



## **ISEC Interior Systems Ltd.**

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# **HEALTH AND SAFETY POLICY AND MANUAL**

**January 2020**

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## 1. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of ISEC Interior Systems Ltd. (hereinafter referred to as "the Company") that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company.

Ian Emmerson, as Managing Director, is responsible for ensuring that a suitable and sufficient provision of resources is made to protect the health and safety of the Company's employees, and to minimise identified significant risks to employees and others affected by the Company's work.

Ian Emmerson is also the Director responsible for implementing this policy. In this document, he will be referred to as the Health and Safety Director. The duties of the Health and Safety Director, and those of other directors, managers and all employees are detailed in the Company's Health and Safety Manual. The Health and Safety Policy and Manual must be used as a reference for health and safety issues relating to activities carried out by the Company.

In order to avoid accidents and incidents, good working practices are essential. The Policy and Health and Safety Manual detail standard procedures designed to ensure that the Company's employees are able to carry out work in a healthy and safe environment, in all Company workplaces. It is a condition of employment with the Company that all employees familiarise themselves with their duties as detailed in this Policy and Health and Safety Manual.

The Company recognises that every employee has a vital role to play if high standards are to be achieved, maintained and improved upon. The Company therefore requires that employees take a pro-active role in improving health and safety performance and encourages constructive suggestions on how methods of work can be improved to make them safer, thereby reducing the inherent levels of risk. No employee will be penalised for refusing to work if they have a genuine concern relating to their health and safety, or the impact their work may have on the health and safety of others.

The operation of this policy will be monitored by the Health and Safety Director and ArkSAFE Ltd., the Company's retained Safety Advisors. ArkSAFE are available to advise all employees on matters relating to health and safety.

Organisations and individuals who are sub-contracted to the Company must abide by the Company's Health and Safety Policy and Manual and work in a safe manner at all times.

This Health and Safety Policy and Manual will be subject to an annual review and will be updated in the event of any changes in legislation or codes of practice causing the need for policies and procedures to alter.

This statement will be displayed in a prominent position at all work locations and sites. A copy of the Company's Safety Manual, with full details of the organisation and arrangements for implementing the policy, will also be available to all employees and subcontracted organisations for reference.

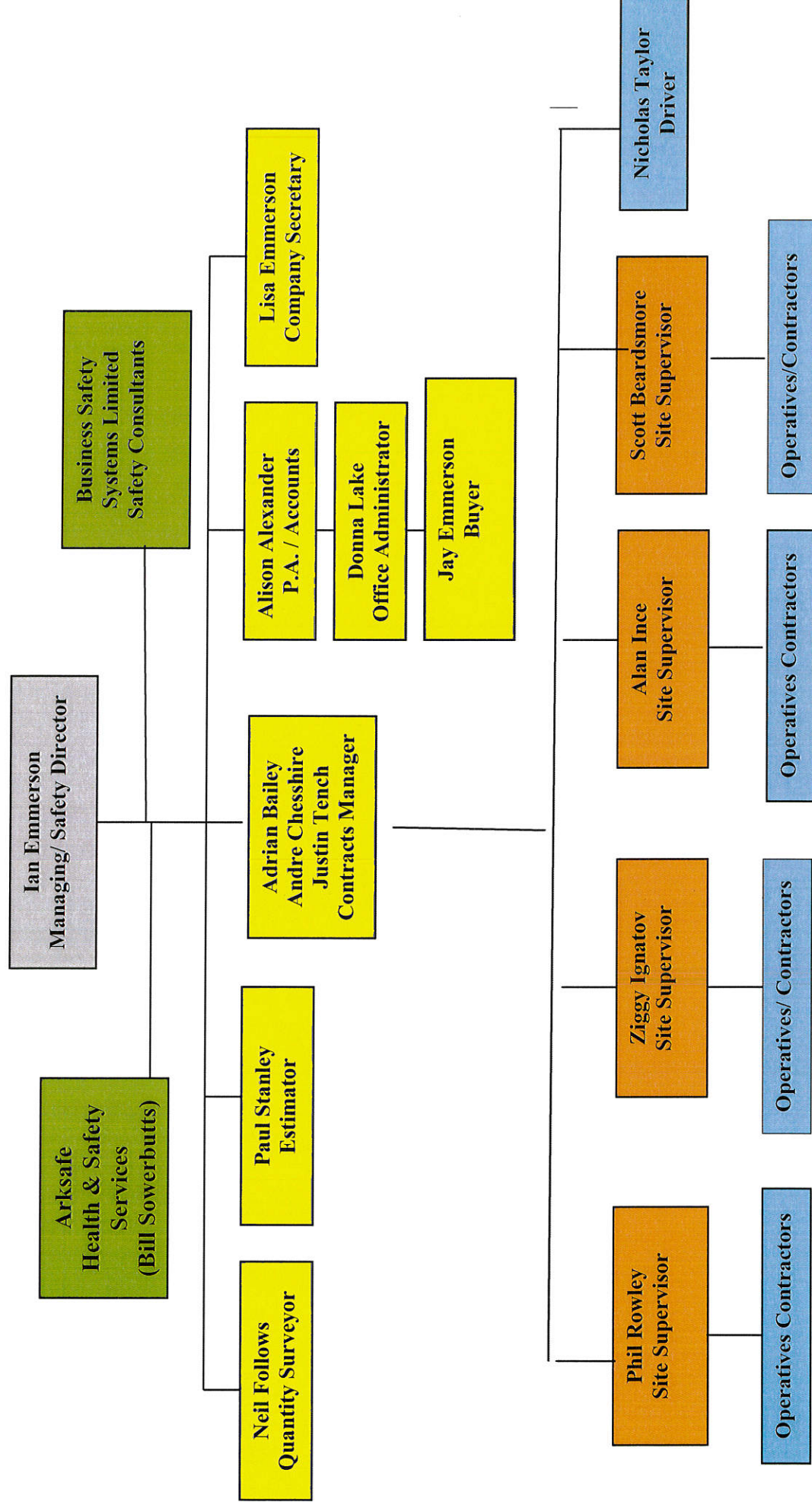
Signed



Dated 01.01.2020

## 2. ORGANISATION CHART

### ISEC INTERIOR SYSTEMS LIMITED



### COMPANY ORGANISATION CHART

### 3. DUTIES

#### 3.1 Duties of the Managing Director and Health and Safety Director

The Managing Director has responsibility for ensuring that sufficient resources are allocated, targeted and managed, to allow the Company to fulfil its statutory health and safety requirements and to achieve the health and safety objectives of this policy and subsequent reviews.

The Managing Director is also the Health and Safety Director and, as such, is responsible for Implementation of the Health and Safety Policy, for setting health and safety objectives and for ensuring the operational effectiveness of health and safety resources throughout the Company. He has responsibility for:

- a) Providing a corporate statement on issues concerning health and safety resource provision and any relevant health and safety issues.
- b) Ensuring that he receives notification of any correspondence to/from the Health and Safety Executive (or similar statutory bodies).
- c) Maintaining regular contact with the Company's Health and Safety Advisors and other managers and supervisors, with a view to reviewing performance, setting objectives, and receiving feedback in general on health and safety issues.
- d) Ensuring that there is adequate health and safety knowledge, advice and awareness at all levels of the company.
- e) Ensuring that a health and safety management structure exists, such that the Company is able to fulfil its statutory health and safety requirements, and achieve its targeted health and safety objectives
- f) Promoting a pro-active approach to positive health and safety and risk management at all levels of the company.
- g) Ensuring that there are effective lines of communication to promote health and safety advice and awareness at all levels if the Company.
- h) Ensuring that all employees are informed of any significant health and safety issues affecting or likely to affect, the company and the matter in which it conducts its operations.
- i) Ensuring that all employees are made aware of the Company's Health and Safety Policy and that they receive adequate training and consultation to enable them to satisfy their roles and the terms of this safety Policy.

### **3.2 Duties of All Directors and Managers**

All Directors must implement the Policy by:

- a) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- b) Ensuring that all statutory health and safety regulations are followed and the necessary Construction Phase Planning, assessments of risk and safe working method statements are produced and brought to the attention of the relevant people.
- c) Ensuring that staff at all levels receive appropriate training.
- d) Monitoring health and safety performance through site meetings, responding to safety reports and audits, and attending to any problem areas observed when on routine inspections.
- e) Holding regular consultative meetings with persons for whom they are responsible in order to receive comments and suggestions on way in which health and safety performance can be improved.
- f) Taking charge of issues which cannot be controlled at a supervisory level, especially with regards to control of sub-contractors.
- g) Setting a good personal example and having adequate knowledge of health and safety legislation relating to the Company's Work.

