procedures to be eliminated or reduced as far as possible and only specified or allowed if unavoidable. Including amber items would always lead to the provision of information to the principal contractor.
Internal manholes and inspection chambers in circulation areas. • External manholes in heavily used vehicle access zones. • Specification of 'lip' details (i.e. trip hazards) at the tops of pre-cast concrete staircases. • Specification of small steps (e.g. risers) in external paved areas. • Specification of heavy building blocks (e.g. those weighing more than 20kgs). • Large and heavy glass panels. • Chasing out concrete, brick or blockwork walls or floors for the installation of services. • Specification of heavy lintels (slim metal of hollow concrete lintels are better alternatives). • Specification of solvent-based paints and thinners, or isocyanates, particularly for use in confined areas. • Specification of curtain wall or panel system without provision for tying or raking scaffolds. • Specification of blockwork wall more than 3.5 metres high using retarded mortar mixes. • Site traffic routes that do not allow for one-way systems and/or vehicular traffic segregated from site personnel • Site layout that does not allow adequate room for delivery and/or storage of materials, including site specific components. • Heavy construction components which cannot be handled using mechanical lifting devices (because of access restrictions/floor loading and so on). • On-site welding, in particular for new structures. • Use of large piling rigs and cranes near live railways and overhead electric power lines or where proximity to obstructions prevents guarding of rigs.

Green lists - Products, processes and procedures to be positively encouraged
• Adequate access for construction vehicles to minimise reversing requirements (one-way systems and turning radii). • Provision of adequate access and headroom for maintenance in plant room, and adequate provision for replacing heavy components. • Thoughtful location of mechanical and electrical equipment, light fittings, security devices and so on to facilitate access, and placed away from crowded areas. • Specification of concrete products with pre-cast fixings to avoid drilling. • Specification of half board sizes for plasterboard sheets to make handling easier. • Early installation of permanent means of access, and prefabricated staircases with hand rails. • Provision of edge protection at permanent works where there is a foreseeable risk of falls after handover. • Practical and safe methods of window cleaning (e.g. from the inside). • Appointment of a temporary works co-ordinator (BS 5975) • Off-site timber treatment if PPA- and CCA-based preservatives are used (boron or copper salts can be used for cut ends on site). • Off-site fabrication and prefabricated elements to minimise on site hazards. • Encourage the use of engineering controls to minimise the use of personal protective equipment.

Manager Responsible for Personnel

Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees under your control.

Ensure that the procedure for new employees is carried out as required by the Company Policy.

Arrange induction training for new staff as soon as possible after commencement date. Maintain training records for all staff.

Manager Responsible for Office Staff

Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees under your control. Ensure that the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992** and any other relevant Regulations are complied with.

Ensure that offices are laid out and maintained to ensure the safety of staff and visitors. Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer. Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised. Ensure all electrical equipment is tested for safe working and tagged at regular intervals and records maintained by competent electricians.

Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide accident investigation reports to insurers where appropriate. Ensure that a fire risk assessment is obtained for offices, if necessary, and that all firefighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.

Ensure that first aid and the required welfare facilities are provided as outlined in this Policy.

Ensure all staff work safely and do not take unnecessary risks. In the event of an accident it is to be reported in accordance with Company Policy.

Set a personal example.

Office Staff

Read and understand the Company Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor.

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

Report any accident or damage, however minor, to your Supervisor. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.

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

Sales Manager

Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees under your control.

Ensure that the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992** and any other relevant Regulations are complied with.

Ensure that sales staff, whether directly employed or by an appointed sales agency have received training to ensure that the public are not exposed to risk when visiting the Company's sites.

Ensure adequate personal protective equipment is available to visitors.

Provide first aid equipment and fire extinguishers in the sales area in accordance with Company Policy.

Ensure that any electrical, gas or other appliance in show houses is installed and maintained by a competent authorised/trained person.

Regularly check sales areas to ensure that hazards are eliminated.

Liaise closely with construction management prior to arranging visits to sites under construction.

Sales Staff

Read and understand the Company Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.

Ensure that when going onto site, your clothing and particularly your footwear is suitable from a safety viewpoint.

Do not install, maintain or use any site equipment unless trained and authorised to do so. If working in a show house do not attempt to install of maintain any equipment unless trained and authorised to do so.

Report any hazards to your line manager or the site manager immediately.

Before escorting members of the public onto site (representatives, purchasers etc.) inform the Site Manager and agree the safest route and the safest time, taking into account hazardous site activities

Ensure that all visitors wear suitable personal protective equipment, especially safety helmets, at all times when on site.

The areas in which you are working should be clean and tidy and that all access, stairs, etc. are kept clear and free from obstruction. Floors and/or paths should not be slippery. If for any reason the working areas are untidy, slippery or full of trip hazards contact your line manager and arrange alternative access / working area.

Ensure that you know the location of the first aid box, the identity of those qualified to give first aider, an appropriate evacuation route, the meeting point etc. in the event of an accident/ incident or emergency evacuation.

If visiting a domestic residence, ensure that your line manager is aware of your meeting and the time your meeting is expected to finish. Keep your line manager informed of any changes to your schedule, especially if working alone.

Report all accidents, however minor, to your line manager.

Employers of Pregnant Employees and Nursing Mothers

There are a number of pieces of specific health and safety legislation which apply to both pregnant women and nursing mothers.

The Management of Health and Safety at Work Regulations 1999 impose additional provisions relating to pregnant women, women who have recently given birth or who are breast feeding. These new provisions include extending the Risk Assessment requirements under Regulation 3(1) of the above Regulations.

The Workplace (Health, Safety and Welfare) Regulations 1992 require suitable rest facilities to be provided for pregnant women and nursing mothers (Regulation 25).

The Manual Handling Operations Regulations 1992 also refer specifically in Regulation 4(1)(b)(i) to Risk Assessments and the capability of the individual.

Health and Safety (Display Screen Equipment) Regulations 1992, Regulation 2 - Risk Assessment, also talks about risks to the individual.

Reference should also be made to Health and Safety Executive (HSE) publication;
HSG122 New and Expectant Mothers at Work: A Guide for Employers

As well as the employer having responsibilities under the above Regulations, it must be remembered that individuals also have a responsibility under health and safety law for their own health and safety whilst at work and a common-sense approach should be adopted.

Other considerations should be given to issues such as emergency procedures, etc.

Employers of Disabled Persons

All legislation that applies to the able bodied also applies to a disabled person.

All companies are subject to **Disability Discrimination Act 1995**.

This act protects both disabled people and people who have had a disability in the past.

It makes it unlawful for employers to discriminate against current or prospective employees with disabilities. This can include an employer having to make reasonable adjustments in relation to a disabled person.

Typical examples can include:

- Making adjustments to premises
- Relocating part of a job to another employee
- Transferring the disabled person to fill an existing vacancy
- Altering a person's hours of work
- Assigning the person to a different place of work
- Allowing absences during working hours for rehabilitation, assessment or treatment
- Supplying additional training
- Acquiring special equipment or modifying existing equipment
- Modifying instructions or reference manuals
- Modifying procedures for testing or assessment
- Providing a reader or interpreter
- Providing additional supervision

For further details reference should be made to the Department for Work and Pensions for guidance. Reference should also be made to the Disability Rights Commission Act 1999.

Other considerations should be given to issues such as emergency procedures, etc.

Section 3
Arrangements

Work Safe (Right to refuse work)

Definition

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

Standards required

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

Reference should be made to the following flow chart

Information

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

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

PREVENTION OF ACCIDENTS IN THE WORKPLACE

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

IMMINENT DANGER

Other categories of imminent danger may include:

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

There are two direct causes of accidents – unsafe acts and unsafe conditions
Unsafe acts may include:

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

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

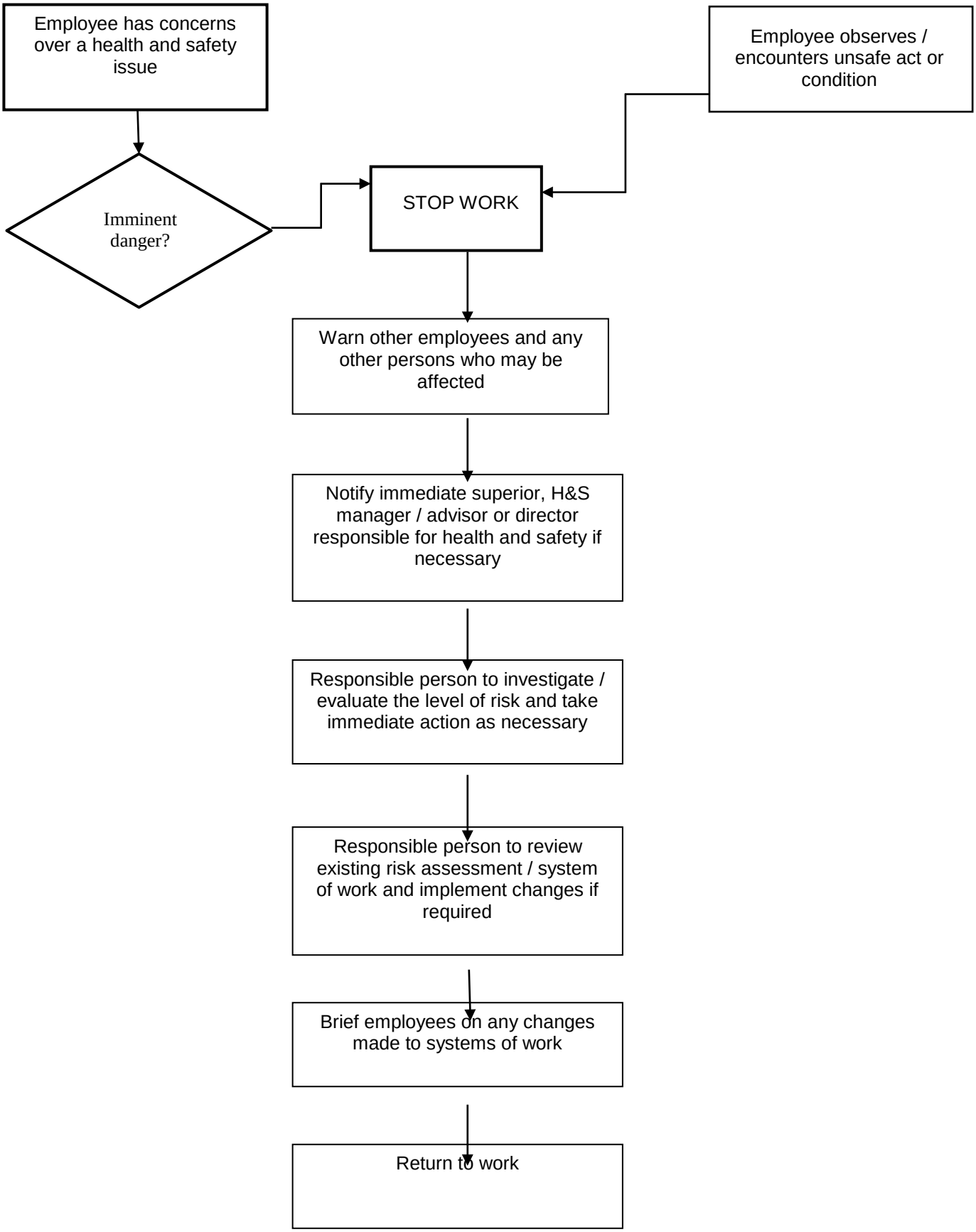
- Poor underfoot conditions.
- Exposure to biological contaminates
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding
- Poor housekeeping
- Poor lighting or ventilation

These lists are not exhaustive.
Safety in the office requires that each person co-operates and that common sense prevails.
The main categories of serious injury to office workers are:

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

IF IN DOUBT – REQUEST THE TASK IS RISK ASSESSED

Procedure for Concerns over Health and Safety Issues



Management of Asbestos

Definition

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Standards required

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

The Control of Asbestos Regulations 2012

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

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

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

Information

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2012**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

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

General Arrangements

Tendering and Planning

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

Any aspects of work not covered by this Policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary, a pre-contract meeting will be held and specific safety matters discussed.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

Contractors

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

"Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact the writer should you require further information on any matter in connection with health, safety or welfare".

Suppliers

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

"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998."

All information received from suppliers will be passed to the Site Manager for implementation or reference on site.

Training

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

Where operatives are required to carry out key tasks (e.g. forklift truck operation, supporting excavations, scaffolding, abrasive wheel mounting, etc.) they will be provided with the necessary training. Sub - Contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment.

The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

Notifications

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

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

The Contracts Manager will notify relevant authorities as required by specific Policy sections, e.g. underground and overhead services, explosives, demolition, etc. The Contracts Manager will satisfy himself that the Health and Safety Executive (HSE) has been informed of all new projects that:

- last longer than 30 working days **and** have more than 20 workers working at the same time at any point on the project or
- exceed 500 person days

The Client are responsible for ensuring that the HSE have been notified. The Contracts Manager will ensure that details of the Client, the Principle Designer and the Principal Contractor are displayed as required by The Construction (Design & Management) Regulations 2015 (CDM 2015).

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

Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of **The Health and Safety at Work Act 1974** and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note; **HSG151 Protecting the Public - Your next move**.

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

Documentation

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

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

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

Joint Consultation

In accordance with **The Consultation with Employees Regulations 1996** and **The Safety Representatives and Safety Committee Regulations 1977** and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to ensure adequate consultation of employees.

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the law and the National Working Rule 7 (a) of the National Joint Council for the Building Industry Working Rule Agreements, or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules, where applicable.

Monitoring Policy

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

This Policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Management of Health and Safety at Work

Standards Required

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

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

Planning Procedures

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

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

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

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. Where it is identified as being necessary, additional training or information will be provided for any employee.

