



OAKLEAFE HEALTH & SAFETY POLICY

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1 Intro

1.1 About this policy

A Company employing five or more persons has a legal duty to prepare a written health and safety policy. Policy documents are the most effective means of demonstrating management commitment and support with regard to health and safety and are considered to be the centre piece of company's health and safety. This document will therefore require editing to reflect your company's aspirations etc in this respect.

This Policy is divided into three parts:-

PART A

This makes a statement or general declaration based on your obligations under the Health and Safety at Work etc Act 1974.

PART B

This explains organisation and the chain of responsibility for health, safety and welfare within the company. It is important to identify posts or positions and ideally, named individuals, with specific responsibilities and duties within this part of the policy.


Your health and safety organisation can probably be best illustrated with a simple diagram. Employees also have a duty to take care of themselves and others who may be affected by their work activities, and to co-operate with you in respect of health, safety and welfare.

PART C

This deals with the arrangements that have been made by the Company. It should identify the particular hazards that are applicable to your specific activities.

1.2 Reviewing Procedure

- This Policy should be formally reviewed at least every 12 months by the Company's Board of Directors. It should also be reviewed following legislative changes, Company structural changes or when any new materials, plant or technology is introduced.
- The Directors should consider alterations and amendments, which become essential between review dates.

Date	Name	Signature
01.01.2012	Lee Goodwin	

2 Part A: Health & Safety Policy Statement

2.1 General Policy Statement

Overall and final responsibility for health and safety in is that of the Board of Directors who are advised by , the director responsible for health and safety within the company.

The company will comply with the Health and Safety at Work Act 1974, and other relevant legislation and meet the standards required to protect all of our employees whilst at work and any person likely to be affected by our work operations.

The objective of this policy is to sustain high standards of health and safety performance throughout the company and detail the standards expected of employees and sub-contractors who under take work on its behalf.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:-

- The provision of information, instruction, training and supervision such as is necessary to ensure the health, safety and welfare of employees of the company.
- Adequate arrangements for suitable and sufficient assessment of work activities in order to identify associated hazards and control the risks arising.
- The provision and maintenance of safe access to and egress from any workplace under the control of the company plus safe systems of work.
- The co-operation of employees of the company to enable statutory obligations to be met.
- A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.
- The provision of first aid, fire prevention and control, welfare facilities and working environments that are, so far as is reasonable, without risk to health.
- Arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- The provision of personal protective clothing and equipment deemed necessary as the result of a risk assessment.
- The provision and maintenance of machinery, plant and systems of work that are safe and without risk.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed at least annually.

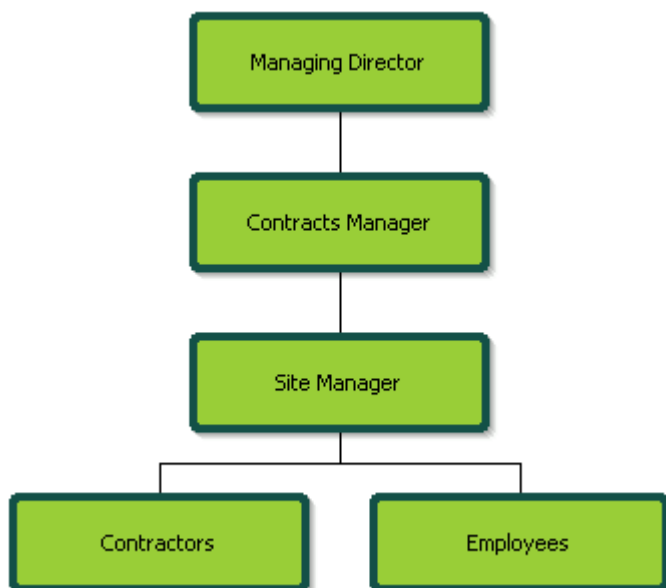


Signed

Date 01.01.2012

3 Part B: Responsibilities & Duties

3.1 Organisational Chart



3.1.1 MANAGING DIRECTOR

The Managing Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across the organisation

3.1.2 CONTRACTS MANAGER

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the Organisation's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the Organisation's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Prompt investigation, recording and reporting of accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

3.1.3 SITE MANAGER

The Site Manager is responsible to, and shall report to the Contracts Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the Organisation's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site

3.1.4 CONTRACTORS

The responsibilities on contractor personnel are the same as the Organisation's employees. The Organisation's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

3.1.5 EMPLOYEES

All employees (permanent & contract) shall:

- Ensure familiarity and adherence to the Organisation's Health & Safety Policy
- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

3.2 The Company's Duties

The Company's duties will, 'so far as is reasonably practicable', be:-

- To observe the requirements of the Health and Safety at Work Act 1974.
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health.
- Arranging safe systems of use, handling, storage and transport of materials, machinery and equipment etc.
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required.
- To ensure that appropriate personal protective equipment (PPE) is provided.

- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees.
- To consult with the company's employees on safety matters.
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects.
- Provide adequate first aid arrangements and welfare for employees whilst at work.
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.
- To ensure that all contractors comply with this Policy, health & safety plans, method statements and risk assessments that are relevant to their work.
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To prevent any person working whilst under the influence of alcohol or drugs.
- To provide satisfactory levels of funding, human resources, time to commit to improving health and safety at all times.

3.3 Chain of Responsibility

- The overall responsibility for health and safety lies with the board of directors.
- The named Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company.
- Managers will be responsible for the organisation of health and safety on their sites and within their departments.
- Site Managers and foremen are responsible for implementing this Policy, and the requirements of all health and safety legislation, on site.
- Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures and are conversant with the Health and Safety at Work Act 1974 and other relevant legislation.