### **3.3 Duties of Office Managers**

The duties of any person managing an office in either a permanent and temporary location are to monitor and manage:

- a) Fire risks due to flammables, waste paper and smoking
- b) Electrical risks due to overload sockets and circuitry, and incorrectly maintained equipment (see section on electricity)
- c) Tripping hazards due to trailing leads, telephone cables etc. across accessways and especially stairways.
- d) Safe storage of materials.
- e) Adequate welfare facilities.
- f) Adequate arrangements for workers using display screen equipment, such as the layout of work stations, ensuring adequate rest periods etc.

### 3.4 Duties of persons Organising and Managing Contract Work (Contract Managers)

Any manager responsible for contract work must implement the requirements of the company Health and Safety Policy and Manual by:

- a) Having adequate knowledge of, and observing the requirements of, construction regulations and other legislation and codes of practice.
- b) Ensuring that all persons working on site are adequately trained to enable them to carry out their duties. This includes ensuring that a thorough site induction talk on the risks, working methods, emergency and welfare provision is carried out before any work starts on a site.
- c) Ensuring that the Management of Health and Safety at Work Regulations 1999 and the Construction, Design and Management Regulations 2015 are followed and the necessary Construction Phase Plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- d) Ensuring that adequate emergency provision is made on sites.
- e) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- f) Ensuring that all plant sent to site is safe, is in accordance with manufacturer's specification and when applicable, has been tested and thoroughly examined in accordance with regulations.
- g) If hiring plant with hired operators, ensuring that the operators are trained and certificated to operate the plant (and that they have copies of their training certificates on site).
- h) When hiring plant and equipment, ensuring that items meet current UK and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels and emissions.
- i) Ensuring that site staff and employees at all levels receive appropriate training to undertake their task safely.
- j) Monitoring health and safety performance through site meetings, acting on safety advisor reports, and responding to actual site conditions observed when on routine site inspections.
- k) Holding regular meetings with site employees and other site operatives to receive comments and suggestions on ways which health and safety performance can be improved.
- l) Liaising with the Company's Safety Advisors and taking charge of problems which cannot be controlled at site level, especially with regards to control of sub-contractors.
- m) Setting a good personal example and having adequate knowledge of health and safety legislation relating to the Company's work.



### 3.5 Duties of Site Managers, Foremen or Persons in Control of a Site

The duties of Site Managers, Foremen or persons in control of a site to:

- a) Understand the Company Health and Safety Policy and ensure that it is brought to the attention of all employees and contractors working on site.
- b) Have adequate knowledge of, and observe the requirements of relevant health and safety regulations and codes of practice.
- c) Ensure that all statutory registers and records are maintained and that all persons working on any site are adequately trained to enable them to carry out their duties.
- d) Ensure that the necessary risk assessments have been carried out and recorded and that detailed safe working method statements adopting “best working practice” approach are used for any identified high-risk activities.
- e) Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and that adequate emergency procedures are all in place.
- f) In planning a site, make adequate provision for appropriate welfare facilities.
- g) Organise a site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and out with site hours.
- h) Encourage employees and any contractors to be pro-active in developing a positive approach to health and safety performance
- i) Undertake (or arrange for others to carry out) site induction talks for new arrivals onto site.
- j) Ensure that any accident /incident is properly investigated and reported in accordance with Company policy and the requirements of statutory legislation.
- k) Ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risks
- l) Ensure that new employees, apprentices, young persons or occasional site workers are aware of risks to their health and safety, and the relevant precautions to be taken.
- m) Report any defects in work equipment to the manager in charge of the contract, or details of any dangerous practices observed on the site.
- n) Ensure that all plant, tools and equipment are being used correctly
- o) Set a good personal example at all times.

### 3.6 Duties of All Employees

The Health and Safety at Work Act 1974 requires that all employees and self-employed persons take reasonable care of themselves and others who may be affected by their acts or omissions, and co-operate with the Company by observing the Company's procedures, so enabling the Company to comply with its statutory duties.

In Particular, all employees can assist by:

- a) Taking a pro-active role in assessing the Company's health and safety performance and suggesting ways in which improvement can be made.
- b) Using the appropriate protective equipment (e.g. head protection, eye protection, hearing protection, footwear etc.) as required for the job.
- c) Keeping personal tools and equipment in good condition.
- d) Reporting all defects in plant and equipment, together with any unsafe acts, to their immediate supervisor.
- e) Operating only plant and equipment, and carrying out tasks for which they have been trained and are familiar.

It is important that all employees feel capable of doing the tasks which they are assigned. If any person is in any doubt then he/she should inform his/her immediate supervisor.

### DO NOT TAKE CHANCES

#### 3.7 *Duties of the Company's Health and Safety Advisors*

The Company retains external competent health and safety advisors whose duties are to:

- a) Encourage a pro-active approach to health and safety matters and to take positive attitude to risk management functions.
- b) Keep themselves up to date with current legislation and best working methods and disseminate this information throughout the Company.
- c) Carry out regular inspections and safety audits and report on their findings.
- d) Assist the Company's managers by advising on working methods and training requirements.
- e) Assist the Health and Safety Director, through regular consultative meetings at prescribed intervals, to comment on the Company's health and safety performance and assist in setting future objectives.
- f) Take whatever action they consider necessary if in their opinion they are confronted with a serious risk to health and safety, and report the occurrence and action taken to the Site Foreman, and if need be, the Health and Safety Director.

#### **4. ALCOHOL, DRUGS AND MEDICATION**

ISEC Interior Systems Ltd. Is committed to ensuring the health and safety of their employees, Sub-Contractors and members of the public. In line with this commitment, the Company stipulates that all employees and sub-contractors should themselves ensure that they are fit to perform the work required of them by the Company.

Any employee or sub-contractor who appears to be under the influence of alcoholic drink, drugs or medication places not only himself/herself at risk, but also those who may be affected by his/her work. This cannot and will not be tolerated by the Company.

ISEC Interior Systems Ltd. therefore, operates a Zero tolerance policy towards any employee or sub-contractor who appears under the influence of alcoholic drink, drugs or medication whilst at work. No employee or sub-contractor appearing to be under the influence of alcoholic drink, drugs or medication will be allowed to work for the Company. Consequently, any employee found to be under the influence of alcoholic drink, drugs or medication while at work may face instant dismissal under the Company's disciplinary procedure, and any person contracted by the Company will be asked to immediately leave its site.

If any employee believes that he or she is under the influence of any substance that would impair his/her work, then the employee concerned should immediately contact his/her line manager.

Provided such instances do not become commonplace, the employee will usually be instructed to remain off work until the effects have passed and he/she is fit for work. In such instances, where the employee does not attempt to start work, disciplinary action may not be taken. If, however such instances are repeated over a short period, and the employee is repeatedly unavailable for work, the Company may invoke its disciplinary procedures, and may insist that the individual seeks counselling and advice as a condition of continuing as an employee.

However, The Company will only take a sympathetic attitude towards its employees provided they report their condition prior to starting work. The nature of the Company's site activities means that site workers especially would be at an unacceptable risk to their own safety, and the safety of others, If found working under the effects of alcohol, drugs or even prescribed medication. The risk consequences of mistakes at site level are severe and therefore site operatives should never attempt to work under such circumstances, and the Company is likely to deal with any transgressor as having committed "gross misconduct".

##### **4.1 Smoking**

In accordance with statutory law affecting all public buildings and workplaces, no smoking will be allowed within any enclosed buildings in which the Company's employees are working.

Many contract sites operate bans on smoking over the total site area. Company policy is that employees should assume that any workplace, internal or external, is non-smoking, unless advised otherwise.



## **5. TRAINING**

### **5.1 All Company Employees**

The Health and Safety Director and Health and Safety Advisors will meet regularly to carry out an ongoing review of health and safety training needs, and will produce and maintain a training programme for all levels of employees. In carrying out the review, the Health and Safety Director will also consult other managers within the Company and pay particular attention to persons whose roles have changed or any legislative changes that require employees to receive further training in order to perform their required tasks. Employees taking on additional responsibility may often require additional training.

