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FLOORING  
c o m p a n y

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## **Health and Safety Policy November 2005**

Prepared in association with:  
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# Introduction to Your Safety Policy

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

It comprises three parts:

## 1. Policy Statement

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

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

## 2. The Organisation

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

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

## 3. The Arrangements Section

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

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

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

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

### Head Office

Lakeside Industrial Estate  
Stanton Harcourt  
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Section 1  
Company Health and Safety Policy Statement

## C3 Flooring Company Limited - Health and Safety Policy Statement

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

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

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

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

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

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

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

In addition, the Organisation and Arrangements for implementing the Policy will also be available at each site and workplace. A full copy of the Policy is held at Units 27 & 28, 24 Old Jamaica Road, London, SE16 4AW for reference by any employee as required.

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

Signed: .....

MANAGING DIRECTOR

Date: .....

## C3 Flooring Company Limited - Equal Opportunity Policy

The following statement forms part of the Company Policy for Health, Safety and Welfare and complies with the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983:

This Company is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origins, sex & sexual orientation, marital status, religion or age, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. Selection criteria and procedure will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation. The Company is committed to a programme of action to make this policy fully effective. As far as reasonably practicable job applicants and current employment will be monitored to ensure that recruitment and employment is solely based on suitability for the job and that, if appropriate, the workforce is in proportion to the ethnic diversity in the area providing that suitable candidates apply.

The satisfactory operation of our Equal Opportunity Policy is the responsibility of every employee within the Company but principally the Managing Director to whom all queries should be directed.

The following headings are an integral part of our Equal Opportunity Policy and the implementation of each section is the responsibility of the Managing Director with the complete co-operation of the other Directors who shall be fully aware of all current relevant legislation.

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Any vacancy will be filled, if possible, by promotion within the Company, taking into account experience, reliability, length of service and general suitability for a position of responsibility and trust. Vacancies not filled by promotion within the Company shall be made known to all employees. Vacancies shall receive a copy of our Equal Opportunities Policy on request.

**Recruitment  
and  
Promotion**

All applications for

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Any employee who feels that he/she has any grievance for whatever reason, but especially racial discrimination or harassment of any kind, should make known his/her grievance to his/her Supervisor and if not satisfied with the action taken as a result of his/her complaint, shall inform the Managing Director, of the grievance. The Managing Director shall endeavour to rectify the situation at the earliest opportunity.

**Grievance,  
Racial  
Discrimination  
Harassment,  
Dismissals**

Any employee wishing to belong to any recognised Trade Union is free to do so provided that he/she agrees to comply with all the conditions of employment within the Company and that the Trade Union does nothing that would conflict with the wishes of the majority of the employees.

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Job applicants will be informed of Company Policy on race relations. Job applicants will be informed that the Company is an Equal Opportunity Employer and shall receive a copy of this statement on request. All display advertisements shall include the following; "THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER"

**Recruitment  
Advertising**

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Where necessary to ensure that the services we provide are suitable for people or organisations with disabilities or from ethnic minorities the company will make every effort to arrange for the provision of suitable facilities or arrangements to ensure that anyone in this situation is not unduly disadvantaged.

**Provision of  
Services**

Signed:

MANAGING DIRECTOR

Date:

## C3 Flooring Company Limited - Disability Discrimination Policy

The following statement forms part of the Company Policy for Health, Safety and Welfare and complies with the Disability Discrimination Act 1995:

"It is unlawful for employers to discriminate against current or prospective employees with disabilities. Employers are required to act in a fair and common sense way."

The aim of our policy is to ensure that no employee or job applicant receives less favourable treatment on the ground of disability or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The company will make any reasonable adjustments so that disabled persons are not put at any disadvantage compared with a non-disabled person. Selection criteria and procedure will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and not their physical/mental abilities/disabilities. All employees will be given where appropriate, special training, to progress within the organisation. The Company is committed to a programme of action to make this policy fully effective.

The satisfactory operation of our Disability Discrimination Policy is the responsibility of every employee within the Company but principally the Managing Director to whom all queries should be directed.

The following headings are an integral part of our Disability Discrimination Policy and the implementation of each section is the responsibility of the Managing Director with the complete co-operation of the other Directors who shall be fully aware of all current relevant legislation.

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The company will ensure recruitment and employment practises maximise the opportunity to attract and keep disabled persons. The job description/person specification for the vacant post will only include requirements which are clearly related to the duties in the effort to not deter the disabled by inadvertently discriminating against any person.

**Recruitment**

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Any employee who feels that he/she has any grievance for whatever reason, but especially disability discrimination or harassment of any kind, should make known his/her grievance to his/her Supervisor and if not satisfied with the action taken as a result of his/her complaint, shall inform the Managing Director, of the grievance. The Managing Director shall endeavour to rectify the situation at the earliest opportunity.

**Discrimination  
and  
Harassment**

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Job applicants will be informed of Company Policy on Disability Discrimination. Job applicants will be informed that the Company complies fully with the Disability Discrimination Act 1995 and shall receive a copy of this statement on request.

**Recruitment  
Advertising**

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Where necessary to ensure that the services we provide are suitable for people or organisations with disabilities the company will make every effort to arrange for the provision of suitable facilities or arrangements to ensure that anyone in this situation is not unduly disadvantaged.

**Provision of  
Services**

Signed:

MANAGING DIRECTOR

Date:

## C3 Flooring Company Limited - Environmental Policy Statement

C3 Flooring Company Limited as a specialist Company having recognised responsibility for environmental matters, place a particularly high priority on environmental affairs with regard to Company operations and the range of services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements and will comply with any Directives from the Environment Agency e.g. the Waste Electrical and Electronic Equipment (WEEE) Directive and the Restriction of the use of certain Hazardous Substances (RoHS) Directive.

C3 Flooring Company Limited's staff are aware of the environmental sensitivity of the business sector in which the Company operates, and seek to continually develop the Company environmental compliance. Due to the need for continual improvement, it can never be possible to detail fully the Company environmental activities, but the following specific objectives form the basis of the Company Policy.

