John Peck Construction Limited
(inclusive of JPC Demolition LLP)

Isle of Wight

Health & Safety Policy
Full Version

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PREPARED BY		Peter Walker		**AUTHORISED BY**		John Peck	
DATE	10/01/14	**REF No**	PO1 - 01	**ISSUE No**	REV-10	**PAGE**	1

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S.0 – Introduction

This Health and Safety Policy has been produced and is reviewed by the John Peck Construction Ltd.

It is the Health & Safety Policy for John Peck Construction Ltd. and read in conjunction with the combined Health and Safety Manual.

These documents are published as a Health and Safety guide to all the Company's staff working on construction sites, workshops, offices etc. and forms part of the Company's Health and Safety System; as such it will be regularly reviewed and up-dated in line with the requirements of the Health and Safety at Work etc. Act 1974. The Management of Health and Safety at Work Regulations and other relevant Health and Safety Legislation and Procedures.

This Health and Safety Policy and Manual has been drawn up to acquaint all those carrying out work for and on behalf of the Company of the minimum standards of Health and Safety they are required to maintain at all times.

2. 0 – Scope

This document is the Level One Manual for John Peck Construction Ltd. It defines the basis of our Health and Safety Management System, and offers guidance as to how we control our systems and meet the requirements of the International Specification(s).

This level 1 document defines policies and refers to procedures and instructions that are relevant to John Peck Construction Ltd.

It aims to honour the overall objectives and philosophy set by John Peck Construction Ltd. in order to comply with an OHSAS 18001 standard for procedures on Health and Safety.

John Peck Construction Ltd. are committed to achieving and maintaining an OHSAS standard. This will enable the company to:

Y Establish a Health and Safety Management System to improve control of Health and Safety issues and 4rganiza risks in all our activities.

Y Implement, maintain and continually improve the Health and Safety Management System.

Y Assure Company Management, HSE and other interested parties of conformance to our Health and Safety Policies.

Y Demonstrate conformance to our Health and Safety Policies to interested parties.

Trades covered:

Y ***General construction works and associated trades*** – Brickwork, carpentry, scaffolding, ground-works, painters, decorators etc

Y ***Property Development*** – New build constructions and green and brown field sites

Y ***Roofing*** – New roofs, repairs and maintenance

Y ***Civil Engineering –*** Highways, coastal protection, bridge works and other civil works

Y ***Associated mechanical & electrical*** – New installations, repairs and refurbishment to existing services

Information and Guidance used in the development of this system have included:

Y	HSG (65)	Successful Health and Safety Management
Y	OHSAS 18001 – 1999	Occupational Health and Safety
Y	BS 8800: 1996	Management of risk

3. 0 – Terms and definitions

For the purposes of this manual the following terms and definitions apply: -

Accident

An undesired event, giving rise to death, ill health, injury, damage or other loss

Audit

Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving John Peck Construction Ltd.'s policy and objectives

Continual improvement

Process of enhancing the Health and Safety management system, to achieve improvements in overall health and safety performances, in line with John Peck Construction Ltd.'s Health and Safety policy

Hazard

Source or situation, with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these

Hazard identification

Process of 5rganizatio that a hazard exists and defining its characteristics

Incident

An event that may give rise to an accident or had the potential to lead to an accident. **NOTE** An incident where no ill health, injury, damage, or other loss occurs is also referred to as a "near-miss". The term "incident" includes "near-misses" as defined in RIDDOR

Interested parties

Individuals or groups concerned with or affected by the Health and Safety performance of John Peck Construction Ltd.

Non-conformance

Any deviation from work standards, practices, procedures, regulations and management system performance etc. that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these

Objectives

Goals, in terms of Health and Safety performance, that John Peck Construction Ltd. sets itself to achieve

Occupational health and safety

Conditions and factors that affect the well being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace

Organisation

Company, corporation, firm, enterprise, authority, association or institution, whether incorporated or not, private or public, that has it's own functions and administration

Policy

Statement by the 6rganization if its intentions and principles in relation to its overall performance, that provides a framework for action and for setting objectives and targets

Prevention of Pollution

Uses of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution

H & S management system

Part of the overall management system that facilitates the management of the Health and Safety risks associated with the business of John Peck Construction Ltd. This includes the 6rganization66 structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining John Peck Construction Ltd.'s Health and Safety policies

Risk

Combination of the likelihood and consequence(s) of a specified hazardous event occurring

Risk assessment

Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable

Safety

Freedom from unacceptable risk of harm

Tolerable risk

Risk that has been reduced to a level that can be endured by John Peck Construction Ltd. has regard to our legal obligations and our Health and Safety Policy

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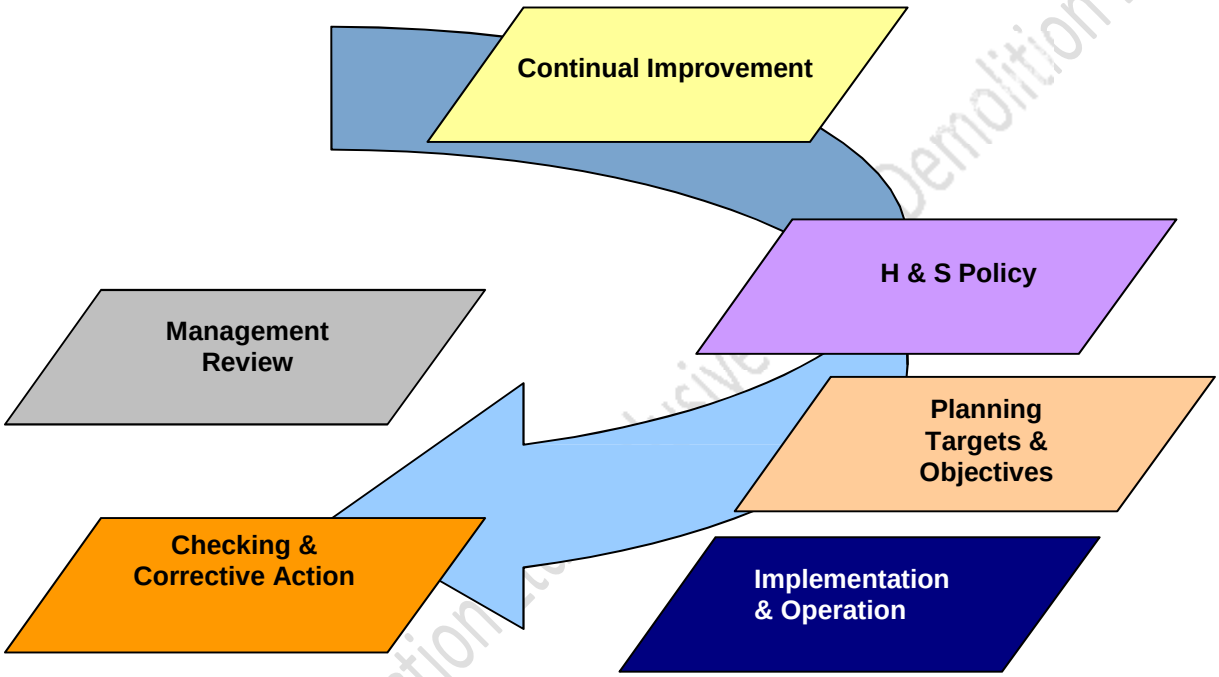
4. 0 – H & S Management System

S. **1 General Requirements**

This Health and Safety Management System is designed to demonstrate the activities of John Peck Construction Ltd. and under this Health and Safety Management System, John Peck Construction Ltd. can if required attain the certification of OHSAS 18001.

Key Elements for H & S Management



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S. 2.1. Health and Safety Policy

HEALTH AND SAFETY GENERAL POLICY STATEMENT

John Peck Construction Ltd. is committed to ensuring the Health & Safety of all its employees and visitors so far as is reasonably practicable, and that statutory duties are met at all times.

- All employees will be given information, instruction and training to enable the safe and efficient performance of work activities.
- Management will ensure that all processes of production be designed, constructed, operated and maintained, taking into consideration Health and Safety issues.
- Competent persons will be appointed to assess risk, advise, improve and maintain standards of Health, Safety and Environment.
- Management will provide and maintain a safe working environment with appropriate facilities and welfare arrangements.
- Provision will be made to ensure safe systems of work exist in the control of hazardous substances.
- Systems for planning, organization, controlling and reviewing Health and Safety arrangements will be provided.
- Facilities and arrangements will be maintained to enable employees and their representatives to raise Health and Safety issues.
- It shall be the duty of every employee to co-operate with management to ensure the success of the policy, which requires total commitment from all levels of employee.
- Every individual has a legal obligation to take reasonable care of his or her own Health and Safety and for the Health and Safety of others who may be affected by their acts or omissions.

Full details of the organization and arrangements for Health and Safety will be set out in separate documents. The policy will be reviewed and revised in the light of any legislative or organization change

Signed  **Date** 10/01/14

For and behalf of John Peck Construction Ltd. & JPC Demolition LLP.

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S. **2. 2. Fire Prevention Policy**

FIRE PREVENTION POLICY STATEMENT

John Peck Construction Ltd. are committed to taking every reasonable and practical step in ensuring that no employee is put at risk due to fire or explosion.

- **Y** All processes will be designed, constructed, protected and maintained taking into consideration fire precaution issues.
- **Y** All employees will ensure that equipment, plant, machinery and processes are operated within statutory requirements, and that good housekeeping practices are adhered to, to 10rganiza the risk of fire.
- **Y** Suitable fire protection equipment will be provided and maintained in order to meet those risks and hazards associated to the operation of the business.
- **Y** Will ensure that all equipment is tested or serviced at the 10rganizati time periods.
- **Y** A ***'Restricted Smoking Policy'*** will be managed under The Smoke-free (Premises and Enforcement) Regulations 2006.
- **Y** We will carry out Fire Risk assessments as necessary and in line with relevant legislation and consultation with the local Brigade.
- **Y** We will carry out suitable training where appropriate to use fire-fighting equipment, this also includes practice evacuations

Other related matters: -

- Fire and Emergencies Procedure
- Guidance 28 – Emergency Procedures
- Guidance 29 – Fire Safety Procedures
- Appendix 1 – Emergency Contact List for Operators

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S. **2. 3. Electricity at Work Policy**

ELECTRICITY AT WORK POLICY STATEMENT

It is 11rganizati by John Peck Construction Ltd. that working with, or around electricity may present varying levels of risk which carry an unacceptable degree of potential harm or consequence.

Therefore it is the policy of John Peck Construction Ltd. to control its electrical work and that of competent electrical employees and contractors during work, for all sources of electricity both fixed and portable.

Only competent 11rganizati staff or contractors shall carry out electrical work on behalf of the Company.

Recognised high-risk work shall be subject to a permit-to-work. These include: -

- **Y** Entry into sub-stations
- **Y** Work over 1000 volts AC or DC
- **Y** Live work
- **Y** Work on exposed bus-bars
- **Y** Work in explosive atmospheres
- **Y** Work in confined spaces

Only an 11rganizati staff member shall hold keys and have access to electrical cabinets and enclosures.

No employee shall bring electrical equipment onto site or take any equipment off-site without the permission of the Company.

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Portable Equipment

It has been 12rganizati that portable electrical equipment poses increased risks.

Therefore all portable electrical equipment shall be tested at suitable intervals dependant upon usage, working environment etc, as determined by the Company and records shall be kept for all such tests for a minimum to the date of the next test date, or 3 years where a related accident has resulted.

In most cases, the test carried out will be the 12rganizati method of portable appliance testing (PAT), whereby all portable equipment is actively inspected, tested and certificated.

All persons using portable electrical equipment must visually inspect the equipment before use. Any faults found must be reported immediately to the Supervisor / foreman and the equipment must not be used.

Only a competent person will only carry out the testing of such equipment.

All new and existing equipment shall be labelled to the next test date for that type of equipment.

Any existing portable equipment may be tested within one calendar month prior to its due date.

Any portable equipment with a test date that has expired must not be used and should be reported to their Supervisor / Foreman immediately.

Any equipment that does not successfully pass the criteria of the PAT must be repaired by a competent person only, or rendered unusable and a suitable replacement shall be purchased.

Any person scrapping or removing any portable electrical appliance must inform the Supervisor / Foreman so that the article is removed from register.

No person shall bring onto site any personal portable appliances whatsoever unless 12rganization12 has first been given by the Company and the equipment is PAT approved.

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Other related matters: -

- Electricity
- Guidance 15 – Overhead Electrical Power Line Dangers
- Guidance 17 – Working With Electricity

S. **2. 4. Personal Protective Equipment (PPE) Policy**

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY STATEMENT

It is the policy of John Peck Construction Ltd. to provide all of its employees with the necessary Personal Protective Equipment (PPE) to prevent personal injury where other control measures are deemed insufficient, or impractical.

This policy forms a part of our overall risk reduction programme.

- **Y** All employees should wear the appropriate PPE when they are at risk
- **Y** PPE is provided, free of charge, with replacements being available upon request
- **Y** Employees should inspect their PPE on a regular basis to ensure that they continue to afford adequate protection, and must report any defects immediately and obtain replacement
- **Y** All PPE should be kept in a clean serviceable condition in accordance with Manufacturers guideline and "Best Practice"
- **Y** All personnel will receive suitable training to allow them to fit and wear the PPE correctly and how to maintain it in a serviceable condition.

NOTE: Gloves should not be worn when operating rotating equipment where entanglement is likely

Other related matters: -

- Personal Protective Equipment (PPE)
- Guidance 07 – Personal Protective Equipment
- Guidance 35 – Head Protection (PPE)
- Guidance 36 – Foot Protection
- PPE Issue Record

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S. **2. 5. Noise, Hearing Conservation Policy**

NOISE AND HEARING CONSERVATION POLICY

1. 0 *INTRODUCTION*

1.1 This policy sets out the Company(s) approach to noise and hearing conservation. The Managing Director, Owner, Sole Trader is responsible for its implementation.

2. 0 *POLICY*

2.1 It is the intention of the Company(s), wherever it is reasonably practicable to do so, to reduce noise levels. Where this is not reasonably practicable steps must be taken to protect the workforce.

2.2 No unprotected ear may be exposed to noise levels in excess of 85 dB (A) Leq or impulsive levels exceeding 130 dB (A) Leq. All areas where noise levels are expected to be in excess of 85 dB (A) Leq or impulsive levels exceeding 130 dB

(A) Leq will prominently be marked in accordance with the "Safety Signs Regulations 1980" and other appropriate Regulations.

2.3 Hearing protection **MUST** be worn at all times by employees in all designated high-risk areas, where noise levels reach the 2nd Action Level (Currently 85 dB). Effective personal hearing protection will be provided where necessary or upon request.

3. 0 *IMPLEMENTATION*

3.1 Noise Reduction

The Management will ensure that all reasonably practicable steps are taken to reduce noise levels. Where noise-reducing devices are fitted to equipment they **MUST** be kept in position whilst noise is being generated.

Each Site Supervisor / Foreman will ensure that they have an on-going programme of noise reduction such that hazardous noise levels are progressively reduced, within the resources available.

4. 0 *SUPERVISION & TRAINING*

4.1 The training of all staff is an important part of the implementation of the policy, requiring Site Supervisors and Foreman to set high standards.

Employees are required to co-operate with management in using all safety equipment provided, including equipment designed to protect workers' hearing, the use of which is a condition of employment.

Each Site Supervisor / Foreman will ensure that:

4.2 Employees are made fully aware of the hazards of high noise levels, and of the necessity to use personal hearing protection. Personal counselling and disciplinary procedures should be used to attain the standard required.

5. 0 *RECORDS*

5.1 A record must be kept of:

Y Name

Y Job

Y Department

Y Type of protection being used

Y Confirmation of use

5.2 Detailed records must be kept of interviews concerning employees who fail to wear hearing protection and of any recommendations or any disciplinary procedure.

5.3 A record must be kept of all employees' noise hazard related training and of each individual who has received such training. (This would include hearing conservation and noise attenuation).

Other related matters: -

- Guidance 30 – Noise At Work

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S. **2. 6. Display Screen Equipment (DSE) Policy**

DISPLAY SCREEN EQUIPMENT (DSE) POLICY STATEMENT

All reasonable practicable steps will be taken by the Company to secure the health and safety of employees (Users) who work with Display Screen Equipment (DSE).

John Peck Construction Ltd. acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of John Peck Construction Ltd. to ensure that any risks are reduced to a minimum. Whilst it is generally 16rganizati that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

John Peck Construction Ltd. will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

Arrangements for Securing the Health and Safety of Workers

John Peck Construction Ltd. will, in consultation with workers and their representatives:

- **Y** Carry out an assessment of workstations, taking into account the DSE, the furniture, the working environment and the worker.
- **Y** Take all reasonable practicable measures to remedy any risks found as a result of the assessment.
- **Y** Take steps to incorporate, where appropriate, changes of task within the working day, in order to prevent intensive periods of on-screen activity.
- **Y** Review software to ensure suitability for the task.
- **Y** Arrange where appropriate for the provision of eye and eyesight tests upon request and at regular intervals thereafter and where a visual problem is experienced.
- **Y** Arrange for the free supply of any corrective appliances (Spectacles to a pre-arranged value) where required **specifically for working with DSE**. Alternatively a contribution will be made to the same value as provided by the supplier, upon the receiving of a receipt.

Advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of DSE, the Company will:

- **Y** Take all necessary steps to investigate the circumstances.
- **Y** Take corrective measures where appropriate.
- **Y** Advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures:

- **Y** Inform a responsible person immediately.
- **Y** In the case of an adverse health condition, advise their General Practitioner.

Information and Training

John Peck Construction Ltd. will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and Contractors.

Staff who are responsible for Users of display screen equipment will also be given appropriate training.

Other related matters: -

- Guidance 08 – Display Screen Equipment
- Form 01 – VDU Assessment Record
- DSE Definitions
- DSE Flow Chart

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S. **2. 7. Consultation and Safety Representatives Policy**

CONSULTATION AND SAFETY REPRESENTATIVES POLICY STATEMENT

John Peck Construction Ltd. undertake their responsibilities and obligations under the Health and Safety at Work Act (1974) section 2(4).

Aims and Objectives:

John Peck Construction Ltd. aim to achieve a high standard in Health and Safety matters through:

- **Y** Active involvement of all employees.
- **Y** Co-operation of all by clearly identifying and defining responsibilities.
- **Y** Setting standards and through training to make people competent to achieve the standards.
- **Y** Move away from reactive response by pursuing pro-active measures such as risk assessment, auditing, reviewing and improving safe systems of work.
- **Y** Conformance to safe systems of work and procedures.

Other related matters: -

- Employee Consultation
- Guidance 02 – Consultation Prior To Commencement Of Work

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S. 3 – Planning

S. 3. 1 Planning for hazard identification, risk assessment and risk control

Hazard identification, risk assessment and risk control will be used by John Peck Construction Ltd. in the development of all Risk Management systems.

John Peck Construction Ltd. will ensure the identification of hazards, assessment of risks, and implementation and review of risk controls of the necessary control measures. Risk Assessment will cover normal and abnormal operations, the exposure to hazards to employees, contractors, sub-contractors and others.

When risks are highlighted actions and objectives will be planned to reduce these impacts to an acceptable level by the hierarchy of controls:

- **Y** Elimination of the operation
- **Y** Substitution of the operation by an alternative means
- **Y** Automation of equipment or process
- **Y** Isolation
- **Y** Guarding or engineering procedures
- **Y** Safe Systems of work
- **Y** Provision of PPE

This is a proactive approach of controlling the risks before harm can occur and involves the whole workforce. Competent persons will carry out assessments.

John Peck Construction Ltd. will wherever possible maintain a register to record and manage hazard identification, risk assessment and risk control. The following ***"Other related matters"*** below describe how this.

Other related matters: -

- Risk Assessments
- Risk Assessment Protocol
- Risk Assessment Flow Chart

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S. **3. 2. Legal and other requirements**

In order to identify legal requirements, John Peck Construction Ltd., subscribes to a number of organisations, services and publications and accesses internet specific sites such as the HSE website, providing information on legal requirements, standards and industry guidance. John Peck Construction Ltd. maintains a register of applicable legislation.

Access is available to Health and Safety information through HSE Sites and other World Wide Health and Safety Web sites.

Meetings are held periodically to communicate updates in Health and Safety Legislation and best practices. Such information is communicated to the Members through briefings, newsletters and training.

Other related matters: -

- Statutory Provisions

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S. **3. 3. Health and Safety Objectives**

Business Health and Safety objectives are set by each individual Member Company and will relate directly to their own Companies.

John Peck Construction Ltd. are measured and monitored at Committee reviews, in the form of Key Performance Indicators (Kpi's), statistics, Produced documentation, including Health and Safety Plans, Method Statements and site inspections, etc.

Other related matters: -

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S. **3. 4. <u>Health and Safety Management Programme</u>** (Where applicable)

Where applicable each Member maintains a Health and Safety Action Plan that designates responsibility and authority for achievement of the objectives at the relevant functional levels of the 22rganization defining the means and time scales by which objectives, targets etc. are to be achieved.

As part of the Health and Safety management program, the following issues will be considered within this meeting;

- **Y** Set, monitor and review progress of the Health and Safety Plan
- **Y** Health and Safety policies and objectives
- **Y** Reviews of legal and other requirements
- **Y** Result of hazard identification, risk assessments and risk control
- **Y** Health and Safety suggestions or consultations with members
- **Y** Review of current and any new site activities
- **Y** Changes in workplace operations, projects and developments
- **Y** Continual Improvement activities
- **Y** Results from audits and inspections
- **Y** Availabliity of resources needed to achieve the Health and Safety objectives

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Part 2 - Organisation

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S. **4 Implementation and Operation of Health and Safety**

S. **4. 1. Structure and Responsibility**

John Peck Construction Ltd. determine the structure and responsibilities for management of Health and Safety and allocates key resources in order to:

- **Y** Implement, maintain and continually improve the Health and Safety Management System
- **Y** Implement Health and Safety action plans
- **Y** Achieve objectives

The adequacy of resources allocated to the Health and Safety Management System will be evaluated annually by comparing the planned achievement of Health and Safety objectives with actual results.

Management commitment to the Health and Safety Management System, and its continual improvement is a major part of the businesses ethos. Health and Safety is an agenda point at all Committee and site meetings.

Health & Safety awareness through DVD's, videos, posters and general information are continually updated and available.

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NOTE: - **For signed, abbreviated policy refer to: - D-01 (appended)**

John Peck Construction Ltd. – Organisation

Management Committee

Managing Director	Mr. J. Peck
Company Secretary	Mrs. K. Peck

Office Management

Office Manager	Mr. P. Walker
Surveyor	Mr. N. Fairweather
Contracts Manager	Mr. P. Keetch
Contracts Manager	Mr. J. Barnes
Accounts	Mrs. S. Debenham
Administration	Miss. C. Hopkins

Site Managers

Mr. A. Hodnitt

Mr. M. Kimber

Mr. D. Slater

Mr. A. Hiscock

Mr. J. Benfield

Mr. A. Tombleson

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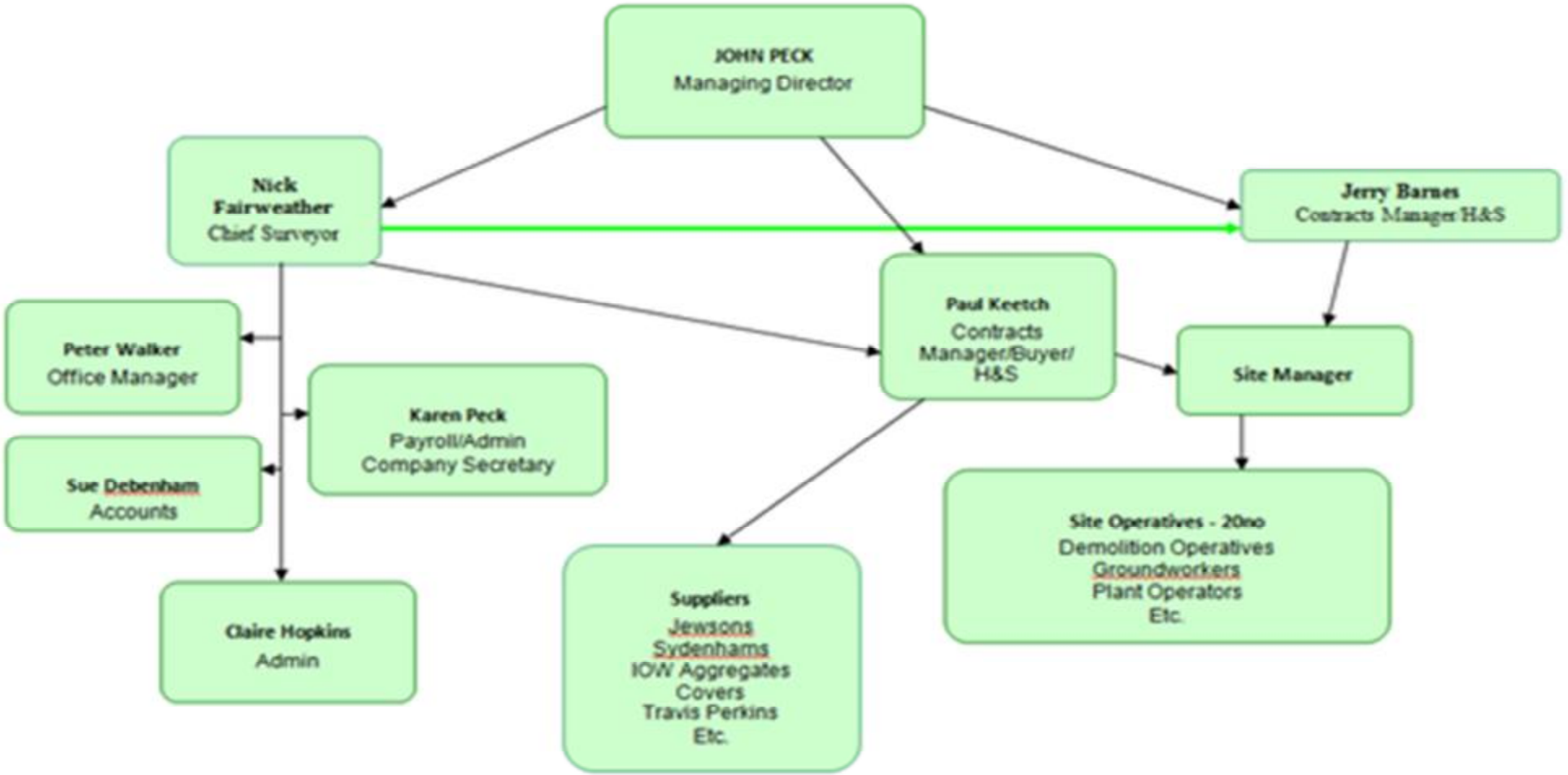
John Peck Construction Ltd. – Organisation Chart

John Peck Construction Ltd.



S. **4. 1. 1 – Responsibility and Authority**

Managing Director, Owner or Sole Trader

Y The Managing Director has the ultimate responsibility for the implementation of Health and Safety.

Y To monitor the effectiveness of the policy and 28rganizat improvements where necessary. Annually review and update the Health and Safety Policy and Manual, in conjunction with JPC Safety Officer(s), or as and when required to meet the requirements of new legislation, new or modified systems of work.

Y Ensure that the Management understands, accepts and pursues its responsibilities for the Health and Safety Policy.

Y Ensure that the Management is trained and equipped to play its part.

Y Ensuring that, by example, support is given to all levels of Management, Supervision and Employees of the Company to enable the Policy to be a successful working document.

Y Ensuring that effective communication channels are maintained, so that information concerning Health and Safety is effectively communicated.

Y Ensuring that the Management and Site Supervisors are advised on any matter deemed to be unsafe or any breach of a Statutory and/or in-house regulation and codes of practice.

Y Ensuring that Risk Assessments are carried out and from them Safe Systems of Work are agreed and implemented in liaison with the relevant employees, so that all work undertaken can be carried out in accordance with statutory and in-house regulations and codes of practice.

Y Delegating responsibilities for Health and Safety to the level as identified in the Health and Safety Policy and ensuring that they receive adequate training and instruction to undertake these responsibilities.

Y Ensuring that meetings regarding Health and Safety are held as and when necessary.

Y Ensuring that Health and Safety is given due consideration in all forward planning.

Y Ensuring that adequate funds are budgeted to meet the ongoing Health and Safety requirements of the Company.

Y To liaise with JPC Safety Officer(s) on Health and Safety matters.

Y Analyse the JPC Safety Officer(s) defect reports and ensure that appropriate corrective action is implemented.

- **Y** Ensure that all plant and equipment purchased meets Health and Safety standards and are regularly inspected and tested in conformance with the appropriate regulations.

- **Y** Ensure that the requirements under Fire Regulations, recommendations from the Fire Officer, and Insurance Assessors are implemented, to ensure that fire prevention and fire fighting equipment is regularly tested, inspected and maintained in good working order.

- **Y** Plan and set up a Health and Safety programme.

- **Y** Establish a suitable 29rganization to put the programme into effect.

- **Y** Monitor the results of the programme.

Suggested Health and Safety Training Requirements

Induction	IOSH Directing / Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other

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Managers – Reporting to the Managing Director

Have a direct responsibility to the Managing Director for implementing the Health and Safety Policy of the Company. To enable that responsibility to be effectively discharged, they must:

Y Apply the Health and Safety Policy within the areas of their responsibility and ensure that Health and Safety standards are maintained.

Y Ensure that all employees within their respective areas are made aware of the Health and Safety Policy and any relevant arrangements and Health and Safety procedures contained therein.

Y Ensure that all employees under their control are given sufficient information, instruction, training and are competent, with adequate supervision, to carry out their relevant work tasks and activities safely.

Y Ensure that site notification procedures are implemented as appropriate, that all site Registers and Records are maintained and statutory inspection and test checks of scaffolds, working platforms, lifting equipment, excavations etc. are carried out by a competent person and results are recorded in the appropriate register. These records to form part of the Health and Safety System.

Y Ensure that all approved protective equipment and clothing required within their areas is readily available and properly used.

Y Ensure that any hazardous materials within their areas have an adequate Control of Substances Hazardous to Health (COSHH) assessment and appropriate data hazard sheets are available.

Y Responsible for notifying the Safety Officer(s) of new work, accidents and dangerous occurrences.

Y Ensure that all accidents are recorded in the accident book. They must be investigated, remedial action implemented and the appropriate form completed in line with RIDDOR requirements.

Y Nominate a Deputy to cover the responsibilities in their absence.

Suggested Health and Safety Training Requirements

Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other

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Company Secretary Duties – Reporting to the Managing Director

Y Responsible for the administration of Health and Safety Policy and Manual, any Customer Health and Safety Requirements and for maintaining Health and Safety standards in the Offices, on small works and contracts, as directed by the Managing Director.

Y Assess the competency of employees; sub-contractors or self employed operators under their control. Ensure that operators are qualified and hold appropriate certificates for the work that they are employed to do.

Y Ensure that adequate training, instruction and information is given to employees, sub-contractors, and self-employed personnel and new operators before they are allowed to operate tools and equipment. Ensure that employees, sub-contractors and self employed workers are capable of carrying out the work allocated to them and that all appropriate Health and Safety information and instructions have been given and understood.

Y Ensure refresher training is carried out and personnel records are maintained showing training carried out and the recommended date of any refresher training requirements.

Y Carry out risk assessments including DSE risk assessments on all equipment related to the office environment and 33rganiza the work to ensure that office staff are not unduly exposed to stress, musculo-skeletal disorders, WRULD's, etc.

Y Ensuring that all Assessment Records and Training Records are included into Health and Safety System and are maintained to the latest issue standard.

Y Pre-plan safe systems of work within the offices, taking into consideration any special safety implications, including Use of Computers and Software, repetitive operations, heavy lifting, safe access and egress to all workplaces etc.

Y Ensure that all relevant Health and Safety literature, Risk Assessments, COSHH Assessments Safe Systems of Work and instructions are issued to the employees.

Y Overall responsibility for the Administration of all Insurance Policies (i.e. Employers Liability; Public Liability; Fire Safety Certificates, Motor Insurance etc.) Ensuring that Policies are valid at all times.

Y Maintenance of Registers for Plant and Equipment ensuring that Mechanical and electrical equipment requiring specialist inspection and certification are inspected, tested and certified in line with the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and other relevant Legislation. Secretary

Y Ensure that all accidents are recorded in the First Aid book. Initiate the reporting procedure for more serious accidents to the Safety Officer(s) and the HSE Incident Contact Centre in line with RIDDOR requirements.

Y Maintenance of personnel Health and Safety records, ensuring that all assessment records are included into the Health and Safety System and are maintained to the latest issue standard.

Suggested Health and Safety Training Requirements

Induction	IOSH Directing / Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other

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Contracts Manager/ Estimator(s) Responsibilities (Where applicable)

Y Is responsible for ensuring all / any works deemed necessary are managed and that only "Authorised" and "Competent" persons are engaged to carry out the works.

Y Responsible for ensuring that the works comply to new or changes in legislation and associated regulations in respect of:

Buildings and Premises

Y To ensure that all new works or alterations conform to the current highest standards of legislation when carried out in respect of Building Control, Planning and Fire Standards. To consult and inform such bodies as are necessary to achieve this standard.

Machinery and Equipment

Y To ensure that all plant and equipment procured or modified in such a way as to comply with current standards of PUWER, the HASAW Act 1974 and any subsequent regulations. Ensuring that the equipment is suitable for the work tasks.

Processes and Materials

Y To ensure that new processes and materials are suitable for use on site and Safe Systems of Work are implemented. Upon introduction of a new process / material, ensure that all relevant data, drawings etc. are provided to the site and specific arrangements for monitoring / maintenance etc. are in place.

Suggested Health and Safety Training Requirements

Induction	IOSH Directing / Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other

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Site Supervision / Foreman (Where applicable)

Having responsibility for the following in the areas under their control:

Y Ensuring that all employees and sub-contractors under their control fully understand and observe all aspects of the Health and Safety Policy.

Y Ensuring that all employees and sub-contractors under their control are advised of any Health and Safety matters, which affects their areas of control.

Y Ensuring that any matter concerning Health and Safety under their control is communicated to the relevant member of management if it cannot effectively be dealt with.

Y Ensuring that all employees are adequately trained and instructed to perform all the tasks required of them and are made aware of all known hazards, which may exist within the operation of their tasks, in particular, no new or transferred employee is required to undertake any task without appropriate instruction.

Y Ensure that Health and Safety receives full consideration in:

- **Y** Current site programmes
- **Y** Planning new operations and methods of work
- **Y** Use of new plant and equipment.

Y Ensure that all safe operating procedures and instructions are known and observed. Continually review and examine these procedures and instructions in practice and discuss them with employees concerned with the aim of ensuring that they are workable and understood.

Y Ensure that in non-routine operations all employees are adequately trained, competent and properly supervised.

Y Ensuring that employees work to the agreed safe system of work

Y Administer Permit-to-Work systems as required, ensuring compliance by all parties

Y Ensuring that all personnel under their control are instructed regarding the provision, location and use of all safety devices and equipment relevant to their operations.

Y Ensuring that all relevant employees are instructed regarding the provision, location and use of first aid equipment and fire extinguishing media.

Make sure that the necessary protective clothing and safety equipment is readily available, issued and correctly used at all times.

Y Ensuring that all accidents / incidents arising out of this work activity are recorded, thoroughly investigated and reported as detailed in the accident reporting procedure.

Y Ensure that all injuries and exposures to hazardous materials are reported to the Company Secretary.

Y Conduct regular checks of the workplace to establish the ongoing Health and Safety standards of the areas under their control are being maintained.

Y Ensure that all site registers and records are maintained and statutory inspection and test checks of scaffolds, working platforms, lifting equipment, excavations etc. are carried out by a competent person and results are recorded in the appropriate register.

Y Attend meetings regarding Health and Safety matters as and when requested.

Y Ensuring that areas under their control are maintained in a condition that is safe and without risks to health and that any defective plant, equipment or facilities reported or seen are, where necessary, taken out of use until repaired, replaced or other appropriate action is taken.

Y Maintain the highest practical standards of good housekeeping

Y Ensure that Manual Handling assessments are carried out, findings are recorded and assessment actions are implemented, including as appropriate suitable training in handling techniques. Results of assessments and training to be incorporated into the Health and Safety system.

Y Ensure that COSHH assessments are carried out, findings are recorded and safety instructions are issued to the employees.

Y Ensuring that all employees under their control, handle, store and transport any substances hazardous to health in accordance with rules and procedures.

Y Ensuring that all waste is disposed of to an approved Waste Disposal Depot and that all necessary documentation is completed and up-to-date. Waste disposal documentation to be retained for the appropriate duration

Y At all times set an example for all employees to follow.

Suggested Health and Safety Training Requirements

Induction	IOSH Managing Safely or Equivalent	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety

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Business Administrator (Where Applicable)

Is responsible for the provision of support to the Managing Director, Directors, Company Secretary, Managers, etc for the day-to-day administration of Health and Safety record keeping etc.

Y Ensure that Health and Safety considerations are attributed to job descriptions.

Suggested Health and Safety Training Requirements

Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety

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Health and Safety Officers – Reporting Health & Safety Performance

In conjunction our Sub-Contractors & Clients; John Peck Construction Ltd. Office Staff provide support by:

- **Y** Ensuring any deficiencies in the system are remedied through consultation our staff & Sub-Contractors
- **Y** Maintaining the Health and Safety management system
- **Y** Advising on matters of accident prevention and monitor the implementation of Health and Safety Policy, where possible in a pro-active manner.
- **Y** Knowing, and keep abreast of all aspects of safety legislation
- **Y** Formulating Policies and Codes of Practice for Staff & Sub-Contractors
- **Y** Periodically inspect sites, workshops and monitor working practices to ensure compliance with relevant legislation and Best Practice.
- **Y** Assist, investigate and report on accidents in line with RIDDOR.
- **Y** Maintaining liaison with the Health and Safety Executive (HSE), Fire Authorities and other bodies connected with Health and Safety.
- **Y** Identifying hazards relating to materials, processes, and in conjunction with appropriate specialist advisers, recommend ways of eliminating them.
- **Y** Advice on training programmes in respect of Health and Safety
- **Y** Bringing to the attention of Staff & Sub-Contractors all new legislation, Codes of Practice and any other matters affecting Health and Safety.
- **Y** Establishing, in co-operation with other managerial functions and with employee's, representatives, Codes of Practice, Health and Safety Regulations and associated disciplinary procedures
- **Y** Agreeing objectives for safety and safety training programmes.
- **Y** Having authority to stop work in workplaces in the case of serious and imminent danger.