### **5.2 Induction**

All Employees will receive a health and safety induction on engagement with the Company to include:

- The Company Safety Policy and Company rules
- Safety Hazards and health risks inherent in the Company's normal type of work
- Substances hazardous to health
- Workwear and PPE
- Good housekeeping
- Fire risks and prevention, emergency procedures, extinguishing equipment and assembly points
- Accident reporting (including RIDDOR)
- Designated accessways and walkways
- Welfare facilities, cloakroom and toilets
- First aid provision and Company-appointed persons

The person responsible for giving the induction will record confirmation of the induction in each inducted employee's personnel file.

### **5.3 Specialist Training**

The Company is a specialist contractor, installing partition systems, plasterboard and ceilings. It also undertakes exterior cladding work, rendering and wet plastering. Working with large items of board and metal sections carries a significant risk, some of which is increased by working above floor level. In order to carry out such work and keep risks to a minimum, safe working procedures have been developed, such that operatives work in a prescribed manner, minimising the risks to themselves and others. These procedures are part of standard skill-based training that every manager, supervisor, fitter and plasterer who works for the Company is required to undertake.

Certain tasks may involve work at height, work from fixed or mobile access equipment, use of heavy lifting equipment, work on unprotected edges and work in confined spaces. As such, all operatives will be fully trained in any specialist task that they are required to undertake, as will any authorised operators of specialist plant and equipment. The Company will also ensure that nominated workplace first aid staff are all adequately trained.

In addition, if the Company is required to undertake work in any workplace where there may be a special risk, for example due to the Client's activities or where there is risk of contamination, then the Company will ensure that the operatives are appraised of the risks beforehand and are fully trained to work safely in any such environment.

## **6. MONITORING AND REVIEW OF COMPANY SAFETY PERFORMANCE**

### **6.1 Formal Review of Company Health and Safety Performance**

The Health and Safety Director, other Company managers and Company Health and Safety Advisors have specific responsibilities to monitor the implementation of the Company's Health and Safety Policy and to review the Company's performance.

Items to be monitored and reviewed are:

- a) Any significant accidents or incidents.
- b) Any matters arising from audits or site visits by the Company's Safety Advisors.
- c) Any criticisms from the Health and Safety Executive, Clients or other parties.
- d) The Company's "safety objectives". Have they been achieved?
- e) New legislation, guidance notes, or HSE initiatives.
- f) The Safety Manual and working procedures as appropriate.
- g) Accidents and incidents recorded in the previous time period and any longer-term patterns requiring attention through training or revised procedures.
- h) Training requirements.

### **6.2 Inspections and Reports by the Company Safety Advisors**

Where the Safety Advisors are contracted to carry out routine site inspections or audits of the Company's procedures, they will monitor working practices and submit a formal report to the Health and Safety Director.

The Safety Advisors will also be available to advise the Site Foreman and operatives of any health, safety or environmental issues that may arise. As well as monitoring work in progress, they will be concerned with work to be undertaken in the future and will discuss, with relevant managers, supervisors and employees any issues to be considered in the risk assessment and any necessary planning of the work tasks to be undertaken.

Where the health and Safety Advisors carry out an inspection, a report will be sent to the Contract Manager, detailing issues that arose during the inspection and advising on actions to be taken.

If the Safety Advisors are of the opinion that any operation constitutes a risk of serious injury to any person, then they will take any necessary action to ensure that the situation is made safe.

## **7. CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS**

### **7.1 *Safety Representatives***

The Company has a pro-active approach to health and safety, and recognises the benefits of employees having a significant input onto the Company's health and safety procedures. Employees also play a vital role in providing feedback on actual performance, and identifying hazards that have previously been missed. Therefore, all employees and contractors are encouraged to assist the Company to maintain a safe and healthy workplace.

As the Company is readily in communication with all its employees, all employees are able to refer to management on safety issues on an ongoing basis. When formal consultative meetings are held, and at toolbox talks, all employees will be required to attend, and will be encouraged to contribute on any issue regarding health and safety.

All employees and contractors are encouraged to continually liaise with their immediate manager or supervisor to assist in the identification of any health and safety that has not previously been identified.

### **7.2 *Consultation with Sub-Contractors***

All Contractors engaged by the Company must be competent (see section on the Construction Design and Management) Regulations (CDM) – Selection of Contractors) and provide evidence to support this.

On any contract, the Company must provide details of the significant risks that contractors will encounter at the location or site where they will work. This will be achieved via the Construction Phase Plan. Pre-start meetings with contractors will review the identified risks and will cover the risk precautions that must be in place before the contractor starts work and also during his work at that site or location. Site meetings will also be held as appropriate with contractors to review and amend these provisions as necessary.

When contractors are submitting their proposals to the Company, they will be asked to identify any significant risks their work will create both to themselves and to others who may be affected by that work. These will be subject to an agreed safe working method statement and, if appropriate an amendment or addition to the project Construction Phase Plan.

## **8. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

All accidents and incidents must be recorded in the Company's accident book, irrespective of whether the injured person is an employee, self-employed person, sub-contractor, authorised visitor or member of the public. This applies to all injuries, no matter how slight, and to any near miss incidents. The Company accident forms must be completed for any accidents that have involved lost time or damage to plant or equipment.

Guidance on the action to be taken, depending on both the nature of the incident and the person who has been injured, can be obtained from the Health and Safety Advisors and the HSE's website.

### **8.1 *Violence to Employees***

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal, the incident is classed as a work accident.

Appropriate action must be taken according to the extent of injuries and the length of absence from work.

## **8.2 Incidents Involving Members of the public, Victims and Unauthorised Visitors**

If any member of the public or uninvited visitor is involved in an incident, and/or is injured, details must be entered in the accident book and the Company notification form completed. The person in charge of the installation must also notify the Health and Safety Director as soon as possible and should discuss whether a full investigation is required by the Health and Safety Advisors. Appropriate action will then be instigated.

If the incident is such that the injured person has to be taken to hospital ( by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means ( ie. online).

## **8.3 Specified Injuries to Employees, the Self-Employed, Contractors and Authorised visitors**

A specified injury is defined as any of the following:

- Fatality
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot, toe
- Any injury likely to lead permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) that covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs  
NB. Where the eyes, respiratory system or other vital organs are significantly harmed as a consequence of a burn, this is a reportable injury irrespective of the surface area covered by that burn. Damage caused by smoke inhalation is not included in this definition.
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space the leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours  
NB: Hypothermia is not a specified risk in the Confined Spaces Regulations.

In some cases, employers and self -employers workers may not be in a position to know the full extent of an injury, e.g. When a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, there is no requirements to make precautionary reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than seven days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

In the event of any of the above, the person in charge of the installation must:

- 1) Inform the Health and Safety Director immediately.
- 2) Inform the Safety Advisors immediately. NB. Under RIDDOR a major injury must be reported to the HSE by the quickest possible means (usually online). The Safety Advisors will do this on the Company's behalf, so it is important to contact them as soon as possible after the incident. The Health and Safety Advisors will ensure that a copy of the report is forward to the Health and Safety Director and will also assist with the incident investigation, if required to do so.
- 3) If the injured person is a sub-contractor, inform their employers of the accident.

- 4) Complete a Company accident report form and enter details in the accident book.

#### **8.4 Industrial Diseases**

There are a number of specified industrial diseases that must be reported to the Health and Safety Executive. If such a situation is suspected, the Health and Safety Director and Safety Advisors should be contacted and will advise accordingly.

#### **8.5 Accidents Resulting in an Employee's or Self-Employed Contractor's Absence From Work for More Than 3 Days (including days which would not normally be working days)**

The Company must retain a record of all accidents that result in an employee or subcontractor being Off work for longer than three days.

#### **8.6 Accidents Resulting in an Employees Absence From Work More Than 7 Days (including days which would not normally be working days)**

For any accident resulting in necessary absence from work for more than 7 days, but not included in the specified injury category listed above, the Company manager in charge of the workplace should:

- ◆ Enter the details in the accident book.
- ◆ Complete a Company accident report, sending copies to the Health and Safety Director and the Safety Advisors. The Company manager in charge of the workplace or installation should indicate on his form if he feels a full investigation is required.
- ◆ Inform the Principal Contractor or Client, as applicable.

The Health and Safety Director should inform the Health and Safety Advisors, once the injury has resulted in over seven days of lost time. The Health and Safety Advisors will notify the health and Safety Executive, using online form F2508, and will ensure that confirmation of this is sent to the Health and Safety Director. They will also assist with the incident investigation, if required to do so.