All Company operations must be carried out with due regard to all appropriate and relevant Legislation and Regulatory considerations.

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

The Company will take whatever measures may be necessary to ensure that the collection, transportation, storage, recycling, reclamation and disposal of waste do not become hazardous to public health or the environment.

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

The company recognises that Control of Pollution Act; Duty of Care Regulations gives them responsibility for all of their waste until its final disposal site. This requires the prevention of uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds).

Any special (i.e. hazardous) waste such as asbestos cement must be disposed of according to the Special Waste Regulations 1996 and the consignment note procedure followed.

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

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. This therefore means that not all appropriately licensed disposal facilities will satisfy standards required by The Company.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The Company operates a continual training programme to ensure that staff keep up-to-date on the safe handling and disposal of all types of waste including difficult and dangerous wastes.

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

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

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

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

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

The Environmental Policy of C3 Flooring Company Limited is one of continual review, and is subject therefore to frequent review and development. The Company's continued environmental responsibility is judged by its ever widening customer base and the Public in general, while being driven enthusiastically by the Managing Director through the management structure.

Signed: .....

MANAGING DIRECTOR

Date: .....

## Section 2 Organisation

## Organisation

The effectiveness of this Policy is dependant 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 Lee Baker, 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.

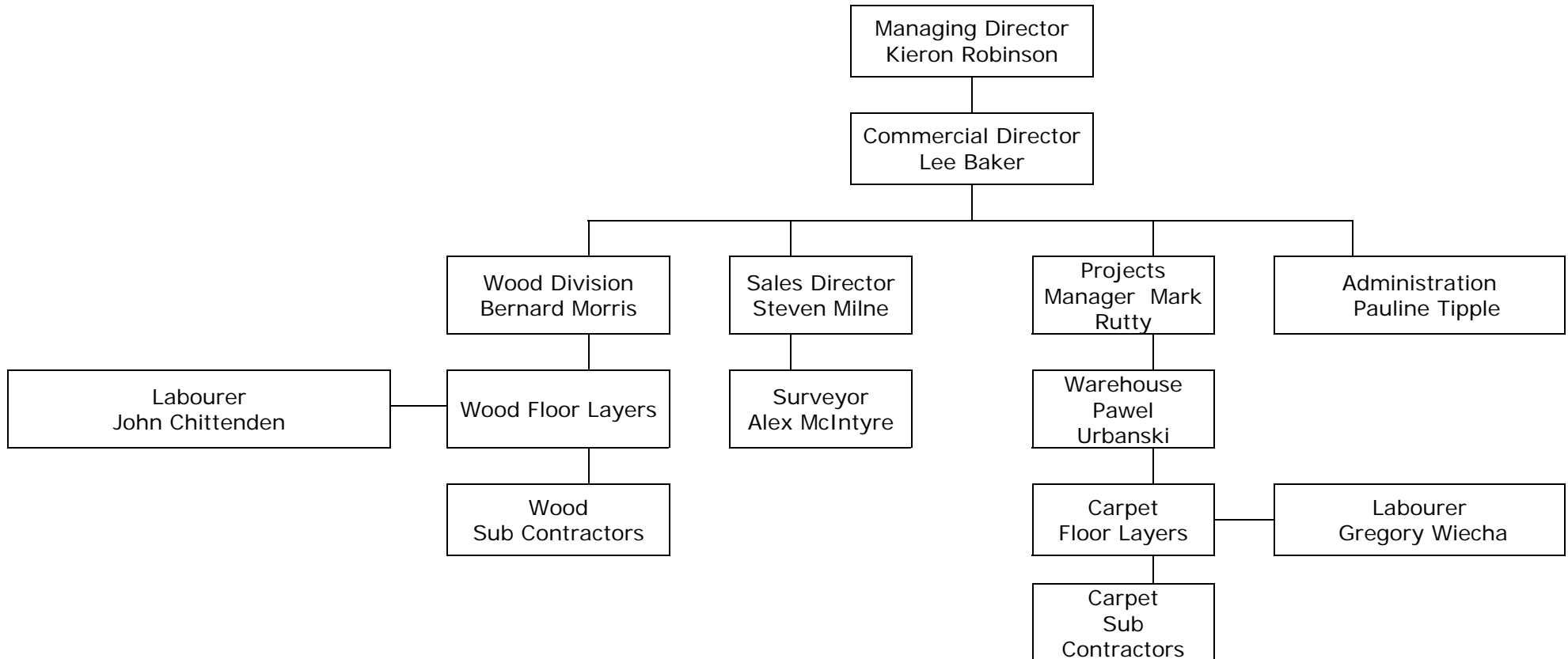
Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.

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.

# C3 Company Organisation Chart



17-May-05

## 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.

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.

## 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 and Management) Regulations 1994 (CDM)**, **The Construction (Health, Safety and Welfare) Regulations 1996** and other relevant legislation.

Determine at planning stage: -

- The requirements of the pre-tender safety plans 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 (Health, Safety and Welfare) Regulations 1996** 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 Managers

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 1994 (CDM) (as amended in 2000)**, **The Construction (Health, Safety and Welfare) Regulations 1996** and other relevant legislation.

Determine at planning stage: -

- The requirements of the pre-tender safety plans 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 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 (Health, Safety and Welfare) Regulations 1996** 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.

## Employees and Labour only Contractors

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

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

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

- Read and understand the Company Policy for Health, Safety and Welfare and carry out work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools in good condition.
- When specified wear safety footwear and at all times foot wear should be suitable, and use, where necessary all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- 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.

## 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.

## 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 Managers.

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
- Roofwork 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-tender Health and Safety Plan are adequately addressed.

## 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 certificate is obtained for offices, if necessary, and that all fire fighting 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 your clothing and particularly your footwear is suitable from a safety viewpoint.

Do not try to install or maintain any equipment in show houses unless authorised to do so.

Report any defects in equipment to management immediately and, where possible, ensure that hazards are eliminated until repairs are carried out, e.g. switch off electricity supply if appliance damaged, etc.