Suggested Health and Safety Training Requirements

Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Health and Safety

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Health and Safety Representatives or Consultation Nominee (where applicable)

Health and Safety Representatives or Consultation Nominee do not have any extra duties other than that of employees, they do / may, however, have functions to perform. These should follow those laid down in the Approved Code of Practice of the Safety Representatives and Safety Committees Regulations 1977 or The Health and Safety (Consultation with employees) Regulations 1996.

These functions include: -

Y Liaison with management on Health and Safety matters raised by employees they represent.

Y Investigating complaints, by any employee they represent, relating to that employee's health, safety and welfare at work.

Y Investigating potential hazards, dangerous occurrences and causes of accidents in the workplace.

Y Carrying out inspections of the workplace.

Y Representing employees, in any necessary consultation with Inspectors of the HSE, or other enforcing authorities.

Y Receiving information from HSE Inspectors in accordance with Section 28(2) of the 1974 Act via the HR Manager.

Y Participate in meetings of the Health and Safety Committee.

Suggested Health and Safety Training Requirements

Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety

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Employees

Employees have a duty to:

Y Have an overriding responsibility for their own Health and Safety and should report personally to their immediate Site Supervisor, Foreman or Manager any structural defect or equipment believed to be faulty or hazardous, or any activity, which endangers themselves or others. They also have a general responsibility to maintain a safe and healthy environment for themselves and others.

Employees are responsible for: -

Y Ensuring the health, safety and welfare of themselves and others whom may be affected by their acts or omissions.

Y Ensuring that they use the correct tools and equipment for the job and appropriate safety equipment and clothing provided.

Y Ensuring the safety of any employee or other person under their care.

Y Ensuring that they are fully aware of the arrangements of this Policy and their subsequent responsibilities.

Y Refrain from horseplay and abuse of the welfare facilities provided.

Y Attend work in a condition not influenced by alcohol or prescribed or non-prescribed drugs that could affect their ability to carry out their work safely.

Suggested Health and Safety Training Requirements

Induction	IOSH Managing Safely	Manual Handling	Accident Investigation	CDM	Risk Assessment	CE / PUWER	Environmental Awareness	Other Basic Health and Safety

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S. **4. 1. 2. Resources**

John Peck Construction Ltd. allocate key resources in order to:

Y Implement, maintain and continually improve the Health & Safety Management System

Y Implement Health and Safety action plans

Y Achieve objectives.

To ensure the availability of such resources Companies uses yearly budgeting.

The adequacy of resources allocated to the Health and Safety Management System will be evaluated annually by comparing the planned achievement of Health and Safety objectives with actual results.

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S. **4. 1. 3. Sub-Contractor & Management Staff Commitment**

John Peck Construction Management Staff deliver a yearly report at the Annual General Meeting of John Peck Construction Ltd. & Selected Sub-Contractor Management Staff, detailing Health and Safety Performance of Members, review accidents, incidents and work related illness reported in the last year and set targets, aims and objectives for the coming year.

Quarterly Meetings of the Management Staff are held to review performance and revise procedures as required.

Full staff meetings and extra ordinary meetings are called by the Management Staff on an as required basis.

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Other related matters: -

- Guidance 03 – Management of Health And Safety

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S. **4. 2. Training, Awareness and Competence**

Where practicable a competency matrix is maintained for all roles / functions.

The effectiveness of this training will be evaluated and appropriate records relating to training will be maintained.

John Peck Construction Ltd. will also define training programmes, which will be incorporated into the Health and Safety system, following reviews of hazards, risk assessment, accidents, legislative changes etc.

Other related matters: -

- Information, Instruction and Training
- Guidance 18 – Training

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S. **4. 3. Consultation and Communication Procedures**

Consultation with employees will be held through the Health and Safety Committee (where applicable), Member Management and other routes of communication such as:

Y Site Meetings

Y Meetings and consultation (Formal and informal)

Y Notice Boards

Y Newsletters

"Other related matters" – Employee Consultation below defines the Health and Safety Consultation and communication process.

Employees at all levels are involved in the hazard identification and risk assessment process.

Safety representatives or employee representatives are involved in incident investigations and corrective action plans.

Contractors / visitors are informed on the hazards within the site, and safety rules prior to starting work on site.

Other related matters: -

- Employee Consultation

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S. **4. 4. Documentation**

John Peck will maintain a Health and Safety Management System, which will include:

Y A Health and Safety Policy + Manual

Y Documented procedures, guidance and records in line with a OHSAS 18001 system

Y Documentation related to the Health and Safety Management System

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S. **4. 5. Document and Data Control**

This document will be controlled electronically as shown at the foot of each page, printed copies will not be controlled and reference back to the electronic version for the most up to date version.

The Document Control Procedure describes the methodology for document and data control within John Peck Construction Ltd.

Other related matters: -

- Front Cover
- Amendments Sheet
- Document Control Procedure

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S. **4. 6. Operational Control**

4.4.6.1 Purchase of equipment, materials and services

All equipment and materials purchased for work with John Peck Construction Ltd. will be to the 55rganizati standard or CE compliant where relevant. Quotes and approval will include the relevant Health and Safety specifications. This procedure is valid for any equipment, materials, services, etc purchased at all levels.

"Other related matters" below gives the guidance for Provision and Use of Work Equipment

Other related matters: -

- Guidance 04 – Provision And Use Of Work Equipment

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S. **4. 6. 2. Hazardous Tasks**

The ***"Other related matters"*** below describe and demonstrates the process by which the site(s) manage task specific risks through the employment of a hierarchy of operational control measures.

Other related matters: -

- Risk Assessment
- Risk Assessment Protocol
- Risk Assessment Flow Chart

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S. **4. 6. 3. Hazardous Materials**

The *"Other related matters"* – Guidance 28 Control of substances Hazardous to health (COSHH) Regulations and Control Of Substances Hazardous to Health, describes the process to be used for the Members to identify hazardous materials that may be used.

The site(s) must control access to storage areas of hazardous materials. Preventive control measures including inspections will be taken by the Site Supervisor(s) and monitored by JPC Safety Officers to ensure absence of damage or leakage. Clear instructions will exist at the site(s) to prevent storage in the same area of incompatible hazardous materials.

For any and all hazardous materials brought onto the site, material safety data sheets must be available in accordance with the COSHH Regulations.

Material safety data sheets will be the basis for risk assessments to be performed by the site regarding the safe transport, handling, disposal and use of hazardous materials.

Other related matters: -

- Control Of Substances Hazardous To Health (COSHH)
- Risk Assessment
- Guidance 27 – Control Of Substances Hazardous To Health (COSHH) Regulations
- Form 02 – On-Site COSHH Risk Assessment
- Form 03 – COSHH Assessment Record

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S. **4. 6. 4. Maintenance of Safe Plant and Equipment**

The Maintenance Activities Procedure describes the process to be used for the Members to identify maintenance issues, which may require plans to be developed and maintained in order to ensure risks are reduced at source. This will include appropriate inspection and testing of safety systems and of equipment on site.

These formal inspections and any resulting repair or maintenance works will be performed by competent / qualified persons (internal or external).

Other related matters: -

- Maintenance Activities Procedure

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S. **4. 7 Emergency Preparedness and Response**

The *"Other related matters"* below describes actions to be taken in the event of an emergency and the responsibilities of the Members nominated person(s) in response to incidents occurring at a site.

Major emergencies and corresponding emergency response are reviewed and evaluated at managerial level during management reviews. This process also includes identification and communication of necessary additional corrective and preventive measures.

John Peck Construction Ltd. will create a register of potential emergency scenarios and will carryout assessments, and formulate procedures for emergency responses to prevent and mitigate the likely illness and injury that may be associated with them. These will be reviewed together with assessments on a regular basis and periodically tested where practicable.

Other related matters: -

- Fire And Emergencies Procedure
- Guidance 19 – Accident Prevention And Reporting
- Guidance 28 – Emergency Procedures
- Guidance 29 – Fire Safety Procedures
- Appendix 1 – Emergency Contact List For Operators

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S. 5 Checking and Corrective Actions

S. 5. 1. Performance, measurement and monitoring

John Peck Construction Ltd. maintain procedures and documents to monitor and measure Health and Safety performance on a regular basis. Monitoring is both proactive and reactive.

Records maintained by John Peck Construction Ltd. to measure and monitor health and safety performance are:

Y Risk assessments

Y Training records

Y Accident investigation reports

Y Accident reviews

Y Inspections

Y Internal inspection reports

Y Independent inspections and audits of workshops, offices and worksites

Y Committee review minutes

Other related matters: -

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S. **5. 2. Accidents, Incidents, Non-conformances, and Corrective and Preventive Action**

Accidents & Near Misses

John Peck Construction Ltd. have effective procedures for reporting, evaluating and investigating accidents, incidents and non-conformances. The prime purpose of the procedure is to prevent further occurrences of the situation by identifying and dealing with root causes.

John Peck Construction Ltd. monitor and review accidents and incidents, enforcing corrective and preventive actions where appropriate.

Records of non-conformances, actions taken, concessions, and other relevant information will be archived

"Other related matters" below describes John Peck Construction Ltd. accident and incident investigation and reporting system.

Other related matters: -

- Health And First Aid
- Reporting Accidents, Injuries, Incidents and Diseases
- Guidance 19 – Accident Prevention And Reporting

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S. **5. 3. Records and Records Management**

John Peck Construction Ltd. are required, by law, to satisfy regulations about keeping records of accidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR F2508 & F2508A).

Then Document Control Procedure describes how records are controlled and maintained in line with the requirements of an OHSAS 18001 Health and Safety Management System.

The use of this procedure is intended to demonstrate achievement of the regulatory Health and Safety requirements and also the effective operation of an OHSAS 18001 Health and Safety Management System

Such records will be retained in such a manner that they remain legible, are easily identifiable, can easily be retrieved and are retained for the 63rganizati period of time.

Other related matters: -

- Amendments Sheet
- Reporting Accidents, Injuries, Incidents and Diseases
- Document and Data Control
- Document Control Procedure

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S. **5. 4. Audit**

Internal Audit – Health and Safety audits and inspections will be carried out, and will be managed against an annual schedule set by the Committee. This will ensure that the Health and Safety Management System conforms to both the International Specification, and also to our own requirements and that it is effectively implemented and maintained.

The audit plan will be defined taking into consideration the relevance to Health and Safety of the site, processes, and areas to be audited; the results of previous audits or inspections may be used. The audit / inspection criteria scope, frequency, and methods shall be defined, and auditors will be selected who are objective and impartial.

Corrective actions based on audit findings will be completed in a timely manner, and follow up action will include the verification of actions taken, and the reporting of the verification results.

Other related matters: -

- Inspections

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S. 6 – Committee Review

"Other related matters" below describes the process for Committee review. John Peck Construction Ltd. policy is to develop the Health and Safety system with the aim to continually improve its performance. Reviews are to be held at planned intervals at least annually, to ensure the systems suitability, adequacy and effectiveness. This includes assessing opportunities for improvements to the system so that it will continually improve.

The review will carried out by the Management Committee and will include the Health and Safety Officers, ensuring the Health and Safety management system is suitable maintained.

This review will include identifying any changes required to the system, and further opportunities for improvement. Records of these meetings are kept at the JPC Offices and are circulated to all staff & Sub-Contractors.

Other related matters: -

- Committee & Member Management Commitment

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John Peck Construction Ltd. (inclusive of JPC Demolition LLP)

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Part 3 - Arrangements

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Fire and Emergencies Procedure

It is the policy of the Association Member to reduce the likelihood of a fire starting, or spreading, within its buildings or sites.

Aim

This procedure is about the steps needed to provide and maintain appropriate fire precautions. It also includes references to other emergencies, which require a similar response.

Scope

This procedure covers general fire safety matters, on the Association Members sites and premises

Alarms and Detection

A fire evacuation test will be carried out an annual basis. The fire alarms will be tested on a weekly basis.

In the event of a fire or other emergency, the alarm will be sounded and all employees will be evacuated from the building as quickly and as safely as is possible to the assembly point at the front of the building. This is maintained through a service contract at the 69rganizati timescales required.

NOTE: - When on sites and obviously where no fixed alarm system is available a vocal alarm or siren will be 69rganiza to warn of dangers and to evacuate the site. The Site Supervisor will have a 69rganizati assembly point set, which will take into account of each specific sites requirement.

This warning or alarm will be explained to all employees, contractor, visitors, etc prior to entry to the workplace.

Fire Extinguishers

Fire extinguishers are located throughout the Association Members premises and are available on-sites.

Information, instruction

Statutory Fire action notices are displayed by the fire exits and fire alarm points, also when fixed fire extinguisher points are present appropriate signage is affixed permanently giving information, and instruction to that particular piece of equipment.

Employees

All employees shall ensure that: -

- Accumulation of rubbish and combustible materials is kept to a minimum.

- There will be no smoking except in the designated areas.

- Flammable or combustible substances are only used under Company guidelines, and when not in use, properly stored.

- All exit routes are kept free from obstruction at all times.

- At no time shall exit routes be used as storage areas.

- Fire or smoke doors should never be propped or wedged open.

Responsibility

The Company Secretary is responsible for the following: -

Y Retaining records

The Directors will appoint a Responsible Person, who will: -

Y Conduct fire risk assessments and ensure that all fire precautions will be readily available, kept in a serviceable condition, repaired and tested at the 70rganizati timescales.

Site Supervisors are responsible for the following: -

Y Ensure that there are an adequate number of fire extinguishers available, subject to risk.

Y That any item of fire equipment is in good workable condition, if not to report back to the office and obtain a replacement at the earliest opportunity.

Y To ensure that there is a safe system of evacuation and alarm working on the site and that everyone is made aware of it.

Y To have a “Safe” assembly point set-up on the site and that everyone is made aware of it.

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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Health and First Aid

While it is Company policy to reduce the likelihood of injuries or ill-health, the Company accepts that employees may become unwell or may be injured whilst on site and, therefore, the Company must be in a position to treat any such occurrences, so far as is reasonably practicable.

Aim

This procedure covers a range of health-related issues. These include: -

- **Y** Ergonomic issues such as manual handling
- **Y** Noise and vibration
- **Y** Use of hazardous substances (COSHH)
- **Y** First Aid

Scope

This procedure includes the provision of first aid for the Association Members employees, Contractors, Visitors, etc to all Association Members sites and premises

Ergonomic Issues

The nature of ergonomics issues will be identified in the risk assessment process. If necessary external help will be sought, this may include precautions to 72rganiza manual handling and Work Related Upper Limb Disorders (WRULDS).

Eye and eyesight testing, and where necessary suitable prescriptive glasses will be provided for users of Display Screen Equipment (DSE)

Noise and Vibration

Where necessary, appropriate steps will be taken to reduce the exposure to its staff and others to excessive noise and vibration, as identified by risk assessments. This may include specific specialist help if the need arises.

Hazardous Substances

All activities where staff may be exposed to hazardous substances will be assessed. Manufacturers Health and Safety Data Sheets will be available to all staff and the necessary precautions and controls identified will be implemented. Specialist help may be sought if the need arises.

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First Aid

Aims

The purpose of first aid is to: -

- **Y** To attend to superficial injuries
- **Y** To make injured or ill staff comfortable and to preserve life until medical or ambulance assistance can attend.

First Aiders

The names of the designated First Aiders or Appointed Persons will be made available at each site or premises.
Any person feeling unwell or suffering an injury should seek their assistance.

First Aiders or Appointed Persons must complete the necessary report. If it is an accident then the accident book must be fully completed, in accordance with the accident recording system.

First Aid kits

All of the Association Members sites and premises shall have a suitable first aid kit available and stocked to the 73rganizati HSE levels appropriate to the number of staff, etc. The First Aiders or Appointed Persons will be responsible for ensuring that the re-stocking of the first aid kit is carried out.

Additional stocks will be available through the Association Members office

Records

All accidents will be entered into the Accident Book (BI 510) located either at the site or at the Association Members office. Keeping in compliance personal confidentiality.

Medicines

The Association Members do not supply or issue medicines for first aid use and First Aiders or Appointed Person shall not administer any medicines whatsoever.

Training

The Company provides an adequate number of trained staff to cover the initial requirements. On-going statutory training will be carried out within the 73rganizati timeframe.

Responsibility

The Company Secretary is responsible for the following: -

- **Y** Oversee the First Aid provision
- **Y** Ensuring that adequate supplies are available to keep first aid kits refreshed

The Director responsible for Health & Safety will liase with specialist advisors as necessary.

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Reporting Accidents, Injuries, Incidents and Diseases

Association Members are required, by law, to satisfy regulations about keeping records of accidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR F2508).

Aim

This procedure covers the way in which accidents, diseases and dangerous occurrences are to be investigated, recorded and reported to the relevant authority. Investigations are necessary for the following reasons: -

- **Y** To find out what happened so that corrective actions can be taken
- **Y** To inform the Enforcing Authority
- **Y** To inform the insurance companies
- **Y** To record the information for the future reference

Scope

To cover all statutory and Company investigations reporting and record keeping.

Procedure for Recording Accidents

a) All accidents must be recorded by a First Aider or Appointed Person, in the accident book(s), which are located in the on-site offices and Association Members office.

b) The Site Supervisor will investigate all incidents immediately; the Site Supervisor will initiate the Company's accident investigation report and hand it over to the Company Secretary.

c) The Company will then involve the appropriate people, including the person, who has sustained the accident, to first investigate the incident and then develop an action plan to prevent reoccurrence. The Site Supervisors will all receive a copy of the outcome in order that they can implement any action required where necessary.

Relevant details of the accident will be communicated throughout the Company.

When actions have been completed and any problem eliminated the Site Supervisor will sign-off the action or communication back to the Association Members office

Accident Investigation

It is the Company policy to keep the likelihood of accidents/injuries to a minimum, ensuring a safe and healthy working environment for all employees.

To that end, accident investigation is a major tool. It is the Company objective to carry out a formal accident investigation of any accident/incident reported on the internal incident/accident form that warrants investigation.

Work-related Diseases

Sick notes supplied to the Company will be 76rganizatio to identify any possible reportable disease, in line with the criteria and requirements of RIDDOR. All such diseases will be reported in the manner described below.

Every reportable disease will be investigated and reported in a similar way to accidents.

Notification

Anyone who suffers an injury, illness or believes that a dangerous occurrence has taken place must report the details to the Site Supervisor who will in turn inform the Company Secretary.

Dependant upon the nature of the incident and the criteria, the relevant HSE documentation will be completed and sent to the Enforcing Authority.

Records

Copies of all accidents and incidents, etc will be retained for at least 3 years by the Company Secretary. Additional copies may be placed into personnel files of the individuals concerned.

Responsibility

The Company Secretary is responsible for the following: -

- **Y** Ensuring that the statutory notification is completed and sent within the stated timescale
- **Y** Maintaining the Company records

The Director responsible for Health & Safety will: -

- **Y** Instruct the appropriate person to investigate and report on the incident
- **Y** Check the report and ensure that the corrective actions are implemented
- **Y** Inform the other Directors of any particular serious cases as soon as possible

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Information, Instruction and Training

Aim

The aim of training is to satisfy the duty to communicate health and safety information to employees who need to know it.

Some information may be generic, whereas some may be specific or indeed 77rganizatio. Basically everyone should know the following: -

- **Y** Their general duties under the law
- **Y** The Company's safety policy
- **Y** Their duties under the safety policy
- **Y** What to do in the event of something being unsafe
- **Y** The risks that they will face during the course of their work
- **Y** The precautions that the Company has in place or are providing
- **Y** What they must and must not do to ensure safe working
- **Y** What may happen if non-compliance occurs
- **Y** The Company's disciplinary procedure

Scope

This procedure covers general health and safety matters.

Induction Training

All new employees will have induction training. The basics of which must be given on the first day of work, with more specific information within the first week. There will also be on-going instruction relating to individual jobs and sites as it arises.

The topics covered are indicated on the induction checklist

Specific Training

Additional specific training will be given to anyone who has a specific job to carry out, or who may face additional risks, which may be present when carrying out that task.

Certificates

Where external training has taken place, the provider for the training is to supply a certificate for the course or a record of attendance

Records

The details of all training carried out, will be held by the Company, in the individual's personal record.

Review or Training Needs

Training and training needs for individuals will be periodically reviewed in line with business requirements and statutory refresher timescales as indicated by legislation.

Safety Signs

Safety signs will be provided where necessary within the Association Members sites and premises. The signs will comply with all current standards and regulations.

Responsibility

The Company Secretary is responsible for the following: -

- **Y** The maintaining of records
- **Y** Identify the training needs in conjunction with the Site Supervisors

The Site Supervisor will: -

- **Y** Ensure that all people working on the site are fully trained to carry out what is being asked
- **Y** Ensure the Company are aware of specific training needs if and when they arise.

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Personal Protective Equipment (PPE)

Aim

The aim of this procedure is to ensure that proper personal protective equipment (PPE) is specified and provided, based upon risk assessment.

Scope

This procedure covers all PPE, but in particular that which is not covered by specific requirements such as COSHH and the Noise at Work Regulations.

Selection

PPE will be selected following risk assessment, which will indicate the need or not. These factors will be considered when making the selection of the type of equipment: -

- **Y** The necessary performance characteristics
- **Y** Compatibility of different types of equipment which have to be worn together
- **Y** Ergonomic factors including size and shape requirements of likely users

A record of the types selected will be maintained.

NOTE: - Only CE marked equipment will be purchased and selected.

Training

Any necessary training with regards to the fitting, maintenance and storage of the PPE will be given to each user as required.

A record of which, will be kept by the Company.

Maintenance and Replacement

PPE will be maintained and replaced in accordance with the manufacturers recommendations. Stock replacement will be maintained and managed through the Association Members office.

Storage

Appropriate suitable storage will be provided when necessary.

Employees' Duties

Employees are required to take care of the PPE issued to them, in line with the statutory requirement and the Company rules.

Visitor

Small stocks of PPE will be made available for the use by Visitors and others who may require it.

Responsibility

The Company Secretary is responsible for the following: -

- **Y** The maintaining of records
- **Y** Identify the training needs in conjunction with the Site Supervisors

The Directors will: -

- **Y** Control the selection of PPE in conjunction with the Sites requirements and risks

The Site Supervisor will: -

- **Y** Ensure that all people working on the site are fully trained to 80rganiz the PPE
- **Y** Ensure that the PPE is worn by all employees, Contractors, Visitors, etc.
- **Y** The issue of PPE and training

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Employee Consultation

Aim

The consultation process aims to provide employees with the mechanism to consult with the Company on health and safety matters, information, etc

Scope

This procedure is health & safety, but there is no statutory obligation to these matters being incorporated in to other consultative mechanisms.

Action of Matters of Concern

All employees are expected to inform their Site Supervisor of any health and safety matter which comes to their attention. This is in accordance with the Company's health and safety rules.

After this the employee may raise the matter directly with the Director responsible for health and safety, if still concerned.

Health and Safety information

Additional health and safety information may be passed to the employees, through toolbox talks, safety posters, notices etc as and when the need arises.

Also statutory notices and certificates will be on display at all sites and premises of the Association Members.

Representation

There are no 81rganizati Trade Unions active within the Association Members; therefore consultation may take place individually or at pre-organised company meetings when the need arises.

At times there may be one individual nominated by the employees to approach the Company on their behalf with regards to health and safety matters and concerns.

The Safety Representatives and Safety Committees Regulations 1977 information is available for guidance, etc.

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Inspections

A valuable asset to ensure a good, healthy and safe working environment is to have a system of regular inspections of the sites backed up by regular Health and Safety reviews of the whole system.

These inspections take two forms, informal and formal inspections.

Informal

All employees whilst carrying out their normal working activities must, as stated in the Health and Safety at Work Act, "look after their own health, safety and welfare, as well as the health, safety and welfare of others who may be affected by their acts or omissions." In complying with this, employees are carrying out informal inspections of their own workplace.

In carrying out these informal inspections on a daily basis, employees should be looking out for anything out of the ordinary that may lead to a hazard and informing their Site Supervisor or Manager of the potential hazard.

Site Supervisors and Managers, etc have the added responsibility of the employees in their care and, therefore, should again as part of their working activities, check their appropriate areas to ensure: -

- All fire exists and fire points are free from obstruction.

- All safe systems and procedures are being followed.

Formal

Planned fortnightly inspections are carried out by the Safety Officer together with the Association Members Site Supervisor or other nominated person.

This takes the form of a pre-determined check-sheet format with hazards highlighted and proposed actions to address the issues.

A copy of the report is left at the site for the Site Supervisor to address the issues with a further copy sent to the office of the Association Members for the Directors.

Responsibility

The Company Secretary is responsible for the following: -

Y Retaining site inspections records

The Directors will: -

- **Y** Ensure that all actions are addressed in an appropriate manner and that necessary specialist help is sought if required.

The Site Supervisors will: -

- **Y** Ensure that all inspection report actions are addressed where reasonably practicable.
- **Y** Ensure that any item that they cannot deal with satisfactorily is raised with the Contracts Director.

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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Workplace, Buildings, Contractors & Visitors

Aim

The aim of this procedure is to ensure that suitable and safe conditions are provided and maintained and that any risks that may arise are controlled wherever possible.

Scope

This covers all of the Association Members sites and premises

Workplace

The general working conditions will, as a minimum, satisfy the requirements of the relevant parts of the "Workplace" Regulations. These should generally include: -

- **Y** Proper building for the nature of the business
- **Y** Ventilation to supply adequate fresh air
- **Y** Sufficient heating to give an appropriate temperature in working areas
- **Y** Adequate lighting appropriate to the work being carried out
- **Y** Suitable cleaning and clearing of waste
- **Y** Space to allow the access and egress of people, materials, transport within the work area
- **Y** Floor and ground surfaces, which are free from tripping, slipping hazards, according to risk assessment
- **Y** Adequate precautions against falls from height and falling objects following risk assessment
- **Y** Correct glazing and doors protected against shattering and causing harm to individuals
- **Y** Welfare facilities which provide toilets, washing facilities, drinking water, clothing accommodation, including a drying facility where there is a need.
- **Y** Segregation or control of smokers to prevent discomfort to non-smokers as per The Smoke-free (Premises and Enforcement) Regulations 2006
- **Y** Facilities for pregnant women and nursing mothers

Contractors

The Company keeps with a list of approved Contractors. All Contractors will receive a copy of the Company's "Safety Code for Contractors" and will sign confirmation that these have been understood. All contractors are required to comply with the Association Members safety rules and requirements whilst working on the Association Members sites or premises

Contractors will provide method statements which detail arrangements for safe working and where required will hold a skills and qualifications, etc.

The Company has a statutory duty to ensure, so far as is reasonably practicable, the Health and Safety of its employees, and that its activities do not endanger others who may visit or work on its premises.

Contractor Selection

The Association Member will wherever possible 85rganiz a selection criteria to select "new" Contractors prior to them being engaged to carry out works on any of the Association Members sites or premises. Existing known Contractors will be reviewed periodically against past performance, safety record, etc

The selection criteria may involve formal and informal meetings both on and off sites when necessary.

All Contractors will be monitored by the Association Members Site Supervisors as required.

Visitors

It will be assumed some visitors will be ignorant of the hazards, which may be present on a building site. Therefore, to ensure their health and safety, the following procedure must be followed: -

- **Y** All visitors must remain at the site office until collected.
- **Y** Where appropriate they must sign the visitor's book.
- **Y** They must wear as a minimum substantial sturdy footwear, hi-visibility garments and a hard hat.
- **Y** They will read the site rules and procedures.
- **Y** They must be accompanied around the site, at all times, and not allowed to wander freely. The only exceptions are those people on the Authorised List of Contractors.

- **Y** The Site Supervisor is responsible, at all times, for the visitor whilst on-site and must inform them of any dangers/hazards or procedures that may, at any time, become necessary

- **Y** On completion of business, the visitor shall be escorted back to site office and sign back out

Responsibility

The Company Secretary is responsible for the following: -

- **Y** Retaining records made under the CDM Regulations

The Contracts Director will: -

- **Y** Ensure that all Contractors are qualified and experienced to carry out the works for which they are being engaged to do.

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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Electricity

Aim

The aim of this procedure is to ensure that suitable and safe electrical conditions are provided and maintained and that any risks that may arise are controlled wherever possible.

Scope

This covers all of the Association Members sites and premises

General

All employees must be concerned with electrical safety since hazards may arise from installations or apparatus of any kind, although much of what follows is the responsibility of the Sub-Contract electricians. No one should interfere with, or work on, any electrical appliance or installation unless they are specifically trained and 87rganizati to do so.

The principal hazards arising from the use of electrical apparatus are: -

a) Electric shock, due to current flowing through the body.

b) Fire caused by overheating conductors.

c) Explosion due to a spark in a flammable atmosphere.

There are two distinct areas where electrical hazards can be present, either from the electrical supplies of the building itself, or from the electrical equipment connected into these supplies.

It is the responsibility of the Directors to ensure that adequate inspection and testing of both areas is undertaken.

The electrical supply at the Association Members premises will be examined, inspected and tested within the 87rganizati period or when changes are made, ensuring that all markings on distribution boards and wiring diagrams are kept up-to-date.

With regard to portable appliance testing (PAT), this shall be carried out on a risk basis dependant upon risk, usage, location, etc.

Reference to portable electrical equipment should not be taken to be restricted to equipment, which is simply capable of being carried in the hand by one individual. It is taken to mean all equipment, which can be attached to the electrical supply by a 3-pin plug.

Each item of portable electrical equipment will carry its own unique identification marker. If the supply cable is permanently attached then it will be tested with the equipment, if it is detachable then it will be separately identified and tested. All equipment and cables will be logged on a register and tested as specified

Any electrical equipment introduced to the sites, including personal equipment, must be given an identification number and tested as part of the scheme.

Control Panels

Only trained, 88rganizati electrical personnel will have access into the main control panels situated on machinery. Doors to the control panels will be locked and warning signs clearly displayed. Safe Systems of Work must be followed when undertaking any work in the control panels.

Responsibility

The Company Secretary is responsible for the following: -

- **Y** Retaining records with regards to the Association Members premises

The Contracts Director will: -

- **Y** Ensure that all Sub-contractors are qualified and experienced to carry out the works for which they are being engaged to do.

- **Y** Ensure that the Sub-contractor engaged to carry out Portable Appliance Testing is qualified and experienced. Also that all records are passed to the Company for safe keeping

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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Control of Substances Hazardous to Health (COSHH)

Many chemicals or substances in use within the Company have safety and/or health hazards associated with them. Some are highly flammable, some are toxic and others are corrosive, irritant, etc.

No employee should use any chemical or substance unless they are fully aware of the hazards associated with the chemical or substance. They must comply with any control measures stated on the basic Manufacturers Health and Safety Data-Sheets (MHSDS).

All chemicals or substances used within Association Members business shall be recorded. An initial assessment shall be carried out to decide which chemicals/substances are hazardous to health and, therefore, require a full COSHH assessment to be carried out. If a chemical/substance requires a full COSHH assessment, then the manufacturers/suppliers data hazard sheets shall be obtained and, from these, the assessment procedure carried out.

There is no reason for any member of staff, to bring a new chemical or substance, not already recorded, into the Company. If a new product is required then notification to the Site Supervisors or the Association Members office will trigger off the necessary process to determine the need, etc.

All Contractors and Sub-contractors shall have available to them Manufacturers Health and Safety Data-Sheets (MHSDS) for products that they require, whilst on the Association Members sites or premises. Any product that is deemed to require extraordinary controls due to the risks involved will be submitted to the Association Member for agreement for use and that appropriate control measures can be implemented.

All work activities identified where the substances are used, except where the exposure hazard is trivial, will require assessment.

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Risk Assessments

Aim

This procedure describes the way assessments are to be carried out and kept up-to-date, so as to achieve compliance with the legislation. To ensure that hazards and risks are identified, managed and controlled throughout the Association Members operations.

Scope

This procedure covers risk assessment matters as required by legislation, on the Association Members sites and premises

General Assessments

The Association Member will carry out risk assessments in accordance with the Management of Health & Safety at Work Regulations.

This assessment will be quantifiable, 90rganizat the basis of the HSE guidance "5 Steps to Risk Assessment". The assessment will identify the type of hazard and risk, the exposure to the risk, degree of harm, the frequency of exposure and who may be affected.

Once this is completed a numerical scoring is attributed to each element to arrive at a structured risk rating, taking into account of any controls that are currently in place. If it is reasonable to control the risk further recommended actions are made and the whole scenario is re-assessed to verify the outcome if those additional controls are undertaken.

Display Screen Equipment (DSE)

This assessment identifies the likely group of "Users" of DSE. An initial self-assessment will be carried out by each user identified, with the record kept for reference. The assessment sheet will be in the form of tick-boxes aligned to the specific points that the Regulations require to be considered. Any "No" response will activate further assessment and investigation, which in turn may lead to an action arising.

Each time staff or workstations change the assessment will be reviewed, and added to the original document. New workstations or staff will receive a fresh assessment.

Manual Handling

This initial assessment identifies tasks where there are significant risks from manual handling operations that may require further in-depth assessment. These will be assessed in a similar manner to DSE assessments above with the use of a tick-box format.

Similar activities may be grouped into generic assessments if the outcome seems likely to be the same.

The assessment will be reviewed when there are significant changes to the staff, workstation, etc.

A record of the assessments will be retained.

Control of Substances Hazardous to Health (COSHH)

An initial review of the substances used within the Association Members business will be carried out to determine the usage of product and why? Etc. If possible any substance deemed to be no longer required is to be removed by a 91rganizati registered Waste Contractor.

All work activities identified where the substances are used, except where the exposure hazard is trivial, will require assessment.

The assessment will take into account the working environment, who is exposed, how they are exposed, current controls and controls required. This will include normal conditions as well as emergency scenarios.

Up to date Manufacturers Health and Safety Data-Sheets (MHSDS) will be gathered and be readily available to all staff who require them.

The assessment will be reviewed annually or when there are changes to working practices, any reported ill health or when minor formulation changes in substances by the Manufacturer take place.

Responsibility

The Company Secretary is responsible for the following: -

- **Y** Obtaining copies of the MHSDS and making them available
- **Y** Retaining records of assessments

The Site Supervisors are responsible for the following: -

- **Y** Ensuring that all staff are kept up to date with the substances on-site
- **Y** That all correct control measures and precautions are being adhered

The Managing Director will oversee the general provisions of this procedure. Other individuals may be tasked with overseeing specific projects.

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Statutory Provisions

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

Manual Handling Operations Regulations 1992

Workplace (Health and Safety Welfare) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)

Dangerous Substances and Explosive Atmospheres Regulations 2002

Electricity Regulations 1989

The Control of Substances Hazardous to Health Regulations 2002

Construction (Design and Management) Regulations 2007

Confined Spaces Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998

Work at Height Regulations 2005

And any other requirements applicable to the work being carried out, especially any other Customers Health and Safety rules and regulations applicable to a particular site or area of operation and / or codes of practice issued by the Health and Safety Executive and / or other authoritative bodies.

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Objectives Setting Procedure

Objective

To define how Health and Safety Objectives are set and communicated in John Peck Construction Ltd.

Responsibility

John Peck Construction Ltd. for developing and reviewing Health and Safety Objectives and ensuring consistency between Members and sites.

Procedure

In establishing and reviewing the Health & Safety objectives John Peck Construction Ltd. will take into account:

- **Y** Legal and other requirements
- **Y** The Health and Safety Policy, including the commitment to continual improvement
- **Y** Results of hazard identification, risk assessment and risk control
- **Y** Insurance Risk Audits (where applicable)
- **Y** Financial, operational and business requirements
- **Y** Results of consultation with John Peck Construction Ltd., employees and other interested parties
- **Y** Analysis of performance against previous Health & Safety objectives
- **Y** Past records of Health & Safety non-conformances, accidents, incidents and property damages
- **Y** Result of reviews.

All site objectives are monitored and measured monthly through the Site Safety Plan and Site KPI.

The sites objectives and safety plan are communicated through the management reviews, meetings, notice boards, and consultation.

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Legal Update Procedure

Objective

To define how legal obligations are identified and with respect to applicable legislation and insurance requirements, which John Peck Construction Ltd. must manage their operations to comply.

Responsibility

John Peck Construction Ltd. is responsible for identifying; reviewing and managing the legal framework this site must operate.

Procedure

John Peck Construction Ltd. maintains a Health and Safety legislation register with all new / updated legislation which is appropriate to John Peck Construction Ltd. This information is gathered from various sources and reviewed for its applicability.

The legislation review process is communicated to John Peck Construction Ltd. at reviews, meetings and training.

Sources of information

John Peck Construction Ltd. gathers through a wide range of legal and legislative Health and Safety information within the UK and Europe using the most appropriate sources available to identify both current and forthcoming legislation.

Y Health and Safety trade magazines
Y Training
Y Subscriptions
Y HSE Direct
Y Internet
Y Health and Safety Network meetings
Y Email
Y ROSPA
Y British Safety Council
Y OSHA

Register of legislation include

The register of legislation gives a brief management summary of the main requirements of the legislation.

The register is reviewed annually to ensure it is maintained up to date.

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Training Procedure

Objective

To outline the responsibilities and systems, regarding competency and training and to identify the training needs of all employees, plan a co-ordinated training programme, ensure the programme is actioned, evaluate and record training conducted.

Responsibility

John Peck Construction Ltd. are responsible for ensuring that the operating procedures are in place to:

Ensure competency of staff
Deliver necessary and effective training of staff
Maintain records of training

Procedure

The training needs of employees will be identified in conjunction with Members management, and appropriate training source identified.

Members will be responsible for the co-ordination and recording of all training. Training records will be held by Member for all employees, these records may be hard copy and / or 95rganization.

For all Internal Training over 15 minutes in duration, the trainer carrying out the training will complete a record of that training. These records will be kept and retained.

For all External Training, the provider will provide a certificate of attendance for the Members records.