3.4 The Safety Directors Duties

- To provide a visible management commitment to higher standards of health and safety.
- To monitor the effectiveness of this Policy and to make revisions as necessary.
- To ensure all Company employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities.
- To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken.
- To ensure all employees receive adequate and relevant training.
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- To advise the Board of Directors of their responsibilities.
- To ensure adequate funding is made to meet statutory requirements.
- To ensure that the management of health and safety within the company is periodically audited.

3.5 Contract Managers Duties

- To monitor the implementation of this Policy, the Client's safety requirements and statutory responsibilities.
- To ensure adequate financial provision is made for health and safety.
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work.
- To ensure co-ordination and co-operation between all parties involved in construction.
- To encourage good health and safety practises.
- To ensure site supervisors are competent.
- To ensure sites are adequately protected and signed.
- To ensure that members of the public, affected by the Company's operations are adequately protected.
- To ensure that statutory notices are displayed.
- To ensure provision of adequate welfare facilities.
- To set a good personal example by wearing the appropriate personal protective equipment.
- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded.
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities.
- To monitor the maintenance of all relevant site safety records.

3.6 Duties of Site Managers & Foremen

- To carry out day to day supervision of the site.
- To comply with this Policy and enforce it on site.
- To organise and co-ordinate site work with minimum risk to health and safety.
- To ensure that operatives are competent.
- To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date.

- To ensure that operatives are given precise instructions in respect of health and safety.
- To ensure that the storage of materials and substances are safe and, comply with statutory requirements.
- To maintain site accommodation and welfare facilities in a clean and hygienic state.
- To maintain a tidy organised site.
- Produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas.
- To ensure that all work equipment is used for the purpose designed, properly maintained and safe to use.
- To ensure the requirements of the First Aid Regulations 1981 are met.
- To ensure the site rules with regard to personal protective equipment are observed and to set a good personal example.
- To implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book.
- To meet and liaise with visitors to the site and co-operate with statutory authorities.
- To appoint a competent person to take charge during his temporary absence.
- To rectify defects notified by the safety adviser, HSE Inspector or clients representatives.
- To ensure that adequate induction training is given.
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and available.
- Ensure that a fire risk assessment is completed, a fire plan produced and complied with.

3.7 All Operatives

- To comply with this Policy.
- To work in compliance with risk assessments and method statements appropriate to their work.
- To comply with all warning notices regarding site safety and personal behaviour.
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required.
- To report defects in equipment and machinery to their Site Supervisor.
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it.
- To report any accident, dangerous occurrence or near miss to their Site Supervisor.
- To take care of the safety of themselves and others who may be affected by their work.
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose.
- To ensure that suitable guards are in position whilst plant and equipment are in use.
- To make unattended plant safe and secure, to switch off and remove keys.
- To dismount from dumpers whilst they are being loaded.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

3.8 Protection of Young Persons

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:-

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as 'slinger' or 'banks-man' in lifting operations.

3.9 Contract Declaration

Contractors and the self employed who are working for this company, will be required to signify that:-

- They are conversant with the Health and Safety at Work Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.

- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, two weeks before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages.
- Before work commences on hazardous operations, a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

Contractor Declaration

I John Goodwin hereby declare:-

- All my employees are conversant with the requirements of the Health and Safety at Work Act 1974, all codes of practice and other statutory regulations and requirements.
- That we will conduct our operations and activities in accordance with the provisions therein, and the Principal Contractors Safety Policy.
- Risk assessments, method statements etc will be prepared and submitted two weeks before our intended start date on site, for inspection and assessment of their relevance.
- Risk assessments etc will be available to and within the knowledge of, my employees.

Company: Oakleafe



Signed:

Position in company: Associate Director

Date: 01.01.2012

3.10 Accident/Dangerous Occurrences Procedures

- Persons who are injured at work are responsible for entering those details in an accident book or ensuring that such details are recorded on their behalf. All such incidents will be reported to site management. Accident books will be compliant with the requirements of the Data Protection Act 1998.
- Where required, we will notify the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- In the case of a major accident or dangerous occurrence the Site Supervisor will telephone:-
 - The Safety Director, or
 - The Managing Director,
 - The Health and Safety Executive and
- Arrangements will be made for a Safety Adviser to investigate the incident if circumstances merit it and prepare a written report if necessary.

3.11 Accidents & Emergency Procedures - Principal Arrangements

- Personnel trained in First Aid to be available on site at all times.
- Fully equipped first aid box, eye wash etc to be available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- Telephone numbers and details of emergency services to be exhibited.
- Site telephone number and correct address to be exhibited.
- Ambulance authority to be advised when more than 25 operatives work on site.
- Where necessary, contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.
- A fire plan will be produced and displayed on site.
- Details of the fire plan will be included within site induction.

- Operatives will be instructed as to their duties i.e how to:-
 - raise the alarm
 - fight the fire - if appropriate
 - escape and evacuate the premises
 - location of the assembly point
- Adequate storage will be provided in respect of highly flammable liquids, materials, fuels and liquid petroleum gases that comply with the appropriate regulations.

3.12 Smoking Policy

We will conform to the requirements of the current Smoking legislation. Smoking will not be permitted in the company's offices, buildings, premises that are enclosed or substantially enclosed or vehicles. Signs that conform to these regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

3.13 Misconduct

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site without authority.
- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment.