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

Supervision

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

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

Safe system of work

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

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

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other Sub - Contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

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

Serious & Imminent Danger

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

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

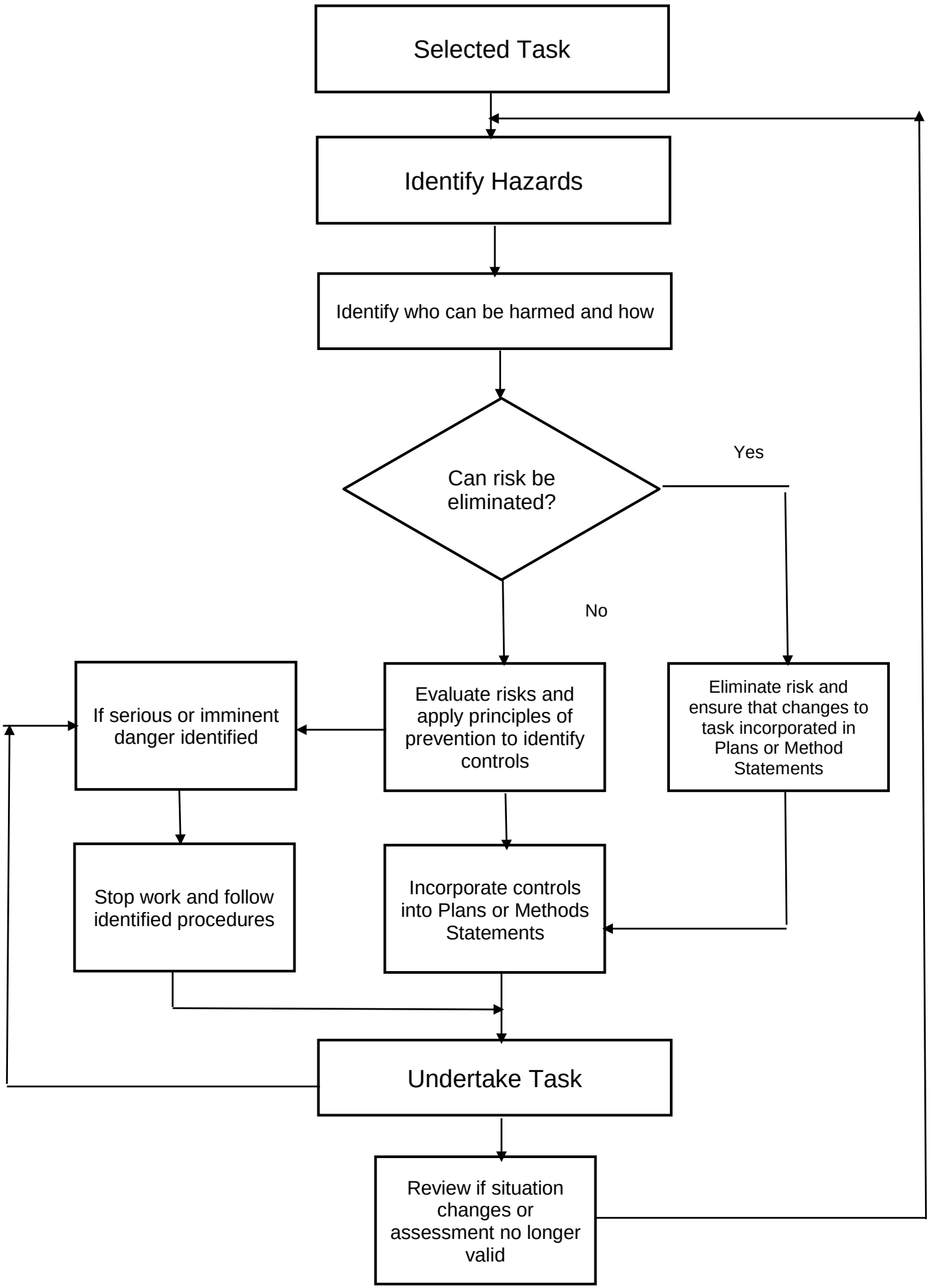
Method Statement Contents

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

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

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

Risk Management Flowchart (Based on HSG 65)



Workplace Health, Safety and Welfare

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

Standards Required

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

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

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

Planning Procedures

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

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

Supervision

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

Safe System of Work

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

Temperature

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

Ventilation

- All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

- Suitable and sufficient lighting will be provided and where possible this will be natural light
- In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working space

- Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.
- Suitable workstations will be provided for each employee according to the nature of the work involved.
- Floors and traffic routes will be kept free from obstructions at all times.
- Effective measures will be taken to prevent persons being struck by falling objects etc.
- Wherever possible, files, boxes etc. will not be stored at high level.
- All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Workplaces

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

Construction Health, Safety and Welfare

Standards Required

The Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2 set out the principles of protection in relation to excavations, traffic routes, welfare facilities, emergency procedures and protecting the public etc.

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

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

Planning Procedures

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

Supervision

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

Monitoring

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

Construction Design and Management

Standards Required

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

Reference should also be made to the Health and Safety Executive (HSE) publication;
L144 Managing Health & Safety in Construction – Approved Code of Practice (until Oct 15)
Plus
L153 Construction (Design and Management) Regulations 2015. Guidance on Regulations
Plus
CITB Guidance CDM 2015/1 Guidance for Clients
Or
CITB Guidance CDM 2015/5 Guidance for Principal Contractors
Or
CITB Guidance CDM 2015/3 Guidance for Contractors
Note – The revised Approved Code of Practice will not be issued until autumn 2015 at the earliest
Note – CDM 2015 duties extend to domestic projects

Planning Procedure

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

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

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

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

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

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

When acting as **Client** the Company will

Client duties

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

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

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

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

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

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

Check that the principal designer is carrying out their duties

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

During the construction phase

Ensure the construction phase plan is in place

Ensure welfare facilities are in place

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

Post Construction

Check completion and handover arrangements

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

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

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

When The Company is acting as the principal contractor

Principal Contractor duties

The principal contractor is the contractor in overall charge of the construction phase; appointed by the client
Note - there should only be one principal contractor for a project at any one time.

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

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

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

The construction phase plan should be:

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

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

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

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

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

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

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

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

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

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

The Company acting as contractor

Contractor duties

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

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

Co-operate with the other duty holders

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

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

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

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

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

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

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

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

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

Safe System of work

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

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

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the client, principal designer, principal contractor etc. These details will be highlighted in a notice prominently displayed on site.

Appointment of Sub-Contractors

The Company recognises that the selection and subsequent control of any contractor is crucial to the success of good Health, Safety & Environmental management. Failure to adequately manage contractor's activities can put personnel, members of the public and the contractors (including any sub-contractors they may have engaged) at risk of injury, and may leave the Company exposed to enforcement action and potential prosecution.

Standard Required

Any contractor being brought in to work for the Company must first be vetted for their ability to perform to acceptable Health, Safety and Environment standards and in particular their duties under CDM.

Anyone appointing a designer or contractor to work on a project must take reasonable steps to satisfy themselves that those who will carry out the work have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety. Reasonable steps will depend on the complexity of the project and the range and nature of the risks involved.

When appointing a designer or a contractor, sensible and proportionate enquiries should be made about their organisational capability to carry out the work. Only enquiries for information that will address the anticipated risks and capability of the supplier should be made – excessive or duplicated paperwork should be avoided because it can distract attention from the practical management of risks. Those making appointments will find the standard health and safety questions in PAS 91:2013 (Publicly Available Specification) Construction related procurement. Prequalification questionnaires a useful aid. Using PAS 91 standard questions is one way of helping to assess organisational capability.

Designers or contractors can use the services of an independent (third party) assessor to assess their organisational capability. If they do, there are companies that provide pre-qualification assessment services, including those who are members of the Safety Schemes in Procurement (SSIP) Forum. The SSIP Forum is an umbrella body with binding agreements to ensure member schemes recognise each other's pre-qualification assessments. The website (www.ssip.org.uk) provides a free search facility for any business that has undergone an SSIP assessment and gives further information about SSIP. SSIP assessment is one way a designer or contractor can demonstrate organisational capability at the pre-qualification stage of the appointment process, but not the only way.

Although now only guidance - reference can be made to the Health and Safety Executive (HSE) publication; **Appendix 4 Core Competence L144 Managing Health & Safety in Construction – Approved Code of Practice**.

Planning Procedure

It will be incumbent on the person appointing the contractor to check the Approved Contractor List to see if the contractor has already been through the vetting system and is approved.

If not already on the Approved Contractor List it is incumbent on that person appointing the contractor to ensure the contractor is sent a competency questionnaire and an appropriate accompanying letter requesting that they complete and return it. It will be a line management responsibility to ensure this is done in advance of appointment to chase return of information and to allow time for approval process...

Supervision

Experienced line managers/ contract managers and the Safety Director will be responsible for supervising the day to day implementation and the effectiveness of this policy in ensuring the appointment of competent contractors

Safe System of Work

Every contractor must have completed the competency questionnaire and been approved by the Safety Director or other authorised person prior to commencement on site. The assessment shall be unbiased and apply a good common sense approach to the interpretation of the evidence supplied by the contractor. A check of the HSE website for prosecutions and 'notices' must be made.

Should additional evidence be required before a decision can be made, this should be sought without delay by the person appointing the contractor or directly by the person undertaking the assessment. Only when satisfied that the contractor can perform safely will the approval be given.

The Contractor will be approved for a maximum of 12 months or less subject to site performance. In order to remain on the approved contractor list, updated information shall be requested from the contractor by the next person considering appointment.

Control of Substances Hazardous to Health

Standards Required

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

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

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

No assessment should be carried out without reference to:

EH40	**Occupational Exposure Limits**

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

Planning Procedures

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

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

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

Supervision

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Safe System of Work

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

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

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

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

Keeping of Records

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Health Hazards

Standards Required

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

The Control of Asbestos Regulations 2012
The Control of Lead at Work Regulations 2002
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)
The Work Place (Health, Safety and Welfare) Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992

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

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

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

Planning Procedure

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

The Contracts Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary training, protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

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

Supervision

The supervisor will ensure that:

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

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

Safe System of Work

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

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

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

Protective Clothing and Equipment

Standards Required

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

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

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

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

Planning Procedures

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

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

Supervision

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

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

Any employee or sub-contractor working under the Company's control observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory or Company Policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by Safety Services (UK) Ltd, as required.

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

Safe System of Work

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

All Personal Protective Equipment shall be:

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

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

Safety Helmets

Standards Required

The Construction (Head Protection) Regulations 1989 are now withdrawn as its still covered by Risk Assessment under The Personal Protective Equipment at Work (PPE) Regulations 1992 therefore it requires the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets where a risk of head injury other than by falling exists. Issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are the only exemption from these Regulations.

Safety helmets provided must be to **BS EN 397:2012**
Bump Caps provided must be to **BS EN 812: 1998** (although these are not usually suitable for use on site)

Planning Procedure

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

The Contracts Manager will ensure that Site Managers and Sub - Contractors are aware of Company Policy and the requirements of **The Personal Protective Equipment at Work (PPE) Regulations 1992** of the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access points to working areas and can be supplied to site by Safety Services (UK) Ltd, as required by Site Managers.

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

Supervision

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

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

The Site Manager will report any disregard of this policy by Sub-Contractors' employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

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

Safe System of Work

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

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

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

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

Manual Handling and Lifting

Standards Required

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

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

The current Regulations require the following three steps: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck

- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed

- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

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

Supervision

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

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

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

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

Safe System of Work

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

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Consultation with Employees

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

Procedure

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

The consultation with employees will cover the following issues as a minimum:

- introduced measures that may affect employees health and safety
- arrangements for nominating safety representatives
- health and safety information required under this and other Regulations
- planning and organisation of health and safety training
- the health and safety consequences of introduced technology in the workplace

The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

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

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

Working Time

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

Standards Required

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

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

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

Planning Procedures

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

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

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

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

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

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

Night Work

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

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

Supervision

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

Safe System of Work

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

Daily rest breaks

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

Daily Rest

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

Weekly Rest

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

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

Young worker daily rest breaks

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

Young worker daily rest

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

Young worker weekly rest

- Young workers are entitled to two days off each week. This cannot be averaged over a two-week period and should normally be two consecutive days.

- There are exceptions to this that should follow the DTI guidance.

Paid Annual Leave

- Every worker – whether part-time or full-time covered by these Regulations is entitled to four week's paid annual leave. Increasing to 24 days from 1 October 2007 and 28 days from 1 April 2009 (for workers that work a 5 day week, pro-rata for part time workers)

- A week's leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.

- This leave entitlement is not additional to bank holidays.

- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

Welfare and First Aid

Standards Required

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

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

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

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

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

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

Planning Procedure

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

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

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

Supervision

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

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

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

Health Surveillance

Standards required

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

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

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

Planning Procedures

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

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

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

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

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

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

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

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

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

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

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

Supervision

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

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

Stress in the Workplace

Standards required

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

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

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

INDG28 1 rev1 Work Related Stress

Planning Procedures

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

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

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

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

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

Supervision

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

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

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

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

Fire Precautions

Standards Required

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

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

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

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

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

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

Planning Procedures

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

Fire extinguishers should be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

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

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Safe System of Work

Office

The Office Manager (or alternatively a person nominated by the company) will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits to be checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress route are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Site

The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:-

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

At all locations a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. A manual of automatic fire alarm may be more appropriate in some circumstances

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

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

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

Bomb Threat/Emergency

Standards Required

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

Bomb Threat Procedures

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

Bomb Threats and Discovered Devices:

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

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

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

Procedure:

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

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

Suspect objects are not to be moved or touched.

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

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

Emergency Procedures

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

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

Clear access/egress from buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

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

Evacuation:

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

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

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

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

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

Company Offices

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

See section on Fire Precautions.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of firefighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms will be checked monthly and test recorded. The nominated person will check all fire exits at the start of each day.

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

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

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

Communal Areas

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

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

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

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

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

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

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

Display Screen Equipment

Standards Required.

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

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

Planning procedures

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

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

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

Supervision

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

Safe System of Work

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

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

Work Equipment

Standards required

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

These regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:-

- The guarding of dangerous parts of machinery
- Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances
- Protection against explosion.

These requirements also cover

- Work equipment parts and substances at high or very low temperatures
- Control systems and control devices
- Isolation of equipment from sources of energy
- Stability of equipment
- Lighting
- Maintenance operations
- Warnings and markings.

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

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

Also;

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

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

And make provision for mobile work equipment in relation to:

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

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

Planning Procedures

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

Supervision

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

Safe System of Work

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

Noise

Standards Required

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

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

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

Planning Procedure

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

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

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will in conjunction with any relevant Sub - Contractors required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

Supervision

The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the Sub - Contractors or hire company, immediately.

The Site Manager will ensure that supplies of ear defenders, or other hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

Safe System of Work

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

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

Site Tidiness

Standards Required

A number of regulations deal with the need for work places and accesses to be kept clear of debris and other materials, some examples are: -

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

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

The Health and Safety at Work etc., Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees, so far as is reasonably practicable. Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable**.** And persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises.

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on the Company sites.

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

Planning Procedure

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

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

Supervision

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

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, Sub-Contractors operatives and occasional visitors to site will be disciplined by the Site Manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Safe System of Work

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than three blocks high on a level base.

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

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

The Site Manager will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be securely covered or be clearly marked to show that there is an opening below.