When legal changes and directives initiate additional training, John Peck Construction Ltd. will ensure that its staff & Sub-Contractors are notified.

John Peck Construction Ltd. will review the feedback to maintain future effectiveness of the training.

Upon request a general Health and Safety induction will be initiated by Staff of John Peck Construction Ltd.

Training needs that arise due to changes and improvements will be identified by the relevant Member(s).

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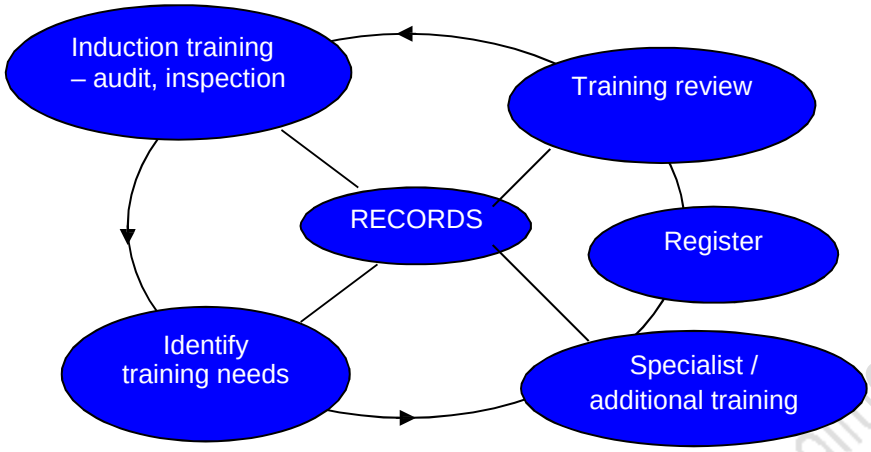
Job Specific Competency



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Document Control Procedure

Objective

This procedure covers new documents issued, existing document review, the use of uncontrolled and obsolete documents and disposal of obsolete documents.

Purpose: To ensure all data and documents are controlled as defined in the OHSAS 18001 standard.

Responsibility

John Peck Construction Ltd. is responsible for the management of the Health and Safety system.

Procedure Issue of Health and Safety Documentation

1. Health and Safety documentation is controlled within a networked 97rganization system to preserve the relevance and integrity of the documentation. The 97rganization system maintains full document control.

2. The 97rganization system is available to view at John Peck Construction Ltd. offices.

3. All hard copy documentation printed is identified as “uncontrolled if printed” to preserve the integrity of the content.

4. One controlled paper copy of the Health and Safety Manual is kept and updated by John Peck Construction Ltd. Sub-Contractors may keep their own un-controlled copy of documents relevant to their business.

Amendment Procedure

Amendments to the Health and Safety system documentation raised by 97rganizati responsible personnel of the Sub-Contractor shall be subsequently approved by John Peck Construction Ltd. prior to re-issue.

Records Management

Records referenced in this manual and in associated procedures, which provide evidence of system activities, are managed by individual Companies in accordance with procedures. This covers the periods of use, care and protection, methods of custody, accessibility and the eventual disposal of records.

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Document Control Database

All documents contained in the database shall be fully approved before issue by John Peck Construction Ltd. All modifications shall be subject to the same approval / issuing process. Full historical records shall be maintained within the Database.

I.T. System Back Up

All data entered onto the electronic system shall be backed up on a daily basis using daily tapes in rotation. All current tapes are removed from the building each night.

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Maintenance Activities Procedure

Objective

To define how preventive maintenance plans should be developed and maintained, including appropriate inspection of safety critical plant and equipment, John Peck Constructions Ltd and its Sub-Contractors.

Scope

John Peck Construction Ltd. and its Sub-Contractors:

Responsibility

Members Management for developing and implementing preventive maintenance plans throughout the businesses and for monitoring non-conformances raised through inspection and testing programmes.

Procedure

Inspection and testing

This may include: -

Daily checks or inspections to be carried out by employees on:

- **Y** Ladders, hop-ups, trestles
- **Y** Scaffolding
- **Y** Plant and machinery

Specific inspection and testing should be carried out, where relevant, on the following

Safety devices
Hoists and lifts
Chains, ropes and lifting tackle
Cranes and lifting machines
Forklift trucks
Ladders and access equipment
Pressure vessels
Portable electrical equipment
Local exhaust ventilation
Gas cylinders
Fire fighting and detection equipment
Chemical exposure
Noise
Lighting levels
Eyewash stations
First aid boxes
PPE

The list above is not conclusive.

Competence

Training for employee checks

Records

Businesses should maintain procedures for maintenance of records of all such inspection and testing and other preventive maintenance associated with safety critical plant and equipment.

Where Contractors are used for inspection and monitoring copies of equipment test records and / or employee training records should be maintained.

Review of non-conformances

John Peck Construction Ltd. maintains a procedure to ensure action is taken to correct any non-conformances arising from inspection and testing.

Non-conformances arising from inspection and testing will be monitored and reviewed through the Members Management process.

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John Peck Construction Ltd. (inclusive of JPC Demolition LLP)

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Guidance Index Guidance 01 – General Statement

The Management of the Company wish to pursue a policy of promoting Health and Safety at work and seek the active co-operation of all their employees for that purpose. The Company will provide, wherever practicable, working conditions which comply with the statutory requirements and approved codes of practices that are designed to ensure good standards of Health and Safety within the working environment.

It is the duty of every employee to ensure that all reasonable steps are taken to safeguard their own safety and the safety of any other people who might be affected by their acts or omissions and to co-operate with their employer and others to enable them to comply with statutory duties and requirements.

Additionally they must not intentionally or recklessly misuse anything provided in the interests of health, safety or welfare in the pursuance of any aspect of Health and Safety law.

The following guidelines must be adhered to at all times:

On arrival at the workplace/site the employee must report to the reception/ site office or to the person in charge and sign the visitors book or register as appropriate.

Establish whether there are any:

a) Specific or special hazards in the workplace/site that they must be aware of

b) Any restricted access areas which he/she must not enter unless either in the company of an 104rganizati person or 104rganizati to do so by a competent person.

c) Any specialist personal protective equipment requirements in the workplace/site.

It is the employee's responsibility to adhere to all special instructions or restrictions, to wear all personal protective equipment provided by The Company and/or the customer.

The Company personnel must not, under any circumstances, ignore warnings, "no go" areas or restricted notices and must comply with the safety regulations applicable to the workplace or site they are working on.

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Guidance 02 – Consultation Prior to Commencement of Work

Before the commencement of any work a responsible, 105rganizati person, representing The Company must discuss with a responsible person, representing the customer or other contractors, the safety precautions required by this Health and Safety Policy and Manual and any other safety precautions which the customer or other contractors may deem to be necessary.

The Company must have insurance cover with a reputable company against liability arising out of any loss, damage or injury suffered by the customer, main contractor or any third party as a result of a failure by The Company to comply with the terms of the contract or his performance of the contract.

A responsible 105rganizati representative of The Company should ensure that they:

1. Understands fully the requirements of the work to be undertaken and that the site of operation is clearly defined.

2. Has been informed of facilities provided for or made available for The Company employees, e.g. nearest drinking water, toilet facilities, first aid facilities, canteen or eating arrangements, fire escape routes, emergency alarms, location of fire fighting equipment etc.

3. Obtains any special information concerning hazards, which may be applicable to the site or operation.

4. Obtains any special information relating to Environmental Protection, Personal Protective Equipment, and food hygiene requirements etc. applicable to the area of operation.

5. That all Company employees / Sub-contractors engaged in the work are aware of their safety responsibilities detailed above and know how to access of a copy of this Health and Safety Policy and Manual.

6. That the employee's/sub-contractors are capable of carrying out the work without risk to themselves or to others who maybe affected by their actions or omissions

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Guidance 03 – Management of Health and Safety

The Company will, as far as is reasonably practicable, undertake systematic risk assessments of their work activities and keep records of the findings of the assessment and the Health and Safety measures taken to reduce the risks to a satisfactory level.

The risk assessments should identify the hazards present in any work activity that The Company undertakes, which may affect the Health and Safety welfare of the employee or anyone else who may be affected by the work activity, these hazards could arise from the actual work activity, the layout of the premises, the working environment, other work activities being carried out in the workplace etc.

As far as is reasonably practicable, assessments will be carried out prior to commencement of work, so that all necessary preventative and protective measures can be taken. A competent person, conversant with the activity and Health and Safety requirements will carry out risk assessments. The results of all assessments will be included into the Health and Safety System.

The Company will, as far as is reasonably practicable, provide suitable and on going health surveillance for employees at risk where the assessment shows it to be necessary.

The Company will, as far as is reasonably practicable, set up and issue emergency procedures as required for: - First Aid facilities; qualified First Aiders; Emergency Evacuation procedures; what to do in the event of an accidental spillage of toxic or corrosive liquid etc.

The Company will, as far as is reasonably practicable, co-operate with other employers who maybe using the same work site on all Health and Safety matters and ensure that when shared facilities are necessary a formal, written agreement on Health and Safety procedures and facilities will be negotiated.

The Company will, as far as is reasonably practicable, consult with a duly elected employees/site safety representative and provide facilities for them.

The Company will, as far as is reasonably practicable, provide employees with Health and Safety information and training in a manner that they can fully understand, ensure that they are competent enough in the jobs they are asked to do to avoid risk to themselves or others who may be affected by their acts or omissions (this duty extends to sub-contractors, self employed and temporary workers). Ensure as far as is reasonably practicable that any other employer/sub-contractor who has personnel working on site are fully aware of the risks to Health and Safety arising out of the work being done and the Health and Safety measures taken to reduce those risks.

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Guidance 03 – Management of Health and Safety (Continued)

The Company will, as far as is reasonably practicable, ensure that any other contractor, sub-contractor or self employed person coming on site to perform a work activity has informed The Company of any risk to Health and Safety their work activity may introduce onto the site and ensure that adequate safety measures have been taken to reduce that risk to a minimum. All such information will be recorded and be included into the Health and Safety System.

When allocating work to employees, The Company will, as far as is reasonably practicable ensure that the demands of the job do not exceed the employee's ability to carry out the work safely and without risk to himself/herself or others.

The Company will, as far as is reasonably practicable, ensure that his employees are provided with adequate Health and Safety training on recruitment; when being exposed to new or increased risks; being promoted to a higher position within the 108rganization; the introduction of new equipment or existing equipment being modified; the introduction of new technology or new systems of work and provide refresher training as appropriate. All training shall take place during normal working hours. If it is necessary to arrange training courses outside of the employee's normal working hours, this will be treated as an extension of time at work.

The employee has a duty to:

a. Follow Health and Safety instruction

b. To use all safety equipment provided as appropriate

c. To report all accidents or dangerous occurrences

d. To co-operate with The Company on all Health and Safety matters to enable them to comply with Health and Safety Law. Report without delay any work situation that might present a serious and imminent danger. Employees should also report any shortcomings in the Health and Safety arrangements even when no immediate danger exists so that remedial action can be taken.

e. To comply with their duty under the Health and Safety at Work etc. Act 1974 to take reasonable care of their own health and the health of any others who may be affected by their actions or omissions

f. To co-operate with The Company on all Health and Safety matters and not interfere with or misuse anything provided for their Health and Safety welfare.

Guidance 03 – Management of Health and Safety Continued

The regulations also require, as far as is reasonably practicable, The Company to ensure that sub-contractors and/or self employed workers inform them of any risk that their work activity may introduce in to the workplace and include this information into risk assessments and inform all employees/sub-contractors/self employed people in the workplace who may be affected by the work activity.

The Company will, as far as is reasonably practicable, ensure that all sub-contractors/self employed workers will co-operate with the Company on all Health and Safety matters by reporting, without delay any work situation that might present a serious and imminent danger, any shortcomings in the Health and Safety arrangements, even when no immediate danger exists, so that remedial action can be taken and undertake not to interfere with or misuse anything provided for their Health and Safety welfare.

The Company has a duty of care for the welfare of young persons within the workplace. The Regulations define a young person as someone who is under 18 years of age and as a consequence of their immaturity, lack of experience or absence of awareness of existing or potential risks could be at risk. Therefore the Company should not allow young persons to use high-risk machinery, unless they have the necessary maturity, competence and have successfully completed all the appropriate training. During training they may use such equipment providing they are under the direct supervision of qualified, competent person. This supervision should also be provided after training if the young person is thought not sufficiently mature.

Young persons under 18 years of age will be prohibited from operating any plant or equipment such as cranes, construction site hoists, fork lift trucks, diggers, dumper trucks, nail guns, Circular saw machines, other machines fitted with a circular saw blade, hand fed surface planning machines, vertical spindle moulding machines, electric or petrol powered disc cutters etc. unless they are receiving training under the direct supervision of a qualified, competent person. This restriction also extends to acting as a banksman or slinger, giving signals to a crane operator or plant operators.

This restriction applies to all sub-contractors and self-employed workers on a site and it is the duty of the Company and the person in charge of site to ensure that these regulations are not broken.

It is highly unlikely that a young person would be sufficiently competent and have adequate experience to be considered as a competent person able to carry out periodic examinations or inspections work equipment or the planning and supervision of construction site operations etc.

Guidance 03 – Management of Health and Safety (Continued)

Participation in Work Experience Courses with local schools etc. will require strict supervision and planning and Work Experience Placement Procedures must be strictly complied with.

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Guidance 04 – Provision and Use of Work Equipment

The Company has a duty to ensure, as far as is reasonably practicable, that tools, machinery, plant and work equipment provided to the employees, sub-contractors or self employed personnel working for The Company complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Section 2 of the Health and Safety at Work etc. Act. 1974 and the relevant Legislation.

Where Employees, Sub-contractors or Self Employed provide their own tools, machinery, plant or work equipment, then The Company will ensure, as far as is reasonably practicable, that this equipment also complies with the Regulations. ALL work equipment will be clearly identified with a code number, the date of the last inspection and the recommended date for next inspection. Records will be kept of ALL work equipment and the recommended inspection period.

The Company will ensure that the work equipment is suitable to do the work it is provided for, it is suitable for use in the workplace where it is to be used, that the work equipment is only used for the operations for which it was intended, that the work equipment is maintained in good working order and in good repair and that the employee, sub-contractor or self employed person is given adequate information, instruction and training in the safe use of the work equipment, in a manner that they fully understand.

Where the use of work equipment creates a specific risk to Health and Safety welfare, The Company will ensure that only 112rganizati, certified personnel will operate, service and/or maintain that work equipment. The Company will provide all persons who manage, supervise or use work equipment, with adequate Health and Safety information, training and instructions (including, where applicable, written instructions) relevant to the use of the work equipment. This information will include the conditions in which the work equipment may be used; the method of using the work equipment; instructions on how to maintain

All training records will be entered into the employee's personnel file for future reference for retraining or refresher training requirements.

On construction sites where items of work equipment provided by The Company maybe used by a number of different persons, sub-contractors and self employed workers (e.g. scaffolding). The Company will co-ordinate the Health and Safety requirements to ensure, that all work equipment used on that site complies with the regulations in full. Effective co-operation between all parties on site is therefore essential. To meet this requirement a single person representing The Company will be appointed to co-ordinate the activities of all contractors, sub-contractors and self employed workers on site, to ensure that the work is carried out safely and, as appropriate, maintenance checks, tests, inspections and examinations are carried out and appropriate records are kept. The site co-ordinator will be responsible for ensuring, as far as is reasonably practicable, that all other contractors co-operate.

All records of inspections, tests and examinations will be included into the Health and Safety System.

The definition of work equipment under PUWER is very wide, covering machinery, apparatus, appliances, tools and also assemblies like a conveyor belt system in a bottling plant. Work equipment includes the following: -

Screwdrivers	Drills	Step ladders	Hoists
Hammers	Jig saws	Ladders	Cranes
Soldering irons	Planners	Scaffolding	Dumper trucks
Hand saws	Circular saws	Tower Scaffolds	Diggers
Chisels	Lathes	Trestles	Fork lift trucks
Knives	Computers	Overhead Projectors	Resuscitators

This is only a small sample of work equipment covered by PUWER and the definition of the use of work equipment covers starting and stopping equipment, repair, modification, maintenance and servicing equipment as well as using the equipment to complete a work task.

Regulation 4 requires the Employer to ensure, as far as is reasonably practicable, that the work equipment is suitable by design, construction or adaptation for the work it is provided to do, employers must consider ergonomic risks when selecting work equipment.

That it is suitable for use in the workplace where it is to be used and that the work equipment is only used for the operations for which it was intended. For example is the equipment safe to use in a wet environment or safe to use in a flammable or explosive atmosphere.

Regulation 5 requires Employers to ensure that the work equipment is maintained in an efficient state, in good working order and in good repair. It is also recommended that Maintenance Logs be kept, particularly for equipment that requires planned preventative maintenance.

Regulation 6 requires where the safety of work equipment depends on the installation conditions (e.g. provision of a scaffold), the work equipment must be inspected after installation and before it is used for the first time. This also applies to work equipment that is moved to a new location. The inspection is to ensure that the work equipment has been correctly installed, is fit for purpose and safe to use.

Guidance 04 – Provision and Use of Work Equipment (Continued)

Work equipment exposed to adverse conditions that could affect its safe function must be inspected at suitable intervals or whenever exceptional circumstances have occurred that could have had an adverse affect on the safety of the work equipment (e.g. a scaffold has been altered or damaged by high winds, accidental damage etc.). Records of inspections must be made and kept. Work equipment that has been transferred from one employer's use to another employer must be accompanied with records of inspections.

Regulation 7 requires that where the use of work equipment creates a specific risk to Health and Safety welfare, The Employer will ensure, as far as is reasonably practicable, that only 114rganizati, certified personnel will operate, service and/or maintain that work equipment and that the 114rganizati persons have received adequate training in the operations they are to carry out. The control measures to be taken are: -

- **Y** Eliminate the risk if possible
- **Y** Isolate by providing guards etc to prevent operators being exposed to danger
- **Y** Provide Safe Systems of Work, information, instruction and training to operatives

Regulation 8 and 9 requires that the Employer must ensure that every employee, sub-contractor or self employed person is given adequate information, instruction and training in the safe use of the work equipment, in a manner that is fully understood by that employee.

The training records will be entered into the employee's personnel file for future reference and to determine retraining or refresher training requirements and be included into the Company's Health and Safety System.

The Company will provide all persons who manage, supervise or use work equipment, with adequate Health and Safety information, training and instructions (including, where applicable, written instructions) relevant to the use of the work equipment, to ensure, as far as is reasonably practicable, their Health and Safety welfare. This information will include the conditions in which the work equipment may be used; the method of using the work equipment; instructions on how to maintain the work equipment and any foreseeable problems and what action to take. This information will be given in a manner that is clearly understood by all employees.

The Approved Code of Practice also requires that Employers ensure that self propelled work equipment or towed equipment chain saws etc are only driven or used by approved personnel who have received appropriate training in the driving or use of such equipment and have obtained the relevant certificate of competence or national competence award, unless they are undergoing training and are adequately supervised.

Regulation 10 requires that Employers ensure that all work equipment provided complies with EEC Directives and carry a CE mark or a British Standard Kite Mark and complies with BS EN Standards.

Guidance 04 – Provision and Use of Work Equipment (Continued)

Regulation 11 requires Employers to ensure that dangerous machinery or parts of machinery are adequately protected by fixed guards. Where this is not practicable other guards or protection devices must be provided to prevent access to any dangerous part or to stop the machine before any dangerous parts can be reached by a person. All guards must be suitable for the intended purpose, be well constructed of sound materials and be of adequate strength. Guards must be maintained in efficient working order and in good repair, and must be designed so that they do not increase any risk to health and safety or obscure the view of the operating cycle. Where this is not practicable then the provision of jigs, holders, push-sticks or similar protection devices used in conjunction with the machinery should be provided and 115rganizati operatives must be informed, instructed, trained and supervised in the correct, safe use of this equipment.

Regulation 12 requires Employers to control exposure to any specified hazard arising from the use of work equipment. Specified hazards under PUWER are: -

- **Y** Falling or ejected articles or substances
- **Y** Component rupture or disintegration
- **Y** Equipment overheating or catching fire
- **Y** Explosion of equipment due to pressure build-up
- **Y** Unintended or premature discharges or explosions

Regulation 13 requires the Employer to provide protection from burn, scald or sear injuries through contact with work equipment or components, substances or liquids that are very high or very low temperatures.

Regulations 14 to 18 requires that on work equipment where Start and Operating Controls and Control Systems can only be operated by deliberate action, the Stop Controls must be readily accessible, and as appropriate Emergency Stop Controls must also be readily accessible and they must also have priority over all operating and normal stop controls. All Controls must be clearly visible, easily identifiable and clearly marked as appropriate.

Regulation 19 requires the Employer to ensure that work equipment is provided with clearly identifiable and readily accessible means of isolating the equipment from its source of supply whenever necessary.

Regulation 20 requires that all work equipment must be 115rganizati where necessary to protect health and safety welfare (e.g. Woodworking machinery should be bolted to the floor to prevent unexpected movement during its operation).

Regulation 21 requires the Employer to provide sufficient and suitable lighting to carry out the work task safely and also to maintain the equipment safely. In general this means that the finer the detail of work required the brighter the level of light must be. In some cases lighting may only be required to carry out maintenance works safely.

Guidance 04 – Provision and Use of Work Equipment (Continued)

Regulation 22 requires that equipment is constructed and adapted to allow maintenance that could be hazardous to health be carried out when the equipment is inactive. If maintenance work has to be carried out when the equipment is operational then the risk must be reduced to the lowest possible level, this may require the use of temporary guards, limiting devices that restrict the equipment's movement, reduction of speed of the equipment or providing adequate PPE.

Regulations 23 and 24 require that where necessary work equipment should be clearly identified with health and safety markings (e.g. Colour coding of gas bottles define what type of gas is contained in the bottle). The Warning markings may be printed on the equipment, graphic warning signs or audible warnings may also be used but in these instances the Employer has a duty to ensure that employees are made aware of the meaning of the sign or warning noise and what action they should take particularly when hearing a audible warning. Remember that there may be a number of different audible warnings, in the workplace and they must be easily distinguishable. (E.g. Fire Alarms, End of shift siren, Reversing vehicle warning etc).

Regulation 25 requires that Employers ensure that the risk to the operator and others when the mobile equipment is travelling are controlled. Workers must be protected from falling out of the equipment or if the equipment moves unexpectedly. When work needs to be done whilst the equipment is moving operating speeds should be reduced accordingly. Guards and/or barriers fitted to mobile equipment designed to prevent accidental contact with wheels and/or tracks must be suitable and effective.

Regulation 26 Requires employers to fit suitable roll-over protection structures (ROP) to mobile work equipment, to 116rganiza the risk to workers driving or riding on the equipment should it roll-over. If restraining equipment (such as harnesses, seat belts etc.) as appropriate can be fitted to the equipment, to prevent operators being crushed between the mobile work equipment and the ground should roll-over occur this must be done. If equipment is fitted with a cab that incorporates ROP, a restraining systems may not need to be fitted.

Regulation 27 requires the employer to adapt, equip, or have fitted restraining systems on forklift trucks that carry employees, so that the risk to health and safety welfare is reduced to the lowest possible level if the equipment should rollover.

Guidance 04 – Provision and Use of Work Equipment (Continued)

Regulation 28 requires that where there are risks to health and safety welfare from self propelled work equipment that is in motion. The Employer must provide:

- **Y** Features to prevent 117rganization start up
- **Y** Provide appropriate facilities to 117rganiza the consequences of a collision where more than one item of rail-mounted equipment is in motion at the same time
- **Y** Provide equipment with braking and stopping devices
- **Y** Provide emergency control facilities, that are readily accessible or automatic fail safe devices that are capable of stopping the equipment in the event of the main braking or stop devices failing to work
- **Y** Provide devices for improving the driver/operators field of vision wherever the original field of vision is inadequate to ensure safety
- **Y** Provide lighting on the vehicle, if it to be used at night or in areas of poor lighting
- **Y** Proved appropriate fire fighting equipment if the self-propelled equipment is lifting, carrying or towing anything that may present a fire hazard and could endanger employees or others

Regulation 29 requires the Employer to provide safety devices that ensure that remotely controlled, self propelled work equipment stop automatically if it leaves its control range and devices to prevent the risks to employee's from crushing or accidental impact injuries.

Regulation 30 requires the Employer to provide safety devices to drive shafts that protect the health and safety welfare of employee's from the seizure or breakage of a drive shaft between mobile work equipment and any accessory or anything being towed. Transmission shaft that can come into contact with the ground must be protected from damage or dirt.

Regulation 31 to 35 requires the Employer to have power presses and associated guards or protection devices thoroughly examined at 12 monthly intervals or as specified by the manufacturer. Only fully trained personnel to operate power press equipment and fully trained and competent person must inspect and examine all guards and protection devices, tool setting etc. on a daily basis. Records of all tests and inspections must be kept.

The provisions contained in Regulation 25 to 30 apply to new equipment purchased after 5th December 1998 only. The Regulations do not apply to equipment purchased before 5th December 1998 until 5th December 2002 when it becomes mandatory that all work equipment must comply in full with these Regulations.

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Guidance 04 – Provision and Use of Work Equipment (Continued)

On construction sites where items of work equipment are often used by a number of different contractors, sub-contractors and self employed workers (e.g. scaffolding). The employer will co-ordinate with all parties to ensure, as far as is reasonably practicable, that all work equipment used on that site complies with the regulations in full. Effective co-operation between all parties on site is therefore essential.

To meet this requirement a single person representing the Employer will be appointed to co-ordinate the activities of all contractors, sub-contractors and self employed workers on site, to ensure that the work is carried out safely and as appropriate, maintenance checks, tests, inspections and examinations are carried out and appropriate records are kept. The site co-ordinator will be responsible for ensuring, as far as is reasonably practicable, that all other contractors co-operate.

Where the Employer chooses to allow the employee's, sub-contractors or self employed personnel working for them, to provide their own tools, machinery, plant or work equipment. It is the Employer's responsibility to ensure, as far as is reasonably practicable, that this equipment also complies in full with the regulations.

ALL work equipment (This includes personal equipment used at work) will be inspected and tested in line with the manufacturers recommendations and high-risk equipment, due to the working environment or heavy usage will be inspected more frequently in line with HSE Guidance recommendations. Records of inspections, tests and examinations will be held at the Company's Offices and will be included into the Company's Health and Safety System.

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Guidance 05 – Manual Handling Operations

The Company has a duty of care to all employees under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999 and the Manual Handling of Loads Regulations 1992. These regulations apply to all types of manual handling of loads and include not only the lifting of loads but also lowering, pushing, pulling, carrying or moving of loads (whether by hand or other bodily force) and take into consideration cumulative or repetitive tasks which could cause stress injuries arising from incorrect application and/or prolonged body activity (this type of injury can be caused by poor posture and excessive repetition of movement, rather than a single handling of a heavy, large or awkward load).

The regulations define three key measures to be taken when tasks requiring manual handling are assessed:

Avoid hazardous manual handling operations wherever reasonably practicable. Consider whether the load must be moved at all. And if it must be moved, can it be handled automatically or mechanically.

Make a thorough and suitable assessment of any hazardous manual handling operation that cannot be avoided. An ergonomic assessment requires more than just an assessment of the weight of the load; the shape and size of the load, the way the task is to be carried out (the handler's posture) the working environment, the persons physical capabilities etc. must all form part of the assessment.

Reduce the risk of injury from the operation as far as reasonably practicable. A good assessment will not only identify whether there is a problem but will identify where the problem lies. Particular consideration should be given to the provision of mechanical assistance, but where this is not practicable then other improvements, such as the way the task is to be carried out, can the weight of the load be reduced? Can the working environment be improved? Etc. should all be considered.

Duties of the Employer

The regulations place a clear duty on each employer to avoid hazardous manual handling operations as far as is reasonably practicable. Assess any manual handling operations that cannot be avoided. Reduce the risk of injury as far as is reasonably practicable.

The extent of The Company's duty to avoid manual handling or to reduce the risk of injury is determined by what is 'reasonably practicable'. These duties are satisfied if The Company can show that the cost of providing any further preventative measures would be grossly disproportionate to any further reduction in the risk of injury.

Duties of the Employer continued

The Company will monitor all procedures introduced to avoid manual handling or to reduce the risks of injury to ensure that they are effective in practice and if not, improved alternative preventative measures will be introduced.

This duty of care also extends to employees carrying out manual handling operations whilst working away from The Company's premises and too visiting employees carrying out manual handling operations on The Company's premises.

All new processes or tasks will be assessed using a suitable Assessment Format all assessments will be recorded and filed for future reference.

Training will be given to all employees prior to starting new process or tasks that involve manual handling operations or where there is a risk to health through prolonged repetitive work activities. Periodic refresher information and training of all staff will be carried out. Records of training will be filed with the personnel records.

No employee should try to handle loads that are outside of their personal capabilities, always seek assistance if you consider the load is too heavy.

All assessment results will be recorded and incorporated into the Health and Safety System.

When applying the regulations to manual handling operations that could involve a risk of injury the following points must also be considered: -

- **Y** Consider the physical suitability of the employees to carry out the operations
- **Y** Is the appropriate PPE being worn, consideration should be given to the employee(s) wearing suitable clothing, footwear, PPE or other personal effects that could affect their ability to carry of the task safely. (Loose or torn clothing, rings, necklaces and other jewellery etc.).
- **Y** Have sufficient knowledge and have they received the appropriate training to carry out the task safely
- **Y** Check to ensure that there are no other risks or hazards identified by risk assessments carried out under the management of Health and Safety at Work Regulations 1999
- **Y** Check to ensure that employees involved in the task do not fall into a high-risk category (i.e. pregnant women, young person, heart condition, back problems, etc.)

Y Check to ensure that the employees involved in the handling task have no work related problems identified. One way to carry this out would be the use of a pre-employment questionnaire to identify conditions such things as Asthma, Hand-arm Vibration Syndrome, Vibration White Finger Syndrome etc.)

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Guidance 06 – Workplace Health, Safety and Welfare

The Company will ensure, so far as is reasonably practicable, that all workplaces must be suitable and appropriate to the nature and use of the workplace, equipment, devices and systems will be maintained in good order. Defects should be rectified immediately or steps taken to protect anyone from risk until maintenance work can be completed or the defective equipment be replaced.

Maintenance will be carried out regularly, and will include: inspection, testing, adjustment, cleaning and lubricating. Suitable records are to be kept to ensure maintenance programmes are carried out at the predetermined intervals. Maintenance work shall only be carried out by a trained, competent person.

All enclosed workplaces to be sufficiently well ventilated to ensure that the air is fresh. Every effort will be made to prevent workers being subjected to uncomfortable draughts. All mechanical ventilation systems, including air-conditioning equipment, and safety equipment will be regularly maintained, cleaned and tested by a competent person to ensure that the risk of contamination, illness or hazard is not aggravated by the system.

Temperature levels for indoor workplaces will be maintained, the normal working temperature should not be less than 16 degrees Celsius (where the work involves severe physical effort the temperature should be at least 13 degrees Celsius). Excessive effects of sunlight on temperatures shall be avoided. Workplaces shall be adequately thermally insulated where necessary taking into consideration the type of work being carried out and the physical activity of the persons working in the building.

Every workplace should have suitable and sufficient lighting. As far as is reasonably practicable the light will be natural rather than artificial light. Windows and skylights to be maintained in a clean condition and kept free from unnecessary obstructions. Regular maintenance checks should be carried out to ensure that lights are replaced, repaired or cleaned as necessary.

Emergency lighting will be provided when a sudden loss of light would present serious risks to the employee or any other person who may be affected, the emergency lighting to be powered from an independent source, be automatically activated and provide sufficient light to ensure Health and Safety welfare of employees or any other person who may be affected.

Every workplace, so far as is reasonably practicable, will be kept sufficiently clean for the purpose they are being used for (this includes walls, floors, ceilings, furniture, furnishings and fixtures). Workshops should be cleaned at least once a day; passageways etc. should be cleaned at least once a week and kept clean enough to prevent pests, vermin and decaying matter accumulating.

All cleaning shall be carried out in an effective and suitable manner, without creating or exposing anyone to health hazards, such as excessive dust, fumes, etc. (The COSHH regulations apply to all cleaning operations and the cleaning agents used).

Waste materials will be cleared at least once a day. Spillage of potential dangerous substances should be cleaned up immediately and disposed of in an approved manner (Reference COSHH regulations).

The regulations require that, as far as is reasonably practicable, every room where persons work shall have sufficient floor space, height and unoccupied space to enable the person to work in a safe and healthy environment (based on a maximum room height of 3 metres the minimum space is 11 cubic metres per person).

Workstations will be arranged so that each task can be carried out safely and comfortably and be able to be used by all the operators likely to work there. Work materials, equipment and controls should be within easy reach without undue bending, stretching or twisting. Operators shall have sufficient room to move freely and stand upright, with sufficient unobstructed space to enable the work to be done safely. Seating should be provided where the operation or task can be done in a sitting position. Repetitive work shall be designed to give the operator sufficient rest and recovery periods to avoid repetitive stress injuries. Outdoor workstations, as far as practicable, will be protected from adverse weather conditions. All workstations will be free of slip, trip or fall hazards.

Floors and traffic routes will be maintained in sound condition and be of sufficient strength and stability to support the loads and the traffic passing over them. Floors must not be overloaded. Damage should be repaired as soon as practicable. Damaged or slippery areas, caused by spillage, should be fenced off immediately to prevent slip, trip or falling hazards.

Secure fencing shall be provided to prevent people falling from edges and should also be adequate to prevent objects falling onto people. Dangerous or hazardous substances in tanks, pits, containers, etc., must always be securely fenced off or covered. Temporary holes must be protected by barriers. Any traffic route over, across or through an uncovered tank, pit, container or structure must be securely fenced.

Any uninterrupted transparent or translucent surfaces should be clearly marked to make them visible, thus reducing the risk of people trying to walk straight through a panel thinking it is an open space.

Doors or gates where any part of the transparent or translucent surface is at shoulder level or below and windows or partitions where any part of the transparent or translucent surface is at waist level or below shall be made from safety materials or protected from breakage.

Operating and control mechanism of openable windows, skylights and ventilators must be in easy reach and free from obstruction. Where necessary, window poles or similar equipment should be kept readily available. Controls should be placed so that people are not likely to fall through or out of the window. Where there is a danger of falling from a height, devices should be provided to prevent the window opening too far. Open windows, skylights or ventilators should not project into an area where persons are likely to collide with them; the bottom edge of opening windows should normally be at least 800mm above floor level, unless there is a barrier to prevent falls. Provision should be made so that windows, skylights and ventilators can be cleaned safely.

Every workplace shall have clearly defined traffic routes in suitable numbers and of sufficient width and height to enable pedestrians and vehicles to move around the workplace in a safe manner. Traffic routes should not endanger the Health and Safety of persons working near them; there should be sufficient separation of vehicle traffic routes from doors, gates and pedestrian traffic routes that may lead onto them. Existing traffic routes (in existence before 1st January 1993) should comply as far as is reasonably practicable with the regulations.

Doors and gates which are too high to see over should be fitted with a transparent panel suitably positioned to enable pedestrians and persons in a wheelchair to be seen through the door or gate sliding doors, upward opening and power operated doors should be fitted with safety devices that prevent the door falling back, striking or trapping a person. Manually operated systems should be provided so that doors can be opened in the event of an emergency or power failure.

Suitable and sufficient toilet facilities shall be provided at readily accessible places, and be adequately ventilated and lit, they should be kept clean and tidy. Separate facilities should be provided for men and women unless they can be locked from inside and are designed to be used by only one person at a time.

Washing and changing facilities should be in the immediate vicinity of the sanitary conveniences; they should include a supply of hot, cold and/or warm water (this should be running water); and include soap or other suitable means of cleaning, towels or other suitable means of drying. Facilities, which are provided for washing hands, forearms and faces only, do not have to be segregated into male/female facilities.

An adequate supply of wholesome drinking water shall be provided for all persons in the workplace, it should be readily accessible and clearly marked with signs, clean drinking vessels shall be available unless a drinking water fountain is provided. Water should only be supplied in refillable containers where it cannot be supplied from the mains supply; containers should be kept clean, be sealed against contamination and be refilled at least once a day.

Suitable and sufficient facilities should be provided for people to store their own clothing and special clothing worn at work but not taken home. The facility should be secure and should allow work clothes to be stored separately from personal clothes; they should be well ventilated and should have drying facilities sufficient to dry clothing by the end of the shift or before the start of the next shift (contaminated clothing should be thoroughly cleaned and dried before storage).

Changing rooms should be provided for workers' to change into special work clothes where more than outer clothes need to be removed; changing facilities to be easily accessible and provide privacy of use. Separate facilities should be provided for male and female employees or the facilities should be restricted in use for either men or women at specific times. They should be large enough to enable the maximum number of persons expected to use them to do so without overcrowding or unreasonable delay.

Facilities for rest and eating meals should be of sufficient size to prevent overcrowding, contain tables and enough seating, with back support, to accommodate the maximum number of persons likely to use them at one time and should be in an area where personal protective equipment need not be worn. Eating facilities should include facilities to prepare or obtain a hot drink (e.g. electric kettle, vending machine or canteen) and where hot food cannot be readily obtained and a means should be provided for workers to heat their own food.

Eating facilities should be kept clean to a suitable hygiene standard. Canteens can be used as rest rooms provided there is no obligation to purchase food in order to use them.

Facilities for pregnant women to rest should be conveniently situated and where necessary, include facilities to lie down.

Rest facilities should non-smoking and must be equipped with an adequate number of tables and seating with backs for the number of persons at work likely to use them at any one time. The facilities must be easily accessible and of sufficient capacity and if necessary facilities for disabled persons must also be provided.

With the revocation of the Construction (Health, Safety and Welfare) Regulations 1996 and changes to CDM 2007 many of these requirements will be shown in other sections of this manual and in general the requirements specified in those Regulations will be applicable to all site work operations.