3.14 Employees Declaration

I of
[employees name] [employer]

Declare that I have received a copy of the above mentioned health and safety policy and,

- I have read it
- I understand it
- I agree to work according to those conditions and provisions

Signed:

Date:

Witnessed:

Or:

- I have had the above health and safety policy read to me
- I have had its contents explained to me.
- I agree to work according to those conditions and provisions

Signature of person reading and explaining policy

4 Part C: Arrangements for Health & Safety

4.1 CDM Post Holder Duties

4.1.1 CLIENT DUTIES

'A client is an organisation or individual for whom a construction project is carried out. They only have duties under CDM 2007 when the project is associated with a business or other undertaking.

A domestic client is someone who has work carried out to their own home or home of a family member that does not relate to a trade or business'.

If we occupy the position of client, we will ensure that the requirements of the Construction (Design and Management) Regulations 2007 are complied with:-

- Ensure that a CDM Co-ordinator is appointed for 'notifiable' projects at the earliest practicable time.
- Ensure those with duties under the Regulations, have sufficient time and resources to comply with those duties.
- Ensure all available and relevant information concerning the operation/project will be made available to the CDM Co-ordinator, Designers and Contractors.
- Ensure that only competent persons who are adequately resourced, shall be appointed as CDM Co-ordinator, Designer or Principal Contractor.
- Determine the contents and format of the health and safety file and ensure that it is compiled and completed by those involved with the project.
- Ensure that those involved in the project co-operate and co ordinate their work with each other.
- Ensure clarity as to the roles, functions and responsibilities of members of the project.
- Ensure good communication, co-ordination and co-operation between members of the project team.
- Ensure the contractor is provided with pre construction information.
- Ensure the construction phase of the contract does not start until the principal contractor has prepared a suitable construction phase plan.
- Ensure the contractors have made suitable arrangements for welfare facilities from the start of the project.

4.1.2 DESIGNER DUTIES

'Designer means any person, including a client, contractor or other person referred to in the regulation who, in the course or furtherance of their business prepares or modifies a design or instructs for, or instructs any person under his control, to do so relating to a structure or to a product or mechanical or electrical system intended for a particular structure; and a person is deemed to prepare a design where a design is prepared by a person under his control'.

When we act as a designer we will:-

- Advise the client of his duties under The Construction (Design and Management) Regulations 2007 and
- Ensure he has appointed a CDM Co-ordinator.
- Ensure he has notified the HSE.
- Ensure he does not start design work, other than initial work.
- Ensure he co-operates with the members of the project team.
- Prepare or modify a design that avoids foreseeable risks to the health and safety of those persons who are:-
 - Carrying out the construction.
 - Liable to be affected by that work.
 - Cleaning translucent walls, roofs or ceilings.
 - Maintaining the permanent fixtures and fittings.
 - Using the structure as a work place.
- In designing a structure as a work place we will conform to the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 relating to the design of, and materials used, in the structure.
- To provide adequate information about those risks identified during the design that cannot be eliminated.
- To co-operate and co-ordinate our work with that of other designers.
- Provide the CDM Co-ordinator with information for inclusion in the Pre-Tender Health and Safety Plan and as work progresses, information for inclusion in the Safety File.

4.1.3 CDM CO-ORDINATOR DUTIES

'The CDM Co-ordinator can be an individual or a company. They must be competent and should be signed up to a 'continuing professional development' programme either through their company or a professional institution'.

When acting as co-ordinator we acknowledge that our duties will require us to:-

- Ensure the client is aware of their duties.

- Provide suitable and sufficient advice to the client on undertaking the measures he needs to take to comply with The Construction (Design and Management) Regulations 2007.
- Advise on the competency of designers and contractors.
- Ensure adequate arrangements are in place for managing the project.
- Notify HSE of the project.
- Co-ordinate design work.
- Identify and collect the pre-construction information and advise whether surveys are required.
- Promptly provide (in a convenient form) to those involved in the project, such parts of the pre-construction information which are relevant to each.
- Manage the flow of information between clients, designers and contractors.
- Advise the client on the suitability of the initial construction phase plan and ensure arrangements are made to provide welfare facilities on site from the start of the project.
- Advise on the contents and production of a suitable health and safety file.
- Ensure the client has relevant information about the site and that it is made available to the project team.
- Ensure project team members are aware of their duties and responsibilities.
- Ensure the Principal Contractor has been given sufficient time to plan and prepare for the work.
- Ensure the Principal Contractor has suitable arrangements for consultation with workers, site.

4.1.4 PRINCIPAL CONTRACTOR DUTIES

'Contractor' means any person (including a client, principal contractor or other person) who, in the course or furtherance of business, carries out or manages construction work.

When we are appointed as principal contractor we will:-

- Satisfy ourselves that the client is aware of his/their duties and that a CDM Co-ordinator has been appointed.
- Ensure the HSE has been informed of the project via F10.
- Ensure the construction phase is properly planned, managed and monitored, adequately resourced and site management is appropriate and competent.
- Ensure that contractors employed on the project are informed of the minimum amount of time they will be allowed for planning and preparation before they begin on site.
- Ensure contractors receive adequate information about the project.
- Arrange for the control, co-ordination and co-operation between all contractors involved in work on the construction site.
- Ensure the Construction Phase Health and Safety Plan is prepared before work commences, developed, implemented and kept up to date as the project progresses.
- Satisfy ourselves that designers and contractors are competent.
- Ensure welfare facilities are provided from the start of the construction phase.
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times.
- Prepare and enforce site rules.
- Inform all contractors of those parts of the safety plan that effect their operations.
- Liaise with the CDM Co-ordinator on design carried out during the construction phase.
- Provide the CDM Co-ordinator with any information that is required for inclusion in the Health and Safety File.
- Ensure that the workforce have been adequately inducted onto site.
- Ensure the workforce are consulted re health and safety matters.
- Display in a prominent position on site, the F10, Health & Safety at work law poster and a copy of the employer's liability insurance.
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE where necessary.
- Provide induction and methods of ensuring workers are adequately trained and supervised.

