

Health and Safety Policy & Procedures Manual



Maincare Roofing & Building Ltd

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Section 1

Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc. Act 1974, Maincare Roofing & Building Ltd Ltd, hereon in referred to as 'The Company', is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines The Company Health and Safety arrangements and organisational structure is provided at The Company premises, and is available for all employees or other interested parties to read.

In order for The Company to discharge its statutory duties, employees are required by law to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The Company agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of The Company's Competent Person to ensure that suitable revisions are made that reflects changes that have taken place within The Company and any new and relevant legislation. In addition, the policy will be reviewed regularly and in response to significant events that could impact the content.

The Company encourages all employees to inform their Line Manager, safety contact or health and safety consultant of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

Health & Safety Legislation

- Confined Spaces Regulations 1997
- Construction Design & Management Regulation (CDM) 2015
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Corporate Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Fire Safety (Scotland) Regulations 2006
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Information for Employees) Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety at Work etc. Act 1974 (HASWA)
- Ionising Radiation Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Regulatory Reform (Fire Safety) Order 2005 (RRO)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Safety Representatives and Safety Committees Regulations 1977
- Smoke-free (Premises and Enforcement) Regulations 2006
- Social Security (Claims and Payments) Regulations 1979
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

HEALTH AND SAFETY POLICY STATEMENT

In accordance with the duty under Section 2 (3) of the Health and Safety at Work etc. Act 1974, and in fulfilling our obligations to our employees, visitors, contractors, neighbours and members of the public who may be affected by our activities, The Company have produced the following statement of policy in respect of health, safety The Company to comply with the terms of Health & Safety at Work, etc. Act 1974 and with the safe working practices outlined in associated Health & Safety Regulations and Health & Safety Executive guidelines. And welfare concerns.

It is the policy of

The Company's aim, so far as is reasonably practicable, is to identify, remove where practicable or adequately control risk by conducting the following:

- The provision and maintenance of work equipment and systems of work that are safe and reduce risk to an acceptable level.
- The control of risks to health and safety in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- The maintenance of any place of work under The Company control in a condition that is safe and without risks to health & safety.
- The provision and maintenance of a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for the welfare of our employees at work.
- Those persons not in our employment who may be affected are not exposed to risks to their health and safety.
- An environment in which everyone can carry out their work tasks without fear of intimidation, harassment, violence or undue stress.
- An organisation structure that allows for this Health & Safety Policy to be implemented in full and updated as appropriate.
- That our management team afford health and safety matters equal priority to other management functions.
- Regularly inspection, monitoring and auditing of systems and procedures to enable continuous improvement.
- The co-operation of all employees in the implementation of this policy.

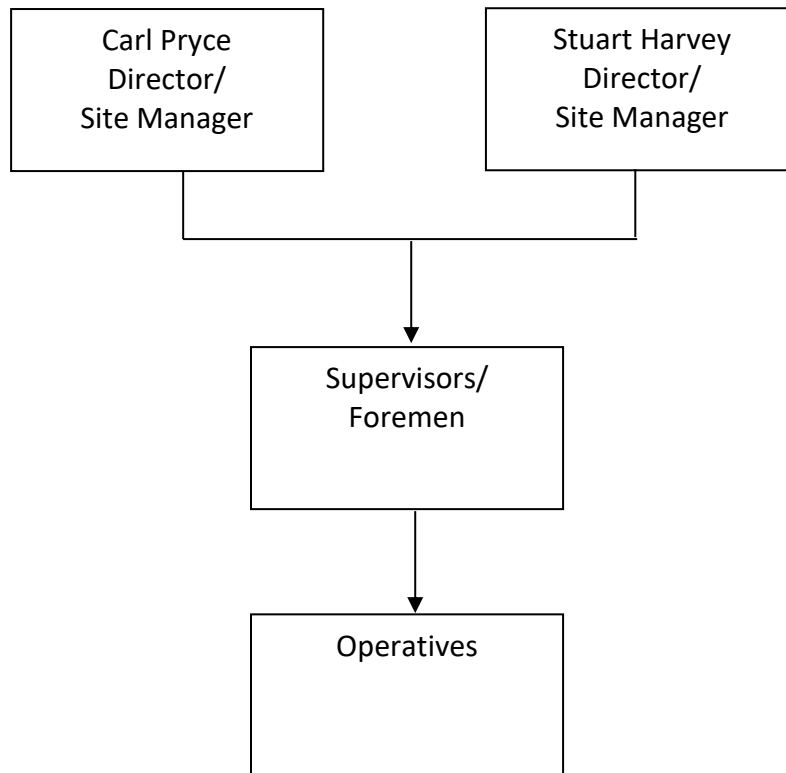
The Company's Health and Safety objective is to assess all significant risks to its employees, visitors and contractors and to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.

Name:	Position:	Director
Signature:	Date:	22 February 2018 (Review: 21 February 2019)

The review date of this policy is to be every twelve months or when significant change occurs within The Company

Health & Safety Structure & Responsibilities

Section 2



Individual responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy, which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Directors will ensure that: -

- They have an understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- All levels of the organisation fully understand the arrangements for the implementation of the safety policy.
- The policy is reviewed every 12 months or when there is significant change to The Company for compliance with the objectives for health and safety.
- The Company employ competent persons in the relevant roles as defined under the Management Regulations and any other relevant statutory legislation.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Details of safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- Health and safety issues raised by employees and non-employees are recorded and investigated
- Adequate training is provided for relevant personnel including site induction, toolbox talks or any other relevant job specific training.

- Qualified first aid personnel and facilities are provided to address potential hazards on the work site.
- Arrangements for fire safety are implemented and that all relevant checks are carried out as per site requirement.
- All accidents and dangerous occurrences are investigated and control measures implemented to prevent any reoccurrence.
- Nominated personnel complete, record and review site-specific assessments/method statements and inform employees of the results.
- That suitable and sufficient personal protective equipment is provided for employees at no cost and that suitable records are maintained.
- Joint consultations between management and other relevant site personnel take place.
- All site-specific records, registers and certificates for statutory inspections, testing, or maintenance are available for inspection.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Environmental controls are in place as required to ensure compliance with relevant environmental legislation.
- Drive H&S forward and promote a positive H&S culture at all times.