Ensure that any hazard to the public in the showhouse area is dealt with immediately.

Liaise with the Site Manager where purchasers require to visit houses under construction.

Ensure that the showhouse area is kept clean and tidy and that all access, stairs, etc. are kept clear and free from obstruction. Where floors or paths are slippery for any reason arrange alternative access or use other measures to prevent accidents.

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

Ensure that first aid equipment is kept fully stocked and that fire extinguishers are placed in readily accessible positions. Check fire extinguishers are in service.

Report all accidents, however minor, to the Sales Manager.

Section 3  
Arrangements

## General Arrangements

At the planning stage of a project the requirements of this Company Policy must be taken into account, along with any information contained in the Pre-tender Health and Safety Plan.

**Tendering  
and Planning**

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

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

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

**Contractors**

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

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

**Suppliers**

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

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

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

**Training**

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

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

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

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

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

**Notifications**

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

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

The Contracts Managers will satisfy himself that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days planned duration or more by the Planning Supervisor. The Contracts Managers will ensure that details of the Client, the Planning Supervisor and the Principal Contractor are displayed as required by **The Construction (Design & Management) Regulations 1994 (CDM). (As amended in 2000)**.

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

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

**Protection of Public**

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

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

**Documentation**

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

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

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

**Joint Consultation**

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

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

**Monitoring Policy**

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

# Management of Health and Safety At Work

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

**Standards  
Required**

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

**L21 Management of Health and Safety at Work**  
**HSG 65 Successful Health and Safety Management**

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

**Planning  
Procedures**

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

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

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

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

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

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

**Supervision**

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

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

**Safe system  
of work**

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

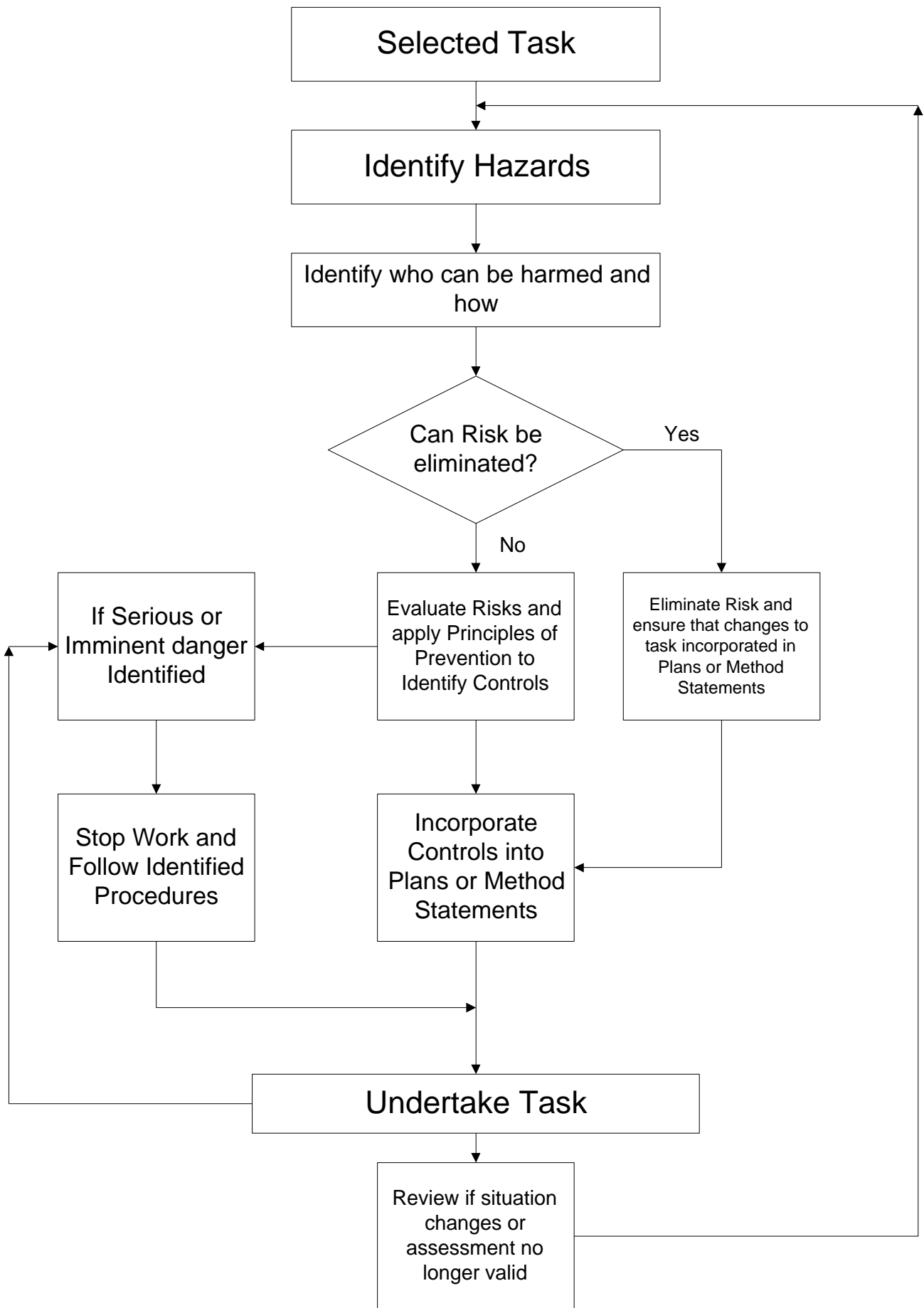
Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety law.

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.

# Risk Management Flowchart (Based on HSG 65)



# 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 2002 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, fibrous anthophyllite, fibrous actinolite, fibrous tremolite or any mixture containing any of the said materials".