#### **8.7 Accidents Resulting in a Sub-Contractors Absence from Work for more Than 7 Days (including days which would not normally be working days)**

If a sub-contractor's employee is injured and medical treatment is required, then the person in Charge of the installation may not be aware that the sub-contractor has been absent for more than 7 days. The duty under RIDDOR is for the employer of the injured employee to report the accident. Therefore, the Company has no duty to report accidents to a sub-contractors' employees to the HSE. However, they must keep a record of all accidents and incidents involving sub-contractors. The Supervisor in charge of the site or location should:

- ◆ Enter the details of the sub-contractor's accident in the Company's accident book.
- ◆ Complete an accident report form, sending it to the Health and Safety Director. The site Foreman should indicate on this form if he feels a full investigation is required.
- ◆ Inform the Client or Principal Contractor if applicable (i.e. if the company is not acting in this role).

**However, if a self-employed person is injured or suffers ill health at work while working for a firm of subcontractors on a site controlled by a main contractor, the main contractor must report the injury. Therefore, the Company must report such accidents/illness if they are the main or Principal Contractor on a site.**

## **8.8 Specified Dangerous Occurrences**

There are a number of specified incidents that, although they may not result in an injury or damage to property, must be reported to the Health and Safety Executive “by the quickest practicable means”. If an incident occurs which it is felt may be reportable, the Safety Advisors should be contacted and they will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the workplace ie. The Client or Principal Contractor.

## **9. FIRST AID AND WELFARE REQUIREMENTS**

### **9.1 First Aid Treatment Facilities – Sites**

The Company will provide a first aid box, stocked to a size appropriate for the numbers on site. If the site or type of work is of a special nature, additional items will be provided as required.

The Company will ensure that there is a trained first aider in all workplaces. Notices will be posted indicating the location of the first aid treatment facility and the names of the trained first aiders.

### **9.2 Welfare Facilities**

The Company will ensure that adequate welfare facilities are provided at all work locations and sites in accordance with the requirements of the Health and Safety at Work Act and the Construction (Design and Management) Regulations 2015 namely:

- Suitable office accommodation for managers.
- A rest room or canteen.
- Facilities for heating food and boiling water for drinks.
- Toilets and facilities for washing (separate Ladies and Gents facilities will be required if both sexes are employed in or visit a workplace).

In many cases, the Company may not be the actual provider of the facility, but will exercise its duty to ensure that the facility is provided by others for use by the Company's employees.

NB. On sites where there is contaminated ground or contaminated materials present, special hygiene facilities may be required. If so, such arrangements will be detailed in the site Construction Phase Plan.

### **9.3 Drinking Water**

An adequate supply of fresh drinking water must be provided both on sites and in the offices. If normal mains running water is not available, then a supply of water should be provided via containers clearly marked “DRINKING WATER”.



## **10. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES**

The Company will exercise its responsibilities to assess and minimise the risk of fire at all work locations in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A risk assessment will be undertaken at each Company workplace detailing the risks of a fire igniting, spreading and affecting the workplace and its immediate vicinity, and the precautions necessary to minimise those risks. It will also detail arrangements and procedures for raising an alarm and for ensuring a safe and speedy evacuation should a fire occur of sufficient magnitude to require evacuation.

All Potential fire hazards must be identified in risk assessments and steps must be taken to remove the hazards from working areas or to minimise the risk as far as possible. No smoking will be permitted anywhere where there is a significant risk of fire.

The Company will appoint a fire warden at each workplace with responsibility for assisting with safe evacuation and ensuring that fire appliances remain correctly positioned and maintained. Normally, it will be the Site Foreman on contract work.

The Company will ensure that adequate fire prevention and emergency procedures, together with suitable means of fire detection and raising the alarm, plus fully -tested and complaint fire-fighting equipment, will be provided at each workplace. Notices will be posted at each workplace stating the evacuation procedures, together with name of the fire warden.

The Health and Safety Director will carry out a review of the emergency equipment and procedures on a regular basis.

### **10.1 Site Operations**

Where work is carried out that increase the risk of fire (e.g. hot cutting, welding, grinding or brazing), then portable fire extinguishers will be required adjacent to the specific workplace. The person undertaking such work must ensure that all loose combustible or flammable material is moved away from the working area, and that the fire extinguisher remains close-by and available for immediate use should the need arise.

Restricted "permit to work "procedures may be invoked for hot work activities on certain sites, if the site rules or risk assessment necessitates it.

Site accommodation will be provided with adequate fire extinguishers. These extinguishers will be located internally, adjacent to entry / exit doors and will only be used in emergency. The equipment provided within the site accommodation must not be removed for site use. Additional extinguishers will be provided for specific locations or operations, if the risk assessment identifies a need.

Certain operations may require specific type of extinguishers relevant to the risk and additional extinguishers / hoses will be provided if required.

Any sub-contractors must have their own fire prevention measures in place, before they will be allowed to start work.

## **10.2    *Emergency Procedures***

If the Company is appointed Principal Contractor on a contract, it will produce emergency procedures for the project and these will be detailed in the project Construction Phase Plan.

All employees and contractors will be advised of these procedures via the site induction talks.

If the Company is working as a contractor on a site under the control of a Principal Contractor, then the Company will follow the emergency procedures laid down by the Principal Contractor for that project

## **11.     **COSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015****

### **11.1    *Outline of the Regulations***

The CDM Regulations place duties on all parties involved in construction work, including Clients, the design team and those involved in the actual construction.

If the project involves more than one contractor, then the client must appoint a Principal Designer to ensure that health and safety is taken into account and to manage the health and safety aspects of the design from the initial design and planning stage of the project.

The Client – with assistance from the Principal Designer – is responsible for collating relevant health and safety information for the project, identifying the major hazards that will be encountered on the project and any existing aspects of the project environment that create site specific risks (contamination, asbestos etc). This information should be sent to all prospective Principal Contractors tendering for the project, so that they can assess the health and safety requirements and make provision for these in their cost estimates for undertaking the project.

The Client (or agent) must also appoint a Principal Contractor to co-ordinate health and safety activities on site, together and to manage other contractors on site through the construction phase. The Principal Contractor must have a Construction Phase Plan in place from the start of the project, and collate information for the Health and Safety File.

The Client must ensure that the Principal Designer, Principal Contractor and other designers and contractors are competent to fulfil their duties. Provided that a company has sufficient competence, it can be appointed as both Principal Designer and Principal Contractor.

Contractors who sub-contract work must similarly ensure that their sub-contractors are competent.

### **11.2    *Application of the Regulations***

The CDM Regulations apply to all construction work. However, where there is more than one contractor involved in the construction process the Client must appoint a Principal Designer to co-ordinate health and safety issues at the design stage, and a Principal Contractor to co-ordinate and manage health and safety through the construction phase of the project.

### **11.3    *Notification***

A project should be notified to the Health and Safety Executive if it involves:

- More than 30 days of construction activities and more than 20 workers on site at any one time during that period,

Or



- More than 500 person days of construction. It is the Client's duty to ensure that the project is notified.

#### **11.4 The Company Acting as Principal Contractor**

If the Company is acting as Principal Contractor the duties and responsibilities are to:

- a) Take the initial health and safety information from the Principal Designer and develop it into a management document to control health and safety throughout the project.
- b) Take reasonable step to ensure co-operation between all contractors sharing the site.
- c) Ensure, so far as is reasonably practicable, that all contractors (and persons) follow the rules contained in the Construction Phase Plan.
- d) Take reasonable steps to ensure that only authorised persons are allowed on site.
- e) Ensure that the project notification details are displayed.
- f) Liaise and co-operate with the Principal Designer.
- g) Give reasonable direction to any contractor, with regards to health and safety.
- h) Ensure that any specific site rules are included in the Construction Phase Plan.
- i) Disseminate information to contractors on the risks associated with the work.
- j) Ensure that contractors' employees are aware of any site rules contained in the Construction Phase Plan, and have been trained in the site's emergency procedures.
- k) Make suitable arrangements, taking into account the nature and size of the project, for employees and contractors to advise, discuss and comment on issues that will affect their health and safety.
- l) Maintain a project Health and Safety File and present this to the Principal Designer at the end of the project

#### **11.5 The Company Acting as a Contractor**

When the Company is acting as a contractor, its duties are:

- a) To inform all employees and sub-contractors of the site's emergency procedures and any relevant aspects of the project Construction Phase Plan.
- b) To co-operate with the Principal Contractor on health and safety issues, advising him of any new hazards or shortcomings in existing procedures.
- c) To advise the Principal Contractor (and Client where necessary) of any injury or dangerous occurrence.