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PREPARED BY		Peter Walker		AUTHORISED BY		John Peck	
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Guidance 07 – Personal Protective Equipment

In general the Personal Protective Equipment at Work Regulations (PPE Regulations) apply to most types of PPE used in the construction industry, however, in practice the PPE Regulations will not apply to all types of equipment and/or the work hazards they are designed to give protection against, where other specialist regulations apply, these include: -

(a) The Control of Lead at Work Regulations 2002

(b) The Ionising Radiations Regulations 1999

(c) The Control of Asbestos at Work Regulations 2006

(d) The Control of Substances Hazardous to Health Regulations 2002

(e) The Noise at Work Regulations 1989

(f) The Control of Noise at Work Regulations 2005

(g) The Construction (Head Protection) Regulations 1989

Although in these instances the Personal Protective Equipment at Work Regulation is not the main regulation that needs to be considered, the advice given may still be applicable in respect of selection of suitable PPE, care and maintenance, training of employees in its use, storage, etc.

The Personal Protective Equipment at Work Regulations will also apply to some Regulations that do not fully describe selection, care and maintenance, storage or the training in the use of PPE and in such cases The Company will have a duty to comply with both the original Regulation and the Personal Protective Equipment at Work Regulation.

PPE supplied under other regulations will, however, still have to comply with the standards laid down in the PPE Regulations and carry the approved CE mark.

Guidance 07 – Personal Protective Equipment (Continued)

The Personal Protective Equipment Regulations do not apply to PPE equipment, which is classified as: -

(a) Normal work clothes (such as overalls, dust coats etc.) and uniforms which do not specifically protect the health or safety welfare of the wearer.

(b) PPE used for protection whilst travelling on the road (i.e. Motor cycle crash helmets, car seat belts etc.) which are covered by the Road Traffic Act 1988. However the Regulation will apply to such equipment if it is used elsewhere if there is a risk to Health and Safety (such as a farm worker riding a motorcycle or all terrain vehicle across fields, should wear a motorcycle crash helmet).

(c) Sports equipment used in competitive sport activities. However the Regulations will apply to professions such as Life jackets for canoe/sailing instructors, riding helmets for stable staff, climbing helmets for steeplejacks etc.

(d) Weapons or equipment used as deterrents or self-defence (such as personal sirens/alarms, truncheons etc.) but will apply to helmets, body armour etc. where staff are at risk from physical violence.

(e) Portable detecting and 128rganizat devices (such as gas detectors, radiation dosimeters etc.). However employers will be required to supply such equipment under the Health and Safety at Work Act if its use is necessary to ensure the Health and Safety welfare of the employee.

The PPE regulations do not apply to people who are not employees, e.g. voluntary workers, school children at school etc. but there may be a requirement to supply PPE under the Health and Safety at Work etc. Act if they are present on site. The PPE regulations do apply to trainees, and work experience programmes.

PPE should only be used as a last resort and only where engineering controls and/or safe systems of work cannot adequately control the risk to Health and Safety welfare. The Regulation places a responsibility on The Company to assess all risks in the work place and assess that the PPE it intends to use is the most appropriate and suitable means of protection to reduce those risks to an acceptable level. Managers, Supervisors, Foremen or a competent person should carry out assessments prior to commencement of work.

Guidance 07 – Personal Protective Equipment (Continued)

Where PPE is considered to be necessary, the PPE selected must comply with U.K. legislation implementing the Community Directives, be free of charge, fit properly, effectively protect the wearer against the risk, be suitable for the working conditions and for the for the period for which it is to be worn. All PPE recommended for use must be kept readily available to employees.

PPE must also take into account the employee's needs, the conditions it is to be worn in, the state of health of the person or persons who may need to wear it, the characteristics of the workstation, and ergonomic requirements. PPE must be compatible with other items of PPE that may be required to be worn at the same time (e.g. a hard hat must be able to be worn with goggles, ear protection and face mask under certain circumstances).

The Company must ensure that an effective system of maintenance of PPE is established to ensure that the equipment continues to provide the level of protection for which it was designed, this maintenance should include, (as appropriate) cleaning, disinfecting, examination, replacement, repair and testing.

The maintenance programme for each type of PPE should be laid down, detailing the maintenance procedure to be followed, the frequency of checks, recommended replacement periods and shelf life. Where appropriate, records of examinations and tests (including certification) should be kept and be included into the Health and Safety System. Adequate spares of the correct type and model should always be available, never fit non compliant components to PPE as they may not provided the correct level of protection and in some cases may be prohibited by Regulations, new PPE spare components may also require to be CE approved. Where it is necessary to ensure that PPE is hygienic and free from health risk the Employer must provide appropriate PPE for individual use only.

The Company must also ensure that accommodation is provided for PPE so that it can be safely stored or kept when not in use. This storage must be adequate to protect the PPE from contamination, loss or damage by harmful substances, damp, sunlight etc. Where there is a likelihood of the PPE becoming contaminated during use, then storage should be separate from that provided for ordinary clothing. Where the PPE may contain hazardous materials such as asbestos, then special storage facilities may have to be provided. Stored PPE equipment ready for use must be segregated from PPE waiting for repair, maintenance, cleaning or testing.

Guidance 07 – Personal Protective Equipment (Continued)

The Company must ensure that all personnel required to use PPE are provided with adequate information and training to ensure that they use the PPE effectively and correctly. Instruction and training should be given to all Users, Managers, and Supervisors, maintenance and personnel involved in the selection of PPE and ensure that all such information is kept readily available to employees. The Employer shall at suitable intervals 131rganiza appropriate refresher or demonstrations as required in the correct use and wearing of the PPE

Training and instruction should include: -

(a) Theoretical and practical training to ensure that personnel working in a hazardous environment are aware of the risks present and why PPE is needed.

(b) Training and instruction on the operation, performance and limitations of PPE supplied.

(c) Instruction on selection, use and storage of the PPE.

(d) The procedures for work permits etc.

(e) Factors that can adversely affect the protection levels of the PPE (such as poor fit, other PPE being worn, working conditions, defective PPE, damage and wear).

(f) Reporting procedures for defective or lost equipment.

(g) Correct method of putting on, wearing and removing PPE.

(h) Instruction on inspection, testing and maintenance of PPE and how to clean and store equipment safely.

The employee should use PPE in accordance with The Company instructions. Supervisors should ensure that PPE is being used correctly.

All assessments for PPE will be recorded and incorporated into the Health and Safety System.

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Guidance 08 – Display Screen Equipment

The Regulations require The Company to carry out a suitable and sufficient analysis and risk assessment of workstations to assess and reduce risks. The risk assessment should look at the amount of time the operator is using the equipment, the hardware, the working environment, and factors specific to the individuals using the equipment. The operator's views should form an important part of the assessment. If The Company requires the employee to use home equipment, assessment of that equipment is also required.

Where risks are identified, The Company must take steps to reduce them, recording the findings of the assessment and the measures taken or proposed to be taken to reduce those risks as far as is reasonably practicable. If there is no significant risk to an operator or where the risks are obvious, simple to explain and easily repeated or when the assessment is of a short term or temporary workstation, then the assessment need not be recorded.

The Company must ensure that all workstations meet the requirements of the regulations in full, whether it is allocated to an operator or not, or if the equipment is new or second-hand.

Work should be carefully planned so that there are breaks or changes of activity throughout the normal operating period. The length or number of these is not specified precisely in the regulations, as the need for breaks depends how intensely and for how long the employee has been using the VDU. (Short, frequent breaks are better than longer, less frequent ones). Ideally the individual operator should have some discretion over when they are taken. The changes of activity should ensure that the operator uses different muscle groups, different posture, less intensive close work and exclude work of a similar nature (e.g. typing on a conventional typewriter).

Employees who are users (VDU operators), and therefore covered by the regulations, can ask their Employer to provide an appropriate eye and eyesight test, (this is a "sight test" as defined in the Opticians Act 1989) which must be carried out by a competent person (an approved optician or a suitably qualified registered medical practitioner optometrist or doctor) free of charge, as soon as possible after the request has been made. User employees are also entitled to further free tests at regular intervals as determined by the optician carrying out the test. Should an operator develop eye problems between recommended test periods, which may be related to work with VDUs, and then the employer is obliged to provide another test on request. Where an employee is to become VDU operator or user the employer has a duty to ensure that these tests must be carried out before the employee starts to use the equipment.

All tests and "special" corrective appliances (normally spectacles) provided to meet the requirements of the regulations must be provided by The Company free of charge. (Special corrective appliances will be those prescribed to correct vision defects at the viewing distance used specifically for the VDU work concerned).

Guidance 08 – Display Screen Equipment (Continued)

The Employers liability to provide the corrective lens type of spectacles is restricted to the cost of the basic equipment of a type and quality that is adequate for its function, should an employee require a selection of different frames, corrective lenses that are for a wider application, with tinted lenses etc. that are not necessary for working with VDU screens, then the operator can contribute the difference in cost between the basic appliance and the appliance preferred by the operator.

Health and Safety training related to the work and to the workstations should be provided to ensure employees can use all aspects of their workstation equipment and software safely, and know how to make best use of it to avoid health problems. This training should also include actions and procedures that can be initiated by the employee so those problems can be 134rganizati early and corrected before they become a risk to health. The Employer must provide adequate training before the new operative becomes a user.

Information covering what The Company has done to comply with the Regulations, and the risks to Health and Safety should be freely available to all operators whether they are full time employees, visiting employees of other employers, self employed or employees working at home.

Self-employed workers who habitually use VDUs for a significant part of their normal work are covered when they use a client employer's workstation. The client employer has to assess the workstation and reduce any risks identified, ensure it complies with the minimum requirements and provide information on this, as if the person was an employed worker.

If an employee is required by The Company to use a workstation at home then The Company has to carry out the same actions as if that equipment was located in their office.

All assessments and training will be recorded and incorporated into the Health and Safety System.

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Guidance 09 – Scaffolding and Working Platforms

The erection of scaffolding must be properly planned to ensure that:

(a) It meets working requirements and is designed to carry the loads likely to be imposed upon it throughout the duration of the contract.

(b) Sufficient scaffolding materials are available to complete the requirements of the contract.

(c) The scaffold complies with the requirements of the CDM 2007

(d) Site workers and/or members of the public are not put at risk

All scaffolding should only be erected, altered or dismantled by trained, experienced persons who must be under the supervision of competent supervisor. The 135rganizati indication of training and experience of a scaffolder is the possession of a Scaffolders Record Card, issued under the Construction Industry Record Scheme for Scaffolders. There are three categories of proficiency – Trainee, Basic and Advanced, Training Record Cards are issued by the CITB. Basic and Advanced Scaffolders must have completed the appropriate courses and had specific minimum experience. At present scaffolders working only on scaffolds of less than 5 metres high are exempt from this scheme.

All un-sheeted scaffolds above 50 metres in height and sheeted scaffolds above 25 metres in height or in exposed locations (Where wind speed is likely to be in excess of 46 metres per second) must be designed by a qualified scaffold design engineer.

Scaffolds should be constructed in accordance with BS EN 12811-1, using steel tubes and fittings complying with BS 1139-6. Steel tube scaffolding to BS 1139-6 has a nominal wall thickness of 4mm and an outside diameter of 48.3mm. There are also two approved European scaffold tube sizes now available in the U.K. with a wall thickness of 4mm or 3.2mm respectively. Under no circumstances should scaffold structures be constructed using a mixture of 3.2mm wall thickness tube and standard 4mm wall thickness tube. Design calculations based on BS EN 12811-1 should not be used for thin wall tube scaffolds.

Scaffold boards should comply with the requirements of BS 2482. Standard boards are nominally 225mm wide x 38mm thick. Other board thickness of 50mm and 63mm are available. Boards should never be painted as paint can conceal defects in the board.

All scaffolding materials should be inspected prior to use to ensure that they meet the required standard. Scaffold tubes and fittings must not be bent, distorted or unduly rusty defective materials should be rejected, and boards with dangerous splits or knots should be rejected.

All scaffolding materials should be stored correctly when not in use and kept separate from other building materials.

All scaffolding shall be erected to comply with the relevant legislation and British Standard and be erected and maintained by an approved competent person.

Scaffolding or working platforms over the height of 2 metres must be fully boarded and provided with the main guard rail at least 950 mm above any edge from which people are liable to fall. Toe-boards should be fitted with a minimum height of 150 mm high and a sufficient number of intermediate guard rails or suitable alternatives (this could be additional scaffold boards, man supporting brick guards etc.) positioned so that the unprotected gap (the distance between the top guard rail and the intermediate guard rail or between the intermediate guard rail and the top of the toe board) does not exceed 470mm. Where the barrier is solid or the space between the upper guard rail and the toe board is completely occupied by mesh (brick guards) or similar an intermediate guard rail is not required.

A competent person should examine scaffolding prior to commencement of work and then at least once every seven days, recording the results of the inspection in the Scaffold Register. Further inspections are required if there have been significant alterations to the scaffold, severe climatic or environmental changes (such as high winds, heavy rain, snow etc.) since the last time the scaffolding was used, if the scaffolding has not been used for a prolonged period. Any defect must be reported to the person in charge of the site and the scaffolding must not be used until it has been rectified, examined and certified as safe by a competent approved person, results of the examination should be recorded in the Scaffold Register.

Incomplete scaffolds will be clearly identified with warning signs and where practicable guards will be fitted to prevent access to incomplete areas.

All scaffold work on or near highways, pavements or public footpaths must be planned to reduce the risk to members of the public to the lowest possible level. This may include erecting the scaffold at times of lowest usage, diversion of traffic, diversion of pedestrians, traffic control procedures, safety barriers and warning signs or a combination of all these options. Safety procedures should be in line with the requirements of the Safety at Street Works and Road Works Approved Code of Practice.

As far as is reasonably practicable scaffolds will be made secure against 136rganization access outside of normal working hours or when the site is left unattended, access ladders to be boarded over or removed from site or stored in a secure location.

Where scaffolding is likely to be exposed to high winds, tidal water action etc. every effort will be made to secure scaffold boards, sheeting etc. in a safe condition.

During the erection of a scaffold the presence of overhead electrical lines must be taken into account. If there is a possibility of scaffold materials or the person erecting the scaffold coming into accidental contact with live, overhead electrical cables or moving into the safety zone near cables etc. the local Electricity Board should be contacted to determine if it is practicable to temporarily disconnect the electrical supply, move the cables to a safe distance or provide suitable safety precautions to prevent accidental electrical contact.

It is important to ensure that scaffolding, ladders etc. can not come into accidental contact with overhead electricity cables or that persons working on a scaffold or ladder etc. can not move into the safety zone near high voltage cables, can not come into accidental contact with unprotected overhead electric cables or come into accidental contact through the tools, equipment or materials they are using.

Where a specialist scaffold structure is specified by a customer to provide temporary platforms, stages, grandstands, temporary support for walls, structures, trenches etc. it will be the responsibility of the customer to provide approved drawings or designs of the scaffold, prepared by a competent design engineer or equivalent. Where the customer can not provide suitable scaffold designs for the specialist scaffold supplier the scaffold company will ensure that an approved design is obtained, in general this service will be additional to the service of providing the scaffold structure. It is the scaffolder's duty to work strictly to the approved design.

Scaffolds must be erected on a firm, level foundation; the ground must be capable of supporting the weight of the scaffold and any loads likely to be placed on it. Care must be taken when erecting a scaffold over or near basements, drains, soft ground etc. which could cause collapse when loaded, provide extra support as necessary.

The working platforms must be wide enough to allow people to pass back and forth safely and to use any equipment or material necessary for their work. The scaffold must be at least 600mm wide and must be free of openings and traps through which people's feet could pass, causing trips, falls or other injuries. Excluding the mandatory edge protection, the platform itself should be constructed in such a way as to prevent any object that is being used on the platform from falling through gaps or holes, causing injury to people working or passing below. In most cases close boarded platforms will suffice, but for work over or close to public areas, a double-boarded platform sandwiching a polythene sheet, or covering the platform with hardboard or plywood sheeting may be required, debris netting, brick guards or other protective methods will also be required.

Guidance 09 – Scaffolding and Working Platforms (Continued)

Scaffolds should be braced and tied into the permanent structure or where this is not practicable, rakers braced and footed can be used. If a tie has to be removed to allow work to progress, an equivalent tie should be provided nearby to provide stability; this tie should be in place before the original tie is removed.

Scaffold boards must be properly supported and not overhang excessively (no more than four times the board thickness). There must be a safe ladder access or some other safe access onto the work platform, ladder stiles should be securely lashed or fixed to the ledger or transom near the top to prevent slipping both sideways and outwards. Ladders must be set at the correct angle and should extend at least 1.0 metre (4-5 rungs) above the platform unless a secure handhold has been provided.

Scaffolders must wear fall arrest devices when working at heights of 3 metres or above when erecting the scaffold. The fall arrest devise must be located on a safe anchorage and must restrict the fall to a maximum of 1 metre and be positioned in such a way as to ensure that the falling person cannot fall onto the lower structure of the scaffold or other hard surfaces or protrusions which would cause injury. Fall arrest devices must be returned to the supplier for re-testing and approval after they arrested a falling body. Storage, maintenance and testing of equipment must be carried out to manufacturers instructions.

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Guidance 10 – Ladders and Stepladders

Ladders and Stepladders must be maintained in good condition and used only after careful assessment of the risks involved, ladders and stepladders should not be used as a place of work unless the work is of short duration, is within easy reach and can be carried out using one hand, the other hand being on the ladder for support. The top step should not be used unless it is designed for that purpose and a handhold is provided.

Any surface which a ladder or stepladder rests on must be stable, level and firm, of sufficient strength and composition to support the ladder/stepladder and any load placed upon it (Ladder stays can be used where the support may be unsuitable, such as plastic guttering etc.). Ladders must only stand on their stiles and should be secured against slipping. All access ladders and ladders of 3 metres or more in length must be secured near its upper resting-place, by lashing or clamping each stile to a convenient secure anchorage. If such a fixing is impracticable then the ladder must be tied at, or near the bottom or by a person footing the ladder at all times, with one foot on firm ground, one foot on the bottom rung and both hands on the stiles, to prevent it from slipping, this is only effective on relatively short ladders, longer ladders will require an intermediate tie rope to prevent the ladder from swaying. The top step of a stepladder should not be used unless it is designed for that purpose and a handhold is provided.

Ladders must be set at the correct slope of 75 degrees to the horizontal or at a ratio of 1 out for every 4 up and should rise to a height of at least 1 metre (5 rungs) above the landing place or above the highest rung reached by the person using the ladder. If this is not possible adequate handholds must be provided, there should also be sufficient space behind each rung for a proper foothold.

Ladders must not be used to support a platform or as a load bearing medium.

All ladders should be identified with the company name and a unique serial number. A record of examinations should be maintained and form part of the Company's Safety System.

Timber ladders in particular should be stored carefully as heat sources and high humidity can cause the ladder to warp, rungs to become loose or rot. Metal or metal rung ladders should not be used where any electrical hazard exists.

When carrying ladders in confined or busy work areas it is important to have a person on each end of the ladder making manoeuvring more controlled and less hazardous.

Guidance 10 – Ladders and Stepladders (Continued)

Ladders must not be lashed or spliced together under any circumstances. It is important to use extension ladders in a safe manner. Overlap between sections must be maintained at all times, these are: -

a) Ladder length less than 5m – minimum overlap of 1.5 rungs

b) Ladder length of 5m-6m – minimum overlap of 2.5 rungs

c) Ladder length over 6m overlap of 3.5 rungs

It is important to ensure that scaffolding, ladders etc. are not fouling overhead electricity cables or that an operator working on a scaffold or ladder etc. can not move into the safety zone near very high voltage cable or come into accidental contact with unprotected overhead electric cables.

Where a ladder run rises, 9 metres or more above its base suitable landing areas or platforms must be provided at regular intervals as rest areas.

INSPECTION OF LADDERS

All ladders should be inspected regularly and the following points should be checked: -

1) Timber ladders must not be painted, as this could hide defects, check for splits, cracks, warping, splintering or bruising. Check metal ladders for mechanical damage.

2) Check rungs for signs of wear or movement and there are no rungs missing.

3) Check wedges and tie rods are tight and metal reinforcements for stiles are correctly positioned.

4) Check feet for splitting and fraying, check timber or plastic inserts to metal ladders for wear and correct position.

5) Check ropes for wear; fittings for security and pulleys move freely and are not unduly worn

It is the operator's responsibility to examine the ladder for damage on a daily basis and report any defect found to person in charge immediately, so appropriate action can be taken. NEVER USE DEFECTIVE LADDERS.

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Guidance 11 – Mechanical Lifting Operations

Mechanical lifting operations are strictly controlled by the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Lifting equipment is defined as work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it, any lifting accessories that attach the load to the machine in addition to the equipment which carries out the actual lifting function. (Practically this covers everything from an eyebolt to a tower crane).

The regulations apply to all workplaces and covers, cranes, hoists, lifts, chains, ropes, cables, slings, hooks, shackles, eyebolts etc and includes equipment used in agriculture which were not previously covered by specific regulations.

LOLER applies to a wide range of lifting equipment, which could present a risk some examples are listed below, this is not and exhaustive list: -

Passenger lift in an office block; A rope and pulley; A dumb waiter in a restaurant or hotel; A vacuum lifting crane; A vehicle inspection hoist; A scissors lift; Ropes used for climbing or work positioning during arboriculture, climbing telecommunication towers to work on overhead lines, and structural examination of a rock face or external structure of a building; Automated storage and retrieval system; Front end loader on a tractor; Bath lifting hoists for disabled or elderly persons; A loader crane fitted to a lorry for delivery duties; A refuse vehicle loading and tipping arm; Vehicle recovery equipment; Vehicle tail lifts etc.

Before a job commences decide what sort of material handling operations are going to take place, how they are going to be done and what equipment will be needed to carry them out safely. For manual handling operations refer to Guidance 05 of this Health and Safety Manual. Before any mechanical lifting operations are carried out for, or on behalf of The Company establish that the operator of any lifting equipment is trained, holds a current certificate of competence and is competent for the type of work to be undertaken.

Ensure that a trained, competent banks person is available as required.

As appropriate, ensure that the customer, the CDM Coordinator, the Principal Contractor and the Site Supervisor is informed of how the lifting operation is to be carried out, what equipment is to be used and the safety measures in place to control the risks.

Ensure that when the type and size of the equipment is selected, all the latest information is available, and that the equipment selected for the lifting operation has in fact been provided and meets all the statutory requirements. That the weights of the loads are known, the equipment is suitable and capable of lifting the heaviest load safely and that certificated lifting gear is available and used. Ensure that all-lifting equipment test certificates and inspections have been maintained and recorded in a register.

Ensure that the ground or work area where the lifting equipment is to operate is suitable and will withstand the total weight imposed upon it.

Ensure that the approach and working areas are as level as possible.

Ensure that no part of the lifting equipment or the load is likely to foul overhead gantries, pipelines, electrical cables etc. (this is particularly important during access and egress of mobile lifting equipment in loaded and unloaded conditions).

Ensure that the area is free of obstructions.

Ensure that there is adequate natural or artificial light in the work area to carry out lifting operation safely.

Ensure that there are no size restrictions on vehicle access to the site or on the approach routes to the site and that the equipment is small enough to operate on site safely.

Lifting areas are to be established with perimeter guards to prevent 143rganization or accidental trespass into the danger area, this is particularly important where roadways, pavements or places accessible to the public are involved.

All reasonable and practicable steps will be taken to prevent the fall of materials or accidental spillage's.

Safety helmets, gloves, foot protection and eye protection will be worn wherever there is a risk of injury from falling materials etc.

Riding on lifts, hoists, fork trucks, Buckets etc. is strictly forbidden and could result in disciplinary action.

Safety checklist for Gin Wheels, Pulley's etc: -

a) Make sure the equipment holds a current test certificate in line with the PUWER and LOLER Regulations is fixed firmly to a secure anchorage, to prevent displacement.

b) Only use proper hooks designed to prevent displacement of the load or a hook fitted with a safety catch strong enough to retain the load if it is snagged DO NOT USE BENT REINFORCING RODS OR OTHER MAKESHIFT HOOKS.

c) Ensure there is a safe working platform, free of obstructions, where the hook can be loaded and unloaded.

Safety checklist for Mobile Cranes

a) Make sure that the crane is able to lift the heaviest load at the right radius with capacity to spare. Small enough to get on and off site and to operate within the site safely.

b) Check that the crane test certificates are up-to-date Test and examination must have been carried out within the last 12 months; thorough examination of lifting gear must have taken place within the last 6 months.

c) Make sure that the crane is fitted with an Automatic Safe Load Indicator and it is in good working order and that the driver is competent to operate the crane being used.

d) Site the crane so that the driver has a clear view, (if the drivers view of the lift is obstructed in any way a competent Banksmen must be provided) the crane is well away from excavations, overhead cables, buildings etc. or there are clear safety markers in place to prevent accidental contact. Ensure that the ground can take its full weight and its load and that there are no voids such as drains, cellars etc. that could collapse suddenly.

e) Check that the load is correctly slung (a trial lift may be required to ensure the load is lifted evenly) and that the lifting gear is protected from damage.

f) Ensure that that site personnel can not be trapped or struck by the load, the machines counterweight or the body of the crane, if there is any doubt fence off the lift area and exclude all personnel not involved in the lift from the danger area.

Safety checklist for Hoists

a) Set up controls so that the hoist can only be operated from one position, where the operator can see all landing levels from the operating position.

b) Prevent people being struck by the platform or other moving parts or falling from height by enclosing the hoist way at ground level, all work platforms and window openings etc.

c) Provide gates at all levels and ensure that they are kept closed when not in use, ensure gates can not swing freely exposing the hoist way, ensure there are no gaps at the edges of hoist platforms through which people or materials could fall through.

Safety checklist for Hoists (continued)

d) Stop loads from falling from platforms by ensuring that wheelbarrows and containers are not overfilled, that wheels are securely chocked, loose loads are not loaded onto the hoists unless the hoist has an enclosed platform

e) Make sure that the hoist is erected by trained operators to manufacturer instructions and secured to the structure, the hoist operator is fully trained in its use, that loads are evenly distributed on the platform. Inspect hoist after erection, substantial alteration or repair, and at six monthly intervals, record all results. UNDER NO CIRCUMSTANCE SHOULD ANYONE RIDE ON A GOODS HOIST.

All lifting equipment (from gin wheels to cranes, including hoists, diggers etc.) and lifting gear (Strops, eyes, etc.) are now subject to the Provision and use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Testing and examination of equipment is a mandatory requirement. All lifting equipment must be thoroughly tested and inspected by approved, certified testers at least 12 monthly and all lifting gear must be tested and inspected by approved, certified tester at least 6 monthly.

A visual inspection by a competent person must be carried out prior to using the gear to ensure that accidental damage has not occurred since last official examination. Out of date, damaged or suspect equipment must not be used under any circumstances. Report out of date, damaged or suspect equipment to your Supervisor and use safe, approved alternatives.

All lifting equipment purchased after 5th December 1998 must comply in full with the requirements of PUWER and LOLER regulations. Some equipment in use prior to 5th December 1998 may have until 5th December 2002 to comply with the requirements of Part III of PUWER with regard to roll over protection (refer to Guidance 11 of his Manual).

All equipment to be identified with a unique number and dated stamped/colour coded to identify the date of last inspection and the date of next inspection. Comprehensive records must also be kept to clearly identify equipment and dates of inspection requirements. Damaged or equipment failing inspection must not be used and must be disposed off in an approved manner, unique records must show that the equipment has been scrapped.

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Guidance 12 – Building and Civil Engineering Operations

It is the responsibility of The Company to ensure that all building works and works of engineering construction are carried out in accordance with the Acts and Regulations applicable to that type of work.

Particular attention must be given to scaffolding, working platforms and excavations with the provision of appropriate guard-rails, toe boards and protective guards at work places, gangways, storage areas etc. to prevent as far as is reasonably practicable, persons, plant, machinery, tools or materials falling from higher levels.

Used materials must be stored correctly and safely and not left in a condition, which could become a source of danger (e.g. pieces of timber with nails projecting from the surface).

Materials or other articles (such as tools, waste materials etc.) must not be thrown or dropped from high levels such as scaffolding, work platforms, roofs etc. under conditions where they are liable to cause accidental injury, but must be lowered to ground level or safely transported by some other handling method thus reducing the risk of injury to persons working or passing at lower levels.

As a general rule all building operations and works of engineering construction should be considered to be head protection areas, where suitable hard hats must be worn at times of risk, unless the main contractor and/or The Company specify specific areas of the site where the wearing of head protection is mandatory, this directive should be strictly enforced and anyone not complying should be removed from the specified area.

Where The Company undertakes short term contracts (less than 30 days or 500 person days long) which may have risks to the Health and Safety welfare of the employees, or anyone else who may be affected by the work (such as deep excavations, scaffolds etc.), then it is the responsibility of The Company to inform the Safety Officer of the work, so that the site can be registered and the Safety Officer can commence site visits, as appropriate, for the duration of the contract. The Safety Officer will confirm registration and commencement of site visits by letter.

It is the responsibility of The Client / CDM Coordinator to notify the HSE of all contracts estimated to take 30 days or 500 person days or longer to complete, so that the appropriate form F10 or equivalent, required under the Construction (Design and Management Regulations 2007), can be registered with the appropriate regional offices of the Health and Safety Executive.

Guidance 12 – Building and Civil Engineering Operations (Continued)

It is the responsibility of The Company to ensure, as far as is reasonably practicable, that the site is secure at all times from danger including outside of normal working hours, and that all reasonable and practicable steps have been taken to stop children and members of the public endangering their Health and Safety welfare by having access to scaffolding, work platforms and other structures on the site, falling into deep excavations or through holes in floors etc. come into contact with hazardous substances or be able to use or operate Plant or Work Equipment left on the site. (Hand held equipment and small plant should be locked away in a secure store, large plant and equipment should be 148rganizatio at the end of a work shift).

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Guidance 13 – Excavation Work

It is the responsibility of The Company to ensure that all excavation work is carried out in a manner that is safe and complies with the requirements of the CDM 2007 and other relevant legislation.

Prior to commencement of work on any excavation work The Company, as Principal Contractor should consult with the Client, the Planning Supervisor, other Contractors and the local Council Authority representatives.

Before commencement of excavation works, a Risk Assessment must be carried out to determine how the work is to be done (by machine or hand digging methods etc.) and plan what precautions are required to prevent: -

a) The collapse of the sides or roof of the excavation

b) Materials falling onto people in the excavation

c) People, or vehicles falling into the excavation

d) Undermining nearby buildings or other excavations

e) Damage to underground services

Ensure that all the safety equipment, such as trench sheets, props, baulks, jacks etc, are on site before the work starts. That the site supervisor is made aware of any site information such as soil tests, trial holes, general soil conditions likely to be found etc. so that safety precautions can be put into practice.

Prevent the sides of trenches or pits from collapsing by either battering back the sides to a safe angle or supporting them with sheeting or a proprietary support system. Install supports as the work progresses; never work ahead of the supports.

Prevent people, materials or vehicles from falling into excavations. All Excavations must be protected by secure guard-rails and toe boards, all excavations should be clearly identified as danger areas by the use hazard warning signs, barriers and be either completely covered over with a secure cover or fenced off and clearly illuminated by sufficient hazard warning lights or lamps throughout the hours of darkness. Do not allow vehicles to pass close to the edges of the excavations, as this could collapse the sides. Where necessary use clearly visible baulks or barriers to keep vehicles from edges. Where vehicles are used to excavate or tip materials, prevent them from over-running into the excavation by the provision of stop blocks, additional strengthening of the sides may also be required.

Guidance 13 – Excavation Work (Continued)

Throughout the period of excavation works, the site must be kept clean and tidy, spoil heaps to be kept low and well away from the edge of excavations, loose tools or equipment must not be left around the excavation site where they could become trip or fall hazards, access routes, roadways, gangways, or the working area must not be obstructed.

A safe access and egress must be maintained at all times. Ladders or other means of escape must be provided. All operatives working inside the excavation should wear Head protection; this is mandatory for excavations of 2 metres or over deep.

Inspections and examinations of excavations must be made by a competent person every day or at the start of every shift (this includes excavations, shafts, tunnels, on tunnel working faces etc.). Excavations should also be inspected after any event, which may have affected the strength or stability, or after an accidental fall of rock or earth. Records need not be kept of daily examinations although notes in a daybook or site diary are recommended.

Excavations on landfill sites must be tested for gas emissions, toxic materials etc. monitoring equipment with audible alarms to be located in the work area. Confine Space Safe Systems of Work must be implemented.

Thorough examination of every excavation must be carried out after an explosive charge has been fired. No one should work in the excavation during blasting operations or until this action has been completed. A record of these examinations must be made in the official register HSE Form F91 (Part 1 section B) or equivalent.

Where excavation operations are of short duration, it may not be practicable to keep records on site, in these circumstances the examinations must be carried out by a competent person and the record must be completed within 24 hours.

The Company is responsible for ensuring that the excavation works do not undermine nearby buildings, walls, scaffolds or other excavation works on or near the site, which could cause the structure or excavations to collapse, endangering persons working in the trench or near the building etc. Before digging commences decide if extra support for the structure or nearby excavation is required, site surveys and specialist advice of structural engineers may be required.

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Guidance 14 – Highway Engineering Work

This guidance covers safety aspects on all road works, and applies to new highway construction and the resurfacing or reconstruction of existing highways. Many of the safety aspects may also apply to other resurfacing works such as playgrounds, tennis courts, car parks etc. in fact any surface constructed of concrete and mortars, bitumen, pitch or tar such as hot rolled asphalt, cold asphalt, bitumen-macadam, tar macadam and bitumen's and tars in cold or hot liquid spray form. Other works covered include the use of water-bound macadam and epoxy resins, the burning off and planning of existing road surfaces etc.

The majority of road works will be subject to the CDM 2007, which requires the appointment of a CDM Co-ordinator to ensure the preparation of a Pre-tender Health and Safety Plan containing details of identified hazards. Associated Safe Systems of Work, Site Rules etc. should be included in the Developed (Construction Phase) Health and Safety Plan, which the Principal Contractor must ensure is sufficiently developed before the work commences.

Prior to commencing work on any highway construction, maintenance or repair work, including resurfacing, white lining, kerb laying etc. it is the responsibility of The Company under the New Roads and Street Works Act 1991 to ensure that a minimum of seven working days notice is given to the Street Authority and that:

(a) The requirements of the County Council Highways Department are complied with at all times, with special regard to.

(b) The Health and Safety welfare of the employees, members of the public and other highway users who may be affected by the acts or omissions.

(c) Adequate provision of traffic safety measures in line with Chapter 8 Safety at Street Works and Road Works published by HMSO, are complied with in full.

All plant and equipment is to be maintained in safe working condition and copies of valid inspection certificates are provided, as required, to the customer and/or County Council Authorities etc. where appropriate.

It is the responsibility of The Company to establish the presence and location of all underground electrical cables, drains, sewers, pipes, gas, water mains, telephone lines, overhead power lines, etc. that could be affected by the operation, plant or machinery prior to starting work and to take adequate precautions to protect, as far as reasonably practicable, such services.

Roadwork's must be supervised by a supervisor holding Certificate of Competence under the Street Works (Qualifications of Supervisors and Operatives) Regulations 1992 and, from August 1997, there must be on site at least one certificated operative at all times.

Guidance 14 – Highway Engineering Work (Continued)

Simple planning and common sense Safety Precautions will reduce accidents on road works, it is therefore essential that all operatives wear the following PPE at all times: -

a) Clean yellow or bright orange overalls or other conspicuous clothing conforming to BS EN 471.

b) Reflective jackets with horizontally retro-reflective stripes should be worn at night or in poor light conditions.

c) Stout heat resisting soled boots with steel toecaps.

d) Suitable gloves to protect the operator against heat, burns, oil, bitumen and concrete etc.

e) Safety helmets, preferably brightly coloured.

f) Suitable protective clothing to protect operators from adverse weather conditions such as wet, cold etc.

g) Eye protection, hearing protection and dust masks should be worn on an as required basis to meet short-term risks associated with the works.

The Work at Height Regulations 2005 require that precautions must be taken to prevent persons or plant falling into excavations and that vehicles and pedestrians can move safely, particularly where the public is involved. This will in general mean that continuous rigid barriers must be erected around designated footpaths to protect pedestrians from moving traffic, excavations and plant etc. Guardrails should be at least 950mm above the ground and there should be toe-boards or another rail at least 150mm above the ground. Guards around excavations will also require an additional guard rail or other barrier must be fitted so that there is no gap greater than 470mm in height.

All road-works should be enclosed by a safety zone; adequate signs must be posted to warn other road users of the hazards etc.

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Guidance 15 – Overhead Electrical Power Line Dangers

Before commencing work in the proximity of overhead electrical power lines it is the responsibility of The Company to consult with the Electricity Board in order that the proposed work can be fully discussed, planned and adequate time allowed for the possibility of diverting power lines, making power lines dead, erecting barriers that clearly define the safe working area or take any other safety precautions that need to be taken.

Plant and materials are an obvious source of risk, particularly in the erection or taking down scaffolds, handling long metal sheets, roof working, handling long ladders, lifting operations using a crane or other high lift machinery, tipper lorries, large plant or machinery access etc.

Guidance Notes GS6 titled “Avoidance of Danger from Overhead Electric Lines” published by the Health and Safety Executive and obtainable from HMSO, is recommended to all persons likely to be working in the close proximity of overhead electric lines.

Where possible all work likely to lead to contact with overhead lines should be done in an area well clear of the lines. In some cases it may be possible to alter the work to eliminate the risk, e.g. using shorter length scaffold tubes, ladders etc. so that the overhead line can not be reached.

As a general safety rule, no vehicles, plant or equipment should operate closer than 15 metres of overhead lines suspended from steel towers or 9 metres from overhead lines suspended from wooden poles.

In cases where it is necessary to approach closer than these guidelines the lines must be made dead or barriers must be erected to prevent accidental contact or arcing across. Where work must take place close to overhead lines, detailed precautions must be discussed with the service provider and their advice must be adhered too. Work close to railway lines, where the work is likely to encroach onto railway property must be discussed with the railway operator and trackside safety training may be required.

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Guidance 16 – Working In Confined Spaces

Confined Spaces Regulations has been issued by the HSE and applies to all premises and work situations in Great Britain that are subject to the Health and Safety at Work etc. Act 1974 with the exception of diving operations, any place below ground in a mine or to the Master and crew of a sea going ship or to the employer of such persons in respect of the normal ship board activities carried out solely by the crew under the direction of the master. Where an operation involves a ships crew and shore-side workers working together aboard ship the regulations will apply in full.