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

## Standards required

**Control of Asbestos at Work Regulations 2002**  
**Asbestos (Licensing) Regulations 1983 as amended 1998**  
**Asbestos (Prohibitions) Regulations 1992 as amended 1999**

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

- L11            A Guide to Asbestos (Licensing) Regulations 1983**
- L27            The Control of Asbestos at Work Approved Code of Practice.**
- L28            Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board Approved Code of Practice**
- INDG289      Working with Asbestos in Buildings**

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 at Work Regulations 2002 amended in 2004 amended in 2004 amended in 2004**. 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.

# 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 (Health, Safety and Welfare) Regulations 1996** already referred to within this Policy. They do however apply to all other work places.

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

**Standards  
Required**

Work at height in the workplace is now covered by **The Work at Height Regulations 2005**

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

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

**Planning  
Procedures**

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

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

**Supervision**

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

**Safe System  
of Work**

## Temperature

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

## Ventilation

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

## Lighting

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

## Working space

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

## Workplaces

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

# Construction Health, Safety and Welfare

**The Construction (Health, Safety and Welfare) Regulations 1996** apply to all construction work, even of short duration when **The Construction (Design & Management) Regulations 1994 (CDM). (As amended in 2000)** do not apply.

**Note: The regulations are significantly amended by The Work at Height Regulations 2005**

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**The Construction (Health, Safety and Welfare) Regulations 1996** set down revised principles of protection in relation to excavations, traffic routes, welfare facilities, emergency procedures and protecting the public etc.

**Standards  
Required**

The above Regulations have been amended by the Management of Health & Safety at Work Regulations 1999 and now require that arrangements for dealing with foreseeable emergencies on construction sites include identification of people to implement the arrangements especially visa contacts with rescue workers and the fire brigade.

**The Work at Height Regulations 2005** set the standards and requirements for working at height and fragile surfaces.

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

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

**Planning  
Procedures**

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

**Supervision**

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

**Monitoring**

# Construction Design and Management

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As principal contractors or sub contractors The Company will conform to **The Construction (Design & Management) Regulations 1994 (CDM). (As amended in 2000).**

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**HSG224 Managing Construction for Health and Safety – Approved Code of Practice and Guidance (Revised 2001)**

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

**Planning  
Procedure**

A Pre-tender Health and Safety Plan will be issued with tender documents. All tenders must include sufficient financial resources to carry out the work safely and in accordance with this plan.

Where the company is appointed as principal contractor this Company will develop the Health and Safety Plan and relevant risk, noise, COSHH and manual handling assessments and will also include method statements from contractors carrying out the work. The Company will also ensure that sub contractors are competent, adequately resourced and provide assessments relevant to their work.

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.

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The Site Manager will ensure that the Health and Safety Plan is complied with throughout the contract both as principal contractor and in his role of supervising other contractors on behalf of the principal contractor. He will assist the Contracts Managers in developing the Health and Safety Plan who will arrange to pass any relevant information to the Planning Supervisor for the Health and Safety File.

**Supervision**

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

**Safe System  
of work**

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

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

# Control of Substances Hazardous to Health

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

**Standards  
Required**

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

- 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)).

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

**Planning  
Procedures**

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

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

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

**Supervision**

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

**Safe  
System of  
Work**

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
  - The hazardous properties of the substance
  - Health affects as identified by the supplier
  - The level, type and duration of the exposure
  - The circumstances of the work and amount of substance involved
  - Limits on exposure from statutory guidance
- Decide on the method of solving the problem, preferably by minimising exposure but considering:
  - The effect of preventative and control measures
  - The results of any health surveillance
  - The results of monitoring the exposure
  - Any other information relevant
- Implement the chosen method of solving the problem

- 
- Check that the method is being implemented properly and monitor the outcome
  - If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances

### **Marking of containers**

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

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

### **Keeping of Records**

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

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

## Health Hazards

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

**Standards  
Required**

**The Control of Asbestos at Work Regulations 2002 amended in 2004 amended in 2004 amended in 2004**

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

**The Construction (Health, Safety and Welfare) Regulations 1996**

**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 Occupational 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)  
(3<sup>rd</sup> 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.

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

**Planning  
Procedure**

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

Site Managers must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, 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 using the product.

The Site Manager will ensure that: -

**Supervision**

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

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

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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.

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

# Protective Clothing and Equipment

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

**Standards  
Required**

**The Personal Protective Equipment at Work (PPE) Regulations 1992**  
**The Construction (Health, Safety and Welfare) Regulations 1996**  
**The Control of Asbestos at Work Regulations 2002 amended in 2004 amended in 2004**  
**Control of Lead at Work Regulations 2002**  
**The Noise at Work Regulations 1989**  
**The Confined Spaces Regulations 1997**  
**The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**

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

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

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

**Planning  
Procedures**

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

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

**Supervision**

The Site Manager will ensure that before sub contractors' employees are set to work, they have been provided with any necessary protective clothing.

Any person on site 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 staff will set a good example by wearing safety helmets, protective footwear, etc. and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting Company Sites.

**Safe System  
of Work**

All Personal Protective Equipments 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 the Supervisor any loss or defect in the equipment.

# Safety Helmets

**The Construction (Head Protection) Regulations 1989** require the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets where a risk of head injury other than by falling exists. Issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are the only exemption from these regulations.

Standards  
Required

Safety helmets provided must be to **BS EN 397:1995**  
Bump Caps provided must be to **BS EN 812: 1998** (although these are not usually suitable for use on site)

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

Planning  
Procedure

The Contracts Managers will ensure that Site Managers and sub contractors are aware of Company Policy and the requirements of **The Construction (Head Protection) Regulations 1989** 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.

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

Supervision

The Contracts Managers 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.