4.1.5 CONTRACTORS & SELF-EMPLOYED DUTIES

'Contractor' means any person (including a client, principal contractor or other person) who, in the course or furtherance of a business, carries out or manages construction work.

When we are appointed as contractor, we will:-

- Plan, manage, supervise and monitor our work and that of our workers to ensure it is carried out safely and that health risks are addressed.
- Check that the client is aware of their duties.
- Ensure that only competent contractors, suppliers and workers are employed.
- Comply with the Principal Contractors instructions relating to matters of health and safety.
- Co-operate and co-ordinate our activities with the Principal Contractor and other Contractors who may be affected by our operations.
- If we produce a design, we acknowledge our duties as a Designer.
- Acknowledge our duties with regard to health and safety on site.

- Ensure our workers are inducted onto site.
- Ensure suitable welfare facilities are provided from the start of the project.
- Provide method statements, risk and COSHH assessments as required.
- Inform all our employees and sub-contractors of those details in the Safety Plan that may affect their operations and any safety rules they are required to comply with.
- Provide the Principal Contractor with evidence of all training our employees have received.
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File.
- Assist the Principal Contractor to ensure that only authorised persons have access to the construction site where the company's operations are taking place.
- Ensure that our workforce is properly consulted on health and safety matters.
- Ensure that all injuries, diseases and dangerous occurrences that are reportable under RIDDOR 1995, are promptly reported to the Principal Contractors site management.

4.2 Information, Training, Consultation, Welfare & Working Time

4.2.1 HEALTH & SAFETY INFORMATION

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

4.2.2 TRAINING

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

4.2.3 CONSULTATION

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged, and should be made through normal management channels. The Safety Director is available for consultation on any safety or health matter.

4.2.4 CONTRACTORS

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this policy.

Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

4.2.5 HEALTH & WELFARE

The Company acknowledge that construction work requires risk assessments of each element of the works (as required by the Management of Health and Safety at Work Regulations 1999), and the application of suitable and sufficient or reasonably practicable measures to ensure the safety of employees and other persons.

We undertake to ensure, that following assessment, all reasonably practicable means will be applied to achieve a safe working environment with suitable and sufficient standards of health, safety and welfare for persons under our control with full implementation of the regulations and guidance as further information becomes available.

We will ensure that suitable and sufficient welfare facilities that conform to Schedule 2 of the Construction (Design and Management) Regulations 2007 and Guidance on Welfare facilities (CIS 59) are provided at accessible places, that are kept clean and in a sanitary condition.

4.2.6 WORKING TIME REGULATIONS 1998

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

4.3 Safe Access, Traffic Management, Safety Signs & Signals

4.3.1 SAFE ACCESS

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely.
- Every place of work shall be made and kept safe for anyone at work there.
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements.
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there.
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely.
- Traffic routes will be suitable for purpose and the vehicles authorised to use them.
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained.

4.3.2 TRAFFIC MANAGEMENT

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health, as required by Construction (Design and Management) Regulations 2007. The following arrangements will be considered when planning and designing the site set-up and logistics:-

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a 'banks man' should be considered.
- Site management will produce a site traffic route plan.

4.3.3 SAFETY SIGNS & SIGNALS

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations 1996. They consist of:-

- | | | |
|-----------------------|-------------------------|---|
| • - Warning signs | yellow triangular signs | e.g. "Overhead Power Lines", "Fragile Roof" |
| • - Prohibition signs | red round signs | e.g. "No Smoking", "No Entry" |
| • - Mandatory signs | round blue signs | e.g. "Eye Protection", "Safety Gloves" |
| • - Emergency signs | green rectangular signs | e.g. "First Aid", "Fire Escape Route" |
| • - Fire signs | red rectangular signs | e.g. "Fire Extinguisher" |

4.4 Work at Heights, Scaffolds, Towers, Ladders, Steps & Roof Works

4.4.1 WORK AT HEIGHTS

'Work includes moving around at a place of work.'

'At height describes a place from which a person could be injured when falling from it, even if it is at or below ground level.'

We will avoid working at height, where it is reasonably practicable to do the work safely some other way.

When we are required to work at height we will ensure that:-

- The Working at Height Regulations 2005 are conformed with.
- All work at height is properly planned, organised and supervised.
- Work is carried out in a manner that is safe.
- Falls will be prevented or, if not able to be prevented.
- The consequences or distance of falling will be minimised.
- Those working at height are competent to do so.
- Risks are assessed and appropriate equipment selected and used.
- Objects are prevented from falling.
- Risks from fragile surfaces are avoided or properly controlled.
- Equipment used at height will be inspected and properly maintained.
- Planning for emergencies and rescue will be made.

Scaffolds and working platforms:-

- Scaffolding will be erected to currently recognised standards only by trained, competent and authorised operatives

- A competent person will inspect scaffolding before use and after adaptation, alteration or the effects of adverse weather conditions etc and in any case every 7 days.
- Results of the inspection will be recorded in a register
- Scaffold Incomplete notices will be displayed as required.
- Ladders will be removed or secured to prevent unauthorised access after working hours.
- Special scaffolds will be subject of design or calculations.
- Design drawings and calculations for special scaffolds must be available on site for the information of the person carrying out inspections etc.
- Scaffolds will be secured against bad weather conditions and short boards secured down.
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired.
- Tower scaffolds will only be erected by trained, competent and authorised operatives as per manufacturer's instructions.
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them.
- When moved they will be pushed via the narrowest side at the bottom of the tower.
- Brakes will be set when used
- The SWL of scaffolds working platforms and Loading bays will be established, displayed and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

4.4.2 LADDERS (INC STEP LADDERS & PODIUMS)

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under The Working at Height Regulations 2005 has demonstrated alternative methods are unsuitable. The HSE publication 'An employers' guide to the safe use of ladders and stepladders' will be complied with fully in that:-

When ladders are used they will be:-

- Used by trained and competent operatives only.
- Subject of an inspection regime with records of inspections maintained.
- Visually inspected by operatives before use.
- Marked with a means of identifying them.
- Class 1 Industrial Heavy Duty or Class 2 Light Trade.
- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs.
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area.
- Used by only one person at a time.
- Overhead cables will be identified and made safe when working at height.