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

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

Accident Reporting

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

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

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

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

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

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

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

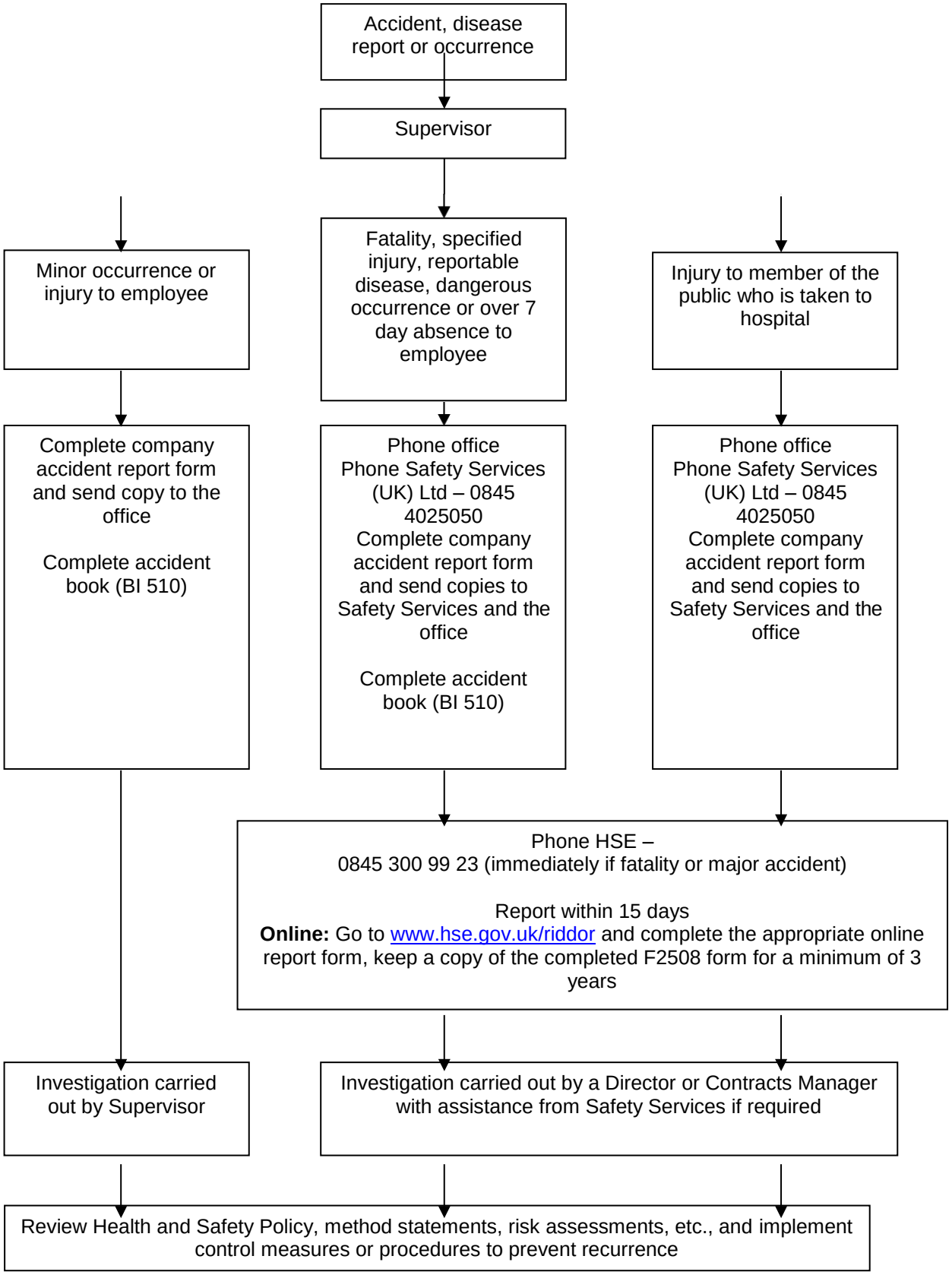
For an over 7 day injury there is no requirement to phone the HSE immediately but it must be reported within 15 days.

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

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

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

Accident Reporting and Investigation Flowchart



Site Offices

Site Offices will comply with the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 and The Regulatory Reform (Fire Safety) Order 2005.**

Fire Risk Assessments should be developed for site offices and any necessary control measures identified implemented as necessary.

See section on Fire Precautions.

All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper not allowed to accumulate.

Any liquefied petroleum gas-heating appliance shall be used in accordance with the requirements of Company Policy. Reference should be made to the relevant section on liquefied petroleum gas in this Policy.

Any electrical installation shall be to the requirements of the Institute of Electrical Engineers (IEE) Regulations and shall be installed, tested, altered and maintained by qualified electricians only.

Entry into Confined Spaces

Standards Required

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

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

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

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

Planning Procedure

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

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

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

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

Supervision

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

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

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

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

Safe System of Work

The main hazards associated with confined spaces are:-

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

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

Working Underfloor and in Restricted Spaces

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

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

Procedure

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

Supervision

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

Safe System of work

There should always be a safe means of access and egress

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

Lighting should be provided with back up in case of power failure
Check for fragile surfaces and ensure the route is designed for safe access and will support weight
Check for vermin and detritus that could affect health – if present liaise with client on how to progress
High temperatures may be encountered – where temperatures are above 28^{o}C then additional ventilation should be provided – above 30^{o}C then a full heat stress risk assessment should be undertaken.
Review the asbestos survey prior to entry as fire stopping is frequently underfloor.
PPE should include overalls and bump caps with knee protectors and gloves available should crawling be necessary.
Ensure all firestopping is reinstated before closing up.
Ensure communication is set up and it is prudent to have a top man/sentry present to raise the alarm
On no account should this be undertaken as a lone working practice.

Excavations

Standards Required

All excavation work will be carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**, in particular Regulations 31 and 33.

Reference should also be made to the Health and Safety Executive (HSE) publication;
HSG185 Health and Safety in Excavations; Be Safe and Shore

which provides guidance on good practice and requirements when undertaking excavation work.

Planning Procedure

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

Details of the ground conditions to be encountered in excavation work or the buildings or structures affected will be obtained from the pre-construction information by the Contracts Manager to enable work to be planned safely. This information will be passed to the Site Manager before excavation commences.

Training shall be provided to Site Managers required to carry out inspections of excavations.

Operatives involved in erecting support for excavations shall also require training. Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Supervision

Site Managers will not permit excavation work to begin on site until all plant, materials and equipment necessary to carry out the excavation work safely, is available on site.

No person is permitted to enter any unsupported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply or that there is no risk to any person from a fall or dislodgement of any material.

Where possible, the excavation support should be installed from ground level, otherwise precautions must be provided for safety of operatives installing support.

A competent and authorised person shall inspect daily, before any person carries out work, all excavations required to be supported, as noted above at the commencement of each shift, after any event likely to have affected the strength and stability of any part of the excavation or after any accidental fall of rock, earth or other material. At least one inspection report must be recorded in the site Excavation Report of Inspection in any seven days.

Safe System of Work

Access and plant must be routed away from the edge of excavations. Where necessary to prevent danger to any person, suitable precautions must be taken to prevent any person, plant, equipment or material from falling into any excavation.

Ladders, securely fixed, must be provided for access into excavation.

The main hazards associated with excavations are: -

- Collapse of the sides.
- Persons falling into excavations.
- Striking underground services (see separate section).
- Persons in excavations being struck by falling materials.
- Building of structures collapsing due to excavations flooding.
- Asphyxiation or poisoning due to ground conditions or fumes from plant.
- Plant running into excavations.

Where necessary, excavation supports, underpinning or shoring must be designed by specialists.

All personnel required to enter excavations must wear a safety helmet.

The safety of the public, particularly children, must be considered when excavations are left open outside working hours.

Where health hazards may be encountered, e.g. land fill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc., Safety Services (UK) Ltd may be asked for advice on precautions required, air sampling, monitoring etc.

If excavation is flooded or likely to flood, care must be taken to ensure that any water pumped out is disposed of in foul drainage or via soakaway, and is not allowed to pollute any watercourses.

Hand-Arm/Whole Body Vibration

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

Standards Required

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

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

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

Exposure limit values and action values

(1) For hand-arm vibration -

(a) the daily exposure limit value is 5 m/s^2 A(8);

(b) the daily exposure action value is 2.5 m/s^2 A(8),

(2) For whole body vibration -

(a) the daily exposure limit value is 1.15 m/s^2 A(8);

(b) the daily exposure action value is 0.5 m/s^2 A(8),

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

The degree of damage is dependent upon:

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

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

(a) observation of specific working practices;

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

(c) if necessary, measurement of the magnitude of vibration to which his employees are liable to be exposed; and

(d) the employer shall assess whether any employees are likely to be exposed to vibration at or above an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of-

(a) the magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks;

(b) the effects of exposure to vibration on employees whose health is at particular risk from such exposure;

(c) any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints;

(d) any information provided by the manufacturers of work equipment;

(e) the availability of replacement equipment designed to reduce exposure to vibration;

(f) any extension of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer;

(g) specific working conditions such as low temperatures; and

(h) appropriate information obtained from health surveillance including, where possible, published information.

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

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

A table of nominal values are appended to this policy.

Planning Procedure

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

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

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

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

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

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

Supervision

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

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

Safe System of Work

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

Appendix 1

Table of Nominal Vibration Values

Tool description	Hand Vibration Value (m/s^2)	Time to reach EAV 2.5m/s^2 Minutes	Time to reach ELV 5.0m/s^2 Minutes	Notional noise output dB(A) at 1 metre range.
Medium duty air breaker	14.5	14	57	110
As above with anti-vibration	3.5	245	>16 hr	107
Heavy duty air breaker	17.5	10	39	110
As above with anti-vibration	2.8	383	>24 hr	110
Heavy duty electric breaker (30kg)	13	18	71	104
Heavy duty electric demolition hammer (11kg)	14	15	61	103
As above with anti-vibration	8	47	188	98
Medium duty demolition hammer (7kg)	9	37	148	98
As above with anti-vibration	7	61	245	98
Light duty demolition hammer	14	15	61	103
As above with anti-vibration	6	83	333	97
9 kg Rotary hammer drill	14	15	61	101
6 kg Rotary hammer drill	11	25	99	98
4 kg Rotary hammer drill	10	30	120	98
3 kg Rotary hammer drill	10	30	120	98
Hilti TE 2 M hammer drill	9	37	148	101
Hilti TE 5 hammer drill	10	30	120	101
Hilti TE 15 hammer drill	11	25	99	101
Hilti TE 72 impact hammer drill	9	25	148	110
Bosch hammer drill GSB range	11	25	99	109
Bosch hammer drill GBH 2 range	11	25	99	101
Bosch hammer drill GBH 4 DSC	11	25	99	102
Bosch hammer drill GBH 5 DCE	10	30	120	108
Bosch hammer drill GBH 8 DCE	14	15	61	103
Bosch hammer drill GBH 10 DC	13	18	71	104
4 kg Rotary drill	2.5	480	>24 hr	81
Hilti 110 Drill SR 16	< 2.5	480	>22 hr	83
Hilti Screw Driver ST 18	< 2.5	480	>22 hr	80
Hilti Screw Driver SU 25	< 2.5	480	>22 hr	80
Bosch Drill GWB 10 RE	3	333	>22 hr	80
Bosch Screw Driver GSR 6-25 & 40 TE	3	333	>22 hr	79
Bosch Screw Driver GSR 6-20 TE, 8-6KE & 8-16KE	3	333	>22 hr	82
Bosch Screw Driver GMB 10 SRE	3	333	>22 hr	81
Bosch Drill/Screw driver GBM 1 – 13-2 range	3	333	>22 hr	81
Bosch Drill/Screw driver GBM 13	3	333	>22 hr	98
Bosch Drill/Screw driver GBM 16-2 RE	3	333	>22 hr	99
Hitachi Angle Drill	5	120	480	98
100/125 mm Mini-grinder	5	120	480	101
175/225 mm Grinder	5.5	99	397	108
2 stroke 300 mm cut-off saw (Stihl)	7.5	53	213	107
REMS Tiger	22	6	25	104
REMS Tiger with guide support	12	21	83	104
Matika Portable Band Saw 2160W	3	333	>22 hr	105

Tool description	Hand Vibration Value (m/s^2)	Time to reach EAV 2.5m/s^2 Minutes	Time to reach ELV 5.0m/s^2 Minutes	Notional noise output dB(A) at 1 metre range.
Matika Portable Cut Off Saw 2414B	3	333	>22 hr	110
150/225 Circular saw	2.5	480	>24 hr	103
Hilti Jig Saw WSJ 110 EB Hilti Jig Saw WSJ 110 ET	< 2.5 < 2.5	480 480	>24 hr >24 hr	83 83
Single blade wall chaser Double blade wall chaser	3 4	333 188	>22 hr >12 hr	111 111
450mm Petrol floor saw 350mm Petrol floor saw	7.5 4.5	53 148	213 >9 hr	105 100
Single head scabbler Triple head scabbler	20 15.5	8 12	30 50	103 103
Belt sander Orbital sander (Bosch) Orbital sander (Makita) Orbital sander (Hitachi) Orbital sander (Metabo, less Sr 4321) Orbital sander (Fein, less MSf 636-1) Orbital sander (Atlas Copco) Disc sander	2.5 4 5 3 3 6 3 2.5	480 188 120 333 333 83 333 480	>24 hr >12 hr 480 >22 hr >22 hr 333 >22 hr >24 hr	84 82 81 76 80 81 97 100
2-stroke chainsaw Chainsaw (Husqvarna 340 - 371)	6 5	83 120	333 480	102 111
450mm petrol compaction plate 300mm petrol compaction plate	7.5 10	53 30	213 120	95 105
Hand Held Electric Threader REMS – Amigo Hand Held Electric Threader REMS – Amigo2 Bench Threading Machine REMS - Magnum Bench Threading Machine REMS – Tornado Bench Threading Machine REMS – Gigant	2.5 2.5 2.5 3 3	480 480 480 333 333	>24 hr >24 hr >24 hr >22 hr >22 hr	83 82 83 83 83

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

Also refer to OPERC website for additional vibration magnitude measurements

Appendix 2

Vibration Risk Assessment

Contract **Assessment Number**

Operation:

Activity	Vibration (Ave) (m/s^2) L_1	$(L_1)^2$	Duration of exposure (hours) t	Partial Dose $d_1=(L_1)^2 \times t$
		Sum of partial doses = Σd_1 =		
		Daily dose A(8) = SQRT($\Sigma d_1/8$) =		m/s^2

Activity

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

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

The nominated value, recommended by the Health and Safety Executive, A (8) = 2.5 m/s^2 is thought to be the exposure which results in a 10% risk of contracting Vibration White Finger (VWF) after 8 years’ exposure (this is still a significant risk).

Where the daily dose significantly exceeds the A (8) = 2.5 m/s^2 level it must be demonstrated that:

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

Control measures to be implemented.

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

Underground Services

Standards Required

Regulation 34 of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** requires precautions to be taken to prevent danger from electricity cables.

Other services, if damaged by excavation work, could also be a hazard, e.g. water flooding trench, gas-causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and, in all cases, the costs involved in repair, must be taken into account.

Reference should also be made to Health and Safety Executive (HSE) publication;
HSG47 Avoiding Danger from Underground Services

Planning

All work will be planned to take the above standards into account. The Contracts Manager will obtain full details of all underground services from the service authorities, e.g. -

- Electricity Board
- Local Authority - street lighting cables
- Gas Board
- Water Authority - mains water, sewers
- British Telecom
- Television Relay Companies
- Adjacent Private Owners and any other local special circumstances

Where there are a large number of existing services, e.g. in a town centre, then a permit to work system for excavation work will be prepared.

A detailed Method Statement is to be prepared, for works near underground services, by the relevant contractor or utility company.

Supervision

Before any excavation work commences, the Site Manager will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes, or that trial holes are carefully excavated along the line of the proposed trench, or area of excavation.

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

All Site Managers, machine operators and banksmen will be instructed in the procedures to be followed. Any Sub - Contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system, if applicable.

Any service installed as temporary supplies, or as part of the permanent works, will be accurately plotted on a site plan by the Engineer/Site Manager and will be physically marked along its route by means of timber stakes and notices.

Safe System of Work

The Sub - Contractors involved must provide service location equipment, for use on site, in accordance with the above standards, training must be provided, to supervisory and key operatives, in the use of the equipment.

Demolition

Standards Required

All Regulations which apply to construction work also apply to demolition work but in particular **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** (Regulation 20) applies to demolition work.

Reference should also be made the British Standard;
BS 6187 Code of Practice for Demolition

which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure is being demolished.

Reference should also be made to the Health and Safety Executive (HSE) publication;
HSG150 Health and Safety in Construction

which covers preparation and planning, legislation, working methods, health hazards. The recommendations in these Guidance Notes will be applied to work carried out by the Company.

Further information and advice on the requirements of the code of practice is available from Safety Services (UK) Ltd.

Planning Procedure

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

All preliminary procedures required by the code of practice and Guidance Note
HSG150 Health and Safety in Construction

will be carried out by the Contracts Manager in conjunction with the specialist contractor, if used, who will draw up a Method Statement and a programme of work detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work, etc. This Method Statement and programme will be issued to the Supervisor responsible for the work on site.

Supervision

The Site Manager appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, etc. which may apply on site.

The Contracts Manager will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out.