That when visiting any of The Company sites, set an example by wearing any necessary personal protective equipment.

The Site Manager will ensure that: -

- They have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- The specific site file is in place, maintained and communicated to all operatives prior to commencement of works
- Details of toolbox talks, safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- To develop site specific risk assessments and methods statements (RAMS) as and when necessary and ensure they are suitable and sufficient for the tasks undertaken
- All COSHH registers are maintained with suitable records kept.
- Arrangements for fire safety are implemented and that all relevant checks are carried out as per site requirement.
- All accidents and dangerous occurrences at their site are investigated and control measures implemented to prevent any reoccurrence.
- All site-specific records, registers and certificates for statutory inspections, testing, or maintenance are available for inspection.
- The recording and reviewing site specific assessments / method statements and inform employees of the results.
- Ensuring all relevant personal protection equipment (PPE) is provided, worn and in good order to all site operatives

- Only approved Sub Contractors are utilised, which can be found on the company approved contractor register.
- Site welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Safe access and egress is provided and maintained at all times throughout the site.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Procedures are in place for site security along with details for contacting emergency services.
- Environmental controls are in place as required to ensure compliance with relevant environmental legislation.
- Daily safety monitoring is undertaken, recorded and held at the sites.
- Drive H&S forward and promote a positive H&S culture at all times.

Employee's responsibilities

Every employee working for The Company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Always keep the work area and any company property tidy and free of clutter
- Only perform work that they are competent to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform Line/ Site Manager and/ or First Aider of all accidents that occur.
- Comply with any health surveillance where The Company deem it to be necessary.
- The Management of Health and Safety at Work Regulations require all employees to: -
- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.
- Drive H&S forward and promote a positive H&S culture at all times.

Responsibilities and duties of sub-contractors/self-employed and agency personnel

- Will be made aware of The Company health and safety policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of The Company.
- Will co-operate with The Company in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by The Company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with The Company.
- Will ensure that all activities are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced.
- Will ensure that they sign into the premises, where appropriate, prior to undertaking any work at the premises.
- Drive H&S forward and promote a positive H&S culture at all times.

Section 3

Access and Egress

The Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of premises and on-site areas where work is being undertaken.

To achieve this The Company will ensure, so far as is reasonably practicable, that: -

- Articles or substances do not impede safe access and egress to the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Standard Operating Procedures together with risk assessments (see risk assessment section) are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be monitored to ensure that they do not hinder safe access/egress of personnel when conducting task on The Company premises.
- Traffic Management Plan has been developed and implemented at Head Office.
- Traffic Management Plans will be developed on site as and when a significant risk of injury from moving vehicles is present.

Accident Reporting Procedure

The first priority when an accident occurs is to make the area safe for all parties and then obtain first aid treatment for the injured parties, if the incident is serious enough to warrant medical intervention the senior person present will dial 999 and request an ambulance or paramedic to attend.

RIDDOR REPORTABLE – this type of accident or dangerous occurrence (a list of RIDDOR reportable events can be found in the RIDDOR section of this document) must be reported to the HSE.

ACCIDENTS/INCIDENTS – all accidents or incidents must be reported to the Site Manager immediately.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The level of investigation required will be determined by the severity of the accident/ incident. The purpose of the investigation is to address the root causes of the accident. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) it is imperative that all RIDDOR accidents are reported to the enforcing authority.

All accident information that is entered into the accident book will be kept for a minimum of three years.

Relevant risk assessments may require revision following an accident/ incident.

Accident

The Company defines an accident as: - An unplanned or unforeseen event, which causes injury or ill health to persons

Near Miss

The Company defines a near miss as: -

An unplanned or unforeseen event, that does not cause injury or damage, but has the potential to.

For example; Items falling near to personnel, short-circuits on electrical equipment, potholes in a car park.

Dangerous Occurrence

The Company defines a dangerous occurrence as: -

An unplanned or unforeseen occurrence that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority.

HIV

There has been a great deal of concern about the spread of HIV, the virus that leads to AIDS.

The Company will encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of any information will be treated in the utmost confidence and employment rights will not be affected.

The Company will, so far as is reasonably possible, take all suitable precautions to secure the safety of employees who have been diagnosed with HIV whilst at work and of those employees working in close contact with the infected person.

Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through contact with an infected employee. However, the Company recognises that there is a residual risk from exposure to blood spillage arising from accidents. The Company intends to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with risks presented by HIV and AIDS in the workplace as and when the need arises.

Arrangements for ensuring the health and safety of employees

The Company will, in consultation with employee's and/or their representatives: -

- Prevent employees from coming into contact with blood-spillage and make arrangements to isolate areas where blood has been spilt until it has been cleared.
- Ensure that a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc. clears spillages.
- Provide First Aiders with information about dealing with spillages of blood and discarded needles during first aid training and ensure that first aid boxes contain disposable gloves to protect against any possible contamination when handling an injured person.
- Allow the use of syringes within the workplace only for medical reasons only. (Employees using syringes at work for any other reason will be subject to disciplinary action).
- Ensure the privacy and safety of persons undergoing injections and maintain confidentiality of medical records and medical details at all times.
- Treat any information that has been given by an employee in respect of a HIV positive condition in complete confidence.

Alcohol and Drugs

Health and Safety at Work Act 1974

The Company realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

The company has a general duty under The Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of all employees, The Company will also be breaking the law if they knowingly allowed drug related activities on their premises and they failed to act.

Responsibility

Managers are responsible for carrying out The Company policy; however, it is the responsibility of all staff to ensure that its aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

Signs of misuse

Senior staff will be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug related problem.

- Unexplained and increased absenteeism
- Instances of unauthorised absence or leaving work early
- Poor time keeping i.e. lateness, especially on returning from break or after lunch
- Unusually high level of sickness/absence for colds/flu/stomach upset
- Excessive visits to the toilets
- Impaired job performance
- Dishonesty/theft
- Unusual irritability, aggression and mood changes
- Tendency to be confused and fluctuations in concentration & energy
- Increased tendency to have accidents

Company procedure on drugs and alcohol

Employees are expressly forbidden to consume alcohol when at work or to bring it onto The Company premises without prior senior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.

Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to The Company disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.

If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the health and safety department or nominated deputy should make arrangements for the employee to be escorted from The Company premises immediately, pending further investigation.

A Manager who feels an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

Safeguards when dealing with drugs and alcohol problems

It should be made clear that The Company is aware that a person suffering from these problems will be dealt with fairly.

The Company realise that: -

Absence for treatment and rehabilitation will be regarded as normal sickness

Relapses may occur

The policy will be monitored with consultation with employees and safety representatives

Drug misuse awareness

All Managers and staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of The Company procedures and information through notices, posters and leaflets, which will be made available. All employees are encouraged not to cover up for other employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought; confidentially through the management structure of The Company the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

Asbestos

The Control of Asbestos Regulation 2012

Control of Substances Hazardous to Health Regulations 2002

The Company accepts the potential risks to health posed by exposure to asbestos or asbestos containing materials.

Any work to be undertaken involving asbestos products must comply with the Control of Asbestos Regulations 2012 in most cases licensed contractors must be used.

The Company will keep on file copies of all such legislation, licenses, notifications and other approved guidance notes, which will be made available to all employees (upon a reasonable request), HSE Inspectors or Local Authority Inspectors.

Any The Company premise that is known to contain asbestos shall have an asbestos management plan in place. This will include regular inspections on the condition of the asbestos. All persons working in premises, including contractors, where asbestos is present shall be informed of the areas that the asbestos is located and made aware of the risks that it presents.

Any building built before 1999 is required to have an asbestos survey conducted to identify any asbestos that may be present

Only licensed asbestos contractors shall conduct any work that involves disturbing asbestos.

If an employee comes across what they think to be Asbestos; all work in the area is to be stopped immediately and a manager/supervisor informed.

All The Company Employees who may come into contact with suspected ACM receive asbestos awareness training.

All Subcontractors working for The Company complete a H&S Questionnaire where H&S training undertaken is reviewed by The Company.

Control of Substances Hazardous to Health (COSHH)

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health 2002

It is the intention of The Company to ensure the health and safety of all persons so far as is reasonably practicable from the hazards including the, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

To enable The Company to comply with the Control of Substances Hazardous to Health Regulations (COSHH) 2002, The Company will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances, this information is obtained by gathering the msds's.

Any contractors visiting any The Company premises or site, who are required to use hazardous substances must provide copies of their COSHH assessments, together with safe operating procedures for the materials they are intending to use prior to arrival, so that their use can be reviewed and approved.

A copy of each relevant COSHH risk assessment will be held within the site file and a copy will be provided to all those persons considered to be at risk.

Where unsafe practices are observed, individuals are to be reminded by the manager of their responsibilities under the regulations.

Where, in the opinion of a line manager, contractors are using unsafe practices, they are to inform them to cease work and inform the estates department until a safer alternative is agreed upon, with assistance from The Company health and safety department.

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances. This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

Where unsafe practices are viewed, individuals are to be reminded by the depot foreman of their responsibilities under the regulations. Where, in the opinion of company, management contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

Training

The Company is aware of the duties placed on employers with regard to the training of employees and are fully committed to training employees to the highest levels within the construction industry.

It is the responsibility of management within Maincare Roofing & Building Ltd to identify any training needs and to ensure that these needs are fulfilled.

All aspects of health and safety training within The Company will be reviewed on an annual basis.

Current training records are held in The Company head office.

The Company will ensure all persons carrying out tasks are competent and hold relevant training qualifications.

New and Expectant Mothers

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

The Equality Act 2010

Regulation 16 of the Management of Health and Safety at Work Regulations 1999 places a duty on employers to carry out a risk assessment in respect of new or expectant mothers.

If a female employee informs us that she is pregnant we will conduct a pregnancy risk assessment as soon as possible.

Once a risk assessment has been initially conducted it will identify if any reasonable adjustments are required and be updated according to the development of the expectant employees.

Display Screen Equipment (DSE)

Management of Health and Safety at Work Regulations 1999

Health and Safety (Display Screen Equipment) Regulations 1992

Display Screen Equipment (DSE), Visual Display Unit (VDU), Visual Display Terminal (VDT) or a monitor are different names all given to the same equipment. Very simply it is the computer that you use on your desk or the laptop that you use at home or on-site.

The Health and Safety (Display Screen Equipment) regulations 1992 outlines what employers and employees should do to comply.

The Company recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders.

The organisation will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by The Company for display screen equipment.

A display screens self-assessment form will be made available to all employees on an annual basis. This is so the employee can conduct an assessment based on their own personal use of the display screen equipment.

The form will ask you to give your feedback on various factors that may affect your use of the display screen equipment. Such as

- Equipment being used e.g. chair, desk, etc.
- Environment worked in e.g. light, temperature, etc.
- Your health and wellbeing e.g. do you suffer from any aches and pains that you attribute to the use of the display screen

If you are in any doubt or think that you need a DSE assessment conducting for you, contact your manager/supervisor.

The assessments will be reviewed and updated annually or when significant changes take place.

If the DSE user requests an eye test for DSE use The Company will meet the cost of a VDU eyesight test.

All DSE users of one hour more each day will complete a DSE self-assessment questionnaire. Any reasonable adjustments will be carried out when and where required.

Dust and Fumes

Control of Substances to Hazardous to Health Regulations 2002

If any employees are required to work in any environment where there are fumes or dust present, if the hazard cannot be eliminated at source then suitable personal protective equipment and respiratory protective equipment will be provided.

The type of respiratory protection issued will depend on the type of fumes or dust present suitability will be assessed and the correct RPE issued. For general use for protection against dust and oil/water based vapour then a FFP3 mask can be used. The FFP3 facemask is a single use mask and must be disposed of after use

When protection against fumes is required the FFP3 is of little use. The selection of a filter respirator or self-contained breathing apparatus is required

Advice on selection can be got from <http://www.hse.gov.uk/pubns/guidance/rpe5.pdf> or by contacting your line manager or The Company health and safety consultant

Employees will be given suitable information, instruction and training with regard to the type of RPE supplied and its use

All PPE and RPE issued will be made to the appropriate standard (the standards for RPE can be found here <http://www.hse.gov.uk/foi/internalops/fod/om/2009/03app4.pdf> or contact The Company health and safety consultant) and be CE marked and will be maintained and replaced as and when it becomes necessary.