#### **11.6 Construction Phase Plan**

The Principal Designer is responsible for liaising with the Client to collate the existing health and safety information relating to the project and its environment. This must be made available to the Principal Contractor to create a Construction Phase Plan for the project, which should be revised and updated by the Principal Contractor as the project progresses.

The Construction Phase Plan should set out the arrangements for the management of health and safety issues of the project, and the monitoring of contractors' compliance with statutory provisions. It should identify any significant risks that contractors should take into consideration when planning and tendering for the work, and it must also state the welfare arrangements that have been made for the project

It is the duty of the appointed Principal Contractor to develop the plan into a full management control document for the health and safety aspects of the project. This detailed plan must be agreed with the Client and Principal Designer, before on-site commences.

**11.7 Health and Safety File**

The Principal Designer should liaise with the Client to prepare the initial Health and Safety File and pass it to Principal Contractor, who must maintain and update it throughout the construction phase. At the completion of the project, the Principal Designer must review the file and, before handing it to the Client, ensure that the file contains the following information:

- a) Drawings, plans and the design criteria (e.g. 'As built' drawings).
- b) General details of the construction methods and materials used.
- c) Details of any equipment and maintenance facilities.
- d) Maintenance requirements and procedures for the structure
- e) Any procedural, suppliers or maintenance manuals, or similar documents relevant to the maintenance of the structure or installed equipment.
- f) Details of utilities and services provided to the structure.

**11.8 Information for Employees**

Under the CDM regulations, employees are entitled to information about health and safety (especially information about the significant risks) during the construction phase.

They must be given an opportunity (by the Principal Contractor) to comment on the health and safety aspects of the project; i.e. the Principal Contractor must make arrangements to consult with the site's employees.

**11.9 Selection of Sub-Contractors under CDM Regulations**

Under the CDM regulations, the Company is required to verify the competence of any sub-contracting company and to ensure that it has the necessary the health and safety provision to comply with current health and safety legislation and health and Safety Executive codes of practice.

The Company uses an assessment procedure which is detailed more fully in Section 23.

**12. PROCEDURES TO BE FOLLOWED WHEN ESTABLISHING A NEW SITE AND CLOSING A COMPLETED SITE****12.1 Company Appointed as Principal or Sole Contractor**

When the Company have been appointed Principal Contractor or sole contractor on a project, the following actions should be instigated:

- a) The manager in charge of the contract must undertake key risk assessments and prepare method statements as required. Help should be sought, where necessary, from the Client and other designers. This will be in the form of a project specific Construction Phase Plan, using information supplied for using information supplied from the Client with guidance from the Principal Designer. The Client must ensure that the Construction Phase Plan has been created before work commences on site.

- b) If the project is notifiable (see 11.3), the company must obtain from the Client, a copy of the notification of new works, as sent to the Health and Safety Executive.
- c) Where a health and Safety File already exist for the premises, the Company must obtain the health and Safety File and ensure that the file is continuously updated with appropriate information throughout the project.
- e) The manager in charge of the contract must ensure that the relevant statutory site documentation and information posters are sent to site (see next section).

## **12.2 Site Documentation and Information Posters**

The following documents etc. should be supplied to site at the start of any project:

A copy of the project Construction Phase Plan.

- ◆ Contract risk assessments, COSHH risk assessments and safe working method statements.
- ◆ A copy of the notification of the project (notifiable CDM projects only).
- ◆ Health and Safety Law poster (where a site office/ welfare facility is established).
- ◆ The appropriate scaffold and plant inspection registers (any site where scaffolds are erected, excavations are made and are left, or mobile plant Utilised).
- ◆ BI 510 Accident Book (all workplaces).
- ◆ Employer's liability insurance certificate (where a site office/welfare facility is established).
- ◆ A copy of the Company Safety Policy (all workplaces).
- ◆ First aid boxes to reflect the number of employees (all workplaces).
- ◆ Appropriate fire-fighting equipment (all workplaces).
- ◆ Copies of statutory certification for any lifting appliances or other work equipment (where applicable).

## **12.3 On -site Induction Training**

The manager in charge of the contract, or delegated representative, will carry out induction training either before, or on arrival at site, informing the team of the significant risks identified within the scope of the particular project, together with the site's emergency and first aid procedures.

He will also cover:

- ◆ Significant risks and precautions to be taken, and safe working methods to be followed.
- ◆ The PPE requirements and where /how to obtain additional PPE as required.
- ◆ Details of site emergency procedures.
- ◆ Details of site welfare arrangements.
- ◆ Details of any method statement relevant to the actual work the person is involved in.
- ◆ The site rules in general.
- ◆ The arrangements, rules and safe working procedures contained in the Construction Phase Plan.

**Confirmation of the induction talk and a register of the person inducted must be recorded in the site diary or the induction register.**

#### **12.4 Personal Protective Equipment**

It is Company policy that all employees under the Company's control will wear personal protective equipment as stipulated by the prevailing site rules, or the risk assessment for their task, at all times. On contract site, safety helmets and safety footwear will be worn at all times.

In addition, items such as respiratory protection, eye protection, a safety harness (to be worn when working in a single boom mobile platform), high visibility clothing etc. will also be used as indicated by the risk assessment or as instructed by the manager in charge of the contract.

The Company will provide personal protective equipment for all its site employees. The actual PPE supplied will depend on the site risk assessments. But the following items will be included:

- ◆ Head protection
- ◆ A supply of gloves if working near sharp objects.
- ◆ Hearing protection suitable for variety of tasks.
- ◆ A supply of appropriate respiratory protection (for example, if disturbing mineral fibres or grinding surfaces).
- ◆ Goggles to BS 2092 impact grade 1 for use when grinding.
- ◆ Facilities and equipment to clean hands and ensure personal hygiene.
- ◆ Any other specific items requested by the Site Foreman or highlighted in the Construction Phase Plan or risk assessment.

#### **12.5 The Company as a Contractor to Another Contractor**

Where the Company is contracted for work, it should receive from the contractor responsible for hiring its services, details of the project-specific risk assessments and site rules. These will be contained in the Construction Phase Plan. The Company should provide to the Principal Contractor, or the contractor responsible for hiring its services, risk assessments for the work that it is to undertake, together with method statements for any task identified as high risk.

#### **12.6 Contract Completion**

On Completion of the installation, the manager in charge of the contract will prepare the operation and maintenance details for the Client, including safe maintenance instructions for the installation.

#### **12.7 Project Maintenance File / Health and Safety File**

At the start of the project, the Principal Contractor should obtain any existing Health and Safety File from the Client, containing information about the existing environment, structures, services etc. This information should be used in drafting the Construction Phase Plan and selecting methods of operation.

Towards the end of the contract, the manager in charge will prepare the operation and maintenance manual for the client, including safe working instruction for any mechanical or electrical installation. The manual will contain health and safety information which will be used by the principal Designer in the preparation of the Health and Safety File.

The project Health and Safety will be returned to the Client (via the Principal Designer) at the end of the contract, for the Client to retain for future use and to pass on to the new owners or managers, should the Client pass on ownership or management of the property.

### 13. MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS RISK ASSESSMENTS AND SAFE METHODS OF WORKING

#### 13.1 Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, the Company is required to carry out risk assessments of the work being undertaken, to identify the principal risks to their employees, other work people and visitors or members of the public.

As a result of these assessments, risks can be categorised into high, medium and low risks and the precautions that must be taken to control and minimise the risk can be evaluated. For high-risk situations, detailed method statements will be required.

The Company's approach to risk assessments is as follows:

**Generic Assessments** – Appendix A includes details of most of the significant risk that will be encountered on projects normally undertaken by the Company, together with details of the Company procedures for controlling these risks. These procedures must be followed and enforced by managers and supervisors at each work location.

**Site specific risk assessments** – On all projects, the manager in charge of the contract, before the start of work, should:

- ◆ Consult with the Client and produce site specific assessments for any issues identified to be giving rise to a special risk.
- ◆ Check the generic risk assessments and confirm which are valid for the project, and amend any procedures as necessary.
- ◆ Bring the significant risks and precautions to be taken to the attention of the relevant employees and contractors.