The person appointed shall be experienced in the work and shall receive full training to enable him to carry out any of the responsibilities required by this Policy.

Safe System of Work

The Contracts Manager will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear.

All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

When carrying out preliminary procedures, the following must receive special attention: -

- The location and disconnection of any services into the site. Confirmation of disconnection in writing must be requested from the appropriate Service Authority.
- The existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc. on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.
- Where the building or structure to be demolished contains unusual, or possibly hazardous, design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire-damaged building, cantilevered balcony, etc. then advice must be obtained from a qualified Consultant Structural Engineer.
- On all sites where demolition work of any kind is to be carried out, Safety Services (UK) Ltd may be involved at the earliest stage to assist in the preparation of Method Statements, etc. and will also be asked to carry out any sampling and monitoring of hazardous substances, where necessary.

Plant on Site

Standards Required

The following regulations contain requirements to be complied within the provision, maintenance, operation and use of plant on site.

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Lifting Operations and Lifting Equipment Regulations 1998
The Provision and Use of Work equipment Regulations 1998

Health and Safety Executive (HSE) Guidance Notes contain a number of specific recommendations in the **Plant and Machinery Series (Prefix PM).** These will be referred to where applicable. Other Guidance Notes also contain recommendations that affect the use of plant on site. In particular;

HSG151 **Protecting the Public - Your next move**
GS6 **Avoidance of Danger from overhead electrical lines.**

British Standards are published on various items of plant, methods of guarding etc.

BS 6031 **Earthworks**
BS 3010 **Safe Use of Cranes**

These and all other British Standards will be referred to and complied with whenever relevant.

Codes of Practice have also been prepared by interested trade bodies.

Information on the requirements of the regulations, and any other aspect of plant safety contained in advisory literature is available from Safety Services (UK) Ltd, as required.

Planning Procedure

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

The Contracts Manager will take all aspects of the work into account, to ensure that sufficient information is provided to the hire company or Sub-Contractors to enable the correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banksmen are provided.

Safety Services (UK) Ltd may advise on training requirements and arrange or provide training as required.

The Contracts Manager in conjunction with the Site Manager will determine whether any preparatory work is required for the installation, or use, of plant on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes, fuel storage, road crossings etc.

Supervision

The Site Manager will ensure that plant delivered to the site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported to the Sub-Contractors or hire company immediately.

The Site Manager will ensure that only authorised operators are permitted to operate any item of plant. Where any doubt regarding the competency of an operator exists, the Site Manager will report to the Sub-Contractors or hire company, immediately.

No young person (under 18 years old) is permitted to operate any items of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

Weekly thorough examinations are required for aerial cableways, aerial ropeways, grabs, cranes, draglines, excavators, gin wheels, hoists, overhead runways, piling frames, pulley blocks, sheer legs and winches.

All necessary testing and Thorough Examination Certificates will be requested and checked by the Site Manager and all items of plant requiring weekly inspections by the operator, or other competent person, will have the inspection recorded in the Site Register, regardless of any register kept by operator or plant hire company.

The Site Manager will ensure that any necessary preparatory work required, to enable plant to be installed, or used correctly, is carried out in accordance with specific requirements.

Plant operators will not carry out work with a machine for which it was not intended.

Safe Systems of Work

Hazards with the use of plant arise out of: -

- Unskilled operation
- Incorrect use
- Poor maintenance
- Reversing unsupervised
- Defects in machine unchecked
- Noise (see separate section)

All banksmen, supervisory staff and operatives required to enter earth-moving areas will be provided with high visibility waistcoats or belts.

Plant operators must not drink alcohol or be under the influence of alcohol or drugs during the working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc.) will be required to wear safety helmets.

Persons not undertaking construction works, i.e. members of the public or children must not be permitted to enter working areas while plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

Transport on Site

Standards Required

All transport on site, including dumpers, tipper lorries, tractors, tankers etc., will be provided, maintained, operated and used in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and **The Provision and Use of Work Equipment Regulations 1998.**

The Road Traffic Acts and associated legislation will also apply when transport is required to be used on public roads. Reference should also be made to Health and Safety Executive (HSE) publications;

HSG144 **The Safe use of Vehicles on Construction Sites**
HSG136 **Workplace Transport Safety**
INDG148L **Reversing Vehicles**
L64 **Safety Signs and Signals**

Which give information on the precautions and procedures required to prevent accidents.

Mobile work equipment is covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to work equipment.

Planning Procedure

The Contracts Manager will arrange for transport to be provided, taking into account the work to be done and the above standards. He will endeavour to segregate vehicles from pedestrian traffic where possible.

Where necessary, discussions will take place with the Local Highway Authority, Police etc. on road crossing, traffic management etc. Temporary access roads, fuel storage, maintenance facilities for transport on site, will be planned.

Supervision

The Site Manager will ensure that all site transport, when delivered to site, is in good order and fitted with all necessary safety devices, notices and guards. Any defect must be reported to the supplying Sub - Contractors or hire company, and the machine must not be used until the defect is rectified.

The Site Manager will ensure that only authorised licensed drivers are permitted to operate any site transport. No person under 18 years old is permitted to operate any transport and there is a minimum age of 21 years for certain types of transport. Where any doubt of competency of any operator exists, the Site Manager will refer this to the Contracts Manager or sub-contractor as appropriate.

The Site Manager will ensure that any necessary preparatory work required to ensure transport is used safely on site, e.g. access roads, traffic control measures etc., is carried out as planned.

The Site Manager must ensure that any defect notified to him by drivers during operations on site is reported immediately for repair and that, where the defect could affect safety on site, the items of transport taken out of use until repairs are carried out.

Safe System Of Work

Hazards associated with the use of transport on site are: -

- Incorrect use
- Speeding
- Poor maintenance (i.e. lack of checking - water, oil, fuel, lights, tyres and brakes daily)
- Unsupervised reversing
- Carrying of passengers where no proper seat is provided
- Lack of due care when refuelling
- Overloading or insecure loads
- Incorrect or improper towing
- Transport in close proximity to pedestrian traffic

All operatives required to enter specific high-risk areas as designated by the Contracts Manager will be provided with high visibility waistcoats or belts.

Transport drivers must not consume any intoxicating liquids or drugs during the workday or shift.

Fork Lift Trucks

Standards Required

The Lifting Operations and Lifting Equipment Regulations 1998 requires lifting equipment to be tested, examined and certificated before use and thoroughly examined;

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months
- In the case of other lifting equipment, at least every 12 months; or
- In either case, in accordance with an examination scheme; and
- Each time that exceptional circumstances which are liable jeopardise the safety of the lifting equipment have occurred; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

These Regulations also require that equipment for lifting persons;

- Is such as to prevent a person using it being crushed trapped or sunk or falling from the carrier;
- Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day;
- Is such that any person trapped in a carrier is not exposed to any danger and can be freed

Mobile Work Equipment is also covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to Work Equipment.

The following British Standards apply to the construction and use of forklift trucks;

BS 3726	**Specification for Counterbalanced Lift Trucks - Stability - Basic Tests**
BS 4436	**Specification for Reach and Straddle Fork Lift Trucks - Stability Tests**
BS 4430	**Recommendations for the Safety of Powered Industrial Trucks. Operation and Maintenance**
BS 3810	**Glossary of Terms Used in Materials Handling**
BS 5639	**Fork Arms for Fork Lift Trucks**
BS ISO2328	**Fork Lift Trucks. Hook-on Type Fork Arms and Fork Arm Carriages. Mounting Dimensions**
BS ISO2330	**Fork Lift Trucks. Fork Arms. Technical Characteristics and Testing**
BS ISO5057	**Industrial Trucks. Inspection and Repair of Fork Arms in Service on Fork Lift Trucks**

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

PM15	**Safety in the Use of Timber Pallets**
PM58	**Diesel-engined Lift Trucks**
HSG113	**Lift Trucks in Potentially Flammable Atmospheres**
HSG6	**Safety in Working with Lift Trucks**
COP26	**Rider Operated Lift Trucks - Operator Training**

and technical data note;

No. 23 The Use of Working Platforms on Fork Lift Trucks

give various recommendations on the use of this equipment and will be complied with.

Planning Procedure

All work involving the provision and use of fork lift trucks will be planned to take the above standards into account.

At the contract planning stage, site layout, storage areas, scaffold loading towers, site transport routes will be planned by the Contracts Manager, in particular noting that loading-out towers must be designed to carry the loads involved and that ground conditions to the base of the loading towers must be prepared to give a firm base, capable of supporting wheel loads of up to three and a half tonnes.

Training will be provided for fork lift operators or the Company will give authority to trained operators in writing. This authority will remain on site for inspection, as required.

Supervision

The Site Manager will ensure that, where applicable, chain test certificates are valid, (fork raising and lowering chains).

The Site Manager will ensure that scaffold-loading towers are erected and maintained in accordance with the design and that access to loading towers is prepared in accordance with planned procedures.

Only qualified and authorised persons will be permitted to operate fork lift trucks. Appropriate action must be taken by the Site Manager against any person who operates fork lift trucks without written authorisation and also where passengers are being carried in insecure positions.

A competent person (who may be the operator) should undertake regular inspections of the equipment and record the results of inspection in the F91 Register Part C or equivalent. A record should normally include;

- Information on the type and model of equipment
- Any identification marks or number that it has
- Its normal location
- The date that the inspection was carried out
- Who carried out the inspection
- Any faults; and/or
- Any action taken
- To whom the faults have been reported
- The date when repairs of other necessary action were carried out

Safe System of Work

The main hazards are;

- Overturning trucks
- Instability of load
- Collapse of scaffold due to overload
- Failure of truck due to poor maintenance.

The following particular points must be complied with: -

- The truck must not be overloaded in excess of manufacturers loading table.
- All loads must be transported securely and correctly. Well-maintained pallets must be used.
- Loading towers must be designed to take specified units and the buying department must specify maximum weight of units from suppliers.
- Maintenance and service must be in accordance with manufacturers' recommendations.
- All operators must receive safety training and be tested by an approved instructor.
- All personnel required to operate fork lift trucks, or to carry out work involving the use of a fork lift truck, will be required to wear a safety helmet.

Lifting Operations

Standards Required

All lifting operations will be planned and carried out in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998** requires lifting equipment to be tested, examined and certificated before use and thoroughly examined:

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months
- In the case of other lifting equipment, at least every 12 months; or
- In either case, in accordance with an examination scheme; and
- Each time that exceptional circumstances which are liable jeopardise the safety of the lifting equipment have occurred; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

These Regulations also require that equipment for lifting persons;

- Is such as to prevent a person using it being crushed trapped or sunk or falling from the carrier
- Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day
- Is such that any person trapped in a carrier is not exposed to any danger and can be freed

Mobile Work Equipment is also covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to Work Equipment.

Reference should also be made to;

BS7121	**Code of Practice for Safe use of Cranes**
BS 5744	**Code of Practice Safe Use of Cranes (Overhead, Manually Operated, Light Cranes etc.)**
BS 5973	**Access and Working Scaffolds and Special Scaffold Structures in Steel**
HSE L113	**Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and guidance**

Information and advice on the requirements of the regulations and on any aspect of lifting operations, is available from Safety Services (UK) Ltd as required.

Planning Procedure

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

An Appointed Person should ensure that lifting operations are planned, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, ground conditions etc. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures, etc. of materials or articles supplied; if necessary additional Risk Assessments should be undertaken. The lifting plan should clearly identify the above and also detail how the lifting operation is to be controlled.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Service and maintenance of all lifting appliances must be planned before taken into use on site.

Training will be provided for appointed persons, operators of lifting appliances and banksmen, slingers or riggers.

Supervision

The Site Manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.

The Site Manager will check that lifting appliances, such as gin wheels, pulley blocks, etc. are correctly erected and used.

The Appointed Person should ensure that only authorised operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of 18 and be competent to carry out their duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager or Appointed Person must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the Site Manager will stop operations until conditions improve.

The Site Manager will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register. A record should normally include;

- Information on the type and model of equipment
- Any identification marks or number that it has
- Its normal location
- The date that the inspection was carried out
- Who carried out the inspection
- Any faults; and/or
- Any action taken
- To whom the faults have been reported
- The date when repairs or other necessary action were carried out

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Safe System of Work

The main hazards associated with lifting operations are: -

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper methods of use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets and high-visibility jackets; if necessary the banksmen or person controlling the lifting operation should wear a distinguishing high-visibility vest or jacket.

All lifting appliances must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.

Loose items must be secured, or fully covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the Company and Safety Services (UK) Ltd may be contacted immediately and the procedures detailed for dangerous occurrences in this Policy must be carried out.

An Appointed Person or Safety Services (UK) Ltd may be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.

Lifting Gear

Standards Required

All lifting gear or tackle will be provided, maintained and used in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998.** These regulations require lifting equipment to be tested, examined and certificated before use and thoroughly examined;

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months;

And:

- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

British Standards apply to various items of lifting gear;

BS 3810 **Terms Used in Connection with Lifting Tackle**
BS 6166 **Lifting Slings**
BS 6210 **Code of Practice for Safe Use of Wire Rope Slings**
BS 6968 **Guide to Safe Use and Maintenance of Chain Slings**

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

PM 16 Eyebolts
PM 39 Hydrogen Cracking of Grade T(8) Chain and Components (Revised)

Planning Procedure

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

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

Training must be provided for slingers and supervisors.

Supervision

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

Thorough examinations will be carried out more frequently if required to ensure health and safety standards are maintained and that any deterioration can be detected and remedied in good time.
Thorough examinations will also be required each time that exceptional circumstances that are liable to jeopardise the safety of the lifting equipment have occurred.

The Site Manager will arrange for proper storage of lifting gear. Only authorised slingers are permitted to use lifting gear. Where defects are noted or reported, the equipment must be taken out of use immediately.

Safe System of Work

The main hazards associated with lifting gear are: -

- Overloading
- Incorrect use, i.e. too wide an angle between legs of sling, use of eyebolt at an angle etc.
- Abuse, i.e. use of sling as towing rope etc.
- Use of defective equipment
- Damage to slings, i.e. lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets. Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear. Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots, bolt through links, etc.

Sufficient materials for packing between sling and load must be provided.

Asbestos

Definition

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Standards required

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

The Control of Asbestos Regulations 2012 SI 2012 No. 632

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

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

Information

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2012**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

Planning Procedures

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

Under the 2012 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

The Contracts Manager will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contracts Manager will review and, if necessary, amend the method statement and risk assessments as appropriate.

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

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

Supervision

The Supervisor will control all other operatives as a consequence of the actions and advice of the specialist contractor.

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

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

Safe system of work

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

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

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

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

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

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

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

Allowed activities

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

Work where exposure is sporadic and of low intensity

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

The work involves:

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

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

Highly Flammable Liquids

Standards Required

Highly Flammable Liquids are defined in **The Dangerous Substances and Explosive Atmospheres Regulations 2002 as amended 2004** and must be stored and used in accordance with those regulations. This section also applies to liquids, which are not highly flammable, as defined in the regulations, but can be a fire hazard, e.g. gas oil.

The Petroleum (Consolidation) Regulations 2014 and the **Petroleum Mixtures Order** may apply to the storage of petrol and products containing petroleum on site or other premises.

Guidance documents and Codes of Practice give advice on the requirements necessary to comply with the regulations and will be complied with on the Company sites. These include:
HSG51 The Storage of Flammable Liquids in Containers

Information on the requirements of the regulations and the Guidance Notes will be provided by Safety Services (UK) Ltd.