All employees required to wear RPE must have had a face fit test conducted to ensure the make, model and size of RPE is suitable for them. Once the employee has passed the face fit test, they must continue to use the RPE which they passed the face fit test with. If they can no longer use that particular RPE then another face fit test must be carried out.

Electricity

The Electricity at Work Regulations 1989

Management of Health and Safety at Work Regulations 1999

The Electricity at Work Regulations 1989 places a duty of care on the employer to ensure that all electrical equipment that employees come in to contact with are as free from electrical risk as is reasonable practicable.

All electrical equipment used by The Company will be selected carefully to ensure it is suitable for the environment in which it is used. Employees must not bring their own electrical equipment onto The Company premises.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis (dependent on the risk assessment), depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Any equipment brought onto site by contractors or employees will be logged and also be subjected to portable appliance inspection, testing and maintenance.

Any defective equipment will be removed from use immediately until such time as it can be repaired, with remedial action being recorded. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

Portable Appliance Testing (P.A.T.) & Electrical Fixed Wire Test

Employees are responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals, depending on the use and application of the particular item.

Any equipment brought onto site by employees or Subcontractors The Company Site Managers have authority to refuse these portable electrical appliances to be used on site if the items are defective or PAT testing dates have expired.

Portable electrical appliances owned by The Company will be PAT tested in accordance with the suggested timescale within the ACOP.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Company acknowledges that work on electrical equipment can be hazardous and therefore The Company will take steps to reduce the risks as far as possible.

The Company will ensure fixed wiring is maintained in a safe condition by ensuring a competent person carries out electrical testing (usually every 5 years).

Electrical equipment pre-use inspection

All pieces of electrical equipment will be subjected to pre-use visual inspection by the user.

If any damage is observed then the piece of electrical equipment should not be used and returned to your manager for assessment.

Fire

The Regulatory Reform Order (Fire) 2005

The Regulatory Reform Order (Fire) 2005, places a duty of care on the employer to make suitable arrangements for safe evacuation of the premises in the event of a fire.

Fire precautions in offices

Managers will ensure that: -

All employees receive a comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place regarding the evacuation procedure.

A signing in register is kept up-to-date at all times. In the event of an evacuation a roll call will be conducted at the assembly point.

The requirements for employee training in fire safety are adhered to.

The fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade when required.

All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

A fire risk assessment is undertaken within the workplace, detailing who is affected together with any special requirements that may be required.

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building.

Fire doors should be closed at all times and not wedged open.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

The Company does not expect employees to fight fires; however, the use of a fire extinguisher can be undertaken if it is safe to do so.

On no account should a closed room be opened to fight a fire.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire safety to their line manager or the health and safety department, so that it can be investigated with any remedial actions being taken, that may be necessary.

Record keeping

The following records will be kept: -

- Details of maintenance checks of firefighting apparatus, fire alarms systems, emergency lighting, emergency escape routes
- Copy of the fire risk assessment
- Records of weekly test of fire alarm
- Records of practice safety evacuations (including false alarms)
- Copy of the fire action plan
- Records of all information, instruction and training provided

Fire Alarms

Where a fire alarm is fitted it must have the following specifications:

- Manufactured and maintained to BS5859
- Checked daily that it has no faults showing
- A weekly function test is conducted, from a different call point each week
- An annual maintenance test is conducted by an approved contractor
- That it can be heard in all parts of the premises
- Push button call points are all labelled and identified
- All manual call points and automatic detection is not obstructed.

Fire Escape Routes

There is required to be an appropriately routed and signed emergency escape route from all parts of the premises. This must be effectively signed to allow the occupants of the building a safe and easy to follow emergency escape route.

The escape route must be adequately signed so that they are easy to follow using either the Euro-sign or a sign manufactured to BS5499. Each sign must be positioned so that it can be easily seen. Both of these signs conform to the health and Safety Signs (Safety Sign and Signals) Regulations 1996.

The fire escape route should not exceed 60 metres in a low risk fire area (offices) to a place of relative safety e.g. protected stairwell, final exit point.

The fire escape route must be kept clear at all times.

The final exit doors should not be obstructed and opened without the use of a key usually via a push bar or tab.

Emergency lighting

When a premises is occupied during hours of darkness then suitable emergency escape lighting should be fitted.

The emergency escape lighting should be designed to BS5266 Part 1:2011.

Emergency escape lighting should operate automatically upon the failure of the mains supply and emit sufficient light (2 Lux) to allow occupants to be able to find their way to safety.

The minimum duration of an emergency escape lighting system is 1 hour.

The emergency escape lighting should be positioned along the escape route and especially at doorways, change of direction or change of level. The lighting should draw the escapee to the exit route.

The emergency escape lighting will need to be maintained:

Monthly – walk round to observe that all battery units are charging (usually indicated via an LED)

Quarterly - Function test (usually completed via a test switch) operate lights to ensure all function.

Annually – Full discharge test and maintenance of the system.

Fire Fighting Equipment

Portable Fire Extinguishers – All fire extinguishers must conform to BS EN 3 colour coding:

- Water – Signal red
- Foam – Signal red body with cream panel above the operating instructions
- Carbon Dioxide – Red body with black panel above operating instructions
- Dry Powder – Red body with Blue panel above the operating instructions

The siting of portable fire extinguishers should be along the escape route usually attached to the wall, (although it is not uncommon for portable fire extinguishers to be on a purpose built floor stand) at between 1 and 1.5 m high.

A maximum travel distance to a portable fire extinguisher of 30 m is maintained

Each portable fire extinguisher must have a sign indicating the types of fire that it is safe to use it used on, this should be positioned above the fire extinguisher in clear view.

Portable fire extinguishers must not be obstructed or 'hidden' away.

Regular checking on portable fire extinguisher (Monthly) for location and contents should take place and be documented.

An approved service agent must conduct an annual service of all portable fire extinguishers.