Operatives will:-

- Maintain three points of contact at all times.
- Not use the top 3 rungs when used as a work platform.
- Not 'over reach'.
- Not carry materials or tools when ascending or descending ladders.

When step ladders are used they will be:-

- As with ladders - suitable for purpose.
- Used on safe, level ground.
- Used for short duration and light work.
- Properly 'set up' and not inclined against walls.
- Operative not to use top 2 steps (or top 3 on a swing-back).
- Not to 'over reach'.

4.4.3 ROOFING

Operatives engaged in roof work shall be trained and competent and aware of The Working at Height Regulations 2005 and the HSE document HSG 33. Method statements will be prepared for the work and adhered to.

We will ensure:-

- That all work at height is properly assessed and planned by a competent person.
- Work at height will only be carried out by trained and competent operatives.

- A safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means.
- A safe place of work will be provided with edge protection that conforms to the regulations.
- No one will be permitted to walk on or near to fragile roofing.
- Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed.
- Tar boilers will be fitted with fire resistant bases and sited appropriately.
- LPG cylinders will be located at least 3m away from the sources of heat.
- Fire extinguishers will be available where tar boilers or hot work takes place.
- Where possible portable tools will run off 110 volt supply systems or batteries.
- Work at height will be only carried out if weather conditions permit it.
- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

4.5 False-work, Demolition

4.5.1 FALSE-WORKS

False-work covers an extremely wide range of temporary support methods. In simpler and more commonplace situations, standard solutions (given in BS 5975) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of false-work will be clearly defined. BS 5975 recommends that the main items for which responsibility should be established are:-

- the design brief.
- the concept of the scheme.
- the design, drawing out and specification of the false-work.
- the adequacy of the materials used.
- the control of erection, maintenance and dismantling on site.
- the checking of design and construction operations.
- the issue of a formal permission to load and dismantle the false-work.

Once responsibility is established, the company will ensure that the individuals concerned do not work in isolation. A "False-work Co-ordinator" will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion. The co-ordinator's duties include:-

- the co-ordination all false-work activities.
- ensuring that the various responsibilities have been allocated.
- ensure that a satisfactory false-work design is carried out.
- ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it.
- ensuring that checks are made at appropriate stages covering the more critical factors.
- ensuring that, during use, all appropriate maintenance is carried out.
- after final check, issue permission to load if this check proves satisfactory.
- when it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the false-work.

4.5.2 DEMOLITION OR DISMANTLING

The Construction (Design and Management) Regulations 2007 requires that demolition or dismantling of a structure, or part of a structure, shall not commence unless a written method statement, prepared by a competent person, has been produced and is available to those involved in that work.

The following arrangements should be considered when planning and developing a method statement:-

- The sequence, programme and working hours.
- The way in which the work will be carried out safely.
- How safe access/egress and a safe place of work will be provided for each operation.
- Edge protection at stairwells, lift shafts and external floor edges.
- Plant and machinery to be used.
- Details of any temporary support required.
- Arrangements for the protection of the public.
- Details of any scaffolding required.
- Arrangements for the removal of demolition waste including the control of site transport.
- Assessment of existing services with arrangements for making them safe.
- Temporary services available or required.

- Arrangements for storage/use of LPG and compressed gases.
- Assessments of hazardous substances e.g. asbestos, chemicals, lead paint, abandoned materials.
- Welfare facilities to be provided.
- Environmental impacts e.g. noise, dust, fumes, smoke vibration, crushing plant and run-off will be minimised.

4.6 Excavations, Earthworks & Confined Spaces

4.6.1 EXCAVATIONS & EARTHWORKS

'Excavation includes any earthwork, trench, well, shaft, tunnel or underground working.'

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure:-

- Any excavation or part, does not collapse.
- No material from the side, roof or adjacent to any excavation is dislodged or falls.
- No person is buried or trapped in an excavation by dislodged or falling materials.
- No part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment.
- Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
 - At the start of the shift.
 - After any event likely to affect its strength or stability.
 - After any material unintentionally falls into the excavation.
 - The person carrying out the inspection is satisfied work in the excavation can continue safely.
- Tests will be carried out on landfill sites for gases and other contaminants with appropriate action taken if found.
- Safety helmets will be worn in and near excavations.
- Information, instruction and training on the use of laser devices will be given.
- Underground services shall be traced and steps taken to protect them.
- Suitable precautions must be taken to prevent undermining or weakening of nearby structures.
- Overhead power lines will be protected against accidental contact by machines.
- Underground services will be located and digging carried out by hand within 0.5 m.

4.6.2 CONFINED SPACE OPERATIONS

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided'.