Planning Procedure

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

The Contracts Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Contractor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary firefighting equipment or materials to be available before work starts.

Supervision

The Site Manager will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in storage facilities until required for use.

The Site Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Site Manager will ensure that any firefighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that any defects are noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

Safe System of Work

Safety Services (UK) Ltd may be asked for advice when there is any doubt about precautions required, or where Highly Flammable Liquids are used in large quantities or in unusual situations.

Lasers in Construction

Standards Required

The current primary standard for laser radiation safety in the UK is;
BSEN 60825-1 Safety of Laser Products Part 1: Equipment Classification requirements and users guide.

Further information is given in the document

Safety in Use of Lasers on Site
(Chartered Institute of Building Services Management, Technical Information Services)

The laser hazard classification scheme rates lasers in increasing degrees of radiation hazard as Class 1, 2, 3R, 3B or 4, according to the measured quantity of laser radiation emitted.

Planning Procedure

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

Only competent operators should use and install this equipment, arrangements should be made to minimise access to the work area by persons not directly involved in the work process if there is a risk of laser light entering the eye.

If lasers of Class 2 or above are to be used specialist advice should be sought.

Supervision

Installation and use will be supervised by a competent person who will also warn any person entering the work area of the risks associated with laser light.

Safe Systems of Work

Ensure the correct covers are fitted to the equipment.

Minimise the risk of stray reflections and ensure that the laser light cannot escape from the working area and affect other persons working nearby.

For lasers of Class 2 and above warning signs will be positioned to advise of their use.

All electrical equipment should be inspected, tested and maintained as required by **The Electricity at Work Regulations 1989.**

Personal Protective Equipment may be required, refer to manufacturer's instructions for further guidance.

Work at Height in Construction

Standards Required

The Work at Height Regulations 2005 (Amended 2007) applies to all work at height activities.

Reference should also be made to the following Health and Safety Executive (HSE) publications:
INDG401 **The Work at Height Regulations** a brief guide
And **Question & Answer brief for the construction industry** published by the HSE

HSG150 **Health and Safety in Construction** until further guidance is available as the best practice approach in this guidance is still generally valid.
And other relevant publications depending on the particular circumstances

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

Planning Procedure

All work will be planned to take the above standards into account and applying the principles of Prevention, with the overriding principle of preventing personal injury from falls.

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

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

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

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

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

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

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

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

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

Supervision

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

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

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

Safe System of Work

The main hazards associated with work at height are: -

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

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

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

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

Work at Height (where Construction Regulations not applicable)

Standards Required

The Work at Height Regulations 2005 (Amended 2007) applies to all work at height activities.

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

Reference should also be made to the following Health and Safety Executive (HSE) publications:
INDG401 **The Work at Height Regulations** a brief guide
L24 **Workplace Health Safety and Welfare**
and other relevant publications depending on the particular circumstances.

Planning Procedure

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

The Manager will plan the following arrangements as appropriate:

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

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

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

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

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

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

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

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

Supervision

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

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

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

Safe System of Work

The main hazards associated with work at height are: -

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

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

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

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

Scaffolding

Standards Required

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

Reference should also be made to British Standards publications:

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

Reference should also be made to the NASC publication SG4:15 "Preventing Falls in Scaffolding and Falsework" altering and dismantling scaffolding" and TG20:13 "Guide on tube and fitting scaffolds" has certain pre-designed arrangements of safe heights for Basic scaffolds as unclad, sheeted and with debris netting

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

Planning Procedure

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

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

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

Supervision

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

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

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

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

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

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

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

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

Safe System of Work

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

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

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

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

Aluminium Mobile Tower Scaffolding

Standards Required

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005 (Amended 2007).** Equipment should also comply with the requirements of **The Provision and Use of Work Equipment Regulations 1998** and associated Approved Code of Practice.
See also **Construction Information Sheet 10 (CIS10) Tower Scaffolds (Revision 4)**.

Reference should also be made to British Standards publications:

BS EN 1004:2005 **Mobile access and working towers made of prefabricated elements. Materials, dimensions, design loads, safety and performance requirements**

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

Planning Procedure

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

The Manager or Supervisor should ensure that the correct type and size of tower is selected, taking advice and guidance from the tower supplier as necessary.

Supervisors required inspecting scaffolding and any person erecting, altering or dismantling scaffolding must be adequately trained.

Supervision

The scaffold tower should be erected by competent persons or supervised by a competent person.

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

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

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

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

Only competent persons will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold tower erected on Company sites or for use by Company employees.

The user should ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Safe System of Work

All scaffold towers should be erected in accordance with the manufacturer's instructions and the requirements of any method statement.

The method of erection should be such that no person has to stand on a platform without guardrails around them; especially when erecting, modifying or dismantling the tower.

This will require the use of either "Advanced Guardrail Systems" or "Through the Trap" methods to ensure that this requirement is achieved.

Step-Ladders, Trestles and Stagings

Standards Required

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

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

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

Planning Procedure

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

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

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

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

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

Supervision

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

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

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

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

Safe System of Work

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

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

Ladders

Standards Required

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

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

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

Planning Procedure

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

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

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

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

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

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

Supervision

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

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

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

Safe Systems of Work

The main hazards associated with ladders are: -

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

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

Roof Work

Standards Required

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 will apply to the work activities in general and;
The Work at Height Regulations 2005 (Amended 2007) also applies to work on roofs.

Reference should also be made to the following Health and Safety Executive (HSE) publication
HSG33 Health and Safety in Roof Work
Together with appropriate industry guidance.
Roofing and Cladding in Windy Conditions published by the National Federation of Roofing Contractors provides useful information.

Planning Procedure

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

The Contracts Manager in conjunction with the Contractor will plan the following arrangements:

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

- Edge protection barriers or a scaffold to prevent falls
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.
- Protection of fragile roof materials/roof lights

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

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

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

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

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

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

Training will be provided for supervisors and operatives required to work on roofs.

Supervision

The Site Manager will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced.

The roof surface must be checked at the commencement of work after rain, frost or snow.

Adequate supervision must be provided to ensure that the safe systems of work are followed.

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

Safe System of Work

The main hazards associated with work on tiled/slated roofs are: -

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights
- Falls through fragile materials

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roofing operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours.

Where special roof shapes, additional hazards, materials containing asbestos, or other unusual factors are involved, Safety Services (UK) Ltd may be involved at an early stage.

All roof work, no matter how small, e.g. small areas of flat roof on porches etc., will be carried out to the above standards.

Electricity on Site

Standards required

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989.**

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

HSG107	**Maintaining Portable and Transportable Electrical Equipment**
HSG85	**Electricity at Work - Safe Working Practices**
GS6	**Avoidance of Danger from Overhead Electrical Lines**
GS38	**Electrical Test Equipment for Use by Electricians**
HSR25	**Memorandum of Guidance on Electricity at Work Regs 1989**
HSG141	**Electrical Safety on Construction Sites**
	The Low Voltage Electrical Equipment Regulations 1989

Planning Procedures

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

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

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

The Contracts Manager, in conjunction with the Site Manager and electrical contractor, will plan the temporary electricity supply and distribution on site, in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

Supervision

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

The Site Manager will supervise all other operatives as a consequence of the advice given to him by the specialist contractor.

The Site Manager will discipline (and possibly dismiss) any unauthorised operative caught tampering with mains electricity supplies.

Safe System of Work

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

All electrical supplies to tools and equipment used on site will be taken from a 110V (CTE) source. 240V supplies should not be used unless there are exceptional circumstances and additional precautions are taken.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately who will seek the advice of a qualified electrician.

Electrical Power Tools

Standards Required

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

The Electricity at Work Regulations 1989
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
Personal Protective Equipment at Work Regulations 1992
The Provision and Use of Work Equipment Regulations 1998

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

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

Reference should be made to British Standards:

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

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

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

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

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

Planning Procedure

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

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

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

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

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

Supervision

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

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

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

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

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

The Site Manager will ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

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

Safe System of Work

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

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

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

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

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

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

Overhead Electricity Cables

Standards Required

The Electricity at Work Regulations 1989 gives requirements for temporary electrical installations on site.

Reference should also be made to the following Health and Safety Executive (HSE) publication;
GS6 **Avoidance of Danger from Overhead Electric Lines**

gives guidance on the precautions to be taken and will be complied with on Company sites, or is expected to be complied with on sites on which Company employees are required to work.

Reference should also be made to British Standards;
BS 5744 **Code of Practice for Safe Use of Cranes (Overhead/Underhung Travelling and Goliath Cranes**
BS 7121 **Safe Use of Cranes**

also gives advice on precautions which will be complied with.

Information and advice on the requirements of the Regulations, Guidance Notes and Code of Practice is available from Safety Services (UK) Ltd, as required.

Planning Procedure

All work where overhead cables exist will be planned to take the above standards into account.

At pre-contract stage, the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions etc. with the Electricity Board.

All Sub - Contractors likely to be affected will be informed of any overhead cables on the site.

Supervision

The Site Manager will ensure that the necessary protection is erected in accordance with the above standards. The protection provided will be checked by the Site Manager, or other responsible appointed person, at regular intervals and maintained.

Appropriate action must be taken against any person(s) who disregard or damage protection provided.

Safe System of Work

The main hazards are contact with or being in close proximity to the cables, by plant or vehicles, or by operatives handling long objects, e.g. scaffold tube, ladders etc. The fact that electricity can "arc" across gaps must always be taken into account.

Where work is to be undertaken, beneath, close to or involves the diversion of electricity cables, the cables may need to be made dead and a Permit to Work system operated. In these cases Safety Services (UK) Ltd may be consulted for advice at an early stage.

Abrasive Wheels

Standards Required

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

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

Reference should also be made to the following Health and Safety Executive (HSE) publications;
HSG17 **Safety in the Use of Abrasive Wheels**
EN166 **Industrial Eye Protection**

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

Planning Procedure

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

The Contracts Manager will ensure that any abrasive wheel machine, hired or used by any operative will be provided and maintained in accordance with the regulations.

All operatives will be trained, in accordance with the Provision and Use of Work Equipment Regulations 1998, which have repealed the Abrasive Wheels Regulations. Although there is no longer a specific requirement for operatives to undergo a certificated course of training in the mounting of abrasive wheels and discs, it is strongly recommended that the original standard of training under the Abrasive Wheel Regulations be applied.

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

Supervision

The Site Manager will ensure that any operative required to change discs or wheels on abrasive wheel tools, has been trained and appointed in accordance with the regulations.

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

The Site Manager will ensure that the required statutory notices are prominently displayed.

Any person required to use an abrasive wheel machine, or tool, must be suitably trained to the standards of the above regulations.

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

Safe Systems of Work

The main hazards associated with abrasive wheels are: -

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

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

Health and Safety of Young People at Work

Standards Required

The Management of Health and Safety at Work Regulations 1999 regulates the major part of safety management.

If young persons (those under 18) or children (those under minimum school leaving age) are to work on site (as employees, trainees or on work experience), reference should be made to the requirements of **The Management of Health and Safety at Work Regulations 1999.**
These regulations require employers to protect young persons from any risks at work and they must undertake risk assessments under the above Regulations, which specifically address:

- The inexperience
- Immaturity
- Lack of awareness of existing risks of young persons in relation to the mental, physical and psychological demands of the task

Employers may not employ young person's where the work;
- Is beyond their physical or psychological capacity
- Involves exposure to toxic or carcinogenic substances, or substances, which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect
- Involves harmful exposure to radiation
- Involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- Involves a risk to health from extreme temperatures (hot or cold), noise and vibration.

The regulations also require certain information to be given to employees and to the parents/guardians of children, including copies of risk assessments and details of control measures.

The regulations **do not** apply to;
- Occasional or short-term work in a family undertaking where the work is not considered harmful, damaging or dangerous to young persons
- Domestic service within a private household

NB: Regulations such as **The Provision and Use of Work Equipment Regulations 1998** and **The Lifting Equipment and Lifting Operations Regulations 1998** have removed age limits for operations such as slinging, using abrasive wheels power presses and woodworking machinery. The risk assessment process above will now be required to assess whether the implementation of in house or site rules are appropriate for particular operations or processes.

- Other requirements related to young persons are contained in **The Working Time Regulations 1998**.
- **The Children (Protection at Work) Regulations 1998** regulate the hours of work of those under minimum compulsory school leaving age:

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

HSG165 Young People at Work: A Guide for Employers

Safety Services (UK) Ltd may be able to assist in the preparation of assessments required under this legislation.

Planning Procedures

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

Assess the risks to the health and safety of each young person and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See flow chart on following page.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. There is a legal obligation to provide this assessment to any under 18 year old or their parent if requested.

Supervision

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

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

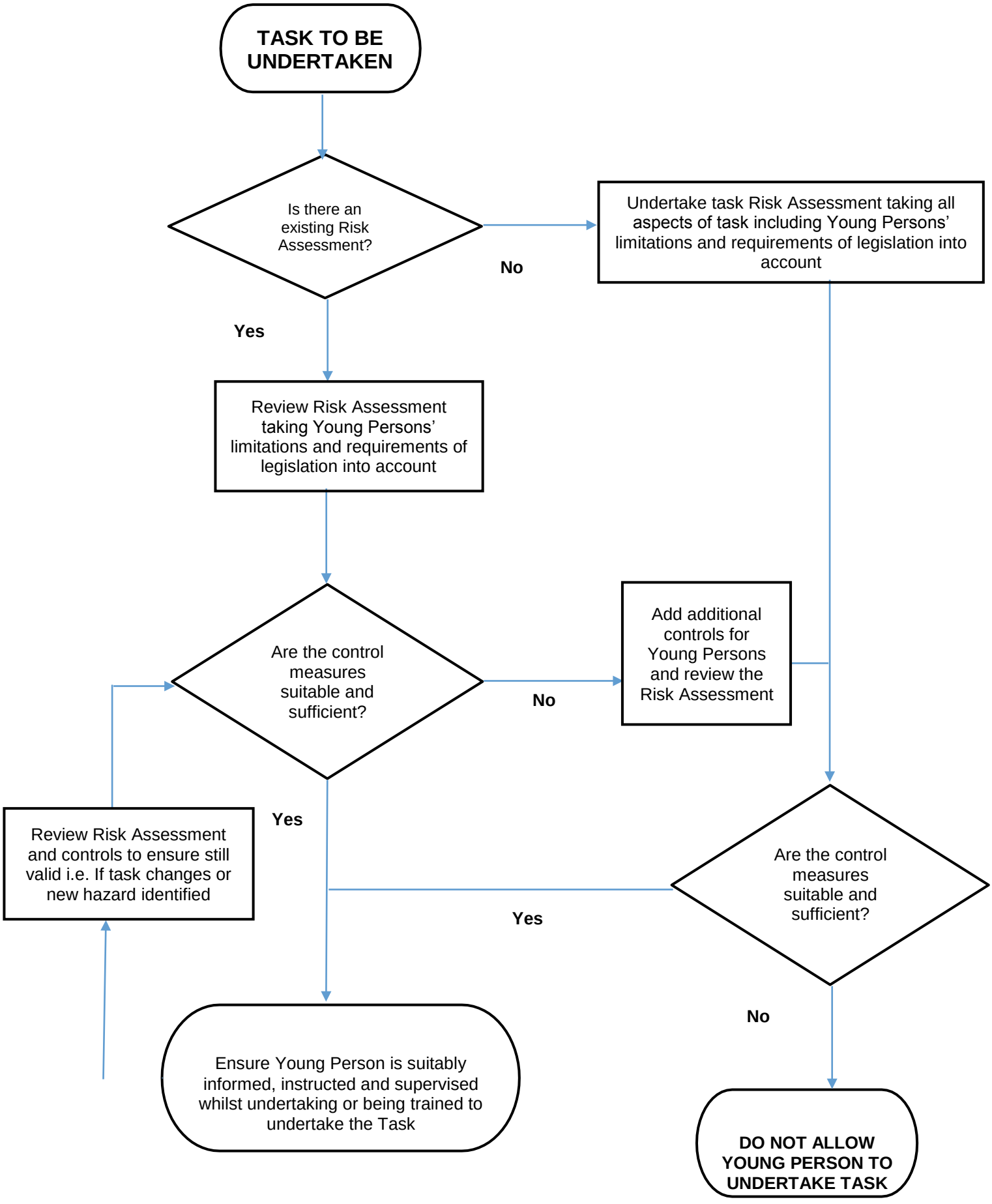
Safe system of work

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

Allowance may need to be made for the provision of;

- extra training and supervision
- modification to the workplace or equipment
- the provision of information to employees
- The provision of information to the parents or guardians of those below minimum school leaving age. Etc.