Fire Risk Assessment

As of 1st October 2006 the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person of all none domestic premises to conduct a fire risk assessment.

There are two steps to writing a fire risk assessment:

- Identify fire hazards and the people at risk and to remove or reduce the risk of those hazards causing harm to as low as is reasonable practicable: and
- To determine what fire safety measures and management policies are necessary to ensure the safety of people within the building should a fire occur: by
- Reducing the probability of a fire starting
- Ensuring that all occupants are alerted and can leave the premises safely in the event of a fire.

- Limiting the effects should a fire occur.

A single lined scale drawing detailing the positions of all key fire safety features should be posted next to the fire alarm panel.

The workplace will usually be split up into three risk groups:

- Low Risk – areas where there is little in the way of heat/flame or ignition sources.
- Normal Risk – These areas will account for nearly all parts of the premises.
- High Risk – areas are where the available time needed to evacuate is reduced by the speed of development of a fire.

Matters that will need to have been considered are:-

- Means of escape & emergency lighting. Are they adequate in size, number, location, well-lit, unobstructed, safe to use, etc.
- Firefighting equipment – Wall mounted by exits, suitable for the types for hazards present and sufficient in number, should conform to BS EN 3.
- Means for detecting & giving warning in case of fire, Can they be heard by all occupants?
- Are fire evacuation signs and fire routines satisfactory?
- Fire Procedure and Training of employees – What to do in the event of a fire.
- Measures to mitigate the effects of a fire.

The fire risk assessment should indicate: -

- Date the assessment was made.
- The hazards identified.
- Any staff and other people especially at risk
- What actions need to be taken and by when.
- The conclusion arising from the assessment.

Once the fire risk assessment has been conducted it should produce an action plan of item that need to be completed.

The action plan should be prioritised to ensure that the item that poses the most risk is dealt with first.

As action points are concluded each point should be signed off and dated.

The Assembly point.

All premises must have an allocated and signed assembly point.

The assembly point must not restrict the emergency services gaining access, must be in an area where the fire risk is minimised and must not be into an area there is no escape from.

All staff must be aware of their allocated assembly point in the event of a fire.

Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

Waste bins must not be allowed to become over full with combustible waste.

All combustible packaging must be removed to a lidded external bin as soon as practicable.

Fire action

Employees must raise the alarm immediately if: -

- Fire is discovered
- Flammable gas build up is suspected
- Major accident/ incident occurs

If the fire warden is not present (at some locations this may be done by security or the reception), telephone the emergency services by dialling 999.

Ask for the fire brigade and give them the telephone number.

Upon connection with the fire service state slowly and distinctively: -

This is (Give your name) of the company we are at: -

- Give the address of where you are.
- Try and include the postcode.

A fire has broken out.

State the location of where you are working clearly.

Do not replace the receiver until the operator has confirmed your information.

Inform a site representative that you have notified the fire brigade.

On hearing the alarm

All employees are to evacuate the site immediately and congregate at their designated fire assembly point.

Under no circumstances are rescue attempts to be made.

Do not re-enter the site area until senior Fire Officer has given the all clear.

The senior fire warden is to take the roll call and ensure that everyone is accounted for.

Fire Management on Sites

A construction site is a dynamic changing environment and as such special attention needs to be given to fire prevention and management.

The FSO requires that a 'responsible person' must carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire.

The responsible person will usually be the main or principal contractor in control of the site.

You should identify sources of fuel and ignition and establish general fire precautions including, means of escape, warning and fighting fire, based on your fire risk assessment.

In occupied buildings such as offices, make sure the work does not interfere with existing escape routes from the building, or any fire separation, alarms, dry risers, or sprinkler systems.

Risk assessment

In most cases, conducting a risk assessment will be a relatively straightforward and simple task that may be carried out by the responsible person, or a person they nominate, such as a consultant.

There are five steps in carrying out a fire risk assessment:

Identify hazards: consider how a fire could start and what could burn;

People at risk: employees, contractors, visitors and anyone who is vulnerable, e.g. disabled;

Evaluation and action: consider the hazards and people identified in 1 and 2 and act to remove and reduce risk to protect people and premises;

Record, plan and train: keep a record of the risks and action taken. Make a clear plan for fire safety and ensure that people understand what they need to do in the event of a fire; and

Review: your assessment regularly and check it takes account of any changes on site.

Means of escape

Key aspects to providing safe means of escape on construction sites include:

Routes: your risk assessment should determine the escape routes required, which must be kept available and unobstructed;

Alternatives: well-separated alternative ways to ground level should be provided where possible;

Protection: routes can be protected by installing permanent fire separation and fire doors as soon as possible;

Assembly: make sure escape routes give access to a safe place where people can assemble and be accounted for. On a small site the pavement outside may be adequate; and

Signs: will be needed if people are not familiar with the escape routes. Lighting should be provided for enclosed escape routes and emergency lighting may be required.

Means of giving warning

Set up a system to alert people on site. This may be temporary or permanent mains operated fire alarm (tested regularly), a klaxon, an air horn or a whistle, depending on the size and complexity of the site.

The warning needs to be distinctive, audible above other noise and recognisable by everyone.

Means of fighting fire

Fire extinguishers should be located at identified fire points around the site. The extinguishers should be appropriate to the nature of the potential fire:

Wood, paper and cloth – water extinguisher;

Flammable liquids – dry powder or foam extinguisher;

Electrical – carbon dioxide (CO₂) extinguisher.

The fire management plan will need to be reviewed as the site develops and all site operatives made aware of any changes

First aid

Health and Safety (First Aid) Regulations 1981

The Company recognises it is a statutory duty, as stated within the Health and Safety (First Aid) Regulations 1981, to provide appropriate equipment, facilities and personnel to ensure employees receive immediate attention for employees if they are injured or become ill at work. It is therefore our policy to assess the risks in their operations and then provide adequate trained persons and facilities at all their work areas.

In the first instance it is the responsibility of managers/supervisors to assess these requirements but guidance is available from the health and safety department.

First Aid Kits

First aid kits provided will have enough equipment to cope with the number of employees on the premises and only contain items that the First Aider has been trained to use. First aid kits will only contain specified first aid materials and nothing else (e.g. aspirin, creams or sprays).