The most common generic risks found in the Company's normal working activities, and standard precautions to reduce those risks, are found in Appendix A. However, it should be noted that these risk assessments, and the precautions required to minimise them, will vary with the work locations and specific tasks. Therefore, they should not be seen as providing risk minimisation solutions, until site and task specific elements have been considered. The blank Risk Assessment Proforma, at the end of Appendix A, should be completed to supplement the generic risk assessments and precautions with any additional site -specific or task – specific risk assessments and /or precautions identified on each project.

**Ongoing review of the risk assessments** – as the work progresses, additional unforeseen hazards may be encountered. The manager in charge of the contract should be vigilant of the need to re-assess risks and working methods because of a change in circumstances and must be prepared to make changes as necessary.

#### 13.1 Safe Methods of Working

The Company has a number of standard prescribed safe methods of working for undertaking operations that have significant risks. These will be followed when undertaking work that is shown to carry significant risk elements, and may be amended to include additional safeguards according to the specific features of a project or site.

Site-specific working methods will also be laid down for each location, for activities where individual circumstances in a location affect the risk elements and standard precautions.

### 13.3 Project Protective Equipment

It is Company policy that all employees under the Company's control will wear personal protective equipment as stipulated by the risk assessment for their task at all times. On contract sites, head protection and safety footwear will normally be worn at all times.

In addition, items such as respirators, eye protection, safety fall-prevention or fall -arrest harness, high visibility clothing etc. will be used as indicated by the risk assessment or as instructed by the Site Foreman.

Facilities will be provided by the Company for the storage and cleaning of such equipment.

### 13.4 Key Guidance for Risk Minimisation

In undertaking risk assessments and determining the necessary precautions, guidance should be sought from approved codes of practice published by the Health and Safety Executive and the following appendices to this policy:

#### Manual Handling

Appendix B: A Basic Approach to Manually Lifting a Load

#### Hazardous Substances:

Appendix C: Hazardous Substances: What Do the Warning Symbols Mean?  
+COSHH Risk Assessments for Substances Used by the Company

#### Asbestos Awareness

Appendix D: Beware Asbestos: The Hidden Killer

#### Work Equipment. Plant and Lifting Equipment:

Appendix E: Guided to Tests, Examinations and Inspections on Construction Sites

#### Electrical Safety:

Appendix F: Test Required on Site Electrical Equipment

Appendix G: Test Required on Electrical Equipment in Fixed Premises

## 14. MANUAL HANDLING OPERATIONS

In carrying out a manual handling risk assessment, consideration will be given to the requirements of the Manual handling Operations Regulations 1992. Under these regulations, employers have a duty to prevent employees from handling loads that are likely to cause injury. The injury may be due to the weight of the load, but it is not sufficient to think of manual handling hazards only as a function of weight.

Other factors to take into account are:

- the physical size of the load
- the provision of carry handles or carry straps,
- the position of the centre of gravity within the load,
- where is it being moved from and to?
- the weather conditions,
- the ground conditions over which the load is to be moved etc.

In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes of the person actually doing the lifting and carrying. Every employee is an individual and employers must also consider this when assessing manual handling tasks.



The first step in carrying out the assessment is to eliminate the need to manually handle loads at all. This means introducing mechanical ways of lifting and moving loads, whenever practicable.

In a fixed environment, where the same loads are handled in the same way and in the same place, then an assessment can be undertaken that will be valid for some time. However, in a construction environment, the workplace is continually changing and so Site Foreman and operatives must continuously be looking for, and assessing, site operations that involve manual handling operations.

Employees are to be encouraged to highlight activities which involve manual handling operations which are likely to cause injury. In planning a site, the manager in charge of the contract, and the Site Foreman at operational site level, must try to minimise the requirements for manual handling.

Ongoing training will be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks, and to enable them to lift using kinetic handling techniques as shown in the Appendix B.

#### **15. ACCESS – RISK OF A PERSON FALLING (WORK AT HEIGHT REGULATIONS 2005)**

The Work at Height Regulations 2005 place a duty on all employers and designers of work tasks to reduce the risks incurred when working at height, through the design of the work task.

- The duty to reduce the risks of working at height to the lowest practicable level extends to the following areas:
- Eradicating or minimising risks of working at height by designing in safe permanent access, or including aids to securely fix temporary access.
- Eradicating or reducing the requirements for person to access at height to the lowest practicable level, by the original design of structures or equipment (including future maintenance tasks).
- Reducing the actual heights needing to be accessed to a minimum.
- Minimising the numbers of people undertaking high level work to the lowest practicable safe level, and minimising the actual time spent at height.
- Using the hierarchy of control approach to risk assessment, to assess the risk and to select the safest practicable means for accessing any required task at high level.
- Undertaking risks assessments for all tasks above floor level.
- Formulating safe system of work undertaking all high-level tasks, and ensuring that the appropriate personnel are adequately trained, equipped and competent to undertake those tasks.

The duty of care extends to all parties responsible for creating tasks requiring high level access. This includes not only those responsible for specifying safe means of access for undertaking work at height

and managing the work itself, but also those who are involved in the specification of materials that may require future access at high level for maintenance purposes.

It will be down to the managers of individual contracts (with advice from the Company's Health and Safety Advisors as required) to determine a suitable and safe means of access for work at height, in accordance with the requirements of the Work At Height Regulations 2005, and to ensure that the chosen methods of access are adhered to, and that any equipment provided is erected and used safely.

## **16. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Under the Control of Substances Hazardous to Health Regulations 2002 (rev 05), every employer is required to identify all substances in use, and to assess their risks to their employees (and others), taking into account the manner in which they are used and the quantities involved.

A "Substance Hazardous to Health" is any substance which:

- Is listed in the current 'CHIP' list and / or carries a hazard warning symbol.
- Has been assigned a workplace exposure limit.
- Is a biological agent.
- Is a dust of any kind, when present in a substantial concentration.
- Presents hazards to health comparable to those listed above

There are other hazardous substances, but because they have legislation specifically covering their use, they are not covered by COSHH regulations e.g. asbestos, lead substances which are hazardous because they are radioactive, asphyxiants, at high pressure, at extremes of temperature, or are flammable or explosive. For a brief generic guide to the hazards created by the most common categories of hazardous substances used in the workplace, see Appendix C.

### **16.1 Identification and Assessments**

The following are factors to be considered in undertaking a COSHH assessment:

- Which hazardous substances are being used?
- What quantities of the substances are involved?
- What form is the substance in? e.g. liquid, dust, solid, vapour.
- How can the substance cause harm? E.g. by inhalation, by skin contact, by absorption through the skin, by ingestion.
- Who could be exposed to the substances and for how long?
- Can the substance be substituted by non-hazardous or less hazardous substances?



In gathering this information, reference should be made the manufacture's product data sheet, and the Company should use such data along with the above points of reference to determine the potential risk. However, it is the assessment of the specific application of each substance in the working environment, and any potential residual affects once applied, that determines the degree of risk from its use.

### **16.2 Instructions and Training**

The Company will ensure that employees are trained and properly instructed in the use and storage of any hazardous substance, and are aware of the importance of using washing facilities before consuming food or drink.

All managers and supervisors must ensure that employees are properly instructed before using hazardous substances.

Smoking must not permitted when working with hazardous substances.

### **16.3 Asbestos**

Company policy is that it will not conduct work in any situation where employees could be exposed to asbestos fibres (see Appendix D). The Company will seek information from the Client or Principal Designer regarding the presence of any asbestos in any existing structures on which it is to work, and will normally require an intrusive / pre-demolition level of survey (Ref HSG 264), if one has not already been undertaken.

If asbestos in good condition is present in any area proximate to working areas, the Contract Manager will brief site personnel, before work starts, and a clear method of working will be determined to ensure that the material remains undisturbed. If asbestos is present and, in a condition, where fibre release is a possibility, the Company will require either removal, or encapsulation and labelling of the substance, followed by a clean air test, before starting work in any areas where such material has been identified.

If the material is identified as unlicensed asbestos material, such as composite ceiling coatings, floor tiles or cement sheets, the material will not require a licence to be removed or disturbed, but a safe working method and safe system of disposal of unwanted material must still be determined. In some instances, work on such materials – even though unlicensed - may still need to be notified to the HSE as falling under the category of Notifiable Non-Licensed Work, and health monitoring procedures will need to be in place, together with a specific task risk assessment for any work falling under this category, in accordance with the Control of Asbestos Regulations 2012.