The term “confined spaces” relates to a variety of workplaces which have limited access and potentially inadequate ventilation, they include tanks, pits, vats, ducts, underground chambers, cellars, sewers, roof or ceiling spaces etc. in fact any place that may trap hazardous concentrations of toxic, flammable gases, dusts or vapours or could become deficient in oxygen. This can be caused by the work being done (e.g. using brazing or welding equipment that could give off fumes that are toxic or deplete oxygen levels by burning up the oxygen levels in the space); the materials being used (e.g. using a material that gives of fumes that could be toxic or deplete the oxygen levels in the space); material or substance previously stored in the space (e.g. gases or liquids such as petrol, sewage etc); come from external sources of contamination (such as exhaust fumes from engines etc.) or even be caused by the person occupying the space using up the breathable atmosphere.

The Management of Health and Safety at Work Regulations 1999 and the Confined Spaces Regulations 1997 require that a Risk Assessment be carried out prior to commencement of work. Placing the priority on identifying measures that will avoid the need to carry out work in a confined space. If it is not reasonably practicable to carry out the work without entering the confined space then the following actions must be implemented.

The Company has a duty of care to ensure that there is enough ventilation to make the air in the confined space fit to breathe and all work is carried out to the requirements of the Confined Spaces Regulations, the Management of Health and Safety at Work Regulations, COSHH Regulations, PPE Regulations, etc.

No one should enter a confined space unless the responsible person has signed the Permit, signifying that all safety checks have been carried out. The first consideration must always be: -

a) Can the work be done without going into the confined space or can the work area be altered to make it permanently safe to work in.

b) If it is not practicable to carry out the work without entering the confined space then it is necessary to determine the level of risk associated with the work and implement a safe system of work to reduce those risks to the lowest possible level.

Guidance 16 – Working In Confined Spaces (Continued)

A “Safe System of Work” or “Permit-to-Work System” and a Risk Assessment for confined spaces work should detail the risks and the precautions required to be taken to reduce those risks to a suitable level.

It is the responsibility of The Company to provide training, instruction and information as necessary to ensure, so far as is reasonably practicable, the Health and Safety welfare of his employees. Training should be provided for the Supervisor or person in charge, the personnel expected to enter confined spaces, the personnel acting as attendants and a rescue team. This training should include: -

a) Observance of the Permit to Work system

b) Inform the employees of the dangers and the safety precautions and procedures to protect their health and safety welfare

c) Instruction on types and use of breathing apparatus (including care and maintenance)

d) Instruction in the use of atmospheric testing equipment

e) Rescue procedures, (including the correct use and maintenance of equipment)

f) Instruction in first aid treatment (including resuscitation techniques)

g) Instruction in the correct use of fire fighting equipment

h) Instruction in emergency procedures

i) Instruction in the use of a mobile radio (where applicable)

All training records to be recorded on personnel records and form part of the Company’s Health and Safety System.

There should always be someone stationed outside the confined space to keep watch and communicate with those working inside space, raise the alarm in an emergency and take charge of rescue procedures. Practice drills are an essential part of the training; the use of breathing apparatus, Emergency First Aid treatment, together with emergency evacuation procedures should be regularly 156rganizat. Refresher courses should be given on a regular basis.

Guidance 16 – Working In Confined Spaces (Continued)

Check that the entrance to the confined space is large enough to allow workers wearing all the necessary safety equipment to climb in and out easily. The minimum size of entrance into a confined space should not be less than 460 x 410mm for rectangular or oval manholes, and not less than 460mm diameter for circular manholes.

Before entry, ventilate the space as much as possible, test the air inside the space and only enter after atmospheric testing has been carried out by a competent person and he/she is satisfied that it is safe to enter.

Never use oxygen to sweeten the air in a confined space. Oxygen enriched atmospheres are very dangerous, ordinary substances such as grease, oil, paint, plastics, textiles, paper and wood become highly flammable and even self-ignite, naked flames or sparks from electrical equipment could cause explosions.

If there is a flammable risk, the space must be ventilated until it is safe. When selecting work equipment, remember heat or sparks from electrical or other equipment could ignite flammable vapours, so either specialist equipment or air-powered tools may be required. The risk from flammable vapours is very high when working on tanks that contained petrol or other highly flammable liquids. Use of specialist contractors should be considered under these circumstances.

Where a Confined spaces Permit-to-Work system is required. This document should be prepared by a competent person who is familiar with the work procedures, the hazards and all necessary precautions needed to be taken, and who has carried out a thorough assessment of the work to be done. The Permit gives written authority for the confined space to be entered and the work to start. It lays down time constraints and sets out a correct sequence of work and the precise way in which the work is to be done. It includes the safety checks to be made and all precautions that should be taken. No one should enter a confined space unless the responsible person has signed the Permit, signifying that all safety checks have been carried out.

Ensure, as far as reasonably practicable, that deposits or liquids in tanks and pipes are cleared away before entry these deposits or liquids could produce toxic or flammable vapours if they are disturbed during the work.

If the air inside the space cannot be made fit to breathe because of a toxic risk or lack of oxygen, workers must wear breathing apparatus.

Workers inside confined spaces should wear rescue harnesses, with lifelines attached, which run back to a point outside the confined space.

The employee has a responsibility to work strictly to the instructions laid down in the Permit to Work, should observe No Smoking restrictions; should not use naked flames in or near confined space operations unless given 159rganization159 to do so by the person in charge; should only use special tools and equipment provided in atmospheres that are likely to be highly flammable or explosive; and observe all safety precautions.

Potential Risks: -

- **Y** Previous contents of tank – toxic or flammable gases or vapour
- **Y** Residue of material in tank – disturbing residue could release dangerous gases, fume or vapours
- **Y** Contamination from adjacent plant, processes, surrounding land etc. – gases or liquids may have leaked into the tank from nearby plant or process operations landfill site etc
- **Y** Oxygen deficiency or enrichment – any deviation from normal oxygen levels of 20.8% of air content must be investigated, enriched atmosphere is highly flammable/explosive, depleted atmosphere will cause breathing difficulties, impaired mental ability, loss of consciousness and death
- **Y** Hazards associated with the work being done in the tank – Cleaning chemical fumes or reaction to contents of tank producing toxic/flammable gases etc. Sources of ignition such as welding, electrical hand tools, lighting etc. igniting residual gases etc. or burning off oxygen, thus reducing breathable atmosphere
- **Y** Ingress of substances into the tank – risk of liquids, gases, raw material, water or steam etc. entering the tank from nearby processes and services caused by the operation of plant or machinery (disconnect supplies to such equipment and lock off controls), automatic delivery of materials normally held in tank, exhaust fumes from vehicle or plant engines migrating into the tank

Safe Working Procedures

- **Y** Eliminate all known sources of danger before implementing a safe system of work for the confined space – ensure that tank is clean and there are no residual gases, vapours or fumes left in tank by carrying out air monitoring tests (these tests to be carried out from outside of the tank, under no circumstance should competent tester enter the tank
- **Y** Implement a Safe System of Work and Permit to Work Scheme – implemented and administered by a competent Site Supervisor.

Safe Working Procedures (Continued)

Appoint a competent Site Supervisor who is experienced in confined space work operations.

Y Ensure that all operatives involved in the confined space work task including back-up team working outside of the tank are fully trained in the type of work and for working in confined spaces and that they have been provided with adequate information and instruction about the work and the risks associated with the work.

Y Establish a standard, adequate communication system to enable those within the tank to communicate with each other communicate with those outside of the tank and summon help in the case of an emergency. The communication system must take into consideration that those persons working inside the tank may be wearing breathing apparatus. Communication devices must also be suitable for use in potentially flammable/explosive atmospheres.

Y Testing/monitoring the atmosphere within the tank will be required to ensure that there are no hazardous gases, fumes, or vapours present, check the concentration of oxygen levels. Testing should be carried out prior to each entry into the tank and monitored throughout the period of persons working within the confined space. The type of testing/monitoring equipment to be determined on the circumstances and knowledge of possible contaminants. Suitably calibrated chemical detectors may be appropriate for toxic or asphyxiating atmospheres but special equipment to monitor flammable/explosive atmospheres may be required. Testing procedure should test the oxygen content first, followed by flammability testing and then testing for toxic gases, fume, vapour or dust. Additional tests may be required for the presence of contaminants in liquid, or solids present in the tank. Testing to be carried out by a person competent in using the equipment, assessing the risks indicated and interpreting the results and taking any necessary action. Records of test results and findings to be kept.

Y Where the risk assessment has identified that toxic or flammable gases, vapours, fumes etc. are present purging of the tank may be necessary, purging of toxic gases etc. can be done using compressed air or inert gases but where flammable gases etc. are present only inert gases can be used. If purging of the tank is necessary precautions must be taken to protect all persons who may be affected by the vented gases. Breathing apparatus will be necessary for personnel working on the purging process.

Safe Working Procedures (Continued)

- **Y** Mechanical ventilation of the tank will be required to provide sufficient fresh air for persons working within the tank. Air used for venting must be drawn from areas that are not contaminated by used air or other pollutants. Under no circumstance must oxygen be used to sweeten the atmosphere within the tank, enriched atmospheres are highly flammable and explosive and can be liable to spontaneous combustion if it comes into contact with substances such as grease etc

- **Y** Removal of tank residues may be required if the tests show that the residue contains hazardous gases etc. that can be released if disturbed or if heat is applied to them. The same confined spaces safety procedures will apply to this work

- **Y** Isolate the tank from possible ingress of gas, fume, liquid etc

- **Y** If the tank contains mechanical or electrical equipment, this equipment must be disconnected from power supplies, separated from the equipment and all controls effectively locked off, regular checks to be carried out to ensure that safety measures are being observed and are effective

- **Y** Any work equipment provided for use within the tank must be suitable for the purpose, where there is a risk of a flammable gas etc. leaking into the tank that could be ignited by sparks from electrical sources such as portable hand tools lamps etc. specially protected equipment must only be used

- **Y** As far as reasonably practicable confined space working should be made sufficiently safe to ensure that Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) is not required. If PPE or RPE is required it must be suitable for the work being undertaken and for working in confined spaces. Necessary PPE could include safety harnesses and rescue lines and suitable breathing apparatus

- **Y** Safe access and egress routes into the tank must be maintained at all times and kept clear of trailing leads, tools and equipment

- **Y** Gas cylinders, petrol or diesel powered equipment should not be used in confined spaces, special precautions will be required if hot work processes are required to be carried out inside the tank

- **Y** Flammable or combustible materials must not be stored within the tank and combustible or flammable waste material build-up must be cleared as soon as possible.

Safe Working Procedures (Continued)

- **Y** Adequate, safe lighting must be provided for all work within the tank
- **Y** Adequate safety measures must be taken to prevent build-up of static electricity; earth bonding of equipment may be necessary. Anti static footwear and clothing is recommended for work wear in confined spaces
- **Y** Strictly NO SMOKING within the tank. No smoking exclusion zone to be extend for approximately a 10 metres area around the confined space work site
- **Y** There may be a need to limit the time period that a person can work inside the tank due to heat, use of breathing apparatus etc
- **Y** All work within the tank will be subject to a Permit to Work Scheme, administered by the Site Supervisor and each permit will only be valid for the period stated on the form, in any case this period will not exceed the day of issue. Permits to work must be cancelled by the Site Supervisor on completion of the work task, at the end of a work shift or at the end of the designated safe period of work stated on the permit
- **Y** The Site Supervisor must assess the suitability of the persons entering the tank this includes the physical size of the person, is the person claustrophobic, are the physically fit, do they have respiratory problems such as asthma which could affect their ability to use breathing apparatus etc

Emergency Procedures

- **Y** Suitable rescue equipment will be provided in line with the findings of the risk assessment and all site personnel will be instructed and trained in the use of the equipment.
- **Y** Rescue equipment is likely to include Safety harnesses, rescue lines, lifting equipment, resuscitation equipment, and additional sets of breathing apparatus and first aid kit
- **Y** All site personnel to be instructed in how to raise the alarm call emergency services, trained in rescue techniques.
- **Y** Under no circumstances should personnel outside the tank try to rescue persons inside the tank unless they have been trained in rescue procedures and are wearing the correct PPE to ensure that they will not be overcome by the same conditions as those being rescued.

Emergency Procedures (Continued)

- **Y** Advice on Fire Safety precautions and measures should be obtained from the local fire service. Appropriate fire extinguishers to be kept close to the tank entry point
- **Y** First Aid equipment to be provided and a fully trained first aider trained in resuscitation techniques will be on site at all times. In general the site first aider should not work inside the tank

Training

- **Y** Training should include the following as appropriate
- **Y** Likely causes of emergency
- **Y** Use of rescue equipment and PPE
- **Y** Check procedures for equipment and wearing of equipment
- **Y** Function testing of equipment, defect identification and action to be taken
- **Y** Site emergency procedures
- **Y** Instructions on how to shut down relevant plant and equipment
- **Y** Resuscitation procedures
- **Y** Emergency first aid procedures and use of first aid equipment
- **Y** Use of fire fighting equipment
- **Y** Liaison with local emergency services in the event of an incident
- **Y** Rescue procedures and techniques training and practice

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Guidance 17 – Working with Electricity

It is the responsibility of the Company to ensure, as far as reasonably practicable, that all electrical work is carried out and complies with the Health and Safety at Work etc. Act 1974, Electrical Equipment at Work Regulations 1994, Electricity at Work Regulations 1989 and all other relevant legislation.

It is the responsibility of The Company to ensure, as far as is reasonably practicable, that only trained, certified and competent electrical engineers are allowed to work on electrical installations. Personnel under training are only permitted to work on electrical installations under the direct supervision of a suitably qualified electrical engineer who will be responsible for ensuring that all work carried out is to the correct safety standard.

It is the responsibility of the Company to ensure, as far as is reasonably practicable, that there adequate working space, safe means of access and egress are maintained at all times and that adequate lighting is provided on all electrical installations that are to be worked on.

Work should not be carried out on live equipment unless it is not practicable to do the work in any other way. In such cases, only fully trained, competent persons, a proper safe system of work and all other suitable safety precautions to protect the operator and/or anyone else who may be affected by the work have been taken.

During maintenance operations warning signs, and/or a responsible person stationed at the isolation switch for the equipment during the work period should be standard practice. Where practicable, the removal of fuses and/or the use of lock switches to prevent accidental switching on of the electrical supply are good safety practices. Care should be taken to ensure that there is not a secondary source of supply connected to the equipment being maintained.

It is the responsibility of the Company to ensure, as far as is reasonably practicable, that all portable electrical equipment is regularly checked and examined to ensure that it is safe to use. This includes personal tools and equipment (including radio's, electric kettles etc.) supplied by the operators.

Where possible, eliminate the risk of electric shock from hand held tools by using cordless tools or 110 voltage tools which are centre tapped to earth so that the maximum voltage to earth should not exceed 55 volts. For other purposes such as lighting etc. still lower voltages are recommended.

If mains voltage equipment has to be used Trip Devices such as Residual Current Devices (RCD's) rated at 30 mA with no time delay must be installed and protected from moisture, dirt, vibration and damage. They should be checked daily by operating the test button. Mains supply equipment should only be used in dry, indoor sites where the risk of damage from heavy or sharp materials and exposure to water (including rain water) is reduced.

Guidance 17 – Working with Electricity (Continued)

All portable equipment should be checked regularly for accidental damage everyone using electrical equipment should know what to look for and how to carry out a simple visual inspection, this check can detect about 95 percent of faults or damage. Check that: -

a) No bare wires are visible

b) The cable covering is not damaged (cuts and abrasions apart from light scuffing)

c) The plug is in good condition that the casing is not cracked, pins are not bent, and the Keyway is not blocked with loose material

d) There are no taped or other none standard joints in the cable

e) The outer cable covering is clamped where it enters the plug or equipment (you should not be able to see the coloured insulation on wires)

f) The outer casing of the equipment is not damaged or loose and all screws are in place

g There is no signs of overheating or burn marks on the cable, plug or equipment

h) The trip devices are in good working order (check by pressing the test button)

i) Check equipment immediately after any maltreatment has occurred (such as the equipment has been dropped, exposed to water or any other treatment that may affect its safe function or operation). Any damage should be reported immediately to the person in charge and the equipment withdrawn from use until repairs are affected

It is a requirement of County and Borough Councils and other organisations for contractors to comply with British Standards and requirements and it is the responsibility of the Company to ensure that these requirements are maintained.

It is the responsibility of the Company to submit Safety Procedures and if necessary, permits to work, to the customer, Council Authorities etc. for approval prior to commencing any electrical work.

Particular care must be exercised when using electrical equipment in potentially explosive atmospheres, only specially certified electrical equipment should be used, the equipment should be clearly identified with the appropriate distinctive EC mark.

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Guidance 18 – Training

It is the responsibility of the Company to ensure that, as far as is reasonably practicable, all managers, supervisors and employees are trained in accordance with the specific training requirements and regulations relating to all aspects of the work they are reasonably expected to undertake.

It is the responsibility of the Company to ensure that all employees are given adequate Induction Health and Safety Training on recruitment, on exposure to new or increased risks relating to transfer to new work and/or promotion/increased responsibilities, the introduction of new work equipment or modifications to existing equipment, the introduction of new technology, introduction of or changes of systems of work, commencing work on a new site.

It is the responsibility of the Company to ensure that all sub-contractors and self employed workers comply to the training criteria of this Code of Practice and that they are fully conversant with and comply with the standards of Health and Safety required by the Company and are conversant with this Health and Safety Policy and Manual.

All training should be recorded on personnel files and form part of the Company Health and Safety System.

The Company is responsible for ensuring that all personnel including other contractors and sub-contractors are informed of specific site health and safety provisions, safety precautions, and hazards associated with specific construction sites and detailed in the CDM Health and Safety Plan.

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Guidance 19 – Accident Prevention and Reporting

The Site Agent or person in charge of a site should ensure that as far as reasonably practicable that there is (where applicable): -

a) A medical centre and/or First Aid Boxes on site of suitable size for the number of persons working on site at any one time and that a First Aider or person in charge of First Aid is nominated.

b) Where the First Aid facilities are to be provided by the customer or client, ensure that the employees and/or sub-contractors are aware of these arrangements.

c) Where there are several contractors working on the same site, agreement may be made for one contractor to provide all necessary First Aid equipment and First Aiders. Such agreements must be made in writing with copies being retained by all parties and ensuring that all personnel working on site are aware of the arrangements and who to report to in the event of an accident.

Management, Site Agents, First Aid Personnel and Personnel must be made aware of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95), and the reporting procedures. The Regulations apply to all work activities and requires the reporting of work-related accidents, diseases and dangerous occurrences. Not to all incidents require reporting as shown in Appendix 5 of this Manual. RIDDOR '95 replaces five sets of previous Regulation and is designed to simplify what you should report and how to report it.

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents and then help and advise on preventive action to reduce injury, ill health and accidental loss – much of which is uninsurable.

If you are an employer, self-employed or in control of work premises you will have duties under the Regulations. If there is an accident connected with work and:

a) Your employee, or a self-employed person working on your site or premises is killed or suffers a major injury (including as a result of physical violence).

Or

b) A member of the public is killed or taken to hospital.
You must notify the enforcing authority without delay (refer to paragraph 40.11). They will ask for brief details about your business, the injured person and the accident.

Within ten days of the incident you must follow this report up with a completed accident report form (F2508). (A copy of this form is including in the Appendix of this Health and Safety Policy).

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your site or premises suffers injury, which is not a major injury but results in the injured person being away from work or unable to do their normal work for more than three days (including non work days), a completed accident report form (F2508) must be sent to the enforcing authority within ten days.

If a doctor notifies you that your employee suffers from a reportable work-related disease then a completed disease report form (F2508A) must be sent to the enforcing authority. A summary of the reportable diseases is given later, or you can simply ring HSE to check whether a disease is reportable.

In the event of a 'near miss' which does not result in a reportable injury, but which clearly could have done, then it may be classified as a Dangerous Occurrence, which, under RIDDOR, must be reported immediately (refer to paragraph 40.11). Within ten days you must follow this report up with a completed accident report form (F2508).

Self employed persons working on your site or premises and suffering either a major injury or an injury, which means they cannot do their normal work for more than three days, then the Principal Contractor or Main Contractor will be responsible for reporting the incident to the HSE. It is the responsibility of the self-employed person to make sure that the Principal Contractor is informed of the incident.

If self employed persons or a member of the public is injured while they are working on their own premises, or there is a dangerous occurrence there, or if a doctor tells the self employed person that they have a work-related disease or condition, then they need to report it. However, as a self-employed person they do not need to notify the incident immediately but must send in a report form within 10 days.

All deaths, major injuries, over three day injuries, work related diseases and dangerous occurrences should now be reported to the Incident Contact Centre (ICC). You can report incidents in any of the following ways: - by Telephone, by Fax, via the Internet or by post, whichever is most convenient to you.

> The telephone reporting service is available Monday to Friday from 08.30hrs to 17.00hrs (8.30am to 5.00pm. You can still report to your local HSE or Local Authority Offices as appropriate and these reports will be forwarded to the ICC for processing.

(Continued)

Please send Postal Reports to the following address: -
Incident Contact Centre
Caerphilly Business Park
CAERPHILLYCF83 3GG

For Internet Reports please contact www.riddor.gov.uk

Or alternatively link via HSE Web Site www.hse.gov.uk

By Telephone (charged at local call rate): 0845 300 9923

By Fax (charged at local call rate): 0845 300 9924

By email riddor@natbrit.com

Records of all reportable injury, disease or dangerous occurrence must be kept. This record must include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. The record can be in any form you wish (e.g. by keeping copies of completed report forms in a file or recording the details on a computer).

Reportable major injuries, dangerous occurrences and diseases are listed in the Appendix attached to this Health and Safety Policy. If you are unsure of whether an accident, dangerous occurrence or disease should be reported contact the Safety Officer or HSE District Office for further advice.

All accidents must be recorded in the Accident Book, this includes minor accidents (Minor accidents can sometimes turn out to be serious or even fatal if not treated quickly. Infectious diseases such as Leptospirosis, Tetanus, Hepatitis etc. can be contracted through minor cuts or abrasions, Blood clots can result from knocks or falls although there appears to be only minor bruising etc.) Failure to record accidents could lead to prosecution and the person injured may not be able to claim compensation as there is no proof that the injury was caused by a work related incident.

Accidents or incidents should be reported in writing to the Safety Officer. He will assist in determining whether the accident or incident needs to be reported, and if required will make the report on behalf of the Company.

In conjunction with the Partner or Proprietor of the Company the Safety Officer will investigate Accidents, review the Accident Book records and advise on safety measures to reduce accident rates.

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Guidance 20 – Use of Sub-Contractors and Self Employed Workers

This Health and Safety Policy and Manual has been drawn up by The Company in order to acquaint those carrying out work for, or on behalf of The Company, of the minimum standard of safety they are required to maintain at all times.

Where The Company uses a sub-contractor of self employed workers to carry out work on contracts for, and on behalf of The Company, the manager or supervisor in charge of the work must ensure that they are made aware of, and fully understand, the contents of The Company Health and Safety Policy and Manual and are conversant with the relevant Acts and Regulations relating to the work they are to do.

Under the COSHH Regulations sub-contractors are required to submit COSHH Assessments with data sheets and control method statements detailing the safety precautions required to be taken for any article or substance they introduce onto a site that may be a health risk to other employees on site or members of the public in the vicinity of the site.

The Company will incorporate any such data into its site Safety Policy.

Permit to Work Systems, Plant Operators Certification and Approved Codes of Practice will apply to all sub-contractor operations.

The Company, Managers and Site Supervisors have a duty to ensure that all sub-contract employees comply with and co-operate with all statutory Regulations and the Health and Safety Systems and Policies contained in this Health and Safety Policy and Manual.

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Guidance 21 – Certification and Acknowledgements

Council Authorities, Customers or main contractors may require The Company, as a contractor, to sign a Certificate of Acknowledgement of Health and Safety Codes of Practice etc. prior to commencement of contract.

Council Authorities, Customers or main contractors may require The Company, as a sub-contractor to the main contractor, to sign a Certificate of Acknowledgement of Health and Safety Codes of Practice etc. prior to commencement of work on site.

It is the responsibility of The Company to ensure that all such Certificates are checked and, if acceptable, signed by an 172rganizati person and returned to the appropriate authority, prior to commencement of contract. The Company must retain copies of all such acknowledgements.

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Guidance 22 – Plumbing and Heating Engineering

It is the responsibility of the Company to ensure, as far as is reasonably practicable, that Gas Safe Register are complied with at all times, care must be taken in respect of welding, brazing and solder fumes, particularly in confined spaces or poorly ventilated areas.

The Company must ensure that only fully qualified and approved personnel are used on installation works. For works involving gas appliances, Operatives must be Gas Safe Registered or equivalent for the type of work they are to undertake. Similarly, operatives installing other pipe-work and equipment must have suitable qualifications and training. Unapproved operatives may carry out the work under the supervision of an appropriately approved supervisor and the supervisor will be responsible for testing and approving the installation on completion of the works.

It is the responsibility of the Company to ensure, as far as is reasonably practicable, that L.P.G. cylinders and blowtorches are maintained in good working order and when in use a fire extinguisher will be made available and be readily accessible in the event of an emergency. Cylinders should be stored away from all heat sources (including solar heat) and fuel gases must be stored separately from oxygen cylinders.

Gas cylinders used in welding/brazing operations should be mounted on a cradle, purpose built cylinder stand or tied upright to a solid support (to prevent falls and accidental damage to control groups). Cylinders to be turned off and the keys removed when not in use for long periods and especially at the end of a work shift.

Welding/brazing equipment to be visually inspected by the operator prior to use, for damage, torch and hose connections to be leak tested prior to use, using a soap and water solution, under no circumstances should a naked flame be used for leak detection. Do not use damaged or defective equipment.

Threading machines will be fitted with pipe guards and the equipment to be maintained in good working order.

Hazardous substances such as de-scaling fluid, fluxes, etc. to be used in accordance with the COSHH Regulations and COSHH assessments to be readily available to all personnel who may use them or be affected by them.

Special care should be exercised when working on drains, sewage, stagnant water etc. where there is a possibility of contamination by rat's urine. (See Appendix 1 Leptospirosis or Weils disease). Protective measures against infections are not always possible, as in some cases there are no known protective drugs etc. It is therefore essential to maintain high standards of personal hygiene and wear PPE wherever practicable.

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PREPARED BY		Peter Walker		AUTHORISED BY		John Peck	
DATE	10/01/14	REF No	PO4 – 160	ISSUE No	REV-10	PAGE	160

Never eat, drink or smoke with contaminated hands or when wearing contaminated clothing. Wash thoroughly before eating, drinking, smoking and before and after going to the toilet. Always have cuts and abrasions treated by the first aider regardless of how slight the injury may be. Ensure that cuts and abrasions are fully covered with a waterproof dressing before you start work. Wear impervious gloves to protect cuts and abrasions, etc. Record all accidents in the Accident Book.

Asbestos is subject to strict Asbestos Regulations. Under no circumstances should Asbestos be handled or disturbed in any way by unqualified persons. If a material is found which is thought to be Asbestos, all work in that area must stop immediately and the area securely fenced off to prevent site personnel being accidentally exposed to the potential hazards associated with asbestos, a sample of the material to be sent to a test laboratory for analysis. If the test results are positive a specialist fully trained and certificated, removal contractor will be appointed and the Asbestos material will be removed under controlled conditions and disposed of at a registered, approved waste disposal depot. Special certification will be required for disposal. Work should only proceed after the area has been full tested and declared safe by the specialist contractor and the Company's 174rganizati person.

Other toxic materials or substances, which are found on site, should be dealt with in the same manner as Asbestos, with the same strict control measures in place.

Infection is a common hazard associated with working with drainage and sewage systems. The most common of these are Tetanus (Lock Jaw), Leptospirosis (Weils Disease), Poliomyelitis (Polio), Typhoid, Hepatitis A & B, Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS). HIV and Aids can also be caught from blood to blood contact and contact with infected hypodermic needles; these are often concealed in cisterns, boxes, etc. and may be in sewers.

It is recommended that all plumbing and heating engineers be 174rganizat against Tetanus and Polio, and subject to the approval of the individuals own doctor 174rganization against Hepatitis is also available. Although there are obvious risks of infection when working in contaminated environments the risk is generally considered to be no greater than the normal day-to-day risks to the general public.

High standards of personal hygiene are generally considered to be the best protection against infection hazards. Always wash your hands before eating, drinking or smoking. Always have cuts or abrasions, however slight or minor, treated immediately and cover wounds with impervious plasters, waterproof gloves etc. Record all accidents in the accident book. Refer to Appendix 2 for further information on infection hazards.

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Guidance 23- Gas Safety (Installation and Use)

All premises other than factories and mines are covered by the Gas Safety (Installation and Use) Regulations 1998 (as amended), where gas is supplied through pipes from a supplier to a consumer. This regulation controls all installations and the use of gas and LPG downstream of the service pipe (which generally means downstream from the meter). Duties are placed on employers and employees, installers, gas suppliers and landlords.

Under the Gas Safety (Installation and Use) Regulations 1998, every gas installation business and every self-employed gas installer must be registered on the Gas Safe Register. It is therefore the responsibility of the Company when acting as the main or managing contractor to ensure that all employees are fully trained to carry out installations, servicing, maintenance, removal or repairs to gas systems or appliances. This training should be at least to the standard laid down in Approved Code of Practice: Standards of training in safe gas installation.

It is the responsibility of the Company, when acting as the main or managing contractor, to ensure that all Sub-Contractors / Self-employed personnel, carrying out work for and on behalf of the Company which is subject to the Gas Safety Regulations are appropriately trained and on the Gas Safe Register for the type of work they are to undertake.

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Guidance 24- Special Regulations for Persons Under 18 Years of Age

The Health and Safety (Young Persons) Regulations have now been incorporated into The Management of Health and Safety at Work Regulations 1999 and defines a young person as someone who is under 18 years of age and places a duty of care on the employer to protect that person from any risk to health and safety which could expose that young person to risks as a consequence of their immaturity, lack of experience or absence of awareness of existing or potential risks. Therefore the Company should not allow such persons to use high risk lifting machinery unless they have the necessary maturity and competence, which includes having successfully completed appropriate training. During training they may use such equipment providing they are adequately supervised. This supervision should also be provided after training if the young person is not sufficiently mature.

Any person under 18 years of age will be prohibited from operating any plant or equipment such as cranes, construction site hoists, fork lift trucks, diggers, dumper trucks etc. unless they are receiving training under the direct supervision of a qualified, competent person. This also extends to acting as a banksman or giving signals to a crane operator or plant operators.

This restriction applies to all sub-contractors and self-employed workers and it is the duty of the Principal Contractor and the person in charge of site to ensure that these regulations are not broken.

It is highly unlikely that a young person would be sufficiently competent and have adequate experience to be considered as a competent person able to carry out periodic examinations or inspections work equipment or the planning and supervision of lifting operations etc.

No one under the age of 18 years of age who has not completed and passed an approved training course is allowed to operate the following woodworking machinery or cutting equipment

- **Y** Circular saw machines
- **Y** Other machines fitted with a circular saw blade
- **Y** Hand fed surface planning machines
- **Y** Vertical spindle moulding machines
- **Y** Electric or petrol powered disc cutters

Participation in Work Experience Courses with local schools etc. will require strict supervision and planning and Work Experience Placement Procedures must be strictly complied with.

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Guidance 25- Asbestos

There are three main types of Asbestos commonly called: -

Blue Asbestos – Crocidolite

Brown Asbestos – Amosite

White Asbestos – Chrysotile

All are dangerous to health but blue and brown asbestos are known to be more hazardous than white asbestos.

Blue, brown and white asbestos are commonly used as insulating materials, often as pipe insulation, lagging for boilers etc. If this material is found or material is thought to be found, work in the area should cease immediately, the operatives involved should report the find to their immediate supervisor or manager immediately. The supervisor or manager will notify the client or his agent and arrange for a sample of the suspect material to be tested at an approved test laboratory. If the sample proves to be either blue or brown asbestos or asbestos insulation board material, the local HSE Offices must be notified and specialist, registered, asbestos removal contractors must be appointed to remove the material. If the material is white asbestos, but not asbestos/cement sheet material (pipe lagging or similar application) and to remove this material without creating dust is almost impossible, specialist, registered, asbestos removal contractors will need to be employed.

Asbestos Materials, with the exception of white asbestos/cement materials are classified as controlled substances and have their own Regulations, which must be adhered to. This includes Registration with the local HSE Office, 14 day notification period prior to removal, only to be removed by specialist removal contractor, approved by HSE, all waste materials to be disposed of to an 177rganizati waste disposal site, correct 177rganization177 paperwork recording, site address and contractor responsible for removal, transportation receipt document and transportation document, waste disposal depot receipt documentation and waste disposal document must be completed.

There are also regulations in place to ensure that the operatives removing the asbestos are protected, and that other workers are not exposed to risk, this includes isolating the area of asbestos from the rest of the building/site, correct issue and use of PPE, changing room facilities, showers, disposal of contaminated clothing, health surveillance, rigorous testing of the work area before and after removal to ensure that all asbestos dust has been removed, site inspection and certification of clearance on completion.

Where material is suspected to be asbestos an assessment must be made prior to any work being carried out. This assessment is to identify the type of asbestos and the Health and Safety measures that need to be taken to control the threat to Health and Safety welfare.

Guidance 25- Asbestos (Continued)

Only work on Chrysotile white asbestos/cement materials can be carried out by 178rganization, un-certified personnel, providing those personnel have experience and are trained in this type of work and are fully aware of the risks and safety precautions required to be observed throughout the removal process. Full written instructions must be issued for each undertaking.

All work to be carried out to HSE guidance notes HSG 210, L127 and L143.

It is the Company's responsibility to ensure that the Area HSE Office and/or the Environmental Health Department of the local council are informed as required.

The Company will supply all personal protective equipment, including protective overalls, respiratory protection etc. All personal protective equipment should be retained on site; overalls laundered by an approved agency or be of the disposable type and be disposed of as asbestos waste material. Under no circumstances should contaminated clothing or equipment be taken away from site where members of the public, or other employees and families can be exposed to the threat.

Personnel must not wear contaminated clothing or PPE in areas occupied by other site personnel or members of the public. (E.g. in mess rooms, toilets etc.) PPE used in asbestos removal operations should be stored in separate facilities to normal work clothes, PPE etc. thus ensuring that personnel are not accidentally exposed to asbestos hazards.

All waste materials to be disposed of as hazardous waste material, in an approved manner and transported to an approved waste disposal depot in line with Local Authority, Health and Safety and Environmental Regulations. All waste transfer documents to be passed back to the Client / CDM Coordinator.

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Guidance 26 – Construction (Design and Management) Regulations

Introduction

The Construction (Design and Management) Regulations 2007 (CDM 2007) came into force on the 6th April 2007; there was no transitional stage. These Regulations place duties upon Clients, Designers, CDM Co-ordinator, Principal Contractors, Contractors and Workers. These Regulations replace CDM Regulations 1994, Construction (Health, Safety and Welfare) Regulations 1996, CDM Regulations 2000 and Construction (General Provisions) Regulations 1961.

The key aim of CDM 2007 is to integrate health and safety into the management of a project. All the duty holders have responsibilities to ensure that health and safety is taken into account and managed at all stages of a construction contract, including:

- **Y** Concept and Feasibility Stages
- **Y** Design and Planning Stages
- **Y** Tender/Selection Stage
- **Y** Construction Phases
- **Y** Commissioning and Hand-over Stage

Early identification of hazards and their elimination or reduction, ongoing consultation between all duty holders before and during the project and competence of duty holders, is 179rganizati. It is important for duty holders to identify their role and to understand what they and the other duty holders need to do under CDM 2007 and to discharge their responsibilities accordingly.

The following guidance is an outline of the requirements of CDM 2007 based on HSE Publications and other Guidance Booklets (e.g. via Construction Skills web-site) and it is strongly recommended that the duty holders refer to these publications for more definitive guidance.

Types of Client

Domestic Clients: Are people who have work done on their own home or home of a family member (whether for profit or not); they have no duties under CDM 2007. Although the project will not require a CDM Co-ordinator or Principal Contractor, any designers and/or contractors will need to work to relevant parts of the Regulations.

Clients (non-domestic): Are persons who in the course or furtherance of a business seeks or accepts the services of another which may be used in the carrying out of a project for them, or carries out the project themselves (includes businesses, developers, local authorities, school boards, insurance companies, landlords, housing associations, PFI projects, leaseholder groups, etc).

Clients have an influential role. They have the time, money and other resources for the project; they determine who makes up the project team, their levels of competence, date of appointment and function. They determine the information required about the site and the arrangements for its safe management, ensuring sufficient time for work and consultation at each stage. CDM 2007 recognises that many clients may not have this expertise and the other duty holders will help with the role. Clients may employ an agent to act for them. However, Clients **cannot** pass their responsibilities to any other team member or the agent.

Clients Duties Under The CDM 2007 – All Projects

Clients must make sure that:

- **Y** Designers, contractors and other project members are competent and that the roles, functions and responsibilities of each are clear.
- **Y** Sufficient time is allowed for each stage of the project for all to comply with their duties under CDM 2007.
- **Y** They co-ordinate their work and co-operate with all others concerned on the project and there is good communications between all project members.
- **Y** Reasonable management arrangements are in place by reviewing the information provided by other project team members
- **Y** Arrangements have been made for suitable welfare facilities (by the contractor)
- **Y** The completed project will comply with any other Regulations required (E.g. Management of Health and Safety at Work Regulations 1999 for work premises)
- **Y** Relevant pre-construction information has been passed to designers/contractors/ etc. in compliance with Regulation 10.

Clients – Duties Under CDM 2007 – Additional Requirements for Notifiable Projects
If the work will last for more than 30 working days (including weekends and bank holidays if work takes place) or will take more than 500 man-days (E.g.: 50 men for more than 10 days), clients must ensure that:

- **Y** The project is notified to the HSE on Form F10.
- **Y** A competent CDM Co-ordinator is appointed to advise and assist.
- **Y** A Principal Contractor is appointed to plan and manage construction work.
- **Y** Before construction work starts, the Principal Contractor has prepared a suitable construction phase plan and made arrangements for suitable welfare facilities to be present.
- **Y** Health and safety file is prepared, reviewed or updated ready for hand over at the end of the project.