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

Safe System  
of Work

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

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

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

# Manual Handling and Lifting

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

**Standards  
Required**

## **The Manual Handling Operations Regulations 1992 The Construction (Health, Safety and Welfare) Regulations 1996**

The current Regulations require the following three steps: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed
- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable

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

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

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

**Supervision**

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

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

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

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

**Safe System  
of Work**

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

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

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

## Consultation with Employees

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

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

Procedure

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

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

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

## Working Time

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

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

**Standards  
Required**

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

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

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

**Planning  
Procedures**

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

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

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

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

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

### Night Work

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

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

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

**Supervision**

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

**Safe System  
of Work**

### Daily rest breaks

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

**Daily Rest**

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

**Weekly Rest**

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

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

**Young worker daily rest breaks**

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

**Young worker daily rest**

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

**Young worker weekly rest**

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

**Paid Annual Leave**

- Every worker – whether part-time or full-time covered by these regulations is entitled to four weeks' paid annual leave.
- A weeks' leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.
- This leave entitlement is not additional to bank holidays.
- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

## Welfare and First Aid

**The Construction (Health, Safety and Welfare) Regulations 1996** specify minimum requirements for welfare facilities on sites. **The Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publications;  
**HSG150 Health and Safety In Construction**  
**CS18 Provision and Use of Welfare Facilities at 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**  
**INDG214 First Aid at Work - Your Questions Answered**

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

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

**Planning  
Procedure**

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

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

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

**Supervision**

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

**Arrangements**

Category	Number employed at location	No of First Aid Personnel
<b>Lower risk</b> Eg Offices, shops, etc	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional First Aider per 100 employed
<b>Medium risk</b> Eg Light engineering, warehousing etc	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed or part thereof
	More than 100	One additional First Aider per 100 employed
<b>Higher risk</b> Eg construction, use of dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional First Aider per 50 employed
	Where there are hazards for which additional first aid skills are necessary	In addition, at least one first aider trained in the specific emergency action
Together with suitable numbers of first aid kits to provide adequate cover. First aid rooms will be provided on large permanent or long term high risk locations. "The First Aid at Work" ACoP and Guidance will be referred to.		

# Health Surveillance

Health Surveillance may be required for harm caused by working with certain substances or process. **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos at Work Regulations 2002 amended in 2004 amended in 2004 amended in 2004 and The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

Standards  
required

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

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

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

Planning  
Procedures

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

Unless there is no doubt that the exposure would 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 accept that some medical surveillance has to be undertaken by HSE medical inspectors, or doctors appointed by the HSE

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

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

The company will comply with regulations i.e. **The Control of Asbestos at Work Regulations 2002 amended in 2004 amended in 2004 amended in 2004** that require employers to continue surveillance of people while still employed by them after exposure to the risk has stopped, to detect long-term disease, such as cancer, at an early stage

In the event that Health Surveillance shows the employees 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.

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

**Supervision**

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

# Stress in the Workplace

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

**Standards  
required**

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

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

**INDG28 1 rev1 Work Related Stress**

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

**Planning  
Procedures**

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

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

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

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

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

**Supervision**

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

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

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

# Fire Precautions

## Standards Required

Fire precautions shall be provided and maintained in accordance with the requirements of any Fire Certificate issued under **The Fire Precautions Act 1971** (as amended by **The Fire Safety and Safety of Places of Sport Act 1987**)

or where no Fire Certificate is required as a condition of **The Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989**

Fire precautions will be provided and maintained in accordance with **The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)** and in either case, any recommendations made by a Fire Officer or Fire Brigade representative.

For temporary buildings, a Fire Certificate may be required by **The Fire Certificates (Special Premises) Regulations 1976**. Application for a fire certificate must be made to the Health and Safety Executive (HSE) Area Office. This will be required if: -

- more than twenty persons are employed at any one time in a temporary building, or part thereof
- more than ten persons are employed elsewhere than on the ground floor of a temporary building, or
- any explosive or highly inflammable material is stored or used in or under a temporary building.

Contact the local Fire Officer for further guidance

**Fire Safety – An Employer’s Guide, ISBN 0 1134 1229 0**

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

In addition the requirements of **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999** and either;

**The Workplace (Health, Safety and Welfare) Regulations 1992** or **The Construction (Health, Safety and Welfare) Regulations 1996** should also be applied.

## Planning Procedures

Regardless of whether there is a Fire Certificate, Fire Risk Assessments must be undertaken to identify significant risks and necessary controls. If a Fire Certificate is in place the identified controls should be compared with the result of the Fire Risk Assessments and amendments made as necessary.

Fire extinguishers will 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.

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.

Where necessary Fire Certificates will be obtained from the local fire authority or the Health and Safety Executive (HSE).

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 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 under go periodic testing and inspection by a qualified engineer

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On all sites 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.

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. 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

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 The Fire Precautions (Workplace) Regulations 1997** should be applied.

Standards  
Required

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 Threat  
Procedures

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

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

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

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

## **Procedure:**

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

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

Suspect objects are not to be moved or touched.

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

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

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

Emergency  
Procedures

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

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

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

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

## **Evacuation:**

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

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

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

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

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

## Company Offices

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

See section on Fire Precautions.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting 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-tender Health and Safety Plans.

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.

## Visual Display Units

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

**Standards  
Required.**

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

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

**Planning  
procedures**

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

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

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

**Supervision**

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

**Safe System of  
Work**

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

# Work Equipment

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

**Standards  
required**

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

The specific requirements of this legislation cover the following:-

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

These requirements also cover

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

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

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

Also;

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

- The inspection of specified equipment in specified circumstances by a competent person.
- The recording and keeping of the result; and
- That evidence of the last inspection accompany work equipment used outside the undertaking

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.

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

**Planning  
Procedures**

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

**Supervision**

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

**Safe System  
of Work**

# Noise

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Noise is covered by **The Noise At Work Regulations 1989** and also by **The Health and Safety At Work etc. Act 1974**.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**L108 Guidance on the Noise at Work Regulations 1989**

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

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

**Planning  
Procedure**

The Contracts Managers 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 contractor 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 Managers 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.

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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 contractor or hire company, immediately.

**Supervision**

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

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

**Safe System  
of Work**

## Site Tidiness

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

**Standards  
Required**

**The Workplace (Health, Safety and Welfare) Regulations 1992**  
**The Construction (Health, Safety and Welfare) Regulations 1996**  
**The Electricity at Work Regulations 1989**

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

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

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

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

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

**Planning  
Procedure**

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

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

**Supervision**

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

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

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

**Safe System  
of Work**

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

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

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

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

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

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

# Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Site Manager (or Office Managers as appropriate) on the Accident Report form and sent to Safety Services office. This applies to injuries received by members of the public, visitors etc. as well as Company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** the Health & Safety Executive must be notified by telephone immediately by the Site Manager (or Office Manager). Safety Services (UK) Ltd may also be notified as soon as possible.