- The company will comply with The Confined Spaces Regulations 1997 and Approved Code of Practice.
- An Assessment of the work will be made.
- Method Statements will be available on site.
- Permit to work and permit to enter schemes will apply.
- No entry into a confined space shall be permitted until we are satisfied that entry is safe.
- Atmosphere testing will be continuous during the work within a confined space.
- Appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need.
- Only suitably fit and trained personnel will be used in these operations.
- Constant and competent supervision will be provided at the scene of operations.
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- Only suitably fit and trained personnel will be used in these operations.
- Constant and competent supervision will be provided at the scene of operations.

4.7 Work Equipment and Lifting Operations & Equipment

4.7.1 WORK EQUIPMENT

Work equipment will be suitable and sufficient for purpose and comply with The Provision and Use of Work Equipment Regulations 1998. In particular we will: -

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair.
- Ensure that all equipment and plant shall be inspected as required with records of inspections kept.

- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery.
- Ensure that equipment will only be used in a stable or stabilised condition.
- Suitable and sufficient lighting to be available if necessary.
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped.
- Ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order.
- Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts.
- Ensure appropriate personal protective equipment is provided and worn.

4.7.2 LIFTING OPERATIONS & EQUIPMENT

- The Lifting Operations and Lifting Equipment Regulations 1998 will be complied with in all respects.
- All lifting operations will be planned and supervised by a competent person.
- A method statement will be prepared before any lifting operations are commenced.
- Lifting equipment will only be operated by competent and authorised personnel.
- Evidence of thorough examination of all lifting equipment must be provided.
- Structures and ground surfaces from which lifting equipment will operate will be suitable for purpose.
- Slings and banks-men will be trained and authorised.
- Barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- Safe working loads must be clearly displayed and not exceeded.
- Routine inspections will be carried out every 7 days and recorded.

4.8 Environmental Protection

We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far as is reasonably practicable.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and, standard operating practices will be employed to control the pollution of the working and general environment from noise, dust and hazardous substances.

Due care and attention will be given to the protection of all water courses from spillage and wastes arising from our workplaces.

Whenever possible and prior to disposal, waste materials will be segregated on site and kept in suitable containers. All waste materials from site will be handled by registered waste carriers and in accordance with the 'Duty of Care' requirements contained in the Environmental Protection Act 1990.

We will comply with the requirements of the Site Waste Management Plan Regs 2006.

4.9 First Aid

First Aid arrangements shall be in compliance with First Aid Regulations 1981 and the Approved Code of Practice.

Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the principal contractor sufficient first aid arrangements shall be assessed as part of the welfare requirements.

Sites shall be provided with a first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing gloves.

4.10 PPE (Personal Protective Equipment)

The company will ensure that suitable and sufficient protective clothing and equipment is provided, and worn wherever there are risks to health and safety that cannot be controlled in other ways.

PPE will be:-

- Properly assessed before use to ensure it is suitable for purpose.
- Employees consulted regarding its selection.

- Properly maintained and stored.
- Provided with instructions how to use it safely.
- Used correctly by employees.

Types of PPE will be compatible to other PPE that is also worn or used, appropriate for the risks and where necessary, adjustable for the comfort of the wearer. PPE will be 'CE' marked and comply with the Personal Protective Equipment Regulations 2002.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as required.

4.11 COSHH (Control of Substances Hazardous to Health 2002)

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002.

Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents).
- Substances generated during work activities (e.g. fumes).
- Naturally occurring substances (e.g. grain dust).
- Biological agents (e.g. bacteria and other micro-organisms).

When using such substances we will:-

- Establish whether the substance has an Occupational Exposure Limit (OEL) or a Workplace Exposure Limit (WEL).
- Assess the risks.
- Decide what precautions are needed.
- Prevent or control and monitor the exposure.
- Carry out health surveillance.
- Ensure our operatives are suitably trained, informed and supervised.
- Obtain Data Sheets in respect of those substances.
- Relevant assessments will be provided to operatives. Operatives will ensure that precautions outlined in the relevant assessments are implemented.
- Any equipment preventing or controlling exposure to hazardous substances will be maintained and tested periodically, and as required.
- Employees who are required to make appropriate use of such equipment must report any defects immediately.

4.12 Health Surveillance, Noise, Asbestos in the Workplace & Management of Stress

4.12.1 HEALTH SURVEILLANCE

Health surveillance may be undertaken for specified employees. Where necessary, the advice of a qualified Occupational Health Practitioner will be obtained. The staff concerned will co-operate.

Records will be kept of:-

- Assessments issued for specific contracts.
- Information, instructions and training provided.
- Employees trained.
- Equipment maintenance and testing (minimum 5 years).
- Monitoring data (minimum 30 years).
- Health surveillance (minimum 40 years).

The Company will monitor operatives exposed to potential harm from activities or operations likely to result in them suffering conditions of:-

- Hand, arm and whole body vibration syndrome.
- Occupational dermatitis.
- Noise.
- Lead ingestion.
- Musculo-skeletal disorders.
- Damage to their eyesight.
- Exposure to asbestos.

4.12.2 NOISE

The Noise at Work Regulations 2005 will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry.

Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders. Records will be kept of exposure assessments, information, instructions and training provided, employees trained.

4.12.3 ASBESTOS IN THE WORKPLACE

- The company will comply with The Control of Asbestos Regulations 2006 and the associated Code of Practice, including the Management of Asbestos in Premises.
- All work places will be surveyed by a competent person to ascertain whether or not asbestos is present.
- Work places include those premises which are occupied or used by this company.
- Records will be kept of the survey findings.
- Before undertaking any demolition or major refurbishment work a survey will take place in accordance with HSG 264 (Invasive).
- Licensed contractors will be engaged to undertake removal, repair or disturbance of asbestos where appropriate.
- The company will ensure that such work is properly planned, assessed for risk and executed.
- Assessment to include those employees and others exposed, or liable to be exposed to asbestos.
- Where notification is a requirement, the HSE will be informed of the proposed work at least 14 days prior to commencement.