Clients cannot pass any of their duties to another team member or agent

Clients do not have to

- **Y** Plan or manage projects themselves
- **Y** Specify how work is done
- **Y** Provide welfare facilities (but must co-operate with the contractor)
- **Y** Check designs to make sure compliant with Regulation 11
- **Y** Visit site
- **Y** Employ third party to monitor health and safety (though can be beneficial)
- **Y** Subscribe to third party assessment schemes (though can be beneficial)

CDM Co-ordinator – Definition

CDM Co-ordinators – Persons or Companies appointed to advise clients on how to comply with CDM 2007 during a project and ensure that suitable arrangements are made and implemented during planning and preparation for the construction phase. They can combine the Co-ordinator role with another (E.g.: principal contractor, designer, etc.) so long as they can prove competence.

CDM Co-ordinator – Duties Under CDM 2007 (Notifiable projects only)

A notifiable project is a non-domestic project that lasts for more than 30 working days (including weekends and bank holidays if work takes place) or takes more than 500 man-days (E.g.: 50 men for more than 10 days).

The CDM Co-ordinator must

- **Y** Give the Client suitable and sufficient assistance to help them comply with their duties; helping with assessment of designers and contractors, timescales for each stage and for meetings. Ensuring the client is fully aware of his duties
- **Y** Notify the HSE of the project (re-notifying if changes to members/time-scales/etc).
- **Y** Co-ordinate design work, planning and other preparation relevant to health and
- **Y** Safety, compliance with Regulation 11. Ensuring co-operation between designers so that the health and safety aspects of the designs are properly considered and co-ordinated, particularly where the work of different designers overlaps. Conducting design reviews (including contractors where necessary).
- **Y** Identify and collect pre-construction information and advice client if surveys or other works need to be done to complete any gaps
- **Y** Supply the designer and principal contractor of relevant pre-construction information
- **Y** Manage communication on health and safety between client/designer/contractors
- **Y** Advise the client on suitability of construction phase plan and arrangements for welfare
- **Y** Produce health and safety file (or update existing), which must be suitable for future use on completion of the project, making sure that all relevant information is gained from other duty holders and late changes are incorporated. Advice other duty holders of the format in pre-construction information.
- **Y** Review designs for temporary structures (E.g.: scaffolding) and/or late design changes during the construction phase.

CDM Co-ordinators do not have to

- **Y** Approve the appointment of designers, principal contractors or contractors (although normally advise clients on competence/resources)
- **Y** Approve or check designs (although need to be satisfied that elimination of hazards and control of risk is being considered)
- **Y** Approve principal contractors construction phase plan (although have to be able to advise client on suitability)
- **Y** Supervise principal contractors implementation of plan
- **Y** Supervise or monitor construction work

Designers – Definitions

Designer – a person (including Client, Contractor or other person referred to in CDM 2007) who in the course or furtherance of a business either prepares or modifies a design; or arranges for or instructs someone under their control to prepare or modify a design. The design relates to a structure; or a product, a mechanical or electrical system intended for a particular structure. The term "designer" can include anyone who alters a design, specifies particular materials or products, purchases materials (in they have not been specified), interior designers, or anyone who specifies how construction/alterations should be done.

Designers Duties Under The CDM 2007 – For all Projects

Designers must ensure that they are competent and adequately resourced for health and safety issues and check the Clients are aware of their own duties under the CDM 2007.

Designers must consider and assess the potential hazards within their design and its build. Elimination of hazards (where possible) and reduction of risk (where elimination is not possible) must be a part of the design process (with consideration of the severity of the risks). More than one designer may be used, it is vital that they co-operate to reduce any other risks that could arise where the designs meet.

Remaining risks that can be reasonably foreseen must be included in the pre-construction information passed to the client or CDM Co-ordinator. (This should include risks to those building, renovating, repairing, maintaining or cleaning the structure and those other persons who may be affected by such work and can be as notes on drawings, written information with design and / or suggested construction sequences). Designers must co-operate with other project members if during the construction phase temporary structures are required or modifications to the design prove necessary.

Designers Duties Under CDM 2007 – Additional Requirements for Notified Projects

If the work will last for more than 30 working days (including weekends and bank holidays if work takes place) or will take more than 500 man-days (E.g.: 50 men for more than 10 days), designers must ensure that

- **Y** CDM Co-ordinator has been appointed.
- **Y** Only initial design work is done until CDM Co-ordinator appointed.
- **Y** Co-operate with CDM Co-ordinator and other project members, including providing any information needed for as pre-construction information or for the heath and safety file.

Designers do not have to

- **Y** Take into account or provide information on unforeseeable hazards and risks
- **Y** Design for future uses of the structures that cannot be deduced from their brief
- **Y** Specify construction methods (unless design requires a particular construction or erection sequence), or where a competent contractor may need that information
- **Y** Exercise any health and safety management function over contractors or others
- **Y** Worry about trivial risks.

Principal Contractors – Definitions

Principal Contractors are the duty holders who are required to ensure effective management of health and safety throughout the construction phase of the project. Their main duty is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that hazards are identified and risks are properly controlled.

Principal Contractors Duties Under CDM 2007 (Notifiable projects only)

A notifiable project is a non-domestic project that will last for more than 30 working days (including weekends and bank holidays if work takes place) or will take more than 500 man-days (E.g.: 50 men for more than 10 days). Principal Contractors **must** also comply with the duties placed on all contractors under CDM 2007 (see next section). Although only notifiable projects require a written plan, these principles may be relevant to short-term and domestic projects.

Principal Contractors must:

- **Y** Be satisfied that clients know what their duties are, that a CDM Co-ordinator has been appointed and the HSE has been notified before work starts.
- **Y** Ensure they are competent to address health and safety issues likely to arise.
- **Y** Ensure the construction phase plan takes into account pre-construction information, is properly planned, managed and monitored with adequate, competent site management appropriate to risk and activity. It must be available before construction work starts, developed in discussion with others affected by it (or who could affect it), implemented and kept up-to-date as project progresses. The plan **must** be tailored to the particular project. Generic plans that do not contain particular risks known to be on site will not meet the Regulations.
- **Y** Ensure every contractor working on the project is told how much time they have for planning and preparation before starting work in the site.
- **Y** Ensure all contractors have the information about the project they need to carry out their work safely. Provide copies or access to relevant parts of the construction phase plan and any other information promptly.
- **Y** Ensure safe working, co-ordination and co-operation between contractors.
- **Y** Ensure any designers and contractors they engage are competent.
- **Y** Ensure suitable welfare facilities are available at the start of the construction phase (toilets / washbasins / drinking water / mess hut / first aid provision)
- **Y** Take steps to prevent 183rganization entry to the site.
- **Y** Prepare and enforce any necessary Site Rules. Communicate to workers
- **Y** Liase with the CDM Co-ordinator on design done during the construction phase, including design by specialist contractors.
- **Y** Provide the CDM Co-ordinator with any information required for the health and safety file and ensuring it is updated as changes occur.
- **Y** Ensure all workers have had suitable health and safety training, instruction and training and are consulted about any health and safety matters. Site inductions.
- **Y** Display the project notification (in addition to usual safety notices)

Principal Contractor **Do not** have to undertake detailed supervision of contractors' works.

Contractors – Definitions

Contractors are any persons (including a Client, Principal Contractor or other person referred in CDM 2007) who in the course of furtherance of a business, carries out or manages construction work.

Under CDM 2007, anyone who directly employs/engages construction workers or controls / manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises. Duties on contractors apply whether the workers are employees or self-employed and to agency workers without distinction.

Although the main changes in the CDM Regulations relate to the Client, Designer and CDM Co-ordinator, contractors must be aware of their duties under Parts 2 and 4 of CDM 2007, which apply to all construction work, including domestic clients and non-notifiable projects.

Contractors Duties Under CDM 2007 Part 2 – All Projects

Contractors must:

- **Y** Check clients are aware of their duties (domestic clients have no duties)
- **Y** Be satisfied that they and anyone else employed or engaged are competent
- **Y** Plan, manage and monitor their own work to ensure that works under their control are safe; effort should reflect the risks involved and known abilities of the workers. If one contractor is overseeing work for a domestic client, they should ensure that all contractors on site talk to each other and their work is co-ordinated.
- **Y** Ensure any contractor appointed or engaged to work on what project is informed of amount of time allowed for planning and preparation
- **Y** Provide workers under their control (whether employed or self-employed) with all necessary information (including relevant aspects of other contractors work), and site induction (if not provided by a Principal Contractor on notifiable project) that they need to work to safely; to report problems or respond appropriately in an emergency. Induction must include site-specific information.
- **Y** Ensure any design work they do complies with Regulation 11
- **Y** Comply with any requirements listed in Schedule 2 and Part 4 of CDM 2007 which apply to the work they are doing
- **Y** Co-operate with others and co-ordinate their work with others working on the project
- **Y** Ensure the workforce is properly consulted on matters affecting their health and safety
- **Y** Obtain specialist advice (E.g.: from structural engineer) where necessary when planning high-risk work (E.g.: alterations that could result in structural collapse)
- **Y** Comply with duties of a designer if involved in any design work (including temporary works)

Contractors Duties Under CDM 2007 Part 4 – All projects

General duties on construction sites are:

- **Y** Ensure site is a safe place to work with suitable and sufficient access, egress and working space. Properly maintained. Account for machinery in risk assessments
- **Y** Ensure good order and site security. Clean, tidy site; secure from trespass. Timber or other materials with nails protruding must not be left lying about.
- **Y** Ensure stability of structures (inc temporary structures). Stable structures that are not overloaded or misused and regularly inspected, as required.
- **Y** Ensure safety when doing demolition or dismantling. Written arrangements.
- **Y** Ensure safety if using explosives. Storage, transport, usage.
- **Y** Ensure safety of excavations, cofferdams and caissons.
- **Y** Provide reports on inspections of excavations, cofferdams and caissons. At correct intervals and provide report within 24 hours of inspection. Stipulated information now required on all inspection reports.
- **Y** Ensure safety of energy distribution installations.
- **Y** Take steps to prevent drowning. Prevent falls into water and provide rescue kit.
- **Y** Ensure safety of site traffic routes. Safe and well signed.
- **Y** Ensure safe use of vehicles on site. Loading/unloading and safe stopping points.
- **Y** Ensure prevention of risk from fire, explosion, flooding or asphyxiation.
- **Y** Ensure emergency procedures are suitable for foreseeable hazards and emergency routes and exits are suitable and sufficient. Adequate fire–fighting and detection equipment is available.
- **Y** Ensure provision of fresh or purified air, adequate temperature and weather protection and adequate lighting.

Contractors Duties Under CDM 2007 – Additional Requirements for Notifiable Projects

- **Y** Check a CDM Co-ordinator has been appointed and HSE notified before starting work (having copy of Form F10 is usually sufficient).
- **Y** Co-operate with the Principal Contractor, CDM Co-ordinator and others working on the project or adjacent sites. Assist them with the development of the construction phase plan and its implementation.
- **Y** To tell the Principal Contractor about risks to other project members due to own works, including anything that might cause a review or update of the construction phase plan (E.g.: risk assessments, method statements, etc).
- **Y** Inform the Principal Contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project.
- **Y** Provide details to the Principal Contractor of any contractor he engages in connection with carrying out the work.
- **Y** Comply with any reasonable directions from the Principal Contractor, and with any relevant rules in the construction phase plan.
- **Y** Tell the Principal Contractor about accidents and dangerous occurrences. Information about RIDDOR incidents must be reported to the Principal Contractor to aid monitoring of health and safety performance and, if necessary, amend construction phase plan.
- **Y** Provide information for the health and safety file.

Contractors Duties Under CDM 2007 – Additional requirements for notifiable projects

- **Y** Where involved in any design work (including temporary works), ensure this information is passed to the CDM Co-ordinator.
- **Y** Ensure the Principal Contractor has suitable and sufficient welfare facilities on site before starting work
- **Y** Ensure the Principal Contractor has taken suitable precautions to prevent access to site.

If you are unsure whether the CDM Regulations apply to the project contact the Safety Officer of John Peck Construction Ltd. or your local area Health and Safety Executive Office for further advice.

The Health and Safety File – Notifiable projects only

The Health and Safety File should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely.

Information in should alert anyone carrying outwork to the risks and help them to determine how to work safely. The file should be useful to:

- **Y** Clients have a duty to provide information about their premises to those carrying out the work.
- **Y** Designers during the development of further designs or alterations
- **Y** CDM Co-ordinators preparing for construction work
- **Y** Principal Contractors and contractors preparing to carry out or manage such work.

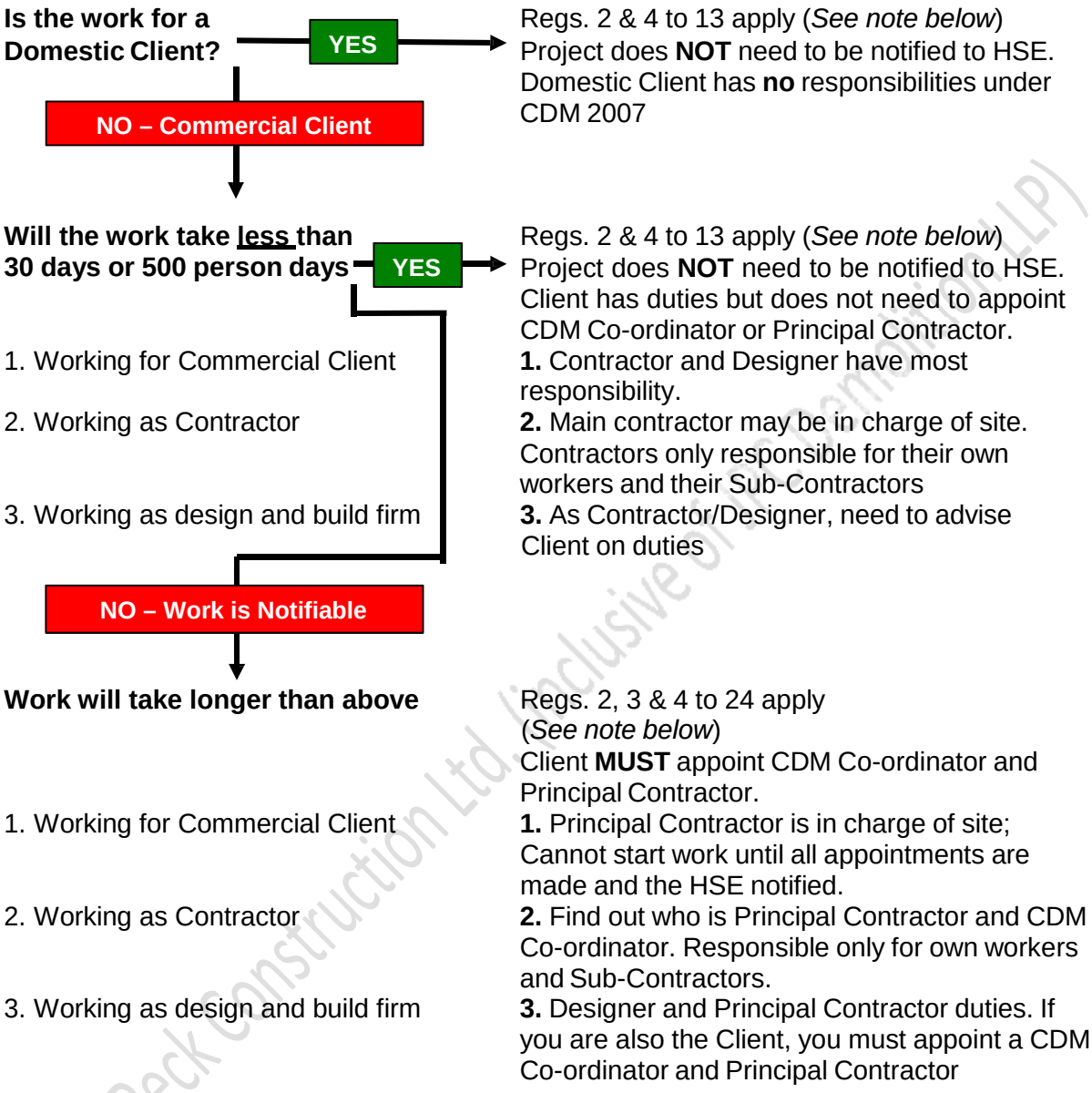
This file **must** be kept up-to-date so it is of value to future users of the site.

The scope, structure and format of the file should be agreed between the Client and CDM Co-ordinator at the start of the project. All duty holders have a legal duty –

- **Y** CDM Co-ordinators must prepare, review amend or add to the file as the project progresses
- **Y** Clients, designers, Principal Contractor and other contractors must supply the information necessary for compiling or updating the file
- **Y** Clients must keep the file to assist with future construction work

Everyone providing information should make sure that it is accurate and provided promptly.

Guide to check whether work is "Notifiable" under CDM 2007



IMPORTANT NOTE: Regulations 25-44 apply to all works.

If you are still not sure of whether the CDM Regulations apply to the project contact the Safety Officer of John Peck Construction Ltd. or your local area Health and Safety Executive Office for further advice.

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Guidance 27 – Control of Substances Hazardous to Health (COSHH) Regulations

COSHH Assessments for hazardous materials or processes will be carried out, recorded and made available for instruction and information. Assessments will form part of The Company's Health and Safety System.

COSHH Assessments look at the way people are exposed to hazardous substances in the particular job that is about to be done and to assess whether it is likely to harm their health. This could be from: -

1) Breathing in fumes, vapours or dust, particularly in confined spaces or poorly ventilated areas.

2) Direct contact with the skin or eyes.

3) Swallowing or eating the substance or something that has been contaminated with the substance.

If harm from the substance is likely, the first step to take to reduce the health risk is to see if there is a safer way of doing the job (e.g. instead of using acids or caustic soda to unblock a drain use drain rods) or by using a substitute substance which is less hazardous (e.g. using water based paints instead of solvent based paints). Always check that the substitute substance is less hazardous to use than the original substance.

If the substance has to be used because there is no suitable alternative or it is the least hazardous substance available, then other protective measures must be taken, these include:

1) Ensuring there is an adequate supply of fresh air to the work area by opening doors, windows etc. or providing mechanical ventilation etc.

2) Isolating the operation from other site personnel and using alternative work practices, such as instead of spray painting, use rollers fitted with splashguards or hand painting using a brush.

3) Use blasting, cutting and grinding equipment fitted with exhaust ventilation or water suppression to control the spread of dust etc.

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Guidance 28 – Emergency Procedures

The Company is responsible under the CDM 2007 to ensure that emergency procedures for site work are implemented to deal with site emergencies such as: -

- **Y** Flooding of excavations, tunnels etc
- **Y** Falls into water (from working near or over rivers, sea, lakes etc.)
- **Y** Asphyxiation or toxic gases (particularly in confined space works or chemical spills)
- **Y** Collapse of structures, scaffolds, excavations etc
- **Y** Rupture of gas, petrol or electrical supplies
- **Y** Accidental spillage of chemicals or toxic substances
- **Y** And put general precautions into place before the work starts to reduce the risk of an emergency to the lowest possible level

Some emergencies may require the evacuation of the whole site, part of the site, the rescue of an injured person or a person in difficulties. It is therefore important to plan access and escape routes, ensure that everyone on site can be alerted in an emergency and that everyone on site, including site visitors, temporary workers, other contractors and sub-contractors etc. know what signal will be given and knows what to do in an emergency.

The Company must ensure that there is a responsible, trained person on site capable of co-ordinating the emergency procedures and calling the emergency services. In particular to let the fire brigade know of works in tunnels, confined spaces, emergencies above 18 metres (above this height specialist access equipment will be required and it is not standard equipment normally carried on emergency vehicles), chemical or toxic spillages and any other emergency that may require the use of 190rganizatio rescue equipment.

The Company must ensure that there is adequate access to the site for emergency vehicles and access routes are not blocked by plant or equipment and that in the event of an emergency someone, in high visibility clothing, is stationed at the site entrance and/or at other prominent positions to direct emergency services.

As far as reasonably practicable, there is a trained First Aider or an Appointed Person in charge of First Aid on every site; that there is a fully equipped First Aid Box on site at all times; that there is an Accident Book on site and the person in charge is conversant with the requirements of the RIDDOR 95 Regulations. It is not practicable to provide an Accident Book to short duration work sites and all peripatetic workers must be instructed to report any accident at work to their supervisor and ensure that it is recorded in the Accident Book held in the Company's Head Office.

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Guidance 29 – Fire Safety Procedures

The Company is responsible under the CDM 2007 and The Regulatory Reform (Fire Safety) Order 2005 to ensure that Fire Safety Procedures for site work are implemented and put general precautions into place before the work starts, to reduce the risk of fire to the lowest possible level.

The Company is responsible for planning safe access and escape routes, ensuring that everyone on site can be alerted in an emergency and that everyone on site, including site visitors, temporary workers, other contractors and sub-contractors etc., know what signal will be given and know what to do in the event of a fire. Escape routes should always lead to a safe place, where people can assemble, on large sites or buildings; emergency exit signs may be required. For work areas above or below ground always try to provide at least two alternative escape routes to ground level.

The Company must ensure that there is a responsible, trained person on site capable of co-ordinating the fire procedures and calling the emergency services. In particular to let the fire brigade know of any highly flammable or explosive materials on site and if the building affected is over 18 metres high (above this height specialist access equipment will be required and it is not standard equipment normally carried on emergency vehicles), or if the fire could be affected by chemical or toxic materials or any other circumstance that may require the use of 191rganizatio fire fighting equipment.

The Company must ensure that there is adequate access to the site for emergency vehicles and access routes are not blocked by plant or equipment and that in the event of an emergency someone, in high visibility clothing, is stationed at the site entrance and/or at other prominent positions to direct emergency services.

Quantities of flammable materials at the workplace always kept to the absolute minimum; keep containers tightly sealed at all times; store flammable materials away from all sources of ignition; wherever practicable store flammable materials in lockable, well ventilated stores away from other buildings, site office, mess huts, stores, occupied work areas and escape routes.

The Company must ensure that there are adequate means of fighting fires on site, excluding fire extinguishers provided specifically for hot work processes. Fire extinguishers should be located at fire points and be appropriate to the potential fire risk.

There are four basic types of extinguisher in general use, which will meet most of the requirements on construction sites and are Water, Dry Powder, and Carbon Dioxide and Foam extinguishers. Fire extinguishers are colour coded and can be either to the new European Standard BS EN 3 or to the old British Standard BS 5423. Both types are suitable for use providing they have been recently tested and are serviceable. The new and old colour coding schemes are as follows: -

Water extinguisher to ES BN 3 and BS 5423 are completely **RED** and are suitable for most fires except those involving flammable liquids, or live electrical equipment or apparatus. To fight the fire, direct the jet at the base of the fire and keep it moving across the area of the fire.

Dry Powder extinguisher the new BS EN 3 extinguisher is **coloured RED WITH A BLUE BAND** round the cylinder the old BS 5423 extinguisher has a cylinder painted **BLUE** and is suitable for flammable liquids and electrical apparatus fires. To fight fires involving spilled liquids or liquids in a container, direct the jet or discharge horn towards the near edge of the fire and with a rapid sweeping motion drive the fire towards the far edge until all the flames are extinguished.

Carbon Dioxide extinguisher the new BS EN 3 extinguisher is coloured RED WITH A BLACK BAND round the cylinder the old BS 5423 extinguisher has a cylinder painted BLACK and is suitable for fighting flammable liquid or electrical fires. Method and operating instructions for fighting fires are basically the same as for Carbon Dioxide extinguishers. Carbon Dioxide extinguishers should **not** be used in confined spaces where the fumes could be inhaled. **DO NOT** hold the horn of the extinguisher to direct the discharge of the gas.

Foam extinguisher the new BS EN 3 extinguisher is coloured **RED WITH A YELLOW BAND** round the cylinder the old BS 5423 extinguisher has a cylinder painted **YELLOW** and is suitable for most fires involving flammable liquids. Where the liquid on fire is in a container, fight the fire by directing the jet at the inside edge of the container or at a vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the liquid to smother the flames. Where this is not possible, stand well back and direct to jet with gentle sweeping movements, allowing the foam to drop down onto and lie on the surface of the liquid**. DO NOT** aim the jet directly into the burning liquid.

Refurbishment of old buildings present particular fire hazards, where there is a lot of dry timber, dust, etc. and it is strongly recommended that 'Hot Work Permit' system is implemented for this type of work. A standard form is included into the appendix of this Health and Safety Policy.

Guidance 29 – Fire Safety Procedures (Continued)

Store gas cylinders safely in a secure store. Do not store fuel gases close to oxygen cylinders. DO NOT grease or oil oxygen cylinder or torch valves and prevent grease or oil from coming into contact with oxygen cylinder or torch valves. Never cover cylinder valves with clothing etc. Always close gas cylinder valves when not in use and remove the key from the valves.

When using bitumen, never leave a boiler unattended when alight. Ensure there is a suitable fire extinguisher close to the boiler and at the work area, particularly when working on roofs.

Never use hot processes in tanks, containers etc. that have contained flammable gases or liquids unless they have been thoroughly purged. This includes gas torches, angle grinders or even, under some circumstances, electrical hand tools etc. Specialist advice should be sought prior to commencing work.

A strict **NO SMOKING** policy must be applied when working with or near where flammable materials are being used or stored.

Wherever practicable, fire doors should be fitted to buildings under construction to prevent the spread of smoke and fire. If fire doors are fitted they should never be propped open, locked or removed.

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Guidance 30 – Noise at Work

Regular exposure to high noise levels causes deafness, the longer the exposure and the higher the noise level the greater the risk of permanent loss of hearing. The Company will take all reasonable and practicable measures to reduce noise levels to meet the Regulations requirements. Noise assessments will be written up where necessary and form part of the Company Health and Safety System.

The manufacturers and suppliers of equipment have a legal duty to provide information on the noise their equipment is likely to produce. This information should give a good idea if there is likely to be a noise problem, wherever possible choose low noise tools and equipment.

As a general guide to site noise levels, look at how the equipment is to be used on site. Check to see if the person using the equipment can talk to someone else standing a minimum of 2 metres away without having to shout to be understood then the noise level is probably acceptable, if they have to shout then the noise levels are probably high enough to cause damage to their hearing. Remember when doing a noise assessment you must consider all persons likely to be affected not just the operator.

When buying or hiring equipment try to reduce noise levels on site by choosing the quietest models. Try to carry out noisy operations well away from other site personnel and members of the public. Move other workers not involved in the work out of the noisy area. Erect signs and barriers to keep people out of noisy areas.

Ensure that the mufflers are fitted, covers are closed, plant is positioned in such a manner that plant exhausts are directed away from where people are working, erect sound absorbing screens or barriers around noisy plant (material or spoil heaps make effective low cost sound barriers). If it is not possible to reduce noise levels at source provide workers with ear protection, erect barriers and display signs indicating that hearing protection is required in that area.

Always ensure that plant and equipment are maintained in good working order and that silencers are fitted and in good condition, that covers are secure and do not rattle, that air hoses and couplings are not leaking etc. Remember sound levels are accumulative, the more plant working on site the higher the noise levels therefore the higher the risk of permanent hearing loss.

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Guidance 31 – Health Surveillance

The Management of Health and Safety at Work Regulations require health surveillance to be provided under four conditions, all of which must apply: -

1) There must be an adverse health affect or an identifiable, work related illness or disease

2) There must be one or more approved tests or examinations available to detect a possible health problem

3) There must be a reasonable likelihood of the health problem developing under the particular work conditions

4) Health surveillance must be likely to give the employees at risk some measure of protection

COSHH Regulations requires that the employer should keep individual health records of employees at risk, Occupational Health doctors, nurses or specialist trained staff should carry out regular health checks and records should be regularly reviewed.

Simple, weekly health surveillance checks can be carried out by someone with suitable training and experience. This type of examination could be a simple visual inspection of hands etc. looking for signs of dermatitis, lead poisoning, and vibration white finger etc.

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Guidance 32 – Induction Training

All new employees engaged by the Company or established personnel transferred to new work or processes shall be given Induction Training prior to commencing work. This training will normally be carried out by the site/workplace Supervisor in charge of the site/workplace where the new employee will be required to work and will cover the following: -

a) A full description of the work task the new employee will be required to do will be fully explained in a manner that he/she can understand. The employee will be introduced to whom he/she will be directly responsible to: -

b) Inform the new employee where the Company Health and Safety Policy and relevant Regulations are located and ensure that the employee is aware of his/her health and safety responsibilities

c) Determine whether the new employee has any disability or illness, which could affect their ability to carry certain work tasks or which may require special or additional safety or protective measures to be taken

d) Inform new employees of any potentially hazardous or harmful processes, operations, plant or equipment in the workplace and the preventative/protective measures which must be observed when working with or adjacent to such processes (e.g. wearing of safety helmets, goggles, ear defenders etc.)

e) Inform new employees (particularly those under 18 years old) that they must not, under any circumstances, operate plant or equipment such as dumper trucks, lifting equipment, grinding machines etc. unless they hold a current operators certificate (substantiated by the site Supervisor) or be under the direct supervision of a competent person whilst under training

f) Inform new employees that they must not act as banksman by giving signals or instructions to crane operators or operators of other plant or equipment unless they are qualified to do so

Determine whether the new employee requires any training or instruction on the plant or equipment they are likely to use (e.g. abrasive wheels, cartridge tools, scaffold inspection etc.) and inform management of the requirements. A record of all training should be recorded on the employee's personnel records.

Issue all appropriate Personal Protective Equipment to the new employee before they commence work (e.g. safety helmet, goggles, ear defenders, wet weather clothing etc) and obtain their signature as a record of the items issued.

Guidance 32 – Induction Training (Continued)

Show the new employee the location of the toilet and welfare facilities and the First Aid Box. Introduce the employee to the site First Aider and explain the reporting procedure for all accidents and dangerous occurrences, in particular the importance of recording all personal injuries, however trivial they seem at the time, in the Accident Book.

Inform the employee of the emergency procedures for the site, the alarm signal, the location of fire extinguishers, the emergency assembly point and action to be taken in the event of an emergency.

Induction Training courses should be repeated periodically to all employees as refresher training.

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Guidance 33 – Lead

The Control of Lead at Work Regulations 1980 requires the employer to carry out an assessment to determine the likely exposure of employees to lead. A competent person should carry out this assessment. The basic requirement to protect employees from the affects of lead is to 199rganiza the creation of dust, fume or vapour in the workplace. In general it is unlikely that a Company employee will exposed to significant levels of lead unless they are exposed to lead abrasion, giving rise to lead dust in the air or working with lead compounds (mixing and Melting lead with temperatures in excess of 500 degrees C)

The Company will take all reasonable precautions to prevent exposure levels becoming significant. When employees are working with lead they should wash hands frequently to avoid build-up of lead on the skin, particularly before eating or drinking. The eating, drinking and smoking in the area where lead is present is strictly forbidden; heavily contaminated clothing should be disposed of and not home laundered.

Work tasks to be avoided because they can cause significant amounts of lead to be produced exposing personnel to risk include: abrasion of lead causing dust in the air; work involving lead compounds such as mixing and melting process which again gives rise to dust or fume in the air. Painters may be particularly at risk when rubbing down lead based paints inside buildings.

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Guidance 34 – Mastics, Sealants and Solvents

All mastics, sealants and solvents come under the requirements of the Control of Substances Harmful to Health Regulations (COSHH) and will have individual assessments carried out and specific safety guidelines will be available to personnel.

Hand applied putties and mastics can affect sensitive skins. Hands should be thoroughly washed immediately after contact using soap and water. If an allergic reaction is noted this should be reported to the manager or supervisor and medical attention should be sought. Avoid eye or mouth contact with contaminated hands.

Silicones and Polysulphides can give of toxic fumes, work areas should be well ventilated, skin contact should be avoided, (Tooling with the finger is not recommended). Accidental eye contact should be treated immediately by thoroughly washing the eyes with clean water then seek medical attention immediately. Hands should be thoroughly washed before eating, drinking or smoking, do not eat drink or smoke in the immediate vicinity of Silicones and Polysulphides. Empty containers, waste materials etc. should be disposed of in a proper manner to an approved tip site. Never burn waste products as toxic fumes may be given off that could be harmful to the employees and members of the public.

Aerosol foams in general are toxic if swallowed, use in well-ventilated work areas. Pressurised aerosol cans should never be exposed to high temperatures (above 50 degrees) and should therefore be kept away from naked flames and heat sources such as radiators or direct sunlight. Cans should be fully exhausted prior to disposal and should be disposed of in a proper manner to a Council approved tip site. Never burn used aerosol cans as they can explode violently.

Solvents (Cleaners, Thinners etc.) produce fumes which can be toxic, highly flammable and/or explosive, they must only be used in well ventilated work areas and fumes must not be inhaled, Accidental eye contact should be treated immediately by thoroughly washing the eyes with clean water then seeking medical attention. Skin contact should be avoided as solvents can cause de-fatting of the tissue leading to dermatitis etc. Always use impervious gloves and apply an approved barrier cream to hands and exposed areas of skin.

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Guidance 35 – Head Protection (PPE)

The Construction (Head Protection) Regulations 1989 and The Personal Protective Equipment at Work Regulations 1992 require that suitable head protection must be provided and worn wherever there is a risk of head injury. This may be from falling tools, materials, moving plant or equipment, suspended loads from a crane or knocking into things such as low beams, bulkheads, scaffold etc. In most cases suitable head protection will mean an industrial safety helmet conforming to BS5240 or equivalent. For work in confined spaces or areas of limited head clearance it may be appropriate to wear bump caps to BS 4033.

The Regulations allow the Company to make rules governing where and when safety helmets should be worn and it is the duty of the employee, contractor or self employed person to wear the Safety Helmets in these areas. Only turban wearing Sikhs are exempt from these requirements. Hard Hat areas to be clearly defined with signs. The Hard Hat rules apply to everyone entering a Hard Hat area including visitors, Management, Supervisors, Site personnel, delivery drivers, contract workers and the self employed workers.

The Company has a duty to provide their employees with head protection when it is required and maintain and replace it whenever necessary. Contractor's Sub-contractor's and Self Employed workers have a duty to provide their own head protection.

Employees must wear their Safety Helmets properly and as directed by their employer. They have a duty to take care of their helmets, not misuse them and report any defects or problems. Under normal work conditions Safety Helmets should be serviceable for one to two years, all safety helmets have a maximum life of three years after first issue or 5 years from date of manufacture (Date stamp is on the helmet).

Safety Helmets should be checked regularly for damage such as cracks, deep scratches, and dents and replaced whenever necessary. Safety Helmets must not be used for any other purpose and should be stored in a dry, cool place out of direct sunlight.

Always wear the helmet the right way round. Wear the helmet so that the brim is horizontal when the head is upright, wear a chinstrap if the work or environmental conditions could allow the helmet to slip or be blown off.

Do not store materials in the helmet, do not apply paint or solvents to the helmet, do not stick labels onto the helmet, do not modify, cut or drill your helmet, do not store helmet in hot or sunny positions. All these actions will seriously weaken your helmet and you will not be protected. Never share your helmet with others.

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PREPARED BY		Peter Walker		AUTHORISED BY		John Peck	
DATE	10/01/14	REF No	PO4 – 186	ISSUE No	REV-10	PAGE	186

Guidance 36 – Foot Protection

Foot Protection – The Company will issue protective footwear to personnel who could be at risk from materials falling onto the foot, crushing injury, penetrating injury to the foot by sharp objects, ingress of water, potentially slippery surfaces, electric shock, exposure to chemical or corrosive substances. Specified footwear may include the following: -

- **Y** Steel toe capped shoe or boot to protect foot against falling objects.
- **Y** Steel mid-sole to protect the sole of the foot from penetrating injury.
- **Y** Steel toecap and mid-sole to prevent crushing foot injury.
- **Y** PVC or Rubber Wellington boot to prevent contact with water, chemical or corrosive substances.
- **Y** Oil resistant soles to provide improved grip in slippery or oily conditions.
- **Y** High resistance soles for electricians working on electrical installations.

The selection of footwear will generally be on the assessed risk. Always ensure that your footwear is the correct type for the work you are carrying out and that it fits comfortably.

Safety Footwear should conform to the following standards: -

- **Y** BS EN 345 Specification for Safety Footwear
- **Y** BS EN 346 Specification for Protective Footwear
- **Y** BS EN 347 Specification for Occupational Footwear

Manufacturers/suppliers will give guidance on the correct type of footwear required to meet a specific hazard.

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Guidance 37 – Working at Height

All operation involving personnel working at height or close to a cellar, pit or deep excavation, dockside etc. (where a person could fall) requires a Risk Assessment to be carried out, to ensure that all measures to reduce the risk of falling to the lowest possible level are taken. The Risk Assessment should also take into consideration the risk of materials falling on to people from height.

The Company has a duty to provide a safe means of access and egress to and from the workplace; this includes access for people working at height.

Where it is possible for a person to fall, the workplace must be provided with, so far as reasonably practicable, guard rails, fencing, physical barriers or other means to ensure the employee's safety. This requirement applies to every workplace, so it will apply not only to all permanent parts of the premises but also to temporary platforms such as scaffolding, tower scaffolds, mobile work platforms, temporary stairways and gangways, etc. which may be used as the place of work or a means of access to the place of work.

Suitable guard rails, coverings and any other suitable means must be provided to prevent a person passing over or working on a fragile surface from falling through. Work on fragile materials, roofs etc. where the material could fracture under the weight of a person should also be assessed and access should be forbidden unless suitable safety measures are implemented, this includes the provision of crawling boards, crawling ladders, duct boards, etc. they must be securely supported and tied to prevent slipping. They must be used in such a way that the weight of the person passing over or working on is wholly supported by ladder or board, unless the person's weight is supported by other, equally safe means.