Form F2508 should then be completed and sent to the local Health & Safety Executive within 10 days or to the Incident Contact Centre at Caerphilly (TEL: 0845-300-9923 or FAX 0845-300-9924 or E-MAIL riddor@natbrit.com)

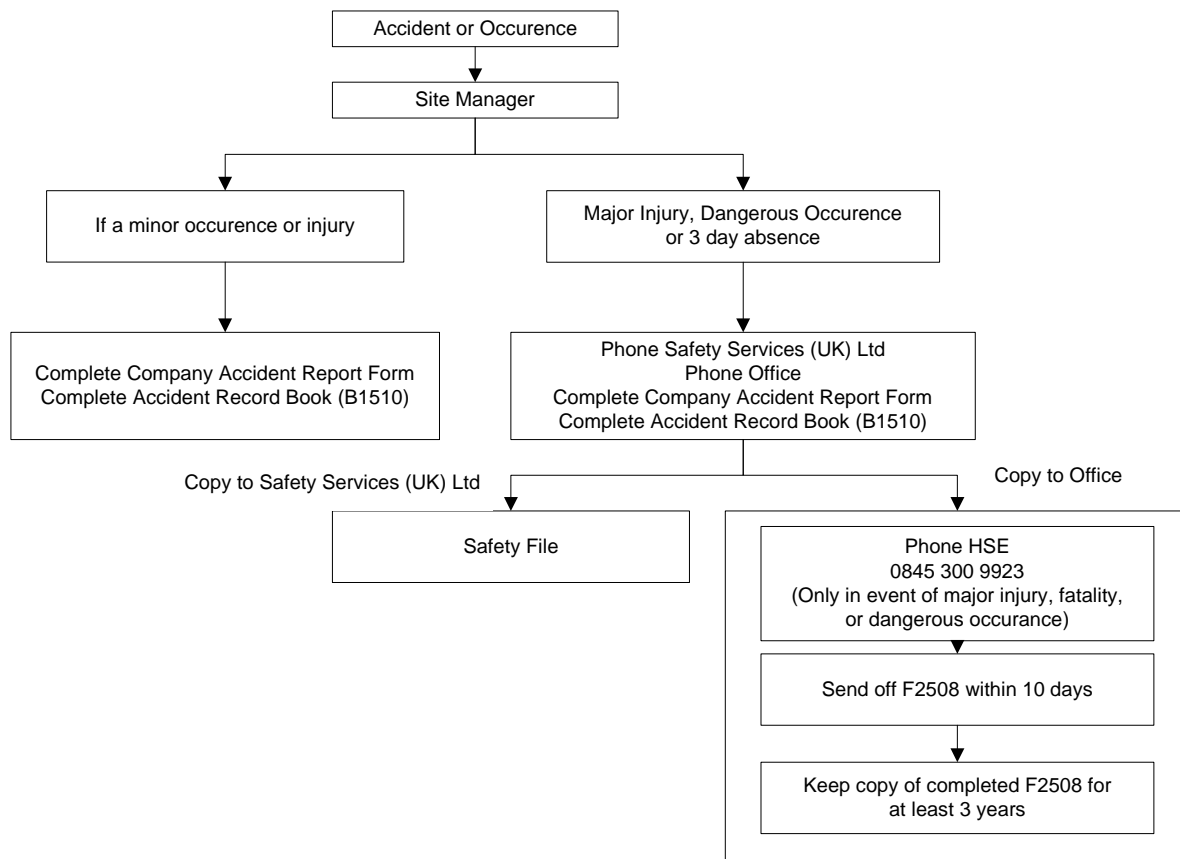
For an over 3 day injury there is no requirement to phone the HSE but an F2508 must be completed as above.

Accident Book B1510 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.

The Site Manager must investigate all accidents resulting in damage on site and details reported to the Company Safety Director.



## Site Offices

Site Offices will comply with the requirements of **The Construction (Health, Safety and Welfare) Regulations 1996**.

See section on Fire Precautions.

The Contracts Managers will apply for a Fire Certificate if required under **The Fire Certificate (Special Premises) Regulations 1976**. Where a Fire Certificate is not required all fire precautions will be in accordance with **The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)**. 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.

## Sales Offices

Where applicable, Sales Offices will comply with the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992**.

See section on Fire Precautions.

Where a Fire Certificate is not required all fire precautions will be in accordance with **The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)**. 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.

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

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

**Standards  
Required**

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

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

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

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

**Planning  
Procedure**

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

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

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

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

**Supervision**

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

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

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

The main hazards associated with confined spaces are: -

**Safe System  
of Work**

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to gases, fumes, dusts
- Fire due to flammable liquids, oxygen enrichment etc.
- 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.

## Plant on Site

The following regulations contain requirements to be complied within the provision, maintenance, operation and use of plant on site.

**Standards  
Required**

**The Construction (Health, Safety and Welfare) Regulations 1996**  
**The Lifting Operations and Lifting Equipment Regulations 1998**  
**The Pressure Systems and Transportable Gas Container Regulations 1989**

Plant on site is covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** please refer to work equipment.

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.

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

**Planning  
Procedure**

The Contracts Managers will take all aspects of the work into account, to ensure that sufficient information is provided to the hire company or sub contractor to enable the correct type of plant to be provided.

The Contracts Managers 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 Managers 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.

The Site Manager will ensure that plant delivered to the site is in good order and fitted with any necessary safety devices and guards.

**Supervision**

Any defects noted will be reported to the sub contractor or hire company immediately.

The Site Manager will ensure that only authorised operators are permitted to operate any item of plant. Where any doubt the competency of an operator exists, the Site Manager will report to the sub contractor 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, crabs, 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.