Young Person Risk Assessment Process Flowchart



Driving

Standards Required

The use of a company vehicle for company business is covered under

The Provision and Use of Work Equipment Regulations 1998.
Road Safety Act 2006 (Commencement No. 4) Order 2008
Crime and Courts Act 2013 inserted S 5A in the Road Traffic Act 1988 - drug-driving offence

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

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

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

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

Seat belts must be worn when fitted in the vehicle.

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

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

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

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

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

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

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

Drugs and Alcohol

It is illegal to drive if either:

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

Legal drugs are prescription or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.
It's illegal in England and Wales to drive with legal drugs in your blood if it impairs your driving.

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

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

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

You can only drive after taking these drugs if:

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

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

Mobile Telephones and In-Car Technology

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

Standards Required

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

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

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

Waste Removal

Standards Required

The following regulations cover waste removal:-

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

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

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

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

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

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

Planning Procedure

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

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

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

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

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

Supervision

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

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

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

The waste consignment note must describe the:-

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

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

Safe Method of Work

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

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

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

Alcohol, Drugs and Medication

Standards Required

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

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

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

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

Planning Procedure

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

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

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

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

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

Supervision

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

Smoking

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

There are specific exemptions that are covered later in this section

Standards Required

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

The Health Act 2006
The Smoke-free (Premises and Enforcement) Regulations 2006
The Smoke-free (Signs) Regulations 2007
The Smoke-free (Exemptions and Vehicles) Regulations 2007
The Smoke-free (Penalties and Discounted Amounts) Regulations 2007
The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007

The Smoke-free Premises etc. (Wales) Regulations 2007
The Smoking (Northern Ireland) Order 2006

Smoking, Health and Social Care (Scotland) Act 2005
The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006

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

'What you need to know about the new smoke-free law' – Wales
'From 1 July 2007 England will go Smoke-free' – England
'Clearing the air for a healthier Scotland'

See also the following websites:

England	http://www.smokefreeengland.co.uk/
Wales	http://www.smokingbanwales.co.uk/english/
Northern Ireland	http://www.spacetobreathe.org.uk/
Scotland	http://www.clearingtheairscotland.com/

These sites give details of the free guidance, information and signs that can be obtained free of charge.

Requirements and Penalties

Under the ban it is an offence to smoke – or permit others to smoke – in enclosed public places or work premises. People will still be allowed to smoke outdoors and in private homes, as well as in certain residential premises such as care homes, army barracks and prisons.

It is the duty of any person who controls or is concerned in the management of smoke-free premises to cause a person smoking there to stop smoking.

Additionally, the ban includes all public transport and any vehicle used as a workplace by more than one person – regardless of whether they are in the vehicle at the same time – it will have to be smoke-free at all times. This applies even if all persons who use or travel in the vehicle smoke.

Employers or duty holders should display approved signs at each entrance to their premises that states "No Smoking. It is against the law to smoke in these premises" and includes the international no smoking symbol. Signs must be at least A5 in size.

Signs with the symbol only can be displayed if:
The premises are located in other smoke-free premises that carry the A5 sign and the entrance is not intended for public use; so long as at least one A5 sign with the required wording is displayed at one of the building's other entrances.

Vehicles will be required to display a 70mm diameter sign with the international no smoking symbol on it.

Companies that fail to prevent smoking can be fined up to £2500 individuals smoking in prohibited areas could be fined up to £200 (although there are also lower fixed penalty fines)

Failure to display a sign could result in an on-the-spot penalty of £200 which could rise to £1000 if the case goes to court.

Supervision

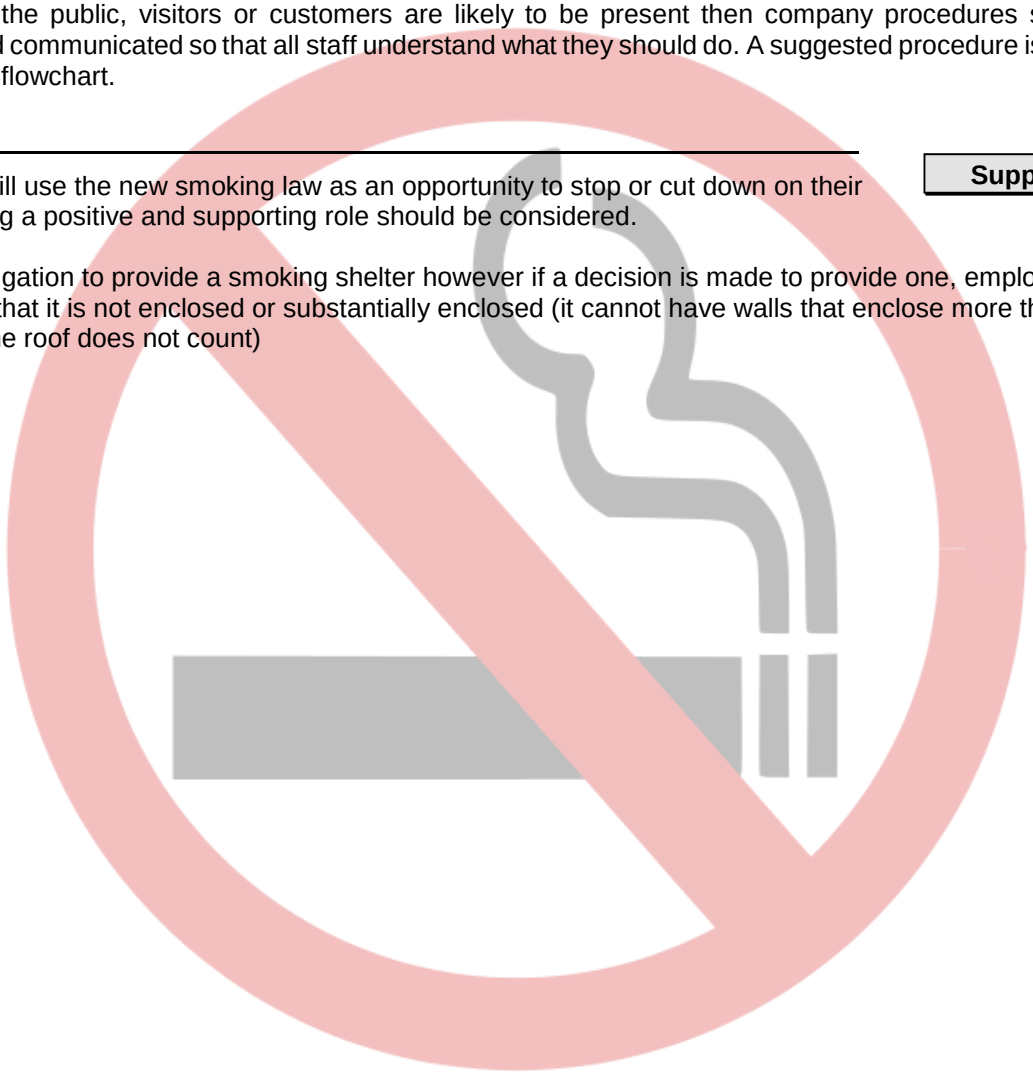
Employers should ensure that all employees are made aware of the requirements of the smoking ban and that it is a breach of company rules to smoke in premises and/or company vehicles.

If members of the public, visitors or customers are likely to be present then company procedures should be established and communicated so that all staff understand what they should do. A suggested procedure is attached in the following flowchart.

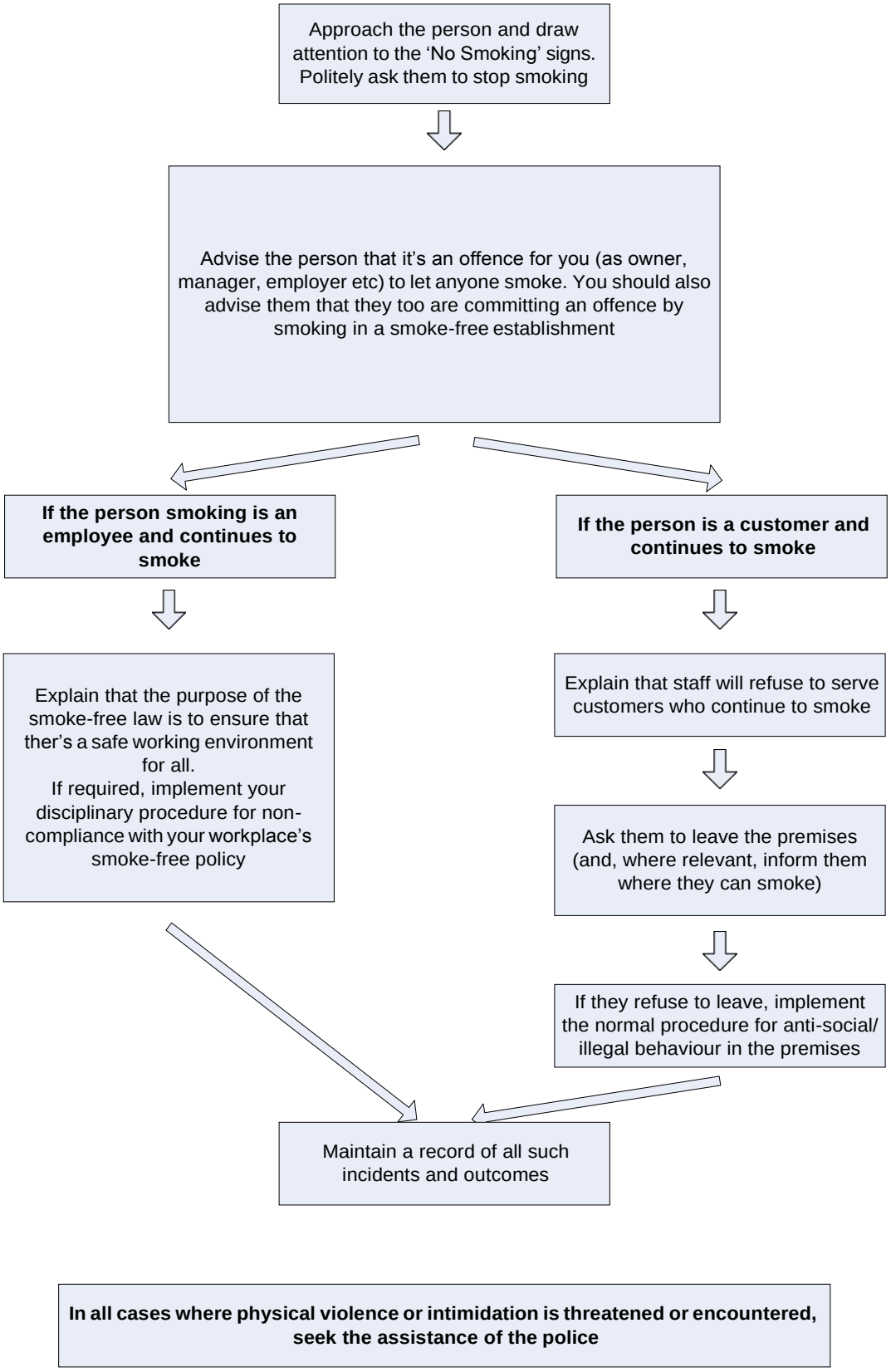
Support

Many people will use the new smoking law as an opportunity to stop or cut down on their smoking. Taking a positive and supporting role should be considered.

There is no obligation to provide a smoking shelter however if a decision is made to provide one, employers should ensure that it is not enclosed or substantially enclosed (it cannot have walls that enclose more than 50% of the space; the roof does not count)



Action to consider if someone ignores the smoking ban



In all cases where physical violence or intimidation is threatened or encountered, seek the assistance of the police

Lone Workers

There are some situations where there is a serious risk to a person if he is injured whilst working alone, because he/she is unable to summon help.

Under **The Health and Safety at Work etc. Act 1974**, there is a duty on every employer to ensure, so far as is reasonably practicable, the health safety and welfare at work of all his employees. This duty, therefore, applies to lone workers. It is necessary for the employer to consider in some depth the hazards and risks of the work involved and to take steps to minimise the hazards and so reduce those risks so far as is reasonably practicable.

With any lone worker situation, the common-sense approach should be taken relative to the inherent risks involved. A Risk Assessment should be developed to ensure that suitable and sufficient controls are implemented. If the risks cannot be adequately controlled then lone working should not be allowed or undertaken. Consideration should be given to the suitability of the person in relation to their medical condition and the availability of emergency procedures and facilities.

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

In addition to **The Health and Safety at Work etc. Act 1974** there are a number of specific legal provisions which specify systems of working which require more than one person. These include:

- Work in Compressed Air Regulations 1996;
- Diving at Work Regulations 1997;
- Control of Substances Hazardous to Health Regulations;
- Carriage of Explosives by Road Regulations 1996;
- Electricity at Work Regulations 1989

There are other provisions which require work to be done under “the immediate supervision of a competent person” or similar wording, which would suggest that the work, although carried out by one person, must be done in the presence of another.

Reference should be made to the HSE Books leaflet: **INDG 73 “Working alone in safety”**

Mobile Elevated Work Platforms (MEWP)

Standards Required

The following legislation relates to the supply and use of MEWPs: -

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work Regulations 1992
The Work at Height Regulations 2005 (Amended 2007)

Reference should also be made to the following British Standards publications;

BS 5323	**Code of practice for Scissor Lifts**
BS 6289	**Code of practice for Mobile Scissor Operated Work Platforms**
BS 7171	**Specification for Mobile Elevated Work Platforms**
BS EN361	**Safety Harnesses**

Planning Procedure

All work requiring the use of MEWPs should be planned, tendered and negotiated in accordance with the above.

Ensure a competent person plans all work activities to enable the provision of adequate resources for the duration of the works.

Ensure only competent persons are permitted to operate, maintain and examine MEWPs.

Supervision

A competent person will ensure all work activities involving the use of MEWPs are carried out in accordance with the above. Any anomalies identified will be rectified without delay and the safe system of work will be revised.