Under some circumstances it may not be possible to provide a safe working platform, under these conditions Safety Harnesses, Safety Nets and/or Safety Sheets may be used. In cases where all the people working or using the access and egress points are able to use Safety Harnesses, attached at all times to a suitable and secure fixed anchorage point, it is not necessary to provide Safety Nets or Sheets. When it is necessary to remove a safety rail or barrier for any reason, the rail should not be removed until other fall prevention methods have been implemented. (E.g. a guard rail is removed to allow access for materials or access to a work area that is difficult to reach then the persons concerned could be protected from falling by the use of safety harnesses clipped onto a secure fixing or fixture)

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Guidance 38 – Welding, Brazing and Soldering Processes

Because welding, brazing and soldering operations entail heating the components, filler metals and fluxes to relatively high temperatures, a reasonable amount of care must be taken with regard to handling of hot components and the production of fumes, some of which may be harmful to health, it is therefore essential that safe working practices are adhered too at all times.

In general fumes from the welding, brazing or soldering process in a well-ventilated workshop are unlikely to be a problem, but if fumes become excessive they can cause irritation or Metal Fume Fever (symptoms are similar to those of influenza and may appear up to 10 hours after exposure and normally disappear after 24 hours of rest).

Where ever possible cadmium free filler alloys should be used. If Cadmium based alloys must be used, then local extraction must be provided as even short exposures to cadmium oxide fumes can lead to pulmonary oedema and may be fatal.

It is important that the contaminants in the working atmosphere, in any part of the factory or offices do not exceed the Threshold Limit Value (TLV). Contaminants in the atmosphere when brazing can arise from: -

a) Fumes from heating or overheating the flux

b) Fumes from the brazing torches

c) Metal and metal oxide fumes from the brazing alloys

Tests to determine whether or not the TLV is being exceeded should be carried out by air sampling, using lapel samplers on the operators or static samplers suitably situated throughout the workshop area.

If the workshop atmosphere is found to be close to the Threshold Limit Value, improved Local Exhaust Ventilation must be provided.

Only trained operators should operate welding or brazing equipment, operators should be trained in the correct safe working procedures, correct welding or brazing techniques and emergency procedures.

Before commencing welding, brazing or similar work, and all sources of flammable liquids, solids, gases or vapours must be removed from the work area, insulate flammable materials that cannot be removed. Always have suitable fire extinguishers close to hand.

Turn off cylinder and torch valves when the equipment is not in use for long periods (during the normal working day and especially at the end of each work shift).

Change cylinders away from possible sources of ignition, in a well-ventilated area.

Carry out daily inspections of the equipment for damage, wear to supply hoses, shut off valves, flash arrestors, hand set and cylinder control valves. Temporary repairs are not acceptable and should not be attempted, if equipment condition is doubtful in any way, it should be rejected and reported to the supervisor for rectification by a competent person. Use soap and water solutions for leak tests, never use a naked flame to test for leaks.

Make sure that areas where gas appliances are to be used have sufficient high and low level ventilation, which is never blocked up to prevent draughts, ensure that new shop layouts do not obstruct natural ventilation effects and cause static air zones, which could allow the dangerous build up of gases.

Only use correct hoses, clamps, couplers and regulators for the particular gas or appliance being used.

Common materials normally considered non-flammable, may burn violently in an oxygen rich atmosphere. Never use oxygen to 'sweeten' the atmosphere. Make sure there are no leaks from oxygen equipment, especially in confined areas. Never use oxygen to power compressed air equipment. Keep cylinders free from grease and other combustible materials. Never store oxygen cylinders with fuel gas cylinders or other flammable materials.

Most brazing alloys are those based on silver-copper-cadmium-zinc or silver-copper-zinc combinations. They are distinguished by their low melting point and good flow properties. They should never be overheated.

Overheating is bad brazing practice, resulting in poor quality joints and increased fume production. Metal and metal oxide fumes are an irritant and can be injurious to health. Cadmium fumes in particular are very poisonous. Even short exposures to high levels of cadmium oxide fumes can lead to pulmonary oedema, which can be fatal. Where ever possible cadmium free alloys should be used. If alloys containing cadmium cannot be avoided then Local Exhaust Ventilation (LEV) must be used.

Guidance 38 – Welding, Brazing and Soldering Processes (Continued)

Welding techniques must not be used when brazing. For example the direct heating of a pool of molten brazing alloy must be avoided.

Torches must be properly adjusted to heat the joint area evenly; care must be taken to avoid local overheating.

The correct flux for the particular brazing alloy selected should always be used.

Flux should be applied to the joint prior to heat being applied, preferably as a paste. An adequate covering of flux should be maintained throughout the operation.

Operators should not lean over the joint during the welding or brazing operations.

Brazing alloys should not be directly heated by the torch flame.

If overheating occurs and excessive fumes result, then ventilation of the work area should be increased to clear the air. Before continuing the brazing procedure, the heat pattern of the brazing torch should be adjusted to prevent a recurrence.

Welding or brazing in confined spaces or poorly ventilated areas should only be carried out with the operator using breathing equipment, and care must be taken to ensure that the factory regulations for working in confined spaces are adhered to. Only trained operators should work in confined spaces.

Torches should always be lit pointing away from the operator or other personnel. Torches should always be switched off when put down. The preferred method of operating is with the use of switch hook/control valve device. Control valves on the torch should be closed when the equipment is not in use for long periods.

Un-quenched brazed components must not be handled with anything other than pliers, tongs or heat resistant gloves.

Prolonged contact with fluxes can be moderately irritating to the skin, particularly to broken skin were immediate irritation will occur. Operators should therefore either wear protective gloves or barrier creams at all times. Any cuts or abrasions, however slight, should be immediately covered with a waterproof dressing. If flux should come into contact with the eyes, they should be irrigated immediately with water for up to 20 minutes. Medical attention should be sought if there is any suspicion of eye damage.

Fluxes are harmful if ingested orally. They should be kept away from food and drink. It is advisable not to smoke when using fluxes, hands should be thoroughly washed and fingernails cleaned before consuming food or drink. In the event of flux being swallowed, a doctor should be called immediately. If the patient is conscious they should drink plenty of milk with calcium carbonate (chalk) mixed in.

Welding equipment should be checked by a competent person weekly, any defective equipment found should be taken out of commission until repairs are effected by a competent person.

Painted or coated surfaces, particularly cadmium plated surface should be welded or cut welded until a Risk Assessment has been carried out and Safe Systems of Work have been implemented, this would normally include a Permit to Work System, exhaust ventilation system and breathing apparatus.

Welding or cutting in confined spaces should not be carried out until a Risk Assessment has been carried out and Safe Systems of Work have been implemented, this would normally include a Permit to Work System, exhaust ventilation system and breathing apparatus.

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Guidance 39 – Gas Cylinder Safety

Where ever possible cylinders in the workshop should be shielded from work in progress to lessen the risk of accidental ignition.

Cylinders should always be positioned safely, upright, and firmly secured with chains to a purpose made rack or trolley to prevent toppling. Valves should be tightly closed and were appropriate outlets must be plugged or capped. Valve guards should be in place and properly secured at all times. Clear access to cylinders is essential, allowing easy change over of cylinders and easy removal in an emergency situation.

Cylinders not in use, to be stored in a secure, lockable, well ventilated enclosure, outside the main workshop area, free as far as practical, from fire risk and away from sources of heat. Protected against extremes of weather. (E.g. Solar heat gain in summer, extreme cold in winter and wet conditions that could induce rust or corrosion). Valves should be tightly closed and where appropriate outlets must be plugged or capped, Valve guards should be in place and properly secured.

Full cylinders should be stored in such a way that the oldest stock is always used first.

Stored cylinders should be checked periodically for condition and leakage.

Cylinders should be segregated within the compound according to categories (i.e. Toxic, Flammable Fuel gas etc.) In particular cylinders containing Oxygen and Oxidants must be segregated from flammable and fuel gases by a minimum distance of 3 metres or by a fire resistant partition.

Full cylinders should be segregated from empty cylinders.

Only experienced and properly trained persons should handle cylinders, access to the enclosure should be restricted to 208rganizati personnel only.

The compound must be clearly marked as a cylinder store and warning signs must be clearly displayed. (E.g. Flammable, Oxidant, Compressed gas, No smoking etc).

Smoking or the use of naked flames in the vicinity of the compound or when handling cylinders is prohibited.

Never store cylinders below ground level, next to drains, basements or other low lying places - heavier than air gases will not disperse and may migrate through drains etc. to other areas where ignition is possible, thus becoming a very dangerous unknown explosive or fire risk.

Guidance 39 – Gas Cylinder Safety (Continued)

If practical, position cylinders outside of the building and pipe gas into the factory through fixed pipework to individual gas taps at each workstation.

Change cylinders away from possible sources of ignition in a well-ventilated area. Do not smoke when changing cylinders.

The number of cylinders in storage at any one time must be kept to the absolute minimum of each type of gas to meet production requirements, This will reduce the risk of injury, fire hazards, wastage from cylinder leakage, excessive rental charges for cylinders and the cost of storage of slow moving stocks.

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Guidance 40 – Health Hazards (Including COSHH)

The Company will issue a General (Generic) written Assessments covering commonly used substances, processes, site hazards etc. normally or found on the company's premises or work sites. This information will be issued to all holders of controlled copies of the Company Health and Safety Policy and Manual and be freely accessible to all employees.

The Manger, Foreman or Leading Hand will ensure that before any new work process, material or substance is used or likely to be encountered, which could be a hazard to the health and safety welfare of the workforce or members of the public working or living near the site of operation will be fully Risk Assessed and if significant risks are identified a written, job specific, risk assessment or method statements, detailing the risks and the control measures required to reduce that risk to the lowest possible level will be written and this information will be relayed to all operatives or persons likely to be affected.

Wherever practicable, when a dangerous substance or process is identified the Company will make every effort to find an alternative, less hazardous substance or process.

All necessary safety measures must be identified and planned before work commences, this includes the provision of enclosures, extraction equipment, hygiene facilities, Personal Protective Equipment, Health monitoring, medical examinations etc.

All operatives involved in working with hazardous substance must be given full training and instructions in the health hazards, the precautions they need to take, the use and maintenance of protective equipment, hygiene measures etc.

The Manager, Foreman and/or Leading Hand must ensure that all safety procedures defined for handling or working with the hazardous substance, process, etc. are carried out fully.

Records of Health Screening, Medical Examinations, Testing, Risk Assessments, etc. will be kept and maintained and will form part of the Company's Health and Safety Procedures.

Always read the data sheets, COSHH Information sheets, labels on containers etc. before using a substance.

All measures necessary to protect the health and Safety Welfare of other workers, members of the public etc. from any hazardous substance or process must be provided and maintained.

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PREPARED BY		Peter Walker		**AUTHORISED BY**		John Peck	
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Guidance 40 – Health Hazards (Including COSHH) (Continued)

Hazardous substances can be hazardous to health in a number of ways, these include: -

a) External contact with skin, eyes etc. and can be corrosive, skin absorption, dermatitis etc

b) Inhalation of dust, gases, fumes or vapours, etc. (inhalation through a cigarette can cause normally harmless vapours or gases to change state into more hazardous substances)

c) Ingestion, swallowing liquids, contaminated food, water etc

When using chemicals always wear Personal Protective Equipment provided, contact with eyes, skin or mucous membrane must be avoided. All accidental contact should be treated immediately and medical advice sought as soon as possible. All incidents are to be recorded in the accident book.

The consumption of food and smoking should be prohibited when working with hazardous substances, always remove contaminated PPE and wash thoroughly before eating, drinking or smoking. Accidental ingestion should be reported immediately and medical advice sought as soon as possible. Record all incidents in the accident book.

Inhalation of dust, gases, fumes or vapours should be avoided, adequate ventilation or protective equipment must be provided, at the first signs of an operator suffering from over exposure he/she should be removed immediately to fresh air and medical advice sought as soon as possible. Record all incidents in the accident book.

Store all hazardous substance correctly, never use substances from unmarked containers, never decant substances into unmarked containers, clean up or contain all spillages and dispose of waste and empty containers in an approved manner. Never wash spillages down drainage systems etc. Be aware that gases can be lighter or heavier than air and will migrate to high roof spaces and low lying areas such as cellars etc. and can build up into toxic, flammable or explosive concentration levels offering a very real threat to health and safety welfare.

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Guidance 41 – Working on, Over or Near Water

Inshore and inland waters come under the control of Her Majesties Health and Safety Executive. Any work carried out on, over or near to water comes under the Health and Safety at Work etc. Act 1974. As far as the Isle of Wight is concerned this relates to the whole of the Solent area from The Needles to Blackgang Chine, the southern coastline from The Needles to Blackgang is not designated as inshore waters and comes under the control of The Ministry of Agriculture and Fisheries.

The Health and Safety at Work etc. Act 1974 requires all employers to assess the risk to employees involved in work either on, over or near water, be aware of their duties under current health and safety law and the provide appropriate Safe Systems of Work and safety equipment (in particular where there is a risk of a person falling into water and drowning). Failure to comply with these duties could lead to enforcement action being taken by the Health and Safety Executive.

The Risk Assessment will need to take into account of at least the following hazards that can all be linked to cases of accidental drowning: -

A) Access to a water hazard
B) Ignorance of, or disregarding the risks
C) Lack of competent supervision
D) Unfamiliar surroundings
E) Unrealistic view of swimming ability in open water fully clothed
F) Inability to cope once the accident happens
G) The absence of rescuers and/or rescue equipment

Falling unexpectedly, fully clothed, into cold water can often lead to tragedy, (water temperatures around British coastal waters are, throughout most of the year, are an added hazard, which can cause hypothermia and possible death from exposure in a matter of minutes) it is extremely difficult to swim or even help the rescuers under such circumstances, even strong swimmers would find it difficult to regain a safe landing.

There is also the added risk of the person falling into the water being unconscious, in such circumstances unless there are adequate safety procedures in place, the risk of drowning is very real, as regardless of a persons weight or build, the human body has only enough buoyancy to float just under the surface of the water. It is therefore essential to carry out a risk assessment and provide adequate safety equipment where the risk of drowning exists.

The main consideration would be personal protective equipment in the form of a life jacket. This equipment should comply with the requirements of the Personal Protective Equipment at Work Regulations 1992, and meet British and European Standards for buoyancy equipment.

Guidance 41 – Working on, Over or Near Water (Continued)

When working on, over or near inland and inshore waters, the employer should ensure, as far as reasonably practicable, that when there is a foreseeable risk of drowning all safety precautions are observed, this includes, as appropriate: -

a) Working platforms and gangways of the correct statutory width and equipped with guard-rails and toe boards (boards should be secured to prevent them being dislodged by wind or water action)
b) Ladders that are sound, of correct length, securely lashed to stop slipping
c) Safety nets and safety harnesses
d) Grab lines attached to the work platform or other secure fixing (in locations where people are likely to be swept by the water) long enough to reach the water at all levels of tide
e) Power driven rescue boat of sufficient size and designed to give easy access to persons in the water (rescue boats should be manned continuously by an experienced boatman)
f) First aid kit including resuscitation equipment
g) Safe means of access including water transport
h) Life-buoys and rescue lines

Life jackets should always be provided and worn by their employees, sub-contractors and or self-employed workers when working on, over or near water. Ensure that anyone who is liable to fall into water and/or be at risk of drowning is issued with a life jacket, is trained in its use and what to do in an emergency.

Life jackets should be marked with the size, simple instructions for use and the identification of the manufacturer together with a British Standard approved mark or CE mark. A non-metallic whistle attached by a lanyard to the life jacket should also be provided. Life jackets should be checked and maintained in accordance with the manufacturer's instructions and BS 3595: 1981.

Selection of life jackets should be dependant on the type of work being carried out (it is important to select a type of life jacket that will save lives but not impede the operator doing his work or be vulnerable to damage by the work that is being done).

There are several designs of life jacket and buoyancy aids available, but not all types would be satisfactory for the work being done and it is, therefore, important to understand the differences between these types,

Life jackets are classified by BSEN standards into three types depending on how buoyancy is produced: -

a) By materials lighter than water

b) By inflation by mouth or from a carbon dioxide cylinder (either manually or automatically)

c) By a combination of type (a) and type (b)

All three types of jacket will provide the wearer sufficient buoyancy to turn the body of an unconscious person into a safe face upwards position within 5 seconds of immersion. The person's head will be supported with the mouth and nose well clear of the water.

Automatically inflatable life jackets, those inflated by a manual pull cord or orally inflated life jackets are usually compact and easy to wear, allowing a full range of movement.

The HSE recommends that life jackets, which rely solely on oral inflation, should be worn fully inflated, this is because once a person has fallen into the water there may not be sufficient time to inflate the life jacket before the wearer is in serious danger of drowning. The risk of the person being unconscious when falling into the water must also be considered, and any life jacket that requires the wearer to manually operate it may, under health and safety law be considered as unsuitable.

Buoyancy Aids are simply designed to assist a conscious person stay afloat, it can usually provide good floatation but unlike a life jacket, it is not guaranteed to turn a person over to the safe face upwards position. Personal buoyancy aids are not covered by British Standards but are covered by the British Marine Industries Federation and should carry a BMIF mark or an SBBNF mark.

Life jackets and buoyancy aids must be maintained to the highest standard. All gas-inflated life jackets should be regularly tested and gas cylinders should be replaced or recharged as soon as possible after use.

The new EC Standards for Life jackets and buoyancy aids are due to come into effect on January 1st 1994, from that date manufacturers will only be able to sell products that have been tested and carry the CE approval mark (there is likely to be a 2 year transition period before full implementation). Employers will only have to change existing British Standard or BMIF Standard equipment to EC approved equipment as their normal replacement time comes due.

Guidance 41 – Working on, Over or Near Water (Continued)

The new EC Standards will have four levels of minimum buoyancy performance, measured in Newtons and are: -

(a) 50 Newton – Buoyancy Aid (BSEN 393: 1994)

- **Y** Only suitable for competent swimmers
- **Y** Should only be used in sheltered waters where help is close at hand
- **Y** Only provides support to a conscious person who can help themselves (such aids are inferior in performance to life jackets or BMIF standard buoyancy aids)

(b) 100 Newton – Buoyancy Aid (BSEN 395: 1994)

- **Y** Suitable for people who can swim
- **Y** Gives reasonable assurance of safety from drowning to a person in relatively calm waters
- **Y** Not guaranteed to self right an unconscious person wearing waterproof clothes, not expected to protect the air way of an unconscious person in rough weather
- **Y** Adult sizes give better buoyancy than existing BMIF approved buoyancy aids and all types are fitted with an approved retro-reflective tape

(c) 150 Newton – Life Jacket (BSEN 396:1994)

- **Y** Equivalent performance to existing British Standard Institute approved life jackets
- **Y** Suitable for swimmers and non-swimmers
- **Y** Suitable for use in all but the most severe conditions
- **Y** Will give reasonable assurance of safety from drowning to a person who is not fully capable of helping himself or herself
- **Y** May not self right immediately if the person is unconscious and wearing heavy waterproof clothing
- **Y** All types fitted with an approved retro-reflective tape

(d) 275 Newton – Life Jacket (BSEN 399:1994)

- **Y** Suitable for swimmers and non-swimmers
- **Y** A high performance device for offshore and severe conditions, when maximum protection is required or where waterproof clothing or survival suits are being worn
- **Y** Has sufficient buoyancy to overcome the effects of air trapped in clothing
- **Y** Gives improved assurance of safety from drowning to a person who is not fully capable of helping themselves
- **Y** Can not be guaranteed to self-right immediately if the person is unconscious and wearing heavy waterproof clothing or survival suits, but the buoyancy provided will ensure self righting in the great majority of cases
- **Y** All types fitted with an approved retro-reflective tape

Life jackets and buoyancy aids that meet the new BSEN Standards and will carry the CE mark to show they comply with the requirements.

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Guidance 42 – Signage

Safety Signs will conform to the following requirements and will be illuminated where appropriate'

Type of Sign		
Prohibition Signs (E.g. Smoking and naked flames forbidden, No Entry etc.	Round	Black pictogram on white background, red edging and red diagonal line
Warning Signs (E.g. Overhead load etc.)	Triangular	Black pictogram on yellow background with black edging
Mandatory Signs (E.g. Hard Hat area, Ear protection must be worn etc.)	Round	White pictogram on a blue background
Emergency or First Aid Signs (e.g. Emergency Exit, First Aid Post etc.)	Rectangular or Square	White pictogram on a green background
Fire Fighting Signs (E.g. Emergency fire telephone, Fire extinguisher Points etc.)	Rectangular or square	White pictogram on a red background

Employees will be given sufficient information, instruction and training about the meaning of safety signs and signals and on the actions, which must be taken.

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Guidance 43 – Roof Works

It is Company policy to carry out risk assessments for all roof workings. High-risk roof works will be carried out to a specific Method Statement and in line with Work at Height Regulations 2005 and HSE Guidance HSG 33 (where not affected by the Work at Height Regulations).

Only suitably trained and experienced workers will carry out the work and a safe means of access and egress will always be provided.

Working at height rules, safety procedures and guidance applies to all roof works. It is however 217rganizati that working on a roof will present additional hazards, including falls into the building, falls through fragile roof materials, falls through skylights etc. and therefore additional safety procedures are necessary.

As far as reasonably practicable work at heights where a fall could cause injury will be carried out from working platforms complete with guardrails and toe boards (This includes scaffolding, tower scaffolds, mobile work platforms etc.). When working at heights all falls where risk assessment shows that anyone including members of the public could be at risk, suitable debris netting will be fitted.

When working on existing buildings, a survey will be carried out to ensure that the roof structure and the roofing material are in sound condition and will support the weight of the persons and materials likely to be loaded onto it. Identify and protect roof openings or areas of fragile material by either barriers or covers (covers must be fixed securely to prevent them being dislodged by wind etc)

In general the following types of roofing material are considered to be fragile and subsequently unsafe to work on without adequate safety precautions being taken: -

- **Y** PVC – Fragile
- **Y** Acrylic – Fragile
- **Y** Thin GRP sheeting – Fragile unless there is evidence to prove otherwise
- **Y** Steel sheet less than 0.4mm thick – Fragile unless there is evidence to prove
- **Y** Otherwise
- **Y** Glass sheet
- **Y** Fibre/cement mixes including asbestos/cement – Fragile unless there is evidence to prove otherwise
- **Y** All unfixed or temporarily fixed materials irrespective of type specification or thickness should be treated as fragile until fixed in accordance with manufactures instructions

Guidance 43 – Roof Works (Continued)

Warning this is not a definitive list and some of these materials maybe safe under certain conditions or applications. It does not take into account of other factors that could affect fragility such as unsafe support structure, poor fixings etc.

When working on industrial buildings or on structures from which a fall could cause injury inside the building, fall prevention equipment will be provided. This could be achieved by boarding out the area, installing safety netting, use of safety harnesses and fall arrest equipment, fall break devices etc. The type of fall prevention method used will be subject to job specific risk assessments.

The Work at Height Regulations require that if a task can only be done at height then it must be planned and supervised; that hazards (both to workers and other persons in the vicinity) are controlled, that plans for emergency/rescue are prepared. All persons working at height must be competent or under direct supervision if being trained. All equipment used to access and work from at height must be sound and checked at the required intervals. All records must be kept on site and at office for three months after completion of the project.

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John Peck Construction Ltd. (inclusive of JPC Demolition LLP)

APPENDICES

Health & Safety Manual - Part 5

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APPENDIX 1 – Emergency Contact List for Operators

The Emergency contact list for every site or operation should contain the Company Head Office or an emergency contact number and the following information:

Emergency Services for the Isle of Wight are: -

Police:	Emergency	Tel. No.	999 or 112
	Hampshire Constabulary	Tel. No.	0845 045 4545
	Area Headquarters	Tel. No.	0845 045 4545
Ambulance:	Emergency	Tel. No.	999 or 112
Fire:	Emergency	Tel. No.	999 or 112
	Local office	Tel. No.	01983 525121

In the event of an emergency dial 999 and ask for service required, state type of emergency, address and location of site, name of person making report, and any special hazards that may be present on site.

Transco:	Gas emergency:	Tel. No.	0800 111 999
Service Location: -	South Down District	Tel. No.	01273 664100
	Wessex District	Tel. No.	01202 783100
Electricity Board:	Emergency:	Tel. No.	0845 770 8090
	Enquiries:	Tel. No.	0345 444 555
	Electrical Contracting:	Tel. No.	019893 617000
Water Board	Leak line:	Tel. No.	0800 820 999
	24 hr. Emergency Service:	Tel. No.	0845 278 0845
Local Authorities:	Council Offices:	Tel. No.	01983 821000
Environment Agency:		Tel. No.	0800 807060
Flood line:		Tel. No.	0845 988 1188
Safety Advisors:	G.Hayward	Tel. No.	01983 720920
	P.Walker	Tel. No.	01983 720920
	Peninsula	Tel. No.	0844 892 2810

Medical Centres: Where practicable the Address and Telephone Number of the nearest Medical Centre should be included:

_____

Site address: _____

_____

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APPENDIX 2 – Infection Hazards in the Work Place

TETANUS

Tetanus, commonly called Lockjaw, is present in our everyday environment and people who work outdoors are particularly at risk to this serious infection. It is therefore important to be aware of the risk and to know what precautions can be taken to reduce the risk of infection.

Tetanus is a bacterium infection entering the body through cuts, scratches or abrasions. All working groups are at risk from Tetanus and it is therefore important to be protected from infection by anti-tetanus injections, all workers should have this injection and obtain a current certificate from their local Health Centre signifying that they are up to date with their protection.

LEPTOSPIROSIS

Leptospirosis, commonly called Weils Disease, is caused by microscopic organisms entering the body through cuts, scratches, abrasions or even through rubbing eyes with contaminated hands or clothing, by mouth by eating or drinking contaminated food, through the nose by wiping the nose with contaminated hands or materials or even smoking where the cigarette stub is contaminated the disease is carried in animal urine.

The main source of infection in Great Britain stems from rat's urine. Other rodents, wild animals such as foxes, badgers etc. and even domesticated animals such as horses, cattle, sheep etc. may also pass the infection on to humans.

You do not have to come into direct contact with an infected animal to contract the disease as the micro- organisms are excreted in animal urine and thrive in dark wet conditions. Therefore anyone who comes into contact with sewage, stagnant or still water or materials that are contaminated with rat urine are particularly at risk.

People or occupations most at risk are agricultural and horticultural work, ditch work, brush clearance, farmers, vets, construction workers, (particularly plumbers, ground workers, labourers etc. who may be required to carry out work on drainage or sewage systems, ground clearance etc.).

SYMPTOMS OF THE ILLNESS

The illness can develop in one or more of the following ways: -

a) The commonest symptom is a fever, often accompanied by one or more of the following – muscular aches and pains, headache, abdominal pain, skin rash, vomiting and/or red eyes.

b) In severe cases the illness may develop in to Meningitis, the symptoms are – severe headache, neck stiffness, and intolerance to light.

LEPTOSPIROSIS Continued

SYMPTOMS OF THE ILLNESS Continued

Most people who develop the disease make a complete recovery BUT 5% to 10% of people infected will die and this rate is higher for people aged over fifty! It is therefore essential that all those exposed to the potential risk take all reasonable precautions to prevent infection and to seek early medical treatment if they feel unwell.

PREVENTATIVE MEASURES

There is no effective preventative vaccine available at present, but there are a number of simple safety precautions that can be taken to reduce the risk of infection: -

a) Wear Personal Protective Equipment (PPE) such as impermeable gloves, overalls, Wellington boots and goggles as appropriate.

b) After working in potentially contaminated conditions, wash hands and forearms thoroughly in soap and water.

c) Report any heavy exposure to contamination to the supervisor and seek immediate medical attention.

d) Seek early medical attention in the event of illness and inform your doctor that your work could have exposed you to the risk of Leptospirosis. Notify the supervisor.

e) Ensure that all contaminated PPE and Work Equipment is thoroughly cleaned and dried at the end of each work shift, under no circumstance should PPE and Work Equipment be left in a contaminated, wet condition, the micro-organism thrives in this type of environment. Ensure that hands are thoroughly cleaned after handling contaminated equipment. It is particularly important to do this prior to eating, drinking or smoking.

f) Clear or divert stagnant water and/or sewage away from any surface that has to be worked on and clean the area thoroughly with strong disinfectant prior to commencing work.

g) As infection can enter through breaks in the skin such as cuts, scratches, abrasions and cracked skin, it is important to get thorough First Aid treatment as soon as possible and ensure that before returning to work the wound is covered completely with a medicated waterproof dressing. Every accident however trivial must be reported to the person in charge of the work.

APPENDIX 2 – Infection Hazards in the Work Place (Continued)

LEPTOSPIROSIS

PREVENTATIVE MEASURES Continued

h) If you receive any cut or abrasion outside of work it is important to cover the wound with a waterproof dressing before entering your place of work.

i) Avoid rubbing nose, mouth or eyes with contaminated hands or PPE when working in potentially contaminated conditions, as this may be a source of infection.

j) Never smoke, eat or drink if hands or PPE being worn is contaminated, always wash hands after handling contaminated PPE.

k) All employees and/or subcontractors working on site clearance, drains or sewers etc. where there is a risk of Leptospirosis infection should be issued with the Company Leptospirosis Medical Card, these are available on request from the Safety Advisor.

Most people who develop the disease make a complete recovery BUT 5% to 10% of people infected will die and this rate is higher for people over fifty! It is therefore essential that all reasonable precautions be taken by those at risk to prevent infection and to seek prompt medical attention if they feel unwell.

If anyone should fall into, swallow or splash eyes with potentially contaminated water they should seek immediate medical attention, give the doctor the Leptospirosis Medical Card and make the doctor aware of the incident, he may prescribe a course of antibiotics before the illness develops.

MEDICAL NOTE: It is almost impossible for the disease to be transmitted from person to person.

APPENDIX 2 – Infection Hazards in the Work Place (Continued)

POLIOMYELITIS (POLIO)
Poliomyelitis, commonly called Polio, is present in our everyday wastewater and sewage and people who work in an environment where they are likely to come into contact with these waste products are particularly at risk to this serious infection. You can be exposed to the risk of infection every time you work in contact with sewage.

Polio is a Virus infection entering the body through ingestion usually via hand to mouth contact during eating, drinking or smoking. This virus can cause Paralysis and death. All working groups that come into contact with sewage are at risk from Polio and it is therefore important to be protected from infection by ensuring that they have a Polio Vaccination and that it is kept up to date.

High standards of personal hygiene must be observed at all times – **ALWAYS** wash your hands before eating, drinking or smoking. Cover all wounds with a waterproof plaster before starting work, if you sustain a wound during work, ensure that the wound is cleaned immediately and covered with a water proof plaster, these dressings to be changed frequently when dirty. Use PPE such as waterproof clothing, gloves, goggles etc. wherever practicable.

TYPHOID
Typhoid is a micro-organism present in sewage and enters the body through ingestion. You can be exposed to the risk of infection every time you are working in contact with sewage.

It is therefore important to be aware of the risk and to know what precautions can be taken to reduce the risk of infection.

High standards of personal hygiene must be observed at all times – **ALWAYS** wash your hands before eating, drinking or smoking. Cover all wounds with a waterproof plaster before starting work, if you sustain a wound during work, ensure that the wound is cleaned immediately and covered with a water proof plaster, these dressings to be changed frequently when dirty. Use PPE such as waterproof clothing, gloves, goggles etc. wherever practicable.

HEPATITUS A
Hepatitis A is a micro-organism that enters the body by ingestion of contaminated food or drink or via hand to mouth contact when eating, drinking or smoking

It is therefore important to be aware of the risk and to know what precautions can be taken to reduce the risk of infection. High standards of personal hygiene must be observed at all times – **ALWAYS** wash your hands before eating, drinking or smoking. Use PPE such as waterproof clothing, gloves, etc. wherever practicable.

APPENDIX 2 – Infection Hazards in the Work Place (Continued)

HEPATITUS B
Hepatitis B is a micro-organism, which is transmitted through blood-to-blood by intimate contact or possibly other, infected bodily fluid contact with blood or from contact with infected hypodermic needles.

It is therefore important to be aware of the risk and to know what precautions can be taken to reduce the risk of infection. High standards of personal hygiene must be observed at all times – **ALWAYS** wash your hands before eating, drinking or smoking. Use PPE such as waterproof clothing, gloves, etc. wherever practicable. **ALWAYS** check the work area carefully for hypodermic needles prior to starting work particularly in cisterns, meter or stopcock boxes etc. If you find used hypodermic needles in the workplace stop work immediately, **DO NOT** try to remove them unless you have been fully trained in the correct safety procedures, Report find to your Supervisor and allow specialist removal contractor to clear the hazardous materials.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
AIDS is a disease caused by the HIV virus that attacks the body's natural defence system allowing illnesses and infections, which would not otherwise have occurred, to develop. The HIV virus is transmitted by sexual intercourse with a person infected with the HIV or AIDS virus, or by an injection or inoculation contaminated with infected blood. At present there is no known cure for HIV or AIDS.

It is therefore important to be aware of the risk and to know what precautions can be taken to reduce the risk of infection. High standards of personal hygiene must be observed at all times – **ALWAYS** wash your hands before eating, drinking or smoking. Use PPE such as waterproof clothing, gloves, etc. wherever practicable. **ALWAYS** check the work area carefully for hypodermic needles prior to starting work particularly in cisterns, meter or stopcock boxes etc. If you find used hypodermic needles in the workplace stop work immediately, **DO NOT** try to remove them unless you have been fully trained in the correct safety procedures, Report find to your Supervisor and allow specialist removal contractor to clear the hazardous materials.

MEDICAL NOTE – The risk of becoming infected by any of these diseases is very small, posing no greater risk than the risk to the general public particularly if good hygiene standards are observed.

There are vaccinations available for protection against Hepatitis A and B but these are not generally recommended. Individual employees who think they would like to have this vaccination should contact their GP for further advice.

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APPENDIX 3 – Sub-Contractor and Self-Employed Persons Duties

1. Where necessary all subcontractors and self-employed personnel will sign a declaration stating that they are conversant with the Company's Health and Safety at Work etc. Act 1974 and that they will conduct their activities in accordance with the requirements of the Company Safety Policy.

2. The Special Regulations for persons under 18 years of age apply all subcontract and self employed employees.

3. Under the Control of Substances Hazardous to Health Regulations 1994 (COSHH), Subcontractors will be required to submit COSHH Assessments with data sheets and Method Statements to the Company. Detailing protective measure required to be taken to safeguard the Health and Safety welfare of the operator and anyone else who may be affected by the operation or process. No operation shall be commenced until the process and protective measures have been approved by the Company. No article or substance is to be brought onto site unless it is easily identifiable, clearly labelled, in 227rganizati containers or packages and carrying appropriate Hazard Warning Labels.

4. Permits to Work and valid Plant Operator Certificates will be required in hazardous operations and/or environmentally sensitive areas before work commences. Safe Systems of Work must be approved by the Company in all hazardous undertakings such as Steel Erection, Demolition, Working in confined spaces etc.

5. The Company as Main Contractor has a duty of care to ensure that all employees, subcontractors and self-employed personnel, work in a safe manner, comply with all Regulations and this Health and Safety Policy. Subcontractors and self-employed personnel will co-operate with the Company's Management and Supervisors on all Health and Safety matters.

6. Subcontract and self-employed personnel must report all accidents or dangerous occurrences occurring on site to the Site Supervisor and for ensuring that the report is entered into the Accident Book. Injuries incapacitating the operator for three or more days must be reported to the HSE on the required Form F2508. Serious injuries should be reported to the Managing Partner, the Area Health and Safety Executive Office and the Health and the Company's Safety Advisor for investigation and report.

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APPENDIX 4 – Sub-Contractors and Self-Employed Persons Declaration

I hereby declare that my employees and I are fully conversant with the requirements of the Health and Safety at Work etc. Act 1974 and that we will conduct our operations and activities in accordance with the provisions therein, along with the Statutory Regulations in force and Codes of Practice, Assessments, Method Statements, The Company Health and Safety Policy and Appendices attached.

That I have been made aware or read relevant sections of the Company's Health and Safety Policy, Manual, Method Statements, Risk Assessments and declare that I fully understand the contents of the Policy and that I will observe the conditions and provisions contained therein.

Details of current insurance policies, such as Employers Liability, Public Liability, Contractors all Risks and Professional Indemnity Insurance complete with renewal dates and that the policies are relevant to the works specified in the contract.

Policy No…….. Renewal Date……..

Policy No…….. Renewal Date……..

Policy No…….. Renewal Date……..

Policy No…….. Renewal Date……..

Policy No…….. Renewal Date……..

COMPANY NAME……..(Please print)

AUTHORISED SIGNATURE: .....

POSITION HELD IN FIRM: .....

DATE: .....

NO: .....

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APPENDIX 5 – Employees Declaration

EMPLOYEES

I hereby declare that I am conversant with the requirements of the Health and Safety at Work etc. Act 1974 and that we will conduct my activities in accordance with the provisions therein, along with the Statutory Regulations in force and Codes of Practice, Assessments, Method Statements, The Company Health and Safety Policy and Appendices attached.

I hereby declare that I have been made aware of, received or read a copy of the Company's Health and Safety Policy and Manual, and declare that I fully understand the contents of the Policy and that I will observe the conditions and provisions contained therein.

NAME: .....(Please print)

SIGNATURE: .....

DATE: .....

NO: .....

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APPENDIX 6 – Definitions of Major Injuries, Dangerous Occurrences and Diseases

REPORTABLE MAJOR INJURIES:

If there is an accident connected with work and an Employee, Contractor, Sub-contractor or self employed person working on site is killed or suffers a major injury (including as a result of physical violence) or a member of the public is killed or taken to hospital, the Company must notify the HSE without delay (e.g. telephone or Fax). They will ask for brief details about the Company, the injured person and the accident. A full description of the actions required is given in CHAPTER 40 of the Health and Safety Manual.

Within 10 days of the telephone report a completed Accident Report Form (F2508) must be submitted to the HSE Office.