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Hazards with the use of plant arise out of: -

**Safe  
Systems of  
Work**

- 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.

# Lifting Operations

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:

**Standards  
Required**

- 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**

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.

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

**Planning  
Procedure**

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.

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.

**Supervision**

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 Managers 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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The main hazards associated with lifting operations are: -

**Safe System  
of Work**

- 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

All lifting gear or tackle will be provided, maintained and used in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998**.

**Standards  
Required**

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)**

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

**Planning  
Procedure**

The Contracts Managers 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.

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.

**Supervision**

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.

The main hazards associated with lifting gear are: -

**Safe System  
of Work**

- 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 2002 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, fibrous anthophyllite, fibrous actinolite, fibrous tremolite or any mixture containing any of the said materials".

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

## Standards required

**Control of Asbestos at Work Regulations 2002 as amended 2004**  
**Asbestos (Licensing) Regulations 1983 as amended 1998**  
**Asbestos (Prohibitions) Regulations 1992 as amended 1999**

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

L11	<b>A Guide to Asbestos (Licensing) Regulations 1983</b>
L27	<b>The Control of Asbestos at Work Approved Code of Practice.</b>
L28	<b>Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board Approved Code of Practice</b>
L127	<b>The Management of Asbestos in Non-domestic Premises</b>
EH10	<b>Asbestos - Exposure Limits and Measurement of Airborne Concentrations</b>
EH47	<b>Provision, Use and Maintenance of Hygiene Facilities for Work with Asbestos</b>
	<b>Insulation and Coatings</b>
EH50	<b>Training Operatives and Supervisors to Work with Asbestos Insulation and Coatings</b>
EH51	<b>Enclosures Provided for Work with Asbestos</b>
HSG189/1	<b>Controlled Asbestos Stripping Techniques for Work Requiring a Licence</b>
HSG189/2	<b>Working with Asbestos Cement</b>
HSG210	<b>Asbestos Essentials Task Manual</b>
HSG213	<b>Introduction to Asbestos Essentials</b>
HSG 227	<b>Managing Asbestos in premises</b>
INDG188	<b>Asbestos Alert for Building Maintenance, Repair and Refurbishment Workers</b>
INDG223	<b>Managing Asbestos in workplace buildings</b>
INDG255	<b>Asbestos Dust Kills – keep your mask on</b>
INDG288	<b>Selecting Respiratory Protective Equipment for Work with Asbestos</b>
INDG289	<b>Working with Asbestos in Buildings</b>

## 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 at Work Regulations 2002 amended in 2004 amended in 2004 amended in 2004**. 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 2002 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos; this became a legal requirement in May 2004. Reference should be made to asbestos registers when planning work on existing premises.

The Contracts Managers will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contracts Managers will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe removal. Qualitative tests will be carried out to determine the type of asbestos and to set the 'control limits' (equivalent to maximum exposure limits under COSHH).

A method statement and risk assessment must be prepared before removal starts.

The enforcing authority must be notified of any work involving asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

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

The Contracts Managers will instigate a monitoring programme throughout the removal process, closely liaising with the specialist sub contractor.

All operatives will be given advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

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The employed specialist contractor will strictly carry out the supervision of the removal of asbestos only.

**Supervision**

The 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 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.

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No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. The Site Manager will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

**Safe system of work**

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Site Manager must be informed immediately and the procedures outlined in 'Planning' above will be put into effect. The Site Manager will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Managers 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.

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

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

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

**Fire Precautions Act 1971, The Dangerous Substances and Explosive Atmospheres Regulations 2002, The Fire Certificates (Special Premises) Regulations 1976, Fire Precautions (Workplace) Regulations 1997, The Construction (Health, Safety and Welfare) Regulations 1996, The Construction (Design & Management) Regulations 1994, The Health & Safety (Safety Signs & Signals) Regulations 1996, The Management of Health and safety at Work regulations 1999 and generally the Health and safety at Work etc. Act 1974.**

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

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

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

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

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

**Fire Prevention on Construction Sites** (The Joint Code of Practice on the Protection from Fire of Construction)

**C1000 Fire Safety, An employer's guide.**

**GS29/3 Health and Safety in Demolition Works part 3: Techniques**

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

**Planning  
Procedure**

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

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

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

The Hot Work Permit, attached at Appendix A:

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

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The Site Manager/SFSC will:

**Supervision**

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

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

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

**Safe System of Work**

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

**HOT WORK PERMIT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL CONDITIONS REQUIRED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**EQUIPMENT**

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

**SITE FIRE SAFETY INSPECTION CHECKLIST**

**SITE:**.....

.....

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

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

✓ As applicable

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

**COMMENTS:**.....

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# Work at Height in Construction

The **Work at Height Regulations 2005** applies to all work at height activities.

**Standards  
Required**

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

**INDG401 The Work at Height Regulations** a brief guide

And **Question & Answer brief for the construction industry** published by the HSE

**HSG150 Health and Safety in Construction** until further guidance is available as the best practice approach in this guidance is still generally valid.

And other relevant publications depending on the particular circumstances

**It must be noted that the 2m rule no longer applies, the hazards and risks must be assessed and suitable controls put in place regardless of the height, although the same principles should be applied for work over 2m as before.**

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

**Planning  
Procedure**

The Contracts Managers 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 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.

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The main hazards associated with work at height are: -

**Safe System  
of Work**

- 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.

# Electricity in Offices

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

**Standards  
required**

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

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

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

**Planning  
Procedures**

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

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

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

**Supervision**

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

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

**Safe System  
of Work**

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

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

# Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or other workplace: -

**Standards  
Required**

**The Electricity at Work Regulations 1989**  
**The Construction (Health, Safety and Welfare) Regulations 1996**  
**Personal Protective Equipment at Work Regulations 1992**  
**The Provision and Use of Work Equipment Regulations 1998**

Guidance on the safe use of electricity on construction sites is found in the following publications: -

**The I.E.E. Regulations for the Electrical Equipment of Buildings, Section H.**

Reference should be made to British Standards:

**BS 7375 Code of Practice for Distribution of Electricity on Construction and Building Sites**  
**BS 7430 Code of Practice for Earthing**  
**BS 4363 Distribution units for electricity supplies for construction and building sites**  
**BSEN 60309 Plugs, Sockets and Couplers for Industrial Purposes**

Various other British Standards apply to the type of cabling and power tools.