It is the responsibilities of the first aider to keep first aid kits adequately stocked and remove items that go past their expiry date.

Notices will be prominently displayed on all work sites giving the location of the First aid equipment.

All company vehicles will carry travelling first aid kits.

First Aid Documentation

The first aider will record all first aid treatment given in the official first aid accident book; this record will then be removed and sent to the H&S Coordinator, in accordance with the accident reporting procedure. The records will include the name of the Injured Person, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

All accident records are retained for a minimum of 3 years, for the possibility of defending any liability claim.

All documentation that is retained must be stored in accordance with the Data Protection Act 1998.

Hazard detection procedures

Management of Health and Safety at Work Regulations 1999

All Employees are encouraged to report any unsafe acts or issues they find whilst working for The Company.

It is then the manager/supervisor's responsibility to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

Any further control measures that are introduced by the manager/supervisor must be recorded in the relevant risk assessment and resigned by the relevant employees.

Health Surveillance

Control of Substances to Health Regulations 2002

Management of Health and Safety at Work Regulations 1999

The Company recognises that some health and safety legislation requires employers to provide health surveillance for their employees.

All the Company Employees are required to complete annual health monitoring questionnaires where reasonable adjustments will be made as and when required.

Hot Works

Management of Health and Safety at Work Regulations 1999

- All equipment used for carrying out hot works will be inspected by a competent person before use. Any equipment that is suspected to be faulty will not be used and removed from service without delay.
- Users of hot work equipment will inspect the hoses, valves and fittings prior to use. They also ensure flash back resistors are fitted to bottles.
- All equipment used in burning operations (gas bottles, for instance) will be stored in a secure and well-ventilated area when not in use.
- Only workers who are trained in the use of burning equipment will use the equipment, or under direct supervision from a trained operative, will use the equipment.
- Only authorised operatives will be allowed into an area where burning operations are taking place.
- All operatives will ensure that there is adequate ventilation before hot working operations commence, and during work.
- Each operative who is carrying out hot works will have a suitable fire extinguisher to close hand. This will usually be water or powder.
- Company operatives will comply fully with these 'hot working' permit requirements any host organisation has in place while undertaking burning off works.
- The material being prepared is to be carefully examined to determine potential hazards. Such hazards would include rotten timber, lead paint etc. When flammable material is identified, this is to be removed from the hot works area.
- All hot works operations will cease at least one hour before the last company employee leaves site. The company will monitor the area for smouldering, signs of smoke etc.
- Suitable overalls and gloves will be worn at all times when carrying out hot works, or handling material that is hot.

Information, Instruction and Training

Management of Health and Safety at Work Regulations 1999

The Safety Representative and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employees) Regulations 1996

The Health and Safety (Training for Employment) Regulations 1990

It is the policy of The Company to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure The Company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by The Company undertakings.

On recruitment into The Company all employees shall receive induction training specific to their job role and location of work.

The Company will ensure all Employees are competent to carry out their work and will have the necessary training.

All training will be recorded and retained on each individual employee's personal file for future reference and to identify any possible training needs.

All training will be reviewed on an annual basis.

Access Equipment

Management of Health and Safety at Work Regulations 1999

The Work at Height Regulations 2005 (as amended)

The use of access equipment to carry out works will be identified by risk assessment and deemed the most suitable for the task.

Employees using access equipment will be competent in its use and will have the relevant training.

Pre use visual inspections will be carried out by the user at the start of each working shift.

Weekly inspections on access equipment is carried out by the Site Manager with records retained on site.

Access equipment will be identifiable with numbers given for each piece of equipment.

Legionella

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Company will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionellosis, they should report their concerns to a senior member of staff so that The Company can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on our premises. The assessment will be completed by a person who is competent to do so.

As far as practicable The Company will operate water systems at temperatures that do not favour the growth of legionella. For example 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of bio-films and sediments.

If you suspect that you or an employee has contracted the disease as a result of your work then there is a legal requirement (Under RIDDOR) to report cases to the Health and Safety Executive.

Lifting Equipment and Lifting Operations

Lifting Operations and Lifting Equipment Regulations 1998

Management of Health and Safety at Work Regulations 1999

The Company may use lifting equipment for various activities. Where we do we will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months
- Any other lifting equipment is to be examined annually by an approved engineering company

Documentation

The competent person (person carrying out the thorough examination) is legally required to send you a written and signed report of the thorough examination (not to be confused with regular maintenance) as soon as practicable. This should normally be within 28 days, but if there is a serious defect which needs addressing you should get a report much sooner.

If the competent person identifies a defect which presents an 'existing or imminent risk of serious personal injury' they are also legally required to send a copy to the enforcing authority.

Documentation must be kept for a minimum of two years and must be available for inspection by the enforcing agency. These records may be kept electronically.

A Generic risk assessment will be carried out and any changes to this will be recorded on a dynamic site-specific risk assessment completed by the line manager or other competent person.

When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of the lifting equipment falling or falling over whilst in use

The Company will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

Workplace Lighting

The Workplace (Health, Safety and Welfare) Regulations 1992

The Company regards the provision of a safe and well-lit working environment as fundamental to health, safety and to the wellbeing of all members of staff and visitors to the premises.

The above regulation states that lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations and at places of particular

risk such as crossing points on traffic routes, changes of floor level, etc. Lighting and light fitting should not create a hazard.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below: -

- Report failures of lighting or any defects observed to your Line Manager.
- Request additional lighting, from your Line Manager, if existing lighting is not sufficient for the task
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property
- Keep the workplace tidy and do not let items accumulate on windowsills

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

Lone Working

Management of Health and Safety at Work Regulations 1999

Employees who are required to undertake lone working activities will work to the relevant risk assessment.

Managers/supervisors should ensure that measures are in place to minimise risks to any lone worker.

Regular communication must be maintained between the lone worker and their Manager/ Supervisor to ensure the lone worker is safe.

Manual Handling

The Manual Handling Operations Regulations 1992 (as amended)

Management of Health and Safety at Work Regulations 1999

The Company will avoid the need for employees to undertake manual handling operations wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable. The results of any manual handling risk assessments conducted will be made available to all employees and will be readily available for inspection.