- **Y** Definitions of Major Accidents are: -
- **Y** Death
- **Y** Fracture of any bone (but not including fingers, thumbs or toes)
- **Y** Amputation
- **Y** Dislocation of the shoulder, hip, knee or spine
- **Y** Loss of sight
- **Y** Chemical/hot metal burn to the eye or any penetrating injury to the eye
- **Y** Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- **Y** Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- **Y** Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents
- **Y** Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, injection or through the skin
- **Y** Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxin or infected material

APPENDIX 6 – Definitions of Major Injuries, Dangerous Occurrences and Diseases (Continued)

REPORTING OF SERIOUS INJURY (OVER THREE DAY INJURY)
If there is an accident connected with work (including an act of physical violence) and an employee or self employed person working on the Company premises suffers an injury, which is not classified as a major injury but results in the injured person being away from work or unable to carry out their normal work duties for more than 3 days (including non work days), the First Aider or Partner must send a completed accident report form (F2508) to the HSE Office within 10 days of the accident. A full description of the actions required is given in CHAPTER 40 of the Health and Safety Manual.

If in doubt contact the Safety Advisor or local HSE Office for guidance.

REPORTABLE DANGEROUS OCCURRENCES:
If there is an incident at work which could have caused a serious or major injury, this may be classified as a Dangerous Occurrence and may need reporting to the HSE by the quickest possible means (e.g. by telephone) A full description of the actions required is given in CHAPTER 40 of the Health and Safety Manual: Any of the following are regarded as dangerous occurrences and must be reported: -

- **Y** Collapse, turning over, or failure of any load bearing part of any lifting apparatus (including forklift trucks, hoists, slings and platforms, Genie hoist or scaffolding).
- **Y** Explosion, collapse or bursting of any closed vessels or associated pipework
- **Y** Failure of any freight container in any of its load bearing parts
- **Y** Plant or equipment coming into contact with overhead power lines
- **Y** Electrical short circuit or overload causing fire or explosion
- **Y** Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by and explosion.
- **Y** Accidental release of a biological agent likely to cause severe human illness
- **Y** Failure of breathing apparatus while in use or during testing immediately before use
- **Y** Collapse or partial collapse of scaffold over 5 metres high or erected over or near water where there could be a risk of drowning after a fall
- **Y** A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released accidentally

APPENDIX 6 – Definitions of Major Injuries, Dangerous Occurrences and Diseases (Continued)

REPORTABLE DANGEROUS OCCURRENCES (Continued):

- **Y** A dangerous substance being conveyed by road is involved in a fire or accidentally released
- **Y** Unintentional collapse of a building or structure under construction, alteration or demolition where over 5 tonnes of materials fall. Collapse of a wall, floor or any false work in a place of work
- **Y** Explosion or fire causing suspension of work for over 24 hours
- **Y** Sudden, uncontrolled release in a building of 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or 500kg of these substances if the release is in open air
- **Y** Accidental release of any substance which may damage health

NOTE The numbers quoted on this list are deliberately not sequential and are the correct numbers that need to be quoted on the Dangerous Occurrence report form F2508 – Part F. The numbers not quoted are not considered to apply to the construction industry. There are further reportable incidents relating to gas installation.

REPORTABLE DISEASES
If you receive notification from a doctor that your employee suffers from a Reportable Disease listed below then you must send a completed Report Form F2508A to the HSE. A full description of the actions required is given in CHAPTER 40 of The Health and Safety Manual. Reportable Diseases include: -

- **Y** Certain poisonings
- **Y** Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- **Y** Lung diseases including occupational asthma, farmers lung, asbestosis and mesothelioma
- **Y** Infections such as Leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- **Y** Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness, and hand/arm vibration syndrome
- **Y** Detailed list of reportable diseases can be obtained from the HSE

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Appendix 7 – Display Screen Equipment (DSE) – Definitions

Users-
Means an employee who habitually uses display screen equipment as a **SIGNIFICANT PART** of their normal work as defined in the DSE Regulations.

Or normally uses a VDU for continuous spells of an hour or more at a time. HSG(90).

Eye and Eyesight Tests

Pre-employment –
The Company will arrange for an eye and eyesight test to be carried out as part of a pre-employment health examination. Where the results indicate that glasses are required specifically for DSE work and upon confirmation of employment in a position, which requires the use of such equipment, the Company will arrange for the supply of glasses.

Job Changes –
Employees who transfer to a job involving the use of DSE will be offered an eye and eyesight test. This entitlement also applies where use of DSE has become a significant part of the work for an employee not previously considered as a regular user.

Regular Eye and Eyesight Tests –
Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test.

All tests are specifically for users of DSE and **must be arranged through the Company.**

Visual Discomfort –
Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, the Company will offer an eye and eyesight test.

Costs of Testing –
The Company will meet the cost of eye and eyesight tests, **provided that testing has been arranged through the Company**. Where an employee obtains a test independently and without the knowledge of the Company, even if the test is specifically related to display screen use, the Company shall not be responsible for the cost incurred.

Supply of Glasses –
Where glasses are found necessary, specifically for the use of DSE, the Company will fund the purchase to an amount as agreed with the Supplier currently £39. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model. These will be through a nominated optician.

Care and Replacement of Glasses –
The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of Company property.

Where there is a change in an employee's visual defect and this results in a change to prescription requirements, the Company will bear the cost of replacement subject to the procedures outlined above.

Appendix 7 – Display Screen Equipment (DSE) – Definitions

Rest Breaks

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the Company will seek, where appropriate, to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks.
Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Radiation and Pregnancy

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The Company acknowledges that some employees may not be fully convinced by these assurances. It is 234rganizati that, where an employee has a genuine concern, this can contribute to stress and ill health. The policy is therefore that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that she undertakes. Although no guarantee can be given such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of the Company's operations.

Assessment of the Workstation

DSE users will be invited to assist the company in providing a comfortable and safe working environment.

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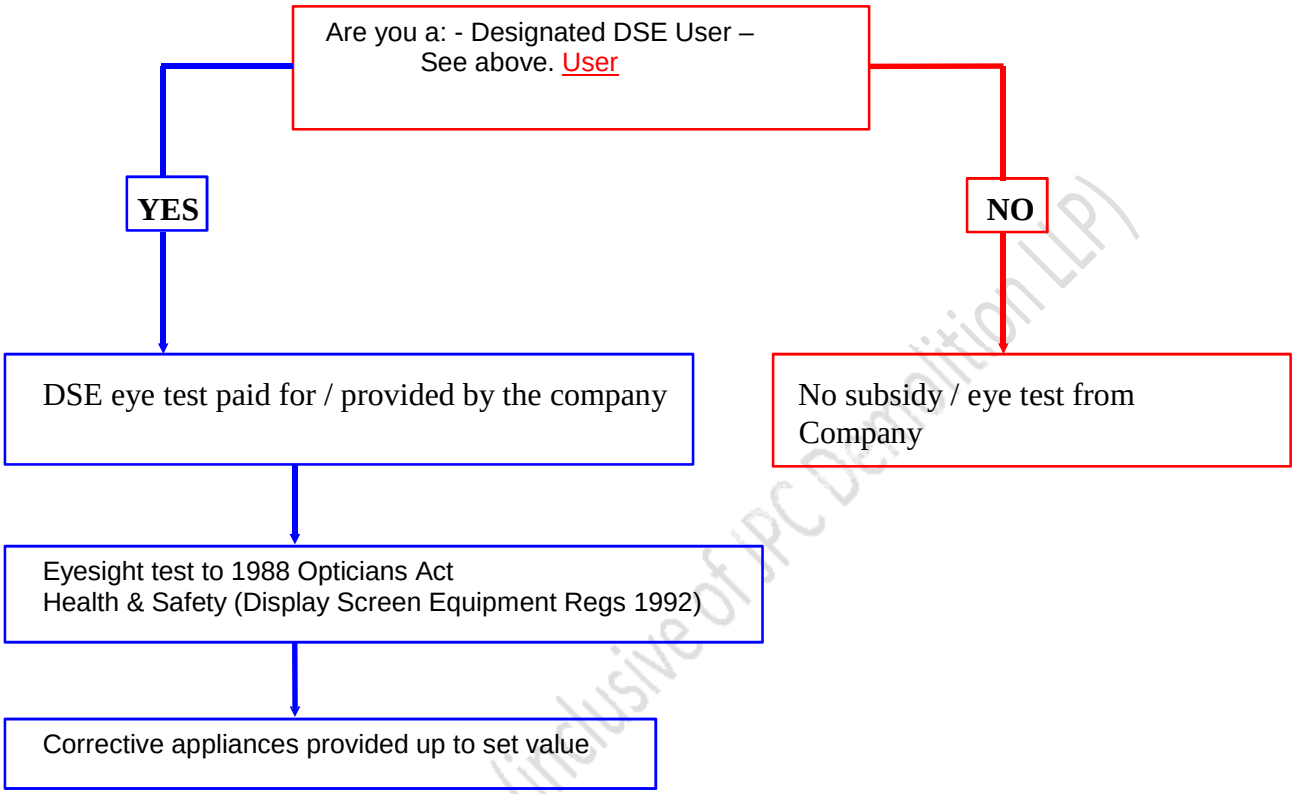
Appendix 8 – Display Screen Equipment (DSE) – Flow Chart



If you are a current spectacle wearer then there is no subsidy for your own spectacles, only for a separate single vision pair of corrective appliances.

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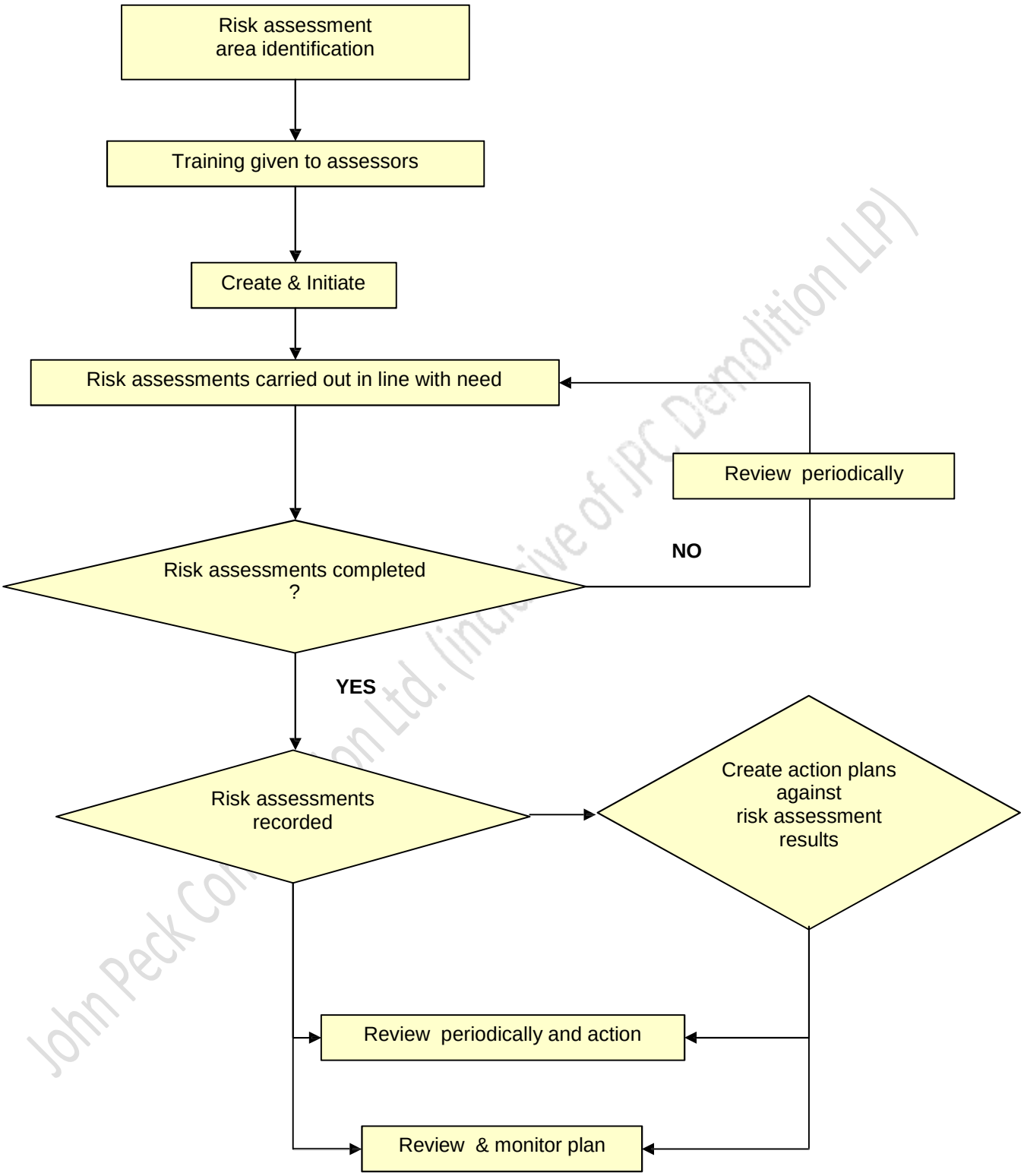
Appendix 9 – Risk Assessment Flow Chart



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Appendix 10 – Risk Assessment Protocol

NUMERICAL RANKING HAZARDS

RISK = LO x FE x DPH x NP

LO – Likelihood of occurrence / contact with hazard

FE – Frequency of exposure to the hazard

DPH – Degree of possible harm taking into account the worst possible case

NP – Number of persons exposed to the hazard

LIKELIHOOD **(LO)**

0.033	Almost impossible (possible only under extreme circumstances)
1	Highly unlikely (though conceivable)
1.5	Unlikely (but could occur)
2	Possible (but unusual)
S	Even chance (could happen)
8	Probable (not surprising)
10	Likely (only to be expected)
15	Certain (no doubt)

FREQUENCY **(FE)**

0.5	Annually / infrequent
S	Monthly / once per month
1.5	Weekly / once per week
2.5	Daily / frequent / two-three times per day
4	Hourly
5	Constantly (8hrs per day)

Appendix 10 – Risk Assessment Protocol

DEGREE OF POSSIBLE HARM **(DPH)**

S.0	Scratch / bruise
0.5	Laceration / mild ill-effect / minor burn
S	Break minor bone / minor illness (temporary effect)
S	Break major bone / major illness / major illness / severe laceration / Major burn
S	Loss of one limb / eye / hearing / dermatitis (permanent)
10	Loss of two limbs / both eyes (permanent)
15	Fatality

NUMBER OF PERSONS **(NP)**

1	One – Two persons (1 – 2)
2	Three – Seven persons (3 – 7)
S	Eight – Fifteen persons (8 – 15)
8	Sixteen – Fifty persons (16 – 50)
12	Fifty + persons (50+)

QUANTIFIED LEVEL OF RISK

0 – 1	Acceptable	Negligible – very little risk to health & Safety
2 – 5	Very Low	
6 – 10	Low	
11 – 50	Significant	Significant risk – hazards that may require control measures
51 – 100	High	
101 – 500	Very High	Potentially dangerous hazards, which require control measures to be implemented urgently
501 – 1000	Extreme	
Over 1000	Unacceptable	Continued operation is unacceptable

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Form 01 – DSE Assessment Record

NAME OF OPERATOR:_____ **LOCATION** _____

DATE OF ASSESSOR_____ **DATE OF ASSESSMENT**_____

Display screen	**Assessment**	**Action**
Are the screen characters well defined, clear, adequate size and well spaced.	Yes/No*	
Is the image stable, no flicker or other instability	Yes/No*	
Is the brightness and contrast adjustable by the operator	Yes/No*	
Does the screen swivel and tilt freely to suit the needs of the operator	Yes/No*	
Can the screen can be moved to another base	Yes/No*	
Is the screen free from reflective glare or reflections likely to cause discomfort to the operator	Yes/No*	

Remarks:_____

Keyboard

Has the keyboard adjustable tilt angle	Yes/No*	
Is the keyboard separate from the screen	Yes/No*	
Is there adequate space in front of the	Yes/No*	
Keyboard to support hands or arms		
Is keyboard surface non reflective	Yes/No*	
Is the keyboard layout standard	Yes/No*	
Are key symbols well contrasted and and legible from normal working position	Yes/No*	

Remarks:_____

Form 01 – DSE ASSESSMENT RECORD

Work Station	**Assessment**	**Action**
Has the workstation have enough space to accommodate positioning of the screen, base, keyboard, paperwork, telephone etc.	Yes/No*	
Has the workstation a non-reflective surface	Yes/No*	
Are document holders stable & adjustable 240rganizati uncomfortable head/eye movements.	Yes/No*	
Is there adequate space for the operator to find a comfortable working position and allow free adjustment of position	Yes/No*	

Remarks:

Work chair		
Is the work chair comfortable, stable & allow free operator movement	Yes/No*	
Is the work chair seat height adjustable	Yes/No*	
Is the back of work chair adjustable in height and tilt	Yes/No*	
Are footrest available	Yes/No*	

Remarks:

Working Environment		
Is workspace large enough to allow the operator to change position & vary movements	Yes/No*	
Is room/task lighting adequate for work being done and provide a suitable contrast between screen and background lighting	Yes/No*	
Has glare or reflections from windows or lighting on screen been reduced to acceptable levels	Yes/No*	

Form 01 – DSE ASSESSMENT RECORD

Working Environment (cont.)	**Assessment**	**Action**
Is the workstation designed to reduce reflections & glare from windows, doors, brightly coloured fixtures etc. to a minimum	Yes/No*	
Are windows fitted with suitable curtains Or blinds, that are adjustable to the operators requirements	Yes/No*	
Has noise from equipment been reduced to suitable level by attenuation or isolation	Yes/No*	
Is the heat generated by the equipment uncomfortable for the operator	Yes/No*	
Has an adequate level of humidity been maintained for the operator's comfort	Yes/No*	

Remarks:

Software		
Is the software suitable for the task it is being used for	Yes/No*	
Is the software easy to use & adaptable to operator skill level	Yes/No*	
Does the System provides performance feedback	Yes/No*	
Is the information displayed on screen in a format and at a rate that is suitable for the operator	Yes/No*	
Is the software ergonomically user friendly	Yes/No*	

Remarks:

NOTE: * If answer is "Yes" no further assessment required

* If answer is "No" Define action required to reduce risk level to acceptable standard.

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COSHH Risk Assessment No

Directorate:	Establishment/Section:
Describe the activity or work process. *(Include how long and how often this is carried out and the quantity of substance used)*	
Location of process being carried out?	

Identify the persons at risk:	Employees *(including trainees)*	☐	Contractors	☐	Public *(including students)*	☐
Name the substance involved in the process and its manufacturer. *(A copy of a current safety data sheet for this substance should be attached to this assessment)*						

Classification *(state the category of danger)*

	☐ Very Toxic		☐ Irritant		☐ Extremely Flammable
	☐ Toxic		☐ Sensitising		☐ Highly Flammable
	☐ Corrosive		☐ Biological		☐ Flammable
	☐ Harmful		☐ Oxidising		☐ Environmental

Hazard Type

☐ Gas ☐ Vapour ☐ Mist ☐ Fume ☐ Dust ☐ Liquid ☐ Solid ☐ Other (State) .....

Route of Exposure

☐ Inhalation ☐ Skin ☐ Eyes ☐ Ingestion ☐ Other (State) .....

Workplace Exposure Limits (WELs) *please indicate n/a where not applicable*

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins)

State the Risks to Health from Identified Hazards

(Page 1 of 3)

Control Measures: *(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.*

Is health surveillance or monitoring required? Yes ☐ No ☐

Personal Protective Equipment *(state type and standard)*			
 Dust mask ☐		 Visor ☐	
 Respirator ☐		 Goggles ☐	
 Gloves ☐		 Overalls ☐	
 Footwear ☐		 Other ☐	
(Page 2 of 3)			

First Aid Measures

Storage

Disposal of Substances & Contaminated Containers
Hazardous Waste ☐ Skip ☐ Return to Depot ☐ Return to Supplier ☐ Other ☐
(If Other Please State): .....

Is exposure adequately controlled?	Yes ☐ No ☐

Risk Rating Following Control Measures		
High ☐	Medium ☐	Low ☐

Assessed by:	Date:

Form 04 – Notification of Sites

Is this the Initial Notification? *_____YES* / NO* (*Delete as appropriate)

Additional Information Notification? *_____YES* / NO* (*Delete as appropriate)

2. Name & Address of Client(s): _____

_____Post Code:_____Tel: _____

3. Name & Address of CDM Co-ordinator: _____

_____Post Code:_____Tel: _____

4. Name & Address of Principal Contractor: _____

_____Post Code:_____Tel: _____

5. Name & Address of Designer: _____

_____Post Code: _____Tel: _____

6. Address of Construction Site: _____

_____Post Code: _____Tel _____

7. Name of Local Authority: _____

8. Time for consultation between Client / Principal Contractor: _____

9. Date of Planned start of the Construction Work: _____

10. Planned duration of the Construction Work: _____

11. Estimated maximum number of workers on Construction Site: _____

12. Number of contractors working on site (PC counts as one): _____

13. Description of the Construction Work to be carried out: _____

_____

14. Name & Addresses of other Contractors on Site (if known): _____

_____

(Please continue on a separate sheet as required for additional contractors, sub-contractors / etc)

15. Person in Charge of Site:_____Site Tel No: _____

16. JPC Safety Officers Action Required (Tick as required)

Visits Only	
Construction Phase Health & Safety Plan	
Method Statements	

Risk Assessments (**State What**)	
Other Documentation (**State What**)	

Domestic Project (delete as appropriate) YES / NO

Asbestos On-Site? YES / NO Return to Index 5
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Form 05 – Lifting Operations Risk Assessment

1. DESCRIPTION OF WORK

Description of Lift (Specify in appropriate boxes)	
Weight of Load	
Size of Load	
Shape of Load	
Lifting Zone	
Standard Lift	
Other (describe)	

CRANE TYPE (tick appropriate box)

Overhead Crane	Tower Crane	Mobile Crane	Other (specify)

CRANE CHECKLIST

Test Certificate Supplied & in Date	Correct Type Supplied	Suitable Capacity and Reach	Safe Load and Reach Indicators Set & Working
Yes/No	Yes/No	Yes/No	Yes/No

CRANE DRIVER CHECKLIST

Competent Fully Trained & holds valid Certificate	Has clear view of Loading and Unloading Points	Type of Signals agreed and understood	Competent to use Radio Link & Radio's Checked
Yes/No	Yes/No	Yes/No	Yes/No

LIFTING GEAR CHECKLIST

Test Certificate Checked & in Date	Correct Type Supplied	Suitable Type and Capacity	Visually inspected for damage, wear etc.
Yes/No	Yes/No	Yes/No	Yes/No

Form 05 – Lifting Operations Risk Assessment

2. WORK ENVIRONMENT FACTORS

Description of Environment	Conditions	Risk Without Controls	Actions
Condition of Tide		High / Medium/ Low	
Strength of Wind		High / Medium / Low	
Size of Load		High / Medium / Low	
Height of Lift		High / Medium / Low	
Lifting over or near other workers		High / Medium / Low	
Concealed Drop Zone		High / Medium / Low	
Falls from Height		High / Medium / Low	
Falls into Water		High / Medium / Low	
Falls of Materials		High / Medium / Low	
Trapped by Load		High / Medium / Low	
Struck by Load		High / Medium / Low	
Personal Injury		High / Medium / Low	
Others (Specify)		High / Medium / Low	

3. ACTION TAKEN TO REDUCE RISKS

4. PPE REQUIREMENTS

Hard Hat Yes/No	Safety Boots Yes/No	Gloves Yes/No	Goggles Yes/No	Safety Jacket Yes/No	Radio Yes/No	Other – Specify

5. RISK ASSESSMENT WITH CONTROLS

	Low Risk		Medium Risk		High Risk

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Form 06 – Principal / Main Contractors, Sub-Contractors – On-Site Meeting Checklist

The tick boxes should be ticked when an item has been discussed and action agreed.

In addition, a separate note of the meeting should be made to record the agreed actions, comments and details required by these forms.

Contract Title: -

Date and those present at meeting: -

1. Information to give sub-Contractors

- ☐ Principal / Main contractor's safety policy training / instructions
- ☐ Rules and conditions for Sub-Contractors
- ☐ Clients rules / procedures (e.g. driving, permits to work)
- ☐ List of external contacts (e.g. HSE, Local Authority, emergency services etc)
- ☐ Names of Principal / Main Contractor's Safety Adviser(s)

2. Information to obtain from sub-Contractors

- ☐ Sub-Contractor's safety policy
- ☐ Names of Sub-contractor's Safety Advisers / Supervisors
- ☐ Method statements.

3. Project meeting

- ☐ Attendance, frequency, content,
- ☐ 'Codes and standards' agree those relevant to the work (some may have been listed in the contract documents)

4. Safety representation

- ☐ Nominations, arrangements, etc

5. Insurances

- ☐ Public Liability, Employers Liability available up to the agreed amounts

6. Training

- ☐ All employees should be given any necessary induction on their arrival on site
- ☐ Any employees required to do special tasks e.g. forklift, dumper, banksmen, etc. and first aid duties should have appropriate training

7. Sub-contracting

- ☐ Arrangements to ensure safe methods and systems of work when Sub-contractor intends further Sub-contracting

8. Accidents / diseases / dangerous occurrences

- ☐ A death, specific major injury or condition, Dangerous Occurrences, should be reported immediately to the enforcing authority and the Site Manager / Contract Administrator and the Health & Safety Advisor / Manager.

☐ All injuries / incidents should be recorded immediately in the site accident book

☐ Sub-contractors should also record particulars for their own purposes Form F2508, or F2508A, should be sent to the enforcing authority and copied to the site

9. Hazardous conditions outside the control of the sub-contractor

☐ The Sub-contractor should report to the Site Manager / Contract Administrator (or his Safety Manager / Advisor) hazardous conditions outside the control of the Sub-contractor, but which might expose his employees to risk e.g. unsafe scaffolding, holes in floors or roofs, dark areas, etc.

10. Welfare facilities / first aid / occupational health and hygiene service.

☐ State who provides them and note any exceptions.

☐ Arrangements for shared facilities to be confirmed on from F2202* by the contractor providing the Facilities

** In respect of civil engineering projects only.*

11. Housekeeping

☐ Arrangements for sorting materials and clearing away waste materials

12. Permits to work

☐ Does the Client's or other Contractor's permit to work procedures apply to the Sub-contractors?

☐ If so, is the Sub-contractor aware of the requirements, and has he or she worked under this procedure Before?

☐ Details of any Sub-contractor's own permit to work procedures (e.g. electrical switchgear, substations, etc. should be available).

☐ How to apply for a permit?

☐ Who is issuing authority?

☐ What types of permit apply?

☐ How long does it apply?

☐ Who can accept and sign off a permit?

13. Fire precautions

☐ Is spacing and construction of temporary site accommodation considered?

☐ Is appropriate fire fighting equipment provided wherever Plumbing, welding, cutting is undertaken? To be provided for all temporary accommodation

☐ Have arrangements for raising the alarm and evacuation (where necessary) been made?

14. Emergency procedures

☐ Arrangements for raising the alarm for rescue and evacuation in event of emergency other than fire

☐ The Sub-contractor should not allow employees to work in, or have access to such places until the hazard has been eliminated e.g. release of toxic fume

15. Access to site and site security

☐ Have site security arrangements been made?

☐ For road closure has these been liaison with authorities?

☐ Is there safe access for vehicles and pedestrians?

☐ Have arrangements for deliveries and unloading been made?

16. Measures to protect the other persons, general public, etc

☐ Has site fencing or cordoning off of the working area been considered?

☐ Are scaffolding fans and / or debris netting required?

☐ Has access to scaffolds, ladders, access platforms, etc. been prevented?

☐ Are holes and edges fenced / covered?

☐ Are appropriate warning signs displayed?

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Significant

HAZARD:

SIGNIFICANT RISK (Including Risks to third Parties)	INITIAL ASSESSMENT				CONTROL MEASURES	FINAL ASSESSMENT			
	SEVERITY	PROBABILITY	SCORE	RATING*		SEVERITY	PROBABILITY	SCORE	RATING*
	OVERALL RATING					OVERALL RATING			

WORK MAY PROCEED PROVIDED ALL CONTROLS ARE IN PLACE

NOTE:

* Risk Rating

Risk Rating it is calculated on the basis of multiplication process of 'severity' and 'probability'.

SEVERITY	PROBABILITY	RISK RATING *	
1. NEGLIGIBLE	1. VERY RARE	1 to 7	LOW
2. MINOR	2. REMOTE		
3. NOTIFIABLE	3. OCCASIONAL	8 to 17	MEDIUM
4. MAJOR	4. REGULAR		
5. FATALITY	5. FREQUENT	18 to 36	HIGH
6. MULTI-FATALITY	6. ALMOST CERTAIN		

Prepared by:	Checked by:	Revision:	Date:

Form 08 – Personal Protective Equipment (PPE) Issue Record

NAME:_____

Item	Type	Date issued	Signed	Date returned	Signed
Gloves					
Face protection					
Goggles					
Ear defenders					
Dust protection					
Helmet					
Foul weather gear					
High-visibility clothing					
Other					

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Form 09 – Control of Contractors Selection Considerations

General

The advice from the Health and Safety Executive for Client companies short-listing Principal / Main Contractors, is to ensure health and safety factors are included when judging whether to invite a contractor to tender.

Procedure

Pre-tender stages
Health and Safety factors should be considered during the compilation of a tender list for a Principal / Main Contractor should only be invited to tender if they demonstrate a competence in the management of Health and Safety

Each candidate Company should be required to provide a pre-tender assessment to ensure that competitiveness in terms of price is not achieved at the expense of health and safety

A Contractor should be willing to provide information on past performance, policies and practical proposals for the management of Health and Safety

Contractors required by law to prepare a written safety policy, should provide the client with a copy detailing the proposed and prepared arrangements, this should be signed by a Director or Partner of the Company

Contractors should demonstrate that they could call upon professional Health and Safety advisers either internally or externally

Contractors should show commitment to the allocation of resources to safety supervision, joint consultation, training and safety equipment short-listing Sub-contractors

Short-listing contractors
Currently the Principal / Main Contractor has overall responsibility for the safe management of work. Therefore the selection of subcontractors with a positive attitude to health and safety management is a necessary use of management time. Similar criteria for selection and assessment to those of a main contractor should be applied. However, additional steps should be taken as follows: -

Sub-contractors should be given information about the project, the site and the procedures for safety 254rganization on the site

All Sub-contractors should accept at tender stage the right of the main contractor to manage the site

Sub-contractors should agree to co-operate on health and safety matters with other contractors and accept the site rules

Failure to comply with these requirements should result in that Contractor being removed from the invitation to tender list.

Construction planning & procedure co-ordination
This is the crucial stage of a project, particularly in relation to the role of the Principal / Main Contractor who has been successful in the bidding process.

The details below relate to a Principal / Main Contractor-led project, although the principles will be similar for a multi-contractor arrangement. Time invested at this stage will greatly benefit the outcome of the project and, while seeming to be an unproductive use of management time, will reduce inefficiencies and construction time lost due to poorly thought-out safety procedures.

The Principal / Main Contractor should accept responsibility for the effective co-ordination of safety matters on site and prepare appropriate procedures for the construction stage. I.e. guidelines should be established for the following areas: -

a) The overall programme for the project

b) Planned procedures of sub-contractors

c) Arrangements for co-ordination, liaison and communication between the Site Managers, Client, Representatives and Sub-contractors

d) Safety representative's functions

e) Arrangements for monitoring site health and safety

f) Arrangements for training, instruction and information

g) Policies for use of common facilities, plant and equipment

h) Arrangements for record-keeping and statutory examinations

i) External liaison

j) Responsibilities of Sub-contractors

k) Responsibilities of individuals

l) Initial safety meetings with sub-contractors

S) Project meetings

Selection of sub-contractors
The Principal / Main Contractors should select Sub-contractors and should accept the responsibility for co-ordinating their activities on site.

The Sub-contractors should be given information about the project, the site and the procedures for safety 255rganization on the site, to enable them to fulfil their responsibilities.

Detailed arrangements for safety should be agreed with each appointed sub-contractor at an initial safety meeting. The Principal / Main Contractor should also be able to provide: -

Display his established policy on sub-contracting.

The methods he proposes to ensure any details and any special information about health and safety passed on by the design team are included and communicated to the relevant parties.

Construction method planning
In addition the Principal / Main Contractor should plan the construction method in detail considering the following details: -

a) Activities known to be hazardous e.g. use of cranes and site

b) Transport; steel erection, piling, excavation, false-work, scaffolding, roofing, demolition or those activities that are unfamiliar or unusual.

c) The need to provide suitable plans or equipment or 257rganiza the hazards e.g. adequate lifting equipment and hoists

d) The nature, timing and, where necessary, the segregation of the activities of Sub-contractors to ensure that the activities of one sub-contractor will not create hazards for another

e) The need to provide information, instruction and, where appropriate, training on general site safety, on hazards specific to the site and on certain procedures

f) The need to deal with possible emergencies e.g. fire, rescue, medical aid

g) The need to provide necessary environmental monitoring and health surveillance

h) The risk during construction to or from nearby buildings

i) People or plant. Particular attention should be paid to risks to members of the Public including children (precautions might include site fencing, security arrangements and scaffolding fans)

j) The need for safe access for vehicles and pedestrians – the layout of the site should allow for this

k) The need to have sufficient space for the accommodation of site staff and for the storage of plant and construction materials

l) The need to provide safe working places at all stages e.g. the provision of scaffolds and ladders

Risk Assessment
The Principal / Main Contractor is responsible for ensuring that adequate and appropriate risk assessments are undertaken and these are review by the client before any work on site is undertaken

The Principal / Main Contractor should prepare: site layout plans, including temporary accommodation, toilet and welfare facilities complete with hot and cold water; storage space and access routes; methods by which the operations are to be carried out, with drawings or sketches as necessary, and take account of the health and safety issues.

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Form 10 – Principal / Main Contractors, Sub-Contractors – On-Site Meeting Checklist

The tick boxes should be ticked when an item has been discussed and action agreed.

In addition, a separate note of the meeting should be made to record the agreed actions, comments and details required by these forms.

Contract Title: - **Date and those present at meeting: -**

1. Information to give sub-Contractors

- ☐ Principal / Main contractor's safety policy training / instructions
- ☐ Rules and conditions for Sub-Contractors
- ☐ Clients rules / procedures (e.g. driving, permits to work)
- ☐ List of external contacts (e.g. HSE, Local Authority, emergency services etc)
- ☐ Names of Principal / Main Contractor's Safety Adviser(s)

2. Information to obtain from sub-Contractors

- ☐ Sub-Contractor's safety policy
- ☐ Names of Sub-contractor's Safety Advisers / Supervisors
- ☐ Method statements.

3. Project meeting

- ☐ Attendance, frequency, content,
- ☐ 'Codes and standards' agree those relevant to the work (some may have been listed in the contract documents)

4. Safety representation

- ☐ Nominations, arrangements, etc

5. Insurances

- ☐ Public Liability, Employers Liability available up to the agreed amounts

6. Training

- ☐ All employees should be given any necessary induction on their arrival on site
- ☐ Any employees required to do special tasks e.g. forklift, dumper, banksmen, etc. and first aid duties should have appropriate training

7. Sub-contracting

- ☐ Arrangements to ensure safe methods and systems of work when Sub-contractor intends further Sub-contracting

8. Accidents / diseases / dangerous occurrences

- ☐ A death, specific major injury or condition, Dangerous Occurrences, should be reported immediately to the Enforcing authority and the Site Manager / Contract Administrator and the Health & Safety Advisor / Manager.
- ☐ All injuries / incidents should be recorded immediately in the site accident book
- ☐ Sub-contractors should also record particulars for their own purposes Form F2508, or F2508A, should be sent to the enforcing authority and copied to the site

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☐ The Sub-contractor should report to the Site Manager / Contract Administrator (or his Safety Manager / Advisor) hazardous conditions outside the control of the Sub-contractor, but which might expose his employees to risk e.g. unsafe scaffolding, holes in floors or roofs, dark areas, etc.

10. Welfare facilities / first aid / occupational health and hygiene service.

☐ State who provides them and note any exceptions.

☐ Arrangements for shared facilities to be confirmed on from F2202* by the contractor providing the facilities

* In respect of civil engineering projects only.

11. Housekeeping

☐ Arrangements for sorting materials and clearing away waste materials

12. Permits to work

☐ Does the Client's or other Contractor's permit to work procedures apply to the Sub-contractors?

☐ If so, is the Sub-contractor aware of the requirements, and has he or she worked under this procedure before?

☐ Details of any Sub-contractor's own permit to work procedures (e.g. electrical switchgear, substations, etc. should be available).

☐ How to apply for a permit?

☐ Who is issuing authority?

☐ What types of permit apply?

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☐ Is spacing and construction of temporary site accommodation considered?

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- ☐ Are scaffolding fans and / or debris netting required?
- ☐ Has access to scaffolds, ladders, access platforms, etc. been prevented?
- ☐ Are holes and edges fenced / covered
- ☐ Are appropriate warning signs displayed?

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Form 11 – Contractors (Pre-contract Safety Meetings)

General

Procedure
This is the crucial stage of a project, particularly in relation to the role of the Principal / Main Contractor who has been successful in the bidding process.

The details below relate to a Principal / Main Contractor led project, although the principles will be similar for a multi-contractor arrangement.

Time invested at this stage will greatly benefit the outcome of the project and, while seeming to be an unproductive use of management time, will reduce inefficiencies and construction time lost due to poorly thought-out safety procedures.

The following is a summary of the key tasks with the safety implications.

Procedures and co-ordination

The Principal / Main Contractor should accept responsibility for the effective co-ordination of safety matters on-site and prepare appropriate procedures for the construction stage. I.e. guidelines should be established for the following areas: -

a) The overall programme for the project

b) Planned procedures of Sub-contractors

c) Arrangements for co-ordination, liaison and communication between the Site Managers, Client, Representatives and Sub-contractors

d) Safety representative's functions

e) Arrangements for monitoring site health and safety

f) Arrangements for training, instruction and information

g) Policies for use of common facilities, plant and equipment

h) Arrangements for record-keeping and statutory examinations

i) External liaison

j) Responsibilities of Sub-contractors

k) Responsibilities of individuals

I) Initial safety meetings with Sub-contractors

S) Project meetings

Selection of Sub-contractors
The Principal / Main Contractor should select Sub-contractors and should accept the responsibility for co-ordinating their activities on site.

The Sub-contractors should be given information about the project, the site and the procedures for safety 262rganization on the site, to enable them to fulfil their responsibilities.

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