**Before any work is contemplated on any unlicensed asbestos material, it is essential that a competent person undertakes a detailed risk assessment. A safe method of work must be devised, and suitable training and information must be given to the personnel carrying out the task detailing the procedures to be followed, together with adequate physical precautions and PPE. These tasks must be completed before work is allowed to start.**

For further reference see HSG 210.

## 17. NOISE

A person's hearing ability can be reduced due to age-related hearing loss or noise-induced hearing loss. There is nothing an employer can do about age-induced hearing loss, but noise-induced hearing loss can be avoided.

### 17.1 Action Levels

Noise is measured in decibels, weighted to the 'A' scale or referred to as dB (A), or in pascals, a unit of sound pressure or energy. For most work exposure, noise levels are 'averaged'. The averaged exposure is expressed in the term LEP, d (level of daily personal exposure). The action levels are:

- **First Action Level**      **80dB(A) LEP, d**
- **Second Action Level**    **85dB(A) LEP, d**

The Noise at Work Regulations 2005 require employers to:

- a) Carry out an assessment of the noise levels to which employees are exposed.
- b) Reduce noise, wherever practicable, to levels below the first action level of 80dB(A) LEP, d by the selection of quieter work equipment or working methods.
- c) Identify any area or items or plant / equipment with noise levels that cannot be reduced to below 80dB(A) LEP, d
- d) Provide suitable hearing protection for employees required to work in noise levels in excess of 80dB(A) (together with storage facilities, cleaning facilities etc).
- e) Provide adequate information, instruction and training about the risks to hearing and what precautions employees must take.
- f) Enforce the wearing of hearing protection if the noise level exceeds 85dB(A) LEP, d (with or without hearing protection).
- g) Prevent any employee being exposed to an average noise level above 87dB(A) LEP, d (with or without hearing protection).

Whenever possible, equipment creating the lowest practicable noise levels should be used. Checks must be made on all work equipment to ensure that the level to which the operator is exposed is below 80dB(A) and the machine has been properly maintained. If this is the case, then no further action will normally be needed.

Hearing protection should be mandatory whenever abrasive disc machines and pneumatic breakers are used, irrespective of the exposure time.

### 17.2 Typical Noise Levels

Small items of plant and equipment can be particularly noisy, but in general are only used for short periods of time. Typical noise levels for small plant and powered equipment are:

Abrasive Wheel/Disc cutting machines	up to 100dB(A)
Hammer drills	up to 100dB(A)
High-speed portable saws	90Db9A0
Larger generators	>90dB(A)

## 18. CONTROL OF VIBRATION RISKS

Management will adopt a policy of seeking to procure work equipment with the lowest practicable vibration outputs. Manufacturers' readings will be taken into account when selecting tools, as will the tasks to be undertaken using the equipment.

When undertaking operations such as breaking, abrading and cutting of concrete, brickwork or metal, managers and supervisors must design tasks to minimise the need for operators to use high vibration tools. NB. Supervisors must take into account the task and work surface, as this will affect the vibration created. Where possible, a purely mechanical means of achieving the task should be used.

Supervisors must ensure that, where breaking will be performed using hand tools, operators are fit for the task and not suffering from numbness or soreness in their upper limbs. Where any tasks give rise to significant vibration levels, they must be performed in rotation, giving each operator sufficient recovery time between using the equipment. On no account must the manufacturer's recommended duration of use be exceeded.

Operatives working with equipment such as chop saw, abrasive discs and breakers must be assessed before being allowed to work with such equipment. All persons working with these tools should be issued with suitable gloves, designed to minimise the vibration received by the operator.

Any person suffering numbness, tingling or soreness must be rested from the task. Any prolonged effects should result in a medical consultation.

## 19. PROVISION OF WORK EQUIPMENT

All plant and equipment used by the Company must be compatible with the tasks to be undertaken and the environment in which it is used. **Size and type of plant must be considered, especially with reference to limitations on work space, access road widths and the competence and abilities of the operators.**

Copies of any test and thorough examination certificates must be provided for all site plant as cranes, excavators, tele-handlers, fork -lift trucks etc. A weekly check must also be undertaken by a competent person and an entry made in a Site Plant Register. This includes weekly inspections to verify scaffolding (including mobile scaffolding) as safe for use.

Plant operators must be trained and competent for the use of any vehicles and specialised tools. All plant operators or drivers should be trained and certificated under a recognised plant operator scheme, and have a copy of their training card/ certificate on site. (Ref: Provision and Use Of Work Equipment Regulations "PUWER" 1998).

Appendix E gives guidance on the type and frequency of the inspections required on site plant and lifting equipment.

### 19.1 *Electricity and Electrical Equipment*

Electricity poses a risk of severe injury or even death, both in the use of powered electrical equipment and from electrical equipment in situ on sites.

When selecting electrical-powered equipment, the lowest practicable voltage tools should be used. Alternatively, use battery-powered equipment as a safer option.

If electrically-powered equipment is used. This should be operated at 110 volts, supplied from a generator, or via a transformer, centre-tapped to earth, that limits fault currents to 55 volts. This includes temporary site lighting.

Leads to be robust and both leads and connections to be routinely checked, prior to operation. A 240-volt supply connection should never be used, except with consent of either the Client or the Principal Contractor (dependent on who is in overall control of the site).

In accordance with the requirements of Electricity at Work Regulations 1989, the Company should maintain a register of electrical equipment and ensure that equipment is inspected and tested on a regular basis, in accordance with HSE recommended codes of practice. Records to be established and regular inspections must be carried out by competent person to ensure that portable electrical equipment remains in good condition.

Any hired electrical equipment must be similarly inspected and tested. Contractors and the self-employed must be required to maintain and inspect their power tools to a similar standard.

If the Company is responsible for providing and maintaining a temporary electrical supply around a site the work should be undertaken by a competent electrical contractor and an installation certificate is required on completion of the work. The certificate should also state what maintenance, test and inspections are required, and at what frequency.

When working on sites, the Contract Manager must take into account the risk of any existing services. Services running overhead through ceiling voids and on the roofs of building may influence procedures and locations for working, and selection of appropriate means of access for working at height.

## **20. OFFICE SAFETY: WORKING WITH DISPLAY SCREEN EQUIPMENT**

Under the Health and Safety (Display Screen Equipment) Regulations 1992, the Company will assess the use of DSE and will provide the following for staff who are regular users:

- Assessments of the work and work -stations (and any necessary improvements required as a result of the assessment). New work -stations must be assessed as they are established.
- Eyesight tests for users who request eyesight tests and if, as a result, it is shown that glasses are needed to specifically work with DSE, to provide such glasses.
- Training for users.

### **20.1 Managing and Reducing the Risks from Use of Display Screen Equipment (DSE)**

Research has so far uncovered only one major (RSI) or work-related upper-limb disorders (WRULD). Key aspects in the healthy and safe design of work for DSE operatives include suitable furniture, the actual equipment and the job design.

#### **Suitable Furniture**

DSE operators will have furniture with adjustable seating, to allow the operative to sit comfortably whilst working at his/her workstation. The design of the furniture should allow the operative to move and perform tasks in a manner that minimises the risk of musco-skeletal injuries and repetitive strain injuries from the use of the DSE.

Chairs should be movable and adjustable so that the operative can sit at a comfortable height and distance from the screen. The keyboard and monitor should also be adjustable so that the operative can comfortably operate the keyboard and view the screen without strain. Footstools should be provided for operatives who use DSE for significant periods of time.

Where a workstation is positioned near a window, suitable blinds or curtains must be installed to prevent glare on the screen.

**Work Equipment**

Work equipment will conform to specification BS EN 292241 specification, which is designed to prevent glare and allow adjustment for a safe operating position of the equipment.

Adjustable document holders will be installed where required (e.g. copy typing).

**Job Design**

Staff who use DSE are not currently required to spend prolonged periods without a break at a work station, on account of their having other tasks to perform. Although there will be times when an operator may have to spend a significant part of a day at a DSE workstation, there will be other periods when DSE operations will form only a small proportion of the daily work tasks.

Thus, administrative staff, by the intrinsic nature of their work, take regular breaks to perform other tasks, and over -long exposure to display screen equipment does not occur.

Managers in each location will monitor tasks to ensure that they remain designed such that DSE operations do not become an excessive or unbroken period of the working day for any staff member.