Mechanical handling aids will be provided wherever practicable in line with any risk assessment conducted.

Employees must follow the control measures within the relevant manual handling risk assessments.

Any persons carrying out manual handling activities must be fit and healthy and only lift manageable loads.

Manual handling training will be completed by any employees carrying out any tasks where there is a risk of injury from manual handling.

Safe Systems of Work i.e. Permits, Method Statements

Management of Health and Safety at Work Regulations 1999

The Company will provide safe systems of work/ method statements for all activities where there is significant risk of injury.

The method statements produced will include the control measures detailed within the relevant risk assessment(s).

All method statements produced by The Company will be brought to the attention of all the employees involved with the task, who will be given the opportunity to ask questions. All employees shall confirm that they have seen, understood and agree to work to the conditions laid out within the method statement.

Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement.

These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

The Site Manager will pre-assess the hazards and risks involved in the work to be done, and will then complete and sign a permit giving authority for the work to proceed under controlled conditions specified on the permit.

A permit will include details of the work to be done and what is involved, including all precautions required and emergency procedures, who is to do it and when, and any limits on the work area or equipment.

The permit system will require written acknowledgement by the person who will do the work, or is in charge, and will also allow for signed confirmation that the workplace or the equipment has been restored to safety, for any time extension which may be permitted, and for the cancellation of the permit. All completed permits will be retained on site.

Risk Assessments

Management of Health and Safety at Work Regulations 1999

A competent person shall write all risk assessments. A competent person is deemed to be someone with suitable skills, knowledge and experience of the task, piece of equipment or location to be able to identify risks and hazards associated with it.

All The Company employees will be involved in the risk assessment process where practicable.

All risk of injury identified within the risk assessment will be minimised to as low as reasonably practicable through control measures.

Where control measures have been identified all The Company employees must work to them.

Managers/ Supervisors must communicate all risk assessments to Employees prior to them commencing works. Employees must sign the acceptance page to say they have read, understood and are willing to work to the control measures set out.

Any Employees not working to the control measures set out in the relevant risk assessment may be subject to disciplinary procedures.

Roof Works

The Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Roof works are known as a high-risk activity and the company know that it is important that all roof work operations are pre-planned.

As falls are a major cause of accidents the company will ensure that correct precautions are taken to minimise the risk of falling or to prevent a fall from leading to serious injury.

The company will establish a safe system of work with the best means of overcoming the hazards used.

The company will ensure that suitable equipment is available to give safe access to the roof and will ensure that it is fit for use.

Appropriate precautions against falls will be determined by the type of roof and nature of the work to be carried out.

The company will ensure that the edge protection is suitable and sufficient for the works being carried out prior to the start.

Prior to works beginning the company will identify parts of the roof covered with fragile material and decide what precautions are necessary to take and include them in the safe system of work.

Noise at Work

The Health and Safety at Work etc. Act 1974

The Control of Noise at Work Regulations 2005

Management of Health and Safety at Work Regulations 1999

The Company will:

- Assess the risk presented by noise that The Company employees may be exposed to during their normal working day
- Take action to reduce the noise levels to the lowest that are reasonably practicable
- Provide hearing protection where it is not practicable to reduce the noise levels below the legal limits
- Provide training on the use of hearing protection
- Conduct health surveillance to all employees deemed to be at risk from hearing damage

If there is a risk posed by exposure to excessive noise then a noise risk assessment must be conducted.

The noise risk assessment must be conducted by a competent person; for help and advice contact Howden (UK) Group Ltd.

Once the assessment has taken place control measures must be implemented to reduce the noise exposure down to an acceptable level. These control measures must follow the set down hierarchy of control as defined by the HSE.

Mobile Towers

The Company accepts that during the course of its business activities mobile towers may be used. Where this is the case mobile towers will be used in accordance with the manufacturer's instructions and all relevant employees will adhere to the following requirements: -

- The height of the working platform on the above scaffolds will not be more than three times the minimum base width when used outside and three and a half times when used inside (including outriggers if fitted).
- The working platform will be correctly boarded.
- Guardrails and toe boards are necessary on all four sides with possibly a small break at one side by the stepping-off point from the ladder access.
- Mobile scaffolds will only be used on ground that is firm and level. Moving the scaffold must be by pulling or pushing at the base only. The working platform will always be clear of men and materials when the

scaffold is moved and the path unobstructed. The wheels will be turned outward to provide maximum base dimensions and wheel brakes will be on and locked when the scaffolding is being used.

- A competent/trained (PASMA) person will erect and inspect all scaffolding before it is put into use.

Personal Safety

Management of Health and Safety at Work Regulations 1999

THE COMPANY accepts that during the normal course of operations some employees may have to deal directly with members of the public. It is foreseeable that employees may be subjected to violent behaviour such as swearing, being threatened or even attacked.

THE COMPANY will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during site-specific risk assessments.
- Keeping detailed records of all past incidents
- Asking employees whether they feel threatened
- Being aware of the area where work is to be carried out

Verbal Aggression

If a person becomes verbally aggressive:

- Do Not get into a shouting competition
- Keep your voice level and calm
- Try to defuse the situation
- Make an excuse to go back to your vehicle, maybe to get a piece of equipment and ring your line manager or the police if you feel in danger

Physical Aggression

If a person becomes physically aggressive i.e. pushing you about:

- Keep your wits about you
- Do not push back
- Try to defuse the situation
- Keep calm and talk in a level voice, don't shout
- Keep escape routes clear, ensure you can reach the door
- Make an excuse to go back to your vehicle, maybe to get a piece of equipment and ring your line manager or the police if you feel in danger

The Company will ensure that all injuries sustained as a result of non-consensual physical or verbal violence are reported in accordance with The Company accident reporting procedure.

The Company will take seriously any aggression towards its employees and will seek prosecution where necessary.

Safety of Persons with Disabilities

The Company will make special arrangements for any persons with disabilities.

Meeting rooms are available on the ground floor and adequate welfare provisions are available.