Safe System of Work

To enable the safe use of an MEWP the following issues will be dealt with in the safe system of work:

- Ensure there is a firm and level base
- Ensure the operator is competent
- Operator controls at platform level and an emergency override button at ground level
- Platform must be properly guarded with guardrails and toeboards and have a safe means of access
- Levelling device on chassis to ensure verticality in use
- Stability in use must be ensured
- Allowance must be made for wind speed and direction
- Ensure obstructions at ground and high level are avoided (overhead power lines)
- Ensure the operator has received specific training relating to the particular type of MEWP (in accordance with the suppliers/manufactures recommendations)
- Ensure the Safe Working Load (SWL) is clearly marked on the appliance and adhered to
- Use of wheel locks and outriggers must be in accordance with the manufacturers' instructions
- Ensure MEWP operators do not climb onto the guardrails or use the MEWP as a means of access from one level to another
- Ensure that when the MEWP is not in use it is secured and locked to prevent unauthorised use

MEWP Inspection and Examination

In order to ensure the safe use of an MEWP it is imperative that the plant is maintained in accordance with the following:

- Visual inspection daily before use
- Weekly Inspection (50 hours), by a competent/authorised person to enable a written report to be prepared on the appliance. Any identified faults should be corrected immediately or the MEWP removed from service
- Six monthly (1000 operational hours) or after an accident, major repair or modification. A competent person must examine and test all working parts of the MEWP, a certificate should then be prepared stating that the MEWP is safe to use

Leptospirosis

Two types of Leptospirosis infection can affect workers in the UK.

Weil's disease - this is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

The Hardjo form of Leptospirosis - this is transmitted from cattle to humans.

The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

Reference should also be made to the following Health and Safety Executive (HSE) publication;
INDG84 Leptospirosis: Are you at risk?

Planning Procedure

The Contracts Manager will ensure that information is obtained and relayed to staff with regard to Leptospirosis.

Any necessary protective clothing, equipment, hygiene facilities, etc., must be planned before work commences.

The Site Manager must ensure that all operatives engaged in any process which may involve a risk of contracting Leptospirosis will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start work.

Any cases of Leptospirosis must be reported to the Health and Safety Executive (HSE).

Supervision

The Site Manager will ensure that protective clothing and equipment will be issued to operatives and that hygiene measures are provided and maintained.

Safe System of Work

- Get rid of rats. Don't touch them with unprotected hands
- Cover all cuts and broken skin with waterproof dressings before and during work
- Wear protective clothing (appropriate gloves etc.)
- Wash your hands after handling any contaminated clothing or other materials, and always before eating, drinking or smoking

If you have taken part in any process, which may involve a risk of contracting Leptospirosis, and you consequently develop a fever, report this illness to your doctor. Tell the doctor about your work and show him a copy of **INDG84 Leptospirosis: Are you at risk?** If you have one.
Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have Leptospirosis inform your employer.

Unauthorised Access

The Health and Safety Executive (HSE) has issued Guidance Note;
HSG151 Protecting the Public - Your Next Move

relating to protecting the public from activity on construction sites.

Construction projects can endanger the health and safety of persons not undertaking work on the project in many ways, if they walk on the site:

- Falling materials and equipment
- Vehicle movement
- Tripping or falling
- Dust
- Noise

Health and Safety Executive (HSE) investigations also show that children were most at risk from the following activities:-

- Falling through openings such as manholes, stairwells or into excavations, pits and so on
- Riding on mobile plant (e.g. dumper trucks) which runs out of control or being hit by mobile plant while playing near it
- Falling from or being hit by builders hoists
- Climbing onto stacks of material which then collapse
- Playing with manhole rings and cable drums that run away and roll over the children
- Tunnelling into piled sand that is undermined and collapses onto the tunnellers suffocating them
- Climbing onto and then falling from scaffolds or from/through roofs or other elevated areas

To minimise the risks to non-construction personnel the most effective way is to restrict access to the site so that only authorised persons may enter.

General Precaution

The hazards of construction sites are such that the general public should not be permitted on site except for properly supervised, educational or other visits. Site management should make this prohibition known to Sub - Contractors before they start work and ensure that Sub - Contractors comply with it and any specific precautions adopted. For visitors to the site, such as delivery drivers and prospective purchasers specific arrangements must be made and they should have these precautions drawn to their attention.

Where sites are located in areas in which children congregate, e.g. close to schools, housing estates, etc. site occupiers will find it useful to liaise with school head teachers, tenants associations and so on to discuss ways in which the children can be told of the dangers and be discouraged from trespassing. For example, visits to schools to talk to the children and show them a suitable film have been effective in the past in reducing accidents and vandalism on site. The local police force may be prepared to participate in similar activities.

Risk assessments must be undertaken during the project planning stage to ensure all effective controls are in place prior to construction activity commencing.

Specific Precaution

Too many children, construction sites have the appeal of adventure playgrounds and it is no easy task to provide measures that effectively prevent a determined child accessing the hazardous areas mentioned above. However, site occupiers should take all reasonable measures to minimise the risks to young life. Indeed, it is often relatively easy to keep out toddlers. The following precautions are reasonably practicable steps which site occupiers should consider taking to prevent persons endangering themselves.

Exclusion of Persons by Site Perimeter Fencing

At all construction sites where it is reasonably practicable, a fence should be erected enclosing all construction activities. In assessing whether erecting a fence is reasonably practicable, site occupiers should weigh the degree of risk against the difficulty and cost of erection and maintenance. Unless the risk is insignificant when compared to the cost etc., a fence should be erected. Consideration should be given to the following when judging the need for such protection.

- Nature and type of construction work
- How populated is the area
- Who will need to visit the site during construction
- Whether the site may attract children
- Site characteristics

Given the hazards of construction sites and that it is the public and children who are at risk, the degree of risk is high for most sites. Thus, for example, any demolition site, new-build, redevelopment or major refurbishment should be fenced where these sites are located in, or near, urban areas. Minor refurbishment and other jobs of short duration (even less than 24 hours) may have to be fenced, depending on the nature of the risk and the location of the site.

The perimeter fence should not be less than two metres high and, since it should not be capable of being easily climbed, it should be either close-boarded or covered with a close mesh which prevents children getting their hands and feet through. Support poles should be firmly anchored.

Access openings should be gated and kept locked when the site is unoccupied. A watch on the gates should be kept when they are open. The fencing should be properly maintained and materials should not be placed or stacked near the fence in a way that provides easily climbed access over the fence. Suitable warning notices should be fixed to the fencing.

Precautions Where the Perimeter Fencing Is Not Effective or Not Possible

The site occupier may find that children are getting onto the site despite the provision of a perimeter fence. In such cases consider additional height to be added to the fencing, whilst maintaining its stability, a different fencing material can be used, security staff could be employed, along with closed circuit television. On some construction sites it may not be reasonably practicable to erect a perimeter fence. Each case should be judged on its merits but obvious examples of sites that may not be fenced are very long excavations on motorway sites and a new housing estate that is partly occupied (though, in some cases, problems can be avoided by better planning of the parcels of work). The construction area should still be fenced off where practicable and in difficult locations additional measures taken.

Falling Materials

Priority must be given to preventing materials falling into the workplace, or areas where building occupiers or members of the public may be at risk. If a risk still exists from falling materials consideration needs to be given to the following: -

- Provide brickguards, debris netting or sheeting to prevent materials striking people
- Provide overhead frames/protection over doorways, walkways or other access points
- Safe system of work for raising/lowering materials and plant
- Ensure method statements are prepared prior to work commencing
- Only authorised persons allowed in areas of risk
- Erect adequate fencing and signage

Guarding of Edges of Excavations Etc.

Measures to protect site workers from falling into excavations etc., or over open edges such as at stairwells, are required under **the Construction (Design & Management) Regulations 2015**. To protect all persons against these dangers, the measures should be augmented as follows.

- All excavations, pits etc., should be back filled or securely covered immediately work in them is ended. If leaving them open cannot be avoided then their edges should be shored or battered to avoid collapse, they should be fenced by a barrier to a height of at least one metre from the ground. The fencing should be adequately supported. Where a fall could be in excess of two metres then guardrails, toeboards or similar protection should be installed

- Where an open edge, such as a stairwell, has been protected with a guardrail and toe board, the space between guardrail and toe board should not be in excess of 470mm, closed with a secured barrier, a second guardrail or other suitable material

- Where covers have been used to guard open edges, perhaps at manholes or small floor openings, it is important that they are effectively secured and signed since children are likely to try and remove such covers to investigate what lies below

Vehicles and Plant

All vehicles and plant with moving parts, e.g. hoists, should be effectively immobilised when left unattended. If possible, such equipment should be locked in a separate enclosure when the site is unoccupied

Stacking of Materials

All materials which could cause injury if they fell, e.g. paving slabs, timber, pipes, should be stacked or stored in a way which prevents their easy displacement. Temporary but secure and stable racking should be used when appropriate.

Palletised loads of bricks, blocks, etc. should not be stored more than two pallets high. The condition of the strapping or shrink-wrapping around the load should be checked regularly. If the strapping of an upper pallet is broken, or the shrink-wrapping has deteriorated, the pallet should be removed to ground level. (Palletised loads may also become unstable due to loss of material from damaged packages, e.g. cement bags, within the load). Palletised loads should not be placed near to open edges of excavations or on ground liable to give way.

Manhole rings, cable drums and similar articles should be stored end-on, not side-on, to prevent their rolling. For some articles it may be impracticable to store them end-on in which case they should be effectively chocked.

Heaps of sand, topsoil etc. should be limited in size to minimise the consequences of their collapse should children digging at their base undermine them.

Access to Elevated Areas

All ladders that are giving access to elevated areas when the site is unoccupied, should be removed and placed under lock and key. Alternatively, access could be prevented by padlocking scaffold boards to the ladder at ground level to cover the rungs.

Where there is an enhanced risk of children using scaffolds to climb to high levels, e.g. at scaffolds erected around occupied blocks of flats, access at ground level should be prevented by an adequate barrier strapped to the base of the scaffold. If access to scaffold platforms through windows of occupied properties is possible, occupants should be asked to keep those windows closed, preferably locked shut. The use of brickguards, sheeting or other barriers between the guardrails and toe boards will lessen the chance of a fall should children manage to climb onto the scaffold platform.

To prevent debris chutes being used as slides when unattended, access to the upper ends of the chutes should be prevented, e.g. by providing a lockable cover or an effective barrier.

Electricity and Other Energy Sources

At the end of work for the day, electrical supplies to all equipment which does not need to be energised when the site is unoccupied should be locked off, or switched off at isolators in a locked building or enclosure. Supplies to equipment which is kept energised, e.g. floodlights, pumps, etc. should be installed in such a way that access to live conductors is not possible except by the use of tools. Additional protection such as wire cages, may be needed for light fittings where they are accessible, to prevent damage and contact with live parts.

Gas supplies should be similarly isolated or protected and cylinders of compressed gases of any kind should be placed in a locked, ventilated enclosure unless they are of such a size, so located or secured that they cannot be easily moved or the valves opened without the use of special tools. Special tools for electrical or gas supplies should be kept under lock and key when the site is unattended.

Tanks containing fuel (e.g. diesel for site plant) should be locked-off at the end of the working day to prevent unauthorised release of their contents.

Storage of Hazardous Materials

Material which is flammable, toxic or presents some other hazard (e.g. cartridges for fixing tools) should also be locked away at the end of the working day.

Protection of the Public

All resources will be made available at all times to prevent incidents/accidents when working adjacent to areas occupied or used by the public.

All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner.

All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

If a member of the public is injured as a result of the Company's activities this should be reported to the local enforcing authority.

Working in Occupied Dwellings

Where work undertaken by the company involves working in or on an occupied residential dwelling, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

Working in Occupied Premises

Where work undertaken by the company involves working in or on occupied premises, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

Working Outdoors

Standards Required

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4, in particular Regulation 43 applies to work outdoors and requires that consideration is given to ensuring that workers are protected, so far as is reasonably practicable, from adverse weather. This is generally assumed to be poor weather conditions, although these days consideration should also be given to hot weather conditions also.

In non-construction situations the generalities of the **Health and Safety at Work Act 1974** will apply.

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

INDG337	**Sun Protection – Advice for employers of outdoor workers**
INDG147(rev1)	**Keep your top on – Advice to outdoor workers**

Planning Procedure

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

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- Provision of plenty of drinking water for hot conditions
- Provision of protective clothing suitable for extremes of temperature, either hot or cold
- Suitable shelter for extreme conditions
- Adequate heating and a means to heat food and drinks in cold weather
- Advice on the use of sun screens and if appropriate the provision of the same

Supervision

The site manager will advise employees and operatives to take breaks from work in the shade, if possible, on hot sunny days.

All employees and operatives should be encouraged to check their skin regularly for unusual spots or moles that change shape, size or colour. Medical advice should be sought if they have any concerns.

Welfare facilities will be established that are suitable for the location. See section on Welfare.

Control of Legionella

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published including:-

- Health and Safety at Work act 1974
- Management of Health and Safety at Work Regulations 1999
- Control Of Substances Hazardous to Health Regulations 2002
- HSE codes of practice relating to Legionella in the workplace including the prevention and Control of Legionellosis
- L8 - Legionnaires' disease: The control of legionella bacteria in water systems (ACOP)

Planning Procedures

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

Legionella bacteria is the most well known and serious form of a group of diseases known as Legionellosis. Breathing in small water droplets, contaminated with the Legionella bacteria can spread the infection. Persons exposed to Legionella can develop initial symptoms such as high fever, chills, headaches, and muscle pains. Other symptoms can include diarrhoea or vomiting and delirium. The disease can be treated effectively with antibiotics in early stages. Legionella bacteria can survive under a wide variety of environmental conditions although the temperature range 20C to 45C tends to favour growth. The organisms do not readily multiply below 20C and will not survive above 60C. Legionella also requires a supply of nutrients e.g. algae, amoebae, and other bacteria to multiply. The presence of sludge, sediment, scale and other materials within systems can harbour bacteria and provide favourable conditions and protection from biocides for bacteria. It is therefore important that the water systems are adequately maintained, cleaned and regularly disinfected.
The Legionella bacteria requires a source of oxygen in order to survive. Legionella is naturally found in water and so can be present in rivers, streams, lakes, potting soil, and in manmade water systems both hot and cold, Spa baths, cooling towers, air conditioning units and showers for example.

The contract manager/senior responsible person will

- Identify and assess sources of risk in premises
- Prepare a scheme or plan for prevention or controlling the associated risk
- Implement and manage this scheme – appoint a person or persons to be responsible
- Maintain records and check that action taken is effective
- Provide training, instruction and supervision of persons with delegated responsibilities

The purpose of this practice is to manage the risk from Legionella bacteria exposure to Employees, Contractors, and Visitors and high-risk populations close to the Site [High risk groups include hospitals, elderly care homes etc.]

Supervision

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Safe System of Work

Managing legionella requires the Company to take the following steps to comply with the regulations and guidance:-

- Assess the foreseeable risk from Legionella bacteria
- Take action to manage the risk from Legionella bacteria and identify responsible person/s
- Provide recommendations and guidance on precautionary measures required to maintain all water systems and services
- Maintain appropriate records
- Continually review policy and guidance notes and adapt to meet changing needs.
- Arrange for all water systems to be professionally risk assessed in sufficient detail to identify and assess the risk of Legionella from work activities and on-site water sources
- Implement the necessary controls and precautionary measures
- Ensure that all records are maintained effectively and are accessible by interested parties such as Contractors and HSE Inspectorate etc.
- Ensure compliance with statutory legislation in conjunction with appropriate advice
- Ensure that all showers are run weekly for minimum of 5 mins
- Maintain buildings and systems maintenance projects to ensure that any risk of Legionella is suitably controlled and meets approved standards

- Ensure that Employees and Contractors under their control are where reasonably practical, not exposed to significant risk to their health and safety
- Ensure all proactive regular maintenance of all water systems is carried out
- Appointing Contracting Companies for water treatment

Risk Assessments

A suitable and sufficient assessment of the risk of exposure to Legionella bacteria from work activities and water systems at company premises and the necessary controls or precautions taken will be completed prior to any relevant activity taking place

This Assessment will identify and evaluate potential sources of risk and particular means by which exposure to Legionella can be prevented or where this is not reasonably practical the method by which the risk from Legionella bacteria can be controlled

A competent contractor will be appointed to carry out this work

All assessments will be reviewed periodically (annually) or when the content of the assessment may no longer be valid, or when the Contracting Company changes. For all task based risk assessments a new risk assessment combined with a method statement will be required

Training records for Contractor operators will be required prior to any work activity being undertaken. E.g. confined space entry, gas detection etc.