4.12.4 MANAGEMENT OF STRESS

The company acknowledges that stress in the workplace might affect staff at all levels and can be caused by:-

- Job content.
- Working environment.
- Relationship with others at work.
- Excessive workload or working hours.
- Inadequate training.
- Personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

4.13 Site Emergency Procedures, Site Safety - Clients and Other Persons

4.13.1 SITE EMERGENCY PROCEDURES

Wherever we control the site, the Site Manager will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include:-

- Adequate fire precautions and the production of a fire risk assessment.
- That emergency procedures and contingency plans are established for dealing with such risks.
- Ensuring that employees are familiar with and understand the procedures providing training as necessary.
- The control and use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.
- Our local manager will ensure that our employees are familiar with, understand and comply with the procedures.
- Hot work will only be carried out under a 'hot work permit' scheme.
- Gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors will be fitted.

Wherever the company act as contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

4.13.2 SITE SAFETY - CLIENTS AND OTHER PERSONS

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not.
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the Client, then careful consideration should be given to the phasing of the works.
- Building work should be separate to that of the Client's activity where possible.
- Should Clients and Client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.
- Assessment of hazard and risk will be carried out in respect of any work activity.
- Management will monitor control measures and review the assessment as necessary.
- Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly.
- Information, communication and control measures are essential matters, which need to be discussed with Clients at regular meetings.
- Care in detailing design should be applied to minimise any health and safety risk.
- A safe method of work will be planned and put in place prior to work commencing.
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of Site Managers for necessary action.
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken.
- In the event of an incident or accident to Client personnel or member of the public the ???.
- Any Fire Plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

4.14 Office Health and Safety, Visual Display Screens, Office Fire Emergency Procedures

4.14.1 OFFICE HEALTH AND SAFETY

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials.
- Protecting against or eliminating trailing electrical cables.
- Closing filing cabinet drawers.
- Keeping staircases and fire exits clear and unobstructed.
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments.

Electrical hazards will be minimised by ensuring:-

- That all cables and connections are maintained in good condition.
- Equipment is properly earthed and correctly fused.
- Sockets are not overloaded.
- Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months.

4.14.2 VISUAL DISPLAY SCREENS

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections.
- Adequate space to be provided to allow postural changes and leg room.
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area.
- Eye sight test to be provided at request of user.
- Damaged or faulty equipment will be taken out of use and reported to management.

4.14.3 OFFICE FIRE EMERGENCY PROCEDURES

- A risk assessment will be completed under The Regulatory Reform (Fire Safety) Order 2005
- All staff will be instructed in the 'emergency evacuation' procedures.
- Emergency evacuation drills will be carried out and recorded.

- Alarms and Fire fighting equipment will be serviced and maintained.
- Fire and emergency evacuation instructions will be posted in conspicuous positions.
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency.

Fire hazards will be minimised by:-

- Keeping fire doors closed.
- Keeping fire extinguishers in place.
- Keeping paper and other flammable materials to a minimum.
- A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regs 2006.

4.15 Driving of Motor Vehicles on Company Business

4.15.1 COMPANY CARS, VANS AND LORRIES

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs.
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol, take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- All employees driving on Company business will be the subject of risk assessment.

4.15.2 FORK LIFT TRUCK SAFETY

- Fork lift truck operations will comply with The Lifting Operations and Lifting Equipment Regulations 1998.
- Fork lift trucks will be selected that are suitable for purpose.
- Fork lift trucks will only be operated by trained, competent and authorised persons.
- Operatives will only operate fork lift trucks of the type that they have been trained to use.
- Fork lift trucks will be immobilised and Keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine safe working loads are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be made before lift trucks are taken into service.
- During refuelling and maintenance operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects to the appropriate supervisor.
- All incidents or accidents involving fork lift trucks will be reported to the supervisor.

4.16 Electrical Equipment and Work

All electrical work will be carefully planned and subject of a risk assessment. Electrical work will only be carried out by sufficiently trained, competent and authorised operatives.

- If CDM Regulations 2007 are applicable then information in respect of electrical matters will be made available to:-
 - Clients,
 - Designers,
 - CDM Co-ordinators,
 - and the Principal Contractor
- If existing power supplies are present they will be subject of a survey by a suitably qualified person to ensure they are safe before work commences. On larger sites any existing or new fixed supply is not to be used to supply contractor's equipment during construction work.
- All electrical distribution systems on a construction site will be re-tested every 3 months by an electrician other than those doing the construction work.
- Electrical installations or equipment which may be exposed to mechanical damage, inclement weather or harmful conditions will be protected so as not to cause danger or injury to operatives or other persons.

- Electrical installations will only be made by qualified and competent persons who will issue certificates on completion of work, which will remain on site.
- Battery powered or 110v electrical equipment will be used so far as practicable on construction or civil engineering sites.
- All portable generators and other electrical equipment will only be used in accordance with the manufacturer's instruction.
- Where overhead power lines are likely to cause a danger the area electrical authority will be consulted and their advice will be followed.
- Routes of all underground electrical supplies will be traced; locations marked and notices posted.
- Excavators and power tools will not be permitted to be used within 0.5m of underground cables.
- A competent person will supervise all work adjacent to overhead or underground electrical supplies.
- Only electrical equipment which has been tested and for which certificates of test are in force, will be permitted to be used.
- Electrical equipment etc will not be used or misused, so as to cause danger or injury.
- All persons who use electrical equipment should be trained to carry out visual inspections.
- All electrical equipment will be tested by qualified persons annually.
- All operatives will be informed when electrical systems are capable of being energised.
- A plant handover/commissioning work programme will be implemented to ensure that all operatives are aware whether plant is still safe to work on.