The Director responsible for health & safety will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

Personal Protective Equipment (PPE)

Personal Protective Equipment at Work Regulations 1992

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

The Company will carry out risk assessments to ensure that all PPE that is provided to employees is suitable to the task that it is being used for.

All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards. For advice on the approved PPE please contact the health and safety department.

All employees who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment.

All employees must wear the relevant PPE as identified in the risk assessment. Employees found not wearing the required PPE may be subject to disciplinary procedures.

PPE will be replaced when required or when it becomes damaged at no cost to the employee.

PPE must be used as intended and must not be defaced or altered in any way.

Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996

Management of Health and Safety at Work Regulations 1999

The Company recognises that it is important that all staff take notice of warning signs at work, as they are in place to safeguard people's health and safety. It is therefore THE COMPANY policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations.

All safety signs will be colour coded in accordance with the following guidelines: -

- White circle with red edging and a diagonal line indicate **PROHIBITED** for example no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.
- A triangular sign with black edging and a yellow background indicates **WARNING** of a Hazard and should contain a black pictogram.
- Green signs identify or locate **safety equipment** as well as marking **emergency escape routes**.

The Company acknowledge that signs must comply with the regulations, however where necessary The Company will design the signs to maintain a safe environment.

Where there is a risk to health and safety that cannot be controlled by any other means signs will be displayed for example where: -

- There is a risk of exposure to excessive noise,
- There is low headroom.
- Speed needs to be restricted.

It is company policy to ensure that any signs, which are provided for safety reasons, are: -

- Maintained in a good condition.
- Positioned in the correct location
- Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Smoking in the Workplace

The Management Health and Safety at Work Regulations 1999

The Smoke-free (Premises and Enforcement) Regulations 2006

The Company have implemented a strict no smoking policy within the workplace, including company vehicles, which is enforced through disciplinary action.

All visitors and contractors are expected to abide by the policy.

No smoking signs are displayed throughout the workplace.

Stress in the workplace

The Management Health and Safety at Work Regulations 1999

Through the risk assessment process, The Company will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, so far as is reasonably practicable.

Hand Arm Vibration

The Company are committed to reducing this aspect of risk exposure, and will conduct a suitable tool risk/health analysis, as to identify possible health trends, and to all take reasonable precautions to reduce exposure to HAVS.

Health questionnaires are completed annually by all Employees.

Vibrating equipment is maintained to minimise the risk of excessive vibration.

Defective equipment is withdrawn from service.

Waste Disposal

The Waste (England and Wales) (Amendment) Regulations 2012

The Hazardous Waste (England and Wales) Regulations 2005, as amended

To ensure that The Company complies with environmental legislation it is essential that all waste be correctly disposed of. It is therefore company policy to establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.

All waste is disposed of in accordance with current legislation.

The Company holds a waste carriers license.

Welfare

In accordance with the CDM Regulations 2015 The Company will ensure that that there are reasonable welfare facilities available at readily accessible places. These will be adequate provisions.

It is the responsibility of the Site Manager to ensure that suitable and sufficient welfare facilities are available at all times.

Where necessary suitable and sufficient emergency lighting will be provide and maintained in any workplace where there is a risk of employees being exposed to danger in the event of a failure of artificial lighting

Work Equipment and Maintenance

Wherever there is any significant risk to health and safety due to the work equipment The Company will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
- Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up to date.
- Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken.

Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the maintenance engineer to risk to his/her health or safety.

- All persons who maintain, supervise or manage maintenance work are competent to do so.
- Provide comprehensive health and safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

Working at Height

The Company will do all that is reasonably practicable to prevent anyone falling. The hierarchy below will be used for managing and selecting suitable ways for work at height:

- a. Use work equipment or other measures to PREVENT falls where we cannot avoid the task
- b. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

The Company has a duty as an employer to ensure that the risk of injury is removed or minimised. The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its' complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment: -

- Competence of people, including those involved in the planning of the task
- Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort)

- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

All statutory inspections will be completed by a competent person where necessary with records retained.

Work Related Driving

A driver's handbook is issued to all company drivers.

The Company carry out regular online checks of driving licences with the DVLA.

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- Seek to avoid overlong days of work and driving. The Company will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action.
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder.
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition.

The Construction (Design and Management) Regulation 2015 (CDM)

The Company will comply with all their responsibilities under the CDM Regulations which include but are not limited to-

- Ensuring the Client is made aware of their duties.
- Create a construction phase plan which will be continuously updated as and when works progress.
- Ensuring all statutory notices are displayed on site i.e. F10.

Selection and control of sub-contractors

In order to ensure that competent subcontractors are appointed, The Company will ensure the H&S competence of all sub-contract companies who undertake work by issuing questionnaires which are required to be returned along with other relevant health and safety information e.g. safety policy, method statements,

risk assessments etc. before any work is commenced. When this action has been completed the sub-contractors will be placed on an approved list for future consideration.

Risk assessment of sub-contractor's activities

The Company recognises the importance of coordinating activities of sub-contractors and their own employees. To ensure that the risks from each parties work activities do not adversely affect the health and safety of themselves or others both parties will be party to the relevant risk assessment process.

Information, instruction and training.

The Company will ensure that all parties pass relevant information between them.

The Contracts/Site Manager will ensure that all parties agree on the suitable method of sharing information and that the process is specific to the proposed project.

Co-operation, co-ordination and consultation

The Company Ltd will ensure that appropriate liaison arrangements are implemented between all relevant parties.

The Site Manager will represent The Company and attend any such liaison activities.

The Company accepts the legal requirements relating to consultation with employees. To enable adequate consultation to be carried out by all parties The Company will actively promote the consultation with all employees on matters, which may affect their health and safety.

Temporary Works

Where temporary works are to take place The Company will coordinate design, selection of equipment, appointment of contractors, supervision of work, check completion, authorisation to load and removal in a thorough and systematic way.

Health and safety plan C D M project

If we were to work as Principal Contractor for projects that come under the jurisdiction of the Construction (Design and Management) Regulations 2015. We would produce update and maintain a documented health and safety plan and give all reasonable directions to other personnel on the work site including sub-contractors etc.

The plan will explain how the project will be managed along with details of how health and safety will be controlled. This plan will also develop any pre-tender plans that have been provided by the client.