All safety equipment including RPE and PPE will be inspected for test dates and suitability prior to work being undertaken

Actions in the Event of an Emergency

In case of an Emergency where an outbreak of Legionella is suspected or confirmed, the Environmental Co-Ordinator, Engineering and SES Manager will be informed **immediately**

Thereafter the appropriate authorities (HSE / Environmental Health / Local Authority etc.) will be contacted

It is important to ensure all documentation and information including maintenance records, logbooks and certification are available for inspection. All actions, meetings, notes etc. pertaining to any outbreak should be retained, and kept with the logbook

Keeping of Records

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Dermatitis

Standards Required

The Control of Substances Hazardous to Health 2002 (as amended) is the principal applicable legislation for dealing with dermatitis.

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

Hsg262 Managing Skin Exposure Risk at Work

Symptoms

Dermatitis is a skin condition caused by contact with something that irritates the skin or causes an allergic reaction. It usually occurs where the irritant touches the skin, but not always.
Symptoms include

- Redness
- Scaling/flaking
- Blistering
- Weeping
- Cracking
- Swelling

Someone who has dermatitis may experience symptoms of itching and pain.

There are 2 main types Irritant and Allergic

What causes irritant contact dermatitis?
It can occur quickly after contact with a strong irritant, or over a longer period from repeated contact with weaker irritants. These can be chemical, biological, mechanical or physical. Repeated and prolonged contact with water (e.g. more than 20 hand washes or having wet hands for more than 2 hours per shift) can also cause irritant dermatitis.

What causes allergic contact dermatitis?
This can occur when the sufferer develops an allergy to a substance. Once someone is 'sensitised', it is likely to be permanent and any skin contact with that substance will cause allergic contact dermatitis. Often skin sensitisers are also irritants.

Planning Procedure

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

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- COSHH assessments for chemicals that may come in contact with the skin
- Avoiding prolonged contact with any irritant chemical
- Developing safe systems of work so that contact is minimised
- Provision of PPE; with gloves appropriate to the chemical/process in use
- Provision of impervious coveralls when working with wet cement
- Conducting regular skin health checks
- Provision of good hygiene facilities and pre and post work creams
- Advice to staff on avoidance of dermatitis
- Investigating cases of ill health and acting on the findings
- Ensure there are adequate

Supervision

Employees should always follow the safe system of work and wear the appropriate PPE
The supervisor/site manager will advise employees and operatives to avoid contact with chemicals
Employees should report any skin problems immediately to their supervisor/line manager

Management & Control of Temporary Works

1. PURPOSE

The Management & Control of Temporary Works is intended to ensure that temporary works (TW) are identified, planned and designed effectively and are erected, loaded, maintained and dismantled safely.

It seeks to comply with the requirements of the following current governing documents:-

BS5975:2008 Code of Practice for Falsework by

BSI SIM 02/2010/04 Sector Information Minutes by

HSE

2. SCOPE

This document applies to TW on all projects requiring a specific TW design.

3. DEFINITIONS

TemporaryWorks

(i) Works to stabilise or protect an existing building or structure that are not intended to be permanent or

(ii) Works undertaken during construction but not required to form part of the final completed construction works

or

(iii) Permanent works operating under temporary conditions outside the parameters of their permanent design. This would normally be dealt with by the permanent works designer.

- Examples of TW items are listed below but this is not exhaustive:
- Temporary cabin foundations
- Temporary services installations
- Hoardings and fencing
- Demolition schemes
- Temporary roads
- Traffic management schemes
- Piling mats and crane platforms
- Mortar silo foundations
- Formwork and falsework
- Access scaffolds
- Hoists
- Chute support
- Lifting operations
- Battered excavations
- Trench supports
- Temporary material loading out
- Propping of walls to form openings
- Steel sheet piling or bored pile walls
- MEWPs, cherry pickers, scissor lifts, mobile platforms
- Metal deck flooring (prior to concrete infill having achieved full strength)
- Steelwork under erection or dismantling

Competent Person

A competent person is one who is sufficiently qualified by training and practical experience to carry out the responsibilities allocated to them.

Permit to Load / Strike

Permit to Load / Strike means written approval to load / strike TW and can only be issued by the Temporary Works Co-ordinator, Temporary Works Supervisor or, in the event of absence, by a competent appointed person.

Risk Assessment & Method Statement

A written risk assessment and method statement (RAMS) must be prepared for all TW prior to construction. RAMS should cover the method of construction, the plant and equipment used, the means of access, sequence and/or loading limitations imposed by the design and the method of dismantling. RAMS must be communicated to all personnel involved in TW by the Temporary Works Co-ordinator, Temporary Works Supervisor or, in the event of absence, by a competent appointed person.

4. ROLES AND RESPONSIBILITIES

For most projects roles will overlap. For example, the Temporary Works Co-ordinator and Temporary Works Supervisor will usually work closely together in establishing TW solutions and often carry out similar tasks to ensure the process is carried out effectively.

Therefore, there is a degree of flexibility in the definition of the roles and responsibilities listed below depending upon the circumstances.

Managing Director

Responsible for:

- Ensuring that there is a system in place to control and issue the relevant documents associated with the design and construction of TW.
- Ensuring that sufficient resources are available to enable the requirements of the Management & Control of Temporary Works to be carried out.

Construction Director

Responsible for:

- Identifying competent Temporary Works Co-ordinators and Temporary Works Supervisors.
- Ensuring that appropriate and necessary training is provided to relevant personnel to ensure that the Management & Control of Temporary Works is understood and properly implemented.
- Ensuring that there is a design agreement in place between TW C and the TW designers, as appropriate.
- Liaising, advising and assisting any personnel with regard to the requirements of the Management & Control of Temporary Works.
- Supporting and mentoring (Temporary Works Co-ordinators) and site managers (Temporary Works Supervisors) in their respective roles.
- Undertaking appropriate audits to confirm that the Management & Control of Temporary Works is being implemented on projects.
- Identifying training requirements relevant to an individual and ensuring that the appropriate training is implemented.

Temporary Works Co-ordinator

The Temporary Works Co-ordinator has overall responsibility to ensure that all TW under his control are undertaken in accordance with the Management & Control of Temporary Works and the TW design.

The TWCis responsible for:

- Ensuring that all TW activities are undertaken in accordance with Management & Control of Temporary Works.
- Ensuring that TW are recorded in the Launch Meeting Minutes under Temporary Works Schedule together with any assumptions regarding design responsibilities for those works. The content of the schedule will depend on the information available and may be reasonably generic at pre-construction stage.
- Ensuring that a Project Temporary Works Schedule (TW1) is produced, reviewed regularly and updated in conjunction with the Temporary Works Supervisor to identify TW requirements on the project.
- Obtaining full details of the TW design in conjunction with the Temporary Works Supervisor for schemes identified on the Project Temporary Works Schedule (TW1).
- Employing only TW designers that have an agreement with to undertake TW design.
- Ensuring that each item of TW is allocated a category from 0 to 3 (in accordance with BS 5975:2008) to determine the requirements for design checking and level of site control.
- Ensuring that a written Design Brief (TW2) is produced for TW as appropriate and issued to the designer and design checker. Where a sub-contractor is the TW designer, it is likely that they will have produced their own brief and the Design Brief (TW2) should be completed for the design checker.
- Identifying any requirements for periodic inspections, monitoring and maintenance of TW loaded for longer than 1 week and agree arrangements for these with the Temporary Works Supervisor.
- Where matters are encountered beyond the Temporary Works Co-ordinator's normal experience and understanding, advice should be sought from the construction director or another person experienced in the issue in question.
- Distributing information to all interested parties, including the Principal Designer where appropriate.

Temporary Works Supervisor

As Temporary Works Supervisor the site manager is the individual in direct control of the operatives constructing and/or using TW and is responsible for:

- Maintaining a TW file on site to include a record of all drawings, calculations and other relevant documents relating to the Management & Control of Temporary Works on their project.
- Ensuring that all TW activities on the project are undertaken in accordance with the Management & Control of Temporary Works and the TW design.
- Ensuring that the construction of any TW does not commence until an approved method statement has been issued and understood by all those involved in the implementation and dismantling of the TW. The method statement must identify any requirements for inspection or further authorisations during the implementation and dismantling of the TW.
- Ensuring that inspections or further authorisations are implemented in accordance with the method statement and that any unusual occurrences, extremes of weather, accidental damage or observed deformation affecting any part of the TW are appropriately notified.
- Ensuring that the materials used are as stated in the design documentation unless alternatives have been agreed and authorised.
- Completing any item identified during final inspection which requires remedial action.
- Ensuring that any testing or proving of strength of the permanent works is undertaken and the result issued as appropriate.
- Ensuring that site work does not progress beyond each hold point until the appropriate checks are made and the Permit to Load / Use / Unload (TW5) is issued appropriately.
- Consulting the Temporary Works Co-ordinator or TW designer where there are concerns regarding suitability or safety in respect of an item of TW. If there are safety concerns all activities associated with an item of TW should be suspended.

5. CATEGORISATION OF TEMPORARY WORKS

BS5975: 2008 recommends that each item of TW is allocated one of four categories to determine the independence of the design checker. These categories may also assist the Temporary Works Co-ordinator and Temporary Works Supervisor in determining the level of site control to be adopted during implementation.

The following extract from BS5975: 2008 and A1: 2011 is provided as guidance:

Category	Scope	Comment	Independence of Checker
0	Restricted to standard solutions only to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1,	Because this is a site issue, the check may be carried out by another member of the site or design team.
1	For simple designs, e.g. formwork, falsework (where top restraint is not assumed), needling and propping to brickwork openings.	Such designs would be under taken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications. Category 2 checks would include design where a considerable degree of interpretation of loading or soils'	The check may be carried out by another member of the design team.
2	On more complex or involved designs for excavations, foundations, structural steelwork connections,		The check may be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs which result in complex sequences of moving and/or construction of either the TW or permanent works.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering	The check should be carried out by another organisation.

This standard is not intended to be prescriptive in defining a specific category for any particular type of TW. The Temporary Works Co-ordinator should use his experience and judgment to allocate categories appropriately on individual projects.

Significant Temporary Works

All TW shall be classified as "significant" unless they are simple in nature and have negligible risks associated with them.

Examples of TW that would typically not be classified as "significant" include:-

- Minor formwork including ground slab edge formwork and minor wall formwork.
- Simple access scaffolds without complex layouts and with simple foundation arrangements.
- Minor battered excavations without attendant risks.
- Standard design solutions for common items.

If there is any doubt about classification, the Temporary Works Co-ordinator should seek clarification from a TW designer.

Standard Solutions (Category 0)

Using the rigorous definition of TW one can see that many items are repetitive and required for many projects, e.g. site hoardings. Rather than design the hoarding for each project it is more cost effective to use a standard design.

Standard designs should be sought for simple items of TW such as:

- Site hoardings
- Traffic management schemes
- Basic access scaffolds
- Mortar silo foundations
- Loading platforms

It should be noted that all standard designs will have some caveats and conditions attached. If the particular site conditions dictate that the design is not applicable to the site then a modified design will be required. For example, a site hoarding may call for ground to be stable and firm, if this is not the case then the design will need to be modified and enhanced to suit. The Temporary Works Co-ordinator will need to judge if the standard design is appropriate and if there is doubt, refer to the TW designer.

6. DESIGN PROCESS

1. A **Design Brief** (**TW2**) must be supplied by the Temporary Works Co-ordinator or Temporary Works Supervisor to the TW designer (who may be a subcontractor or supplier).
2. The TW design must be carried out by or under the supervision of a competent designer and signed off using the **Temporary Works Design Certificate (TW3)**.
3. The TW designer must include on the drawings any sequences of construction and/or dismantling that are fundamental to the design.
4. Every design must be checked by a competent engineer not directly involved in the design and signed off using the **Temporary Works Design Check Certificate (TW4)**. Ideally, this should be the designer of the permanent works.
5. No TW design should be changed without the agreement of the TW designer.

In certain circumstances items of TW may remain in place at the conclusion of the project, for example, permanent formwork or steel sheet piling. Unless the permanent work design documentation specifically states that such items have been designed as support for the permanent works, these items must be considered as TW, even where such items appear to have been designed as part of the permanent works. It is important to establish that the method and sequence of construction do not cause these items to be loaded other than as envisaged by the permanent works designer.

Sub-contractors Designing Temporary Works

The sub-contractor's design must comply with the Management & Control of Temporary Works.

The sub-contractor's design should be checked by an independent engineer using form **TW4** before a **Permit to Load / Strike (TW5)** is issued.

7. FORMS

Temporary Works Schedule (TW1)

A Temporary Works Schedule must be identified for each project. This should be produced as early as possible pre-construction.

It should be a "live" document which is reviewed and updated throughout the life of the project initially by nominated person acting as Temporary Works Co-ordinator and subsequently by the Temporary Works Supervisor.

A standard form is used as the **Temporary Works Schedule (TW1)**, an example of which is located in the appendix.

Design Brief (TW2)

The Design Brief defines the purpose of the TW to enable the TW designer to produce a suitable design solution. Where circumstances change on site during the preparation of the design, the Design Brief should be revised and re-issued.

Temporary Works Design Certificate (TW3)

This form accompanies the design of the TW and is signed by the TW Designer. It can include drawings, design details, calculations and specification relating to a TW scheme.

Temporary Works Design Check Certificate (TW4)

This form accompanies the design check for the TW item and is signed by the TW Design Checker. It can include drawings, design details, calculations and specification relating to a temporary works scheme.

Permit to Load / Strike (TW5)

This single permit is used to ensure that TW are not used until they have been inspected for design compliance and are complete. It is also used to ensure that the permanent works are adequately completed to safely enable TW to be removed.

Appendix

PROJECT TEMPORARY WORKS SCHEDULE (TW1)

Contract No: Contract Name: Page No: Rev: Date:

Temporary Works Co-ordinator: Temporary Works Supervisor:

Design Item	Significant (S) or Not Significant (NS)	BS5975 Category 0/1/2/3	TW Designer	TW Design Checker	Design Required Date

Prepared by: Approved By:

***Note:** Examples of TW that would typically NOT be classified as 'significant' include: minor formwork including ground slab edge formwork and minor wall formwork, simple access scaffolds without complex layouts and with simple foundation arrangements, minor battered excavations without attendant risks and non-engineered solutions.Where the TW is considered to be significant an assessment of the extent of the DESIGN CHECK must be made and entered as noted below. **Category 0 -** Standard solutions only – compatibility with site conditions check only (to ensure the site conditions do not conflict with the scope or limitations of the chosen solution).
Category 1 - Simple design – check can be by another member of the design team (may include formwork, falsework, needling and propping to brickwork openings).
Category 2 & 3 - Requires a fully independent design and checking process. (More complex or involved designs for excavations, foundations, structural steelwork connections, reinforced concrete, complex or innovative designs which result in complex sequences of moving and/or construction of either TW or permanent works)