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

**PM 29 Electrical Hazards from Steam/Water Pressure Cleaners.**  
**PM 38 The Selection and Use of Electric Hand Lamps.**  
**HSG141 Electrical Safety on Construction Sites.**

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

All work will be planned to take the above standards into account and all electrical equipment on the Company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

**Planning  
Procedure**

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The Contracts Managers must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

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.

The Site Manager will ensure that the temporary electrical supply is installed and tested, as planned.

**Supervision**

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 contractor abusing or incorrectly using electrical equipment on site.

The Site Manager must ensure that all power leads are installed clear of access ways and preferably above head height.

Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw or pin contact type, only properly constructed sets with moulded on fittings will be used.

The Site Manager will ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor, so that immediate steps can be taken to have defects remedied by electrical or hire company.

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

**Safe System  
of Work**

On festoon lighting all bulb sockets are live; steps are, therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires would still be live.

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.

## Driving

The use of a company vehicle for company business is covered under **The Provision and Use of Work Equipment Regulations 1998**.

**Standards  
Required**

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.

No van or car driver is allowed to smoke whilst the vehicle is in motion; no smoking is 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.

## 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.

# Cleaning Operations

Although there are no specific regulations to cover cleaning operations particular attention needs to be paid to;

**Standards  
Required**

**The Control of Substances Hazardous to Health Regulations 2002 as amended 2003 & 2004**

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

**The Management of Health and Safety at Work Regulations 1999**

**The Electricity at Work Regulations 1989**

**Personal Protective Equipment at Work Regulations 1992**

**The Work at Height Regulations 2005**

All cleaning operations need to be planned in accordance with the above standards, all equipment, substances and methods of work will need to be planned to reduce risks to employees and others who may be effected by the Company's acts or omissions.

**Planning  
Procedure**

All equipment and substances will be properly selected, maintained and used by competent personnel only.

If the Company employs the services of sub contract cleaners they have a duty to ensure the competence of the contractor and to give the contractor adequate information, instruction and training in order to enable them to understand any inherent risks present in the workplace and to undertake their activity safely.

The Site Manager will ensure all persons are competent to carry out their works and that adequate supervision and resources are made available at all times.

**Supervision**

The Site Manager will ensure that all necessary information required for a safe method of work is made available to all relevant persons.

The main hazards associated with cleaning operations are: -

**Safe System  
of Work**

- Exposure to hazardous substances
- Slips, trips and falls
- Electrocution from faulty electrical equipment
- Cuts to hands and other parts of the body
- Lifting injuries

# Clinical Waste, Needle and Syringe Handling

## IF THERE IS A RISK OF THE PRESENCE OF CLINICAL WASTE, DISCARDED NEEDLES OR SYRINGES

Arrangements will be made either with the local authority or other sensitive waste-handling organisation for the removal

### If Possible You Should Not Remove Needles or Syringes Yourself

**Do not panic or worry**

**Public Safety Note** (If public presence is likely)

- Keep children away from the discarded needles and syringes
- Under no circumstances should children pick up needles or syringes. They should be taught by an adult to recognise needles and syringes and understand that they are dangerous and not to be touched.
- Children should always tell an adult if they find a needle or syringe.

### Only if it is unsafe to leave for collection by an arranged collector

- Find a suitable container
- Take the container to the syringe
- Try and get a rigid plastic container with a screw top lid to place the needle or syringe in.
- Do not use glass bottles as they may shatter, or drinks cans as they may be squashed.
- If you can, place something protective on your hands like rubber or thick leather gloves
- If at all possible, do not touch the needle or syringe. Use something like tweezers or tongs to pick the needle or syringe up.
- If you have to pick the needle up with your hands, or if you are using something like tweezers, pick them up by the blunt end. Do not touch the sharp point with your hands. Do not put the cap back on or re-sheath.
- Place the sharp end of the needle into the container first.
- You can place more than one needle or syringe into a container, but do not overfill.
- Make sure the container is tightly sealed.
- Do not place the container in the regular waste, down the toilet or drain, it must be disposed of by incineration as clinical waste. Keep the container in a safe place until collected by Environmental Health or take to a pharmacy who will arrange for its incineration.
- Wash whatever you have used to handle the items in an antiseptic detergent.

### Advice If You are Injured By a Discarded Needle or Syringe

**FOR IMMEDIATE ADVICE ON NEEDLESTICK INJURY RING NHS DIRECT 24 HOUR HEALTH HELPLINE: 0845 4647**

- Do not suck the area, but encourage the injury to bleed freely for at least two minutes.
- Wash the area gently with running tap water and if possible, soap.
- After two minutes bleeding, try to stop by applying light pressure, and apply a clean dressing.
- Seek medical advice from your doctor or hospital emergency department as soon as possible.

Retain the syringe for your doctor/hospital emergency department.

### Disposal Points for Discarded Needles or Syringes

Many pharmacies have disposal bins and will accept discarded syringes and needles from members of the public ensure they are handled as above before taking to a pharmacy.

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The following regulations cover waste removal:-

**Standards  
Required**

**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)**

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.

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

**Planning  
Procedure**

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

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

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

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

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

**Supervision**

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

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

The waste consignment note must describe the: -

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

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

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

**Safe Method  
of Work**

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

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

## Lone Workers

There are some situations where there is a serious risk to a person if he is injured whilst working alone, because he 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. Consideration should be given to the suitability of the person in relation to medical condition and 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.

Within the office environment, it is essential that if working alone, no employee uses the lift system due to the potential risk involved and the lack of emergency procedures.

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"** the CBI have also published a guidance document on the subject.

## Protection of the Public

All resources will be made available at all times to prevent incidence/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 is 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 is 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.