**21. DRIVERS OF COMPANY VEHICLES (AND DRIVES USNIG OTHER VEHICLES FOR COMPANY BUSINESS)**

Drivers of Company vehicles must be authorised by the Company to drive the particular vehicle or category of vehicle and must have a valid driving or operator licence for that category of vehicle. No driver on Company business is authorised to drive at excessive speeds while on Company business, and the Company will not condone any driver who breaks the statutory speed limit or drives in a manner which is hazardous to him/herself and / or others.

All Company vehicle drivers must be confident of driving the particular vehicle they are required to drive. If any driver is unsure of how the vehicle he is required to drive is operated, he should inform his/her supervisor and request further training. N.B Supervisors should note that even though a driver is licensed to drive a category of vehicle, it does not necessarily mean that he has enough familiarity with the vehicle to be sufficiently competent and confident to operate that particular vehicle in a safe manner.

Every driver is responsible for his/he own safety, the security of his/her vehicle and the protection of third parties. If a driver is feeling unwell or has an injury that might significantly impair his/her ability to drive, then he/she should not operate the vehicle.

**21.1 Guidance for Drivers and Operators of Mobile Plant**

No person should ever drive or operate any motor vehicle or item of mobile plant equipment unless trained, suitably qualified and authorised by the Company to do so.

However, qualification and experience are not enough to ensure a safe driver or operator. Of paramount importance is that the driver or plant operator is fit to be in control of the vehicle or item of plant and does not attempt to drive or operate it in a condition whereby his/her physical performance, perception or reflexes are in any way impaired

There is no universal definition of what constitutes "fit and able". Clearly any driver or plant operator must in himself feel in control of his /her task and capable of operating the vehicle or item of plant safely. However, it is easy to recognise situations in which drivers or operators should not attempt to operate motor vehicles or plant and equipment, for example:



**21.2 Drink and Drugs**

No driver or operator should ever drive a vehicle or operate plant under the influence of alcoholic drink or any drug (including prescribed medicines) that adversely affects their capabilities. Please note that the influence of alcohol and drugs may affect individuals in different ways and may last a considerable period after the drink or drug has been taken.

Also note that the residual effects, such as hangovers or drowsiness can be as dangerous as the effects of the substances themselves. Company policy is that no person operates any vehicle or item of plant if under the influence of any substance that could affect his or her performance or if their performance is impaired by the residual effects of taking such a substance.

**21.3 Use of Mobile Telephones**

Mobile telephones have been highlighted as major distractions and the cause of many road traffic accidents and industrial accidents involving powered work equipment. Company policy is that mobile phones are not to be used when driving or operating vehicles or powered work equipment. Calls should never be made while driving or operating plant. Incoming calls should be responded to only when the driver or operator has ensured that his vehicle or item of plant is in a safe position and is switched off.

**21.4 Fatigue**

Fatigue has become one of the biggest causes of serious injury and death among drives and machine operators. Increasingly the authorities are prosecuting persons who wilfully continue to drive or operate high -risk equipment if it can be shown that they were too tired to undertake their tasks safely. Company policy is that no person operates any vehicle or item if they are tired or show any symptoms of drowsiness.

Drivers working alone should stop for a break and refreshment and not continue their journey until they feel fully recovered. Those working in pairs should swap over driving at the earliest opportunity as soon as the driver feels any signs of fatigue, and at least every two hours on a long journey.

**21.5 Ill-health**

Ill health is a broad definition of a debilitating illness that could affect driver or operator performance. from headaches, to stomach pains or cramp, ill health could be serious or apparently trivial. However the ailment only needs to be enough to distract the driver or operator for the consequences to be very serious indeed. Company policy is that no person operates any vehicle or item of plant if feeling unwell such that their performance is impaired.

**21.6 Injury**

Injuries, whether sustained at work, at home or during recreational activities, can impair driver performances. For example, a stiff neck may prevent a person from checking risks behind him/her. A damaged leg or groin may prevent a driver from affecting an emergency stop. In fact any injury that is painful enough to provide even a momentary distraction is potentially a serious risk.

Company policy is that no person operates any vehicle or item of plant if their performance is affected by an injury, however sustained.

The above represent example of situations that can adversely affect driver or operator performance. It is important that every driver and plant operate sees themselves as responsible for the management of the vehicle or item of plant they operate. As such, they are responsible for the effects of their actions on their work colleagues as well as anyone else affected by their actions. They also have a responsibility to themselves and their families. Motor vehicles and commercial plant are high -risk items and potential killers. It is both the Company's and the individual driver's or operator's responsibility to ensure that they are used in a safe manner. If any driver or operator is in doubt

about their capabilities, they should not start the vehicle or item of plant, or, if the debilitating condition occurs later, they should park the vehicle or item of plant safely and switch it off. It must be left in a safe position and locked. Then their supervisor or line manager must be informed.

**It is not worth risking a life.**

### **21.7 *Reporting Traffic Accidents and Driving Offences***

All persons who intend to drive a Company vehicle are required to inform the Company if they receive any caution or penalty whilst driving a Company vehicle, or if they accumulate any penalty points whilst driving a private vehicle.

In the event of an accident occurring to any driver whilst on Company business (regardless of whether the vehicle is owned privately or by the company), the Health and Safety Director must be informed as soon as possible and the incident must also be reported to the police.

## **22. LONE WORKING**

"Lone working" is defined as being where a person is alone in an area whilst performing his or her appointed tasks. If third party supervision and/or trades are present, and in audible/visual contact, this would not normally constitute lone working. Generally, it is Company policy not to allow lone working, except in low risk environments and when undertaking low risk tasks.

### **22.1 *Management Responsibilities***

Management will ensure that the following steps are taken before allowing lone working:

- ◆ Lone working situations must be risk assessed, both for the task concerned and the working environment. All lone working must be periodically reviewed, in case of altered circumstances and to assess whether the controls in place are sufficient.
- ◆ Method statements or safe systems of work must be issued to the employee working alone, where significant risks are identified, and that person must be clear as to the scope of tasks he/she is expected to perform and the inherent risk involved.
- ◆ The employee or contractor must be adequately experienced / trained / instructed to undertake His tasks in a lone working situation.
- ◆ Communication rules and a nominated point of contact must be in place and clearly understood by the worker and supervisors.

Management shall **not** permit lone working:

- ◆ Where a significant risk exists and cannot be reduced to an acceptably low level, in order to permit lone working.
- ◆ In confined spaces.
- ◆ By persons under 18 years old.
- ◆ At Height.
- ◆ On live electrical supplies.
- ◆ Where excessive manual handling is required for heavy or large items.
- ◆ Where effective communication cannot be maintained.
- ◆ Where a person's personal safety and security may be at risk from assault.

## 22.2 Contractors' / Employees' Responsibilities

When working alone, contractors / employees must:

- ◆ Use their judgement to assess the work to be done and not begin, or stop, if they are at risk. In such circumstances, they should report their concerns to management.
- ◆ Maintain regular communication with designated point(s) of contact, as laid down in pre-agreed methods of working.
- ◆ Maintain schedules, or advise their nominated point of contact of any changes.
- ◆ Use the appropriate safety equipment and PPE, as prescribed.
- ◆ Ask for assistance if they feel their task or the working environment is too onerous or hazardous for one person.

When working alone, contractors / employees must **not**:

- ◆ Open electrical control panels (unless qualified, trained or authorised to do so) or undertake any live electrical work without a second person present.
- ◆ Enter areas where access is obstructed or where they cannot maintain contact with others.
- ◆ Work in a manner which endangers themselves, other contractors or third parties.
- ◆ Undertake tasks other than those for which it has been pre-agreed with management that lone working will be permitted.

## 23. SELECTION OF SUB-CONTRACTORS

All sub-contractors will be required to conform to current health and safety legislation and HSE codes of practice. Sub-contractors will be issued with a list of minimum requirements that they will be required to have in place before being considered for work with the Company (See Appendix H).

Any sub-contractor used by the Company must be vetted and placed on a Company approved list.

The Company uses an assessment questionnaire (See Appendix I ) which must be completed by the sub-contractor and the response assessed by the manager in charge of the contract.

If the health and Safety Director feels it is appropriate, he may ask for a more in-depth health and safety audit to be carried out on the Company before granting approval.

These requirements will apply to all sub-contractor companies, regardless of the size of their organisation or the type of work being undertaken for the Company.

I have read the Health & Safety Manual Policy

Name

Signature

Date