4.17 Working with Lead

Exposure to lead is potentially dangerous and The Control of Lead at Work Regulations 2002 have been introduced to minimise those risks. The Regulations apply to any work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies. We acknowledge that there are occupational exposure limits for lead. Where engineered solutions to the control of this exposure cannot be achieved, operatives will be provided with the necessary respiratory protective equipment and protective clothing.

Wherever our operatives are exposed to significant exposure to lead, we will carry out medical surveillance consisting of initial screening followed by blood tests as required by the Regulations.

Where there is a possibility that our operatives are likely to be exposed to lead, a risk assessment of that exposure will be carried out.

- Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping as the lead in the fumes and dust is absorbed into the body of those exposed and can result in lead poisoning.
- Where lead is known to be in paintwork requiring stripping, the method used to strip the paint will be such as to prevent dust or fumes being generated. COSHH assessments will be required for chemical stripping.
- If hot work or abrasive methods are used for stripping paint, then the lead in air levels will be monitored and appropriate personal protective equipment issued and used.
- Where exposure to lead is unavoidable then The Control of Lead at Work Regulations 2002 applies and the Approved Code of Practice will be complied with.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- Lead is also found during demolition, refurbishment work and industrial re-roofing. In these instances build up of lead in the system is a possibility and health surveillance appropriate.
- There are two action levels referred to in the Regulations. 'Action levels' and 'suspension levels'. 'Action levels' are initiated when concentrations of lead in blood measured as a number in micrograms of lead for each decilitre (100 millimetres) of blood. If these are reached or exceeded we will :-
 - Carry out an investigation to find out why.
 - Review our control measures.
 - Take steps to reduce the operatives blood / lead concentration.

'Suspension levels' are concentrations of lead in blood (or urine) at which further exposure to lead must be prevented we will:-

- maintain health surveillance records for at least 40 years
- conform to the HSE guidance contained in HS(G)53

4.18 Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)

4.18.1 STORAGE AND USE OF HIGHLY FLAMMABLE LIQUIDS (HFL)

- The Dangerous Substances and Explosive Atmosphere Regulations 2002 will be complied with at all times.
- Containers of all HFL's will be identified and properly marked.
- Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.

- Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
- Manufacturers or suppliers data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

4.18.2 STORAGE AND USE OF LIQUEFIED PETROLEUM GASES (LPG)

LPG (butane propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures.

When used we will ensure:-

- The company complies with The Dangerous Substances and Explosive Atmospheres Regulations 2002.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.
- When stored Used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Fire extinguishers must be in place.
- When being transported cylinders will be kept upright and secured.
- Vehicles will display warning notices and carry a TREM card, be equipped with fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.

Where there is evidence of an LPG leakage the following action will be taken:-

- Gas turned of at cylinder valve.
- All doors and windows opened.
- Area will be vacated and Site Manager to be informed.
- Electrical switches and telephones WILL NOT BE OPERATED.

In the event a cylinder catches fire the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

4.19 Manual Handling

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:-

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will consult with The HSE MAC Charts and ensure that the below factors are addressed:-
 - The task.
 - The load.
 - The working environment.
 - Individual capacity.
 - Other factors that may affect the activity.
- Make full and proper use of handling aids.
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

4.20 Five Steps to Risk Assessment

4.20.1 LOOK FOR THE HAZARDS

- Walk around your workplace and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people.
- Ask your employees or their representatives what they think. They may have noticed things which are not immediately obvious to you.
- Manufacturer's instructions or data sheets can also help you spot hazards and put risks in their true perspective.
- So can accident and ill-health records.

4.20.2 DECIDE WHO MIGHT BE HARMED AND HOW

Consider those who may be at particular risk:-

- Employees who are young, trainees, new or expectant mothers.
- Cleaners, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time.
- Members of the public, or people you share your workplace with, if there is a chance they could be hurt by your activities.

4.20.3 EVALUATE THE RISKS

Consider how likely it is that each hazard could cause harm. This will determine how much you need to do to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide is whether this remaining risk is high, medium or low.

Ask yourself whether what you have already done is sufficient eg guards on dangerous parts of machinery.

But don't stop there, because the law requires you to do what is reasonably practicable to keep your workplace safe. Your aim is to make all risks small.

In taking action ask yourself:-

- Can I get rid of the hazard altogether?
- If not, can I control the risks so that harm is unlikely?

In controlling risks apply the principles below and in the following order:-

- Try a less risky option.
- Prevent access to the hazard (e.g. by guarding).
- Organise work to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities (e.g. washing facilities for the removal of contamination and first aid).

4.20.4 RECORD YOUR FINDINGS

If you employ more than 5 employees you must record the significant findings of your assessment. This means writing down the significant hazards and conclusions. You must also tell your employees about your findings. If you employ less than 5 employees you do not have to (legally) record your findings but keeping a written record of your risk assessments would be useful.

Risk assessments must be suitable and sufficient- not perfect

You need to be able to demonstrate that:-

- A proper assessment was made.
- You asked who might be affected.
- You dealt with all the obvious significant hazards.
- The precautions are reasonable and the risk has been reduced as a consequence.
- Keep the written record for future reference or use

4.20.5 REVIEW YOUR ASSESSMENT AND REVISE IF NECESSARY

Don't amend your assessments for every trivial change or for each new job but if a new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down. In any case it is good practice to review your assessment from time to time to make sure that the precautions put in place are still relevant and are working effectively.