



Longmoor, Shirlheath,
Kingsland
Herefordshire
HR6 9RG
Telephone 01981 241414

COMPANY HEALTH & SAFETY AND WELFARE POLICY MANUAL

**THIS POLICY WILL BE FORMALLY REVIEWED AT INTERVALS NOT EXCEEDING
12 MONTHS BY MANAGEMENT IN CONSULTATION WITH THE WORKFORCE
AND THE COMPANIES HEALTH AND SAFETY CONSULTANT**

Version	Author	Authorized	Reviewed	Date
1	R. B. Structures	Malcolm Cox	Ross Jones	11.04.2023
2	RB Structures	Malcolm Cox	Ross Jones	30.01.2024
3	RB Structures	Malcolm Cox	Ross Jones	29.01.2025

COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

This Company accepts that it has legal and moral responsibilities for ensuring the health, safety and welfare of its employees and others that may be affected by the way it carries out its business. It is therefore the policy of this Company that matters of health, safety and welfare will rank equally with other business considerations.

It is this Companies intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees, subcontractors and others who may be affected.

In recognition that injury, damage, and loss can be avoided, the Company has appointed Earl Gray to be responsible for coordinating the overall effectiveness of health and safety within this business. The Company for its part will ensure sufficient finances are available to provide: -

- Places of work that are safe and without risk to health.
- Safe methods of working.
- Plant, machinery, and equipment that is safe and without risk to health.
- Information, instruction, training, and supervision to ensure the health and safety at work of all employees.
- Welfare facilities.
- First Aider's and First Aid Boxes at all places of work.

The Company will appoint a Health & Safety Officer on an annual basis to assist with the planning of Health & Safety and to whom reference can be made as and when required. Our external Health & Safety Consultants are Safety & Training Services (Hereford) Ltd, who are retained on an annual contract.


The employee's contribution to implementing the Company Policy, in addition to their own legal responsibilities, is to develop a concern for their own safety and that of others who may be affected by their acts or omissions whilst at work: i.e. to ensure that their own work, so far as reasonably practicable, is carried out without risk to themselves or others.

The operation of the Policy will be monitored by the management and staff of the Company, with our Health & Safety Officer to visit all sites and workplaces and to give advice on the requirements of the relevant statutory matters generally, as and when required.

The Directors will ensure that on every contract our works will be planned, and carried out, as far as is reasonably practicable, in compliance with CDM2015, with Method Statements (plan of works) & Risk Assessments prepared in accordance with the Management of Health and Safety at Work Regulations 1999; and safe systems of work planned and undertaken, where appropriate, in accordance with: - CDM2015; the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER); the Provision and Use of Work Equipment Regulations (PUWER) 1998; the Control of Asbestos Regulations (CAR) 2012, the Manual Handling Operations Regulations 1992; the COSHH Regulations 2002; the Control of Lead at Work Regulations 2002; The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005; and all other Law & Regulations relevant or pertinent thereto.

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

The organisation and arrangements for implementing the Policy together with job specific Method Statements (and Risk Assessments) will also be available at each site and workplace.

Signed.......... Malcolm Cox (Director)

Date 29th January 2025

Statement of Organisation

Detailed Responsibilities of Personnel Carrying Out Functions of: -

Directors	5
Office Management	6
Office Work	7
Contracts Management	8
Design/ Engineering	9
Buying	10
Estimating/ Quantity Surveying	10
Plant Operating	11
Transport Driving	12
Company Car Driving	13
Site Management	14
Operatives	16

Responsibilities of: -

Sub-Contractors	17/ 18
Company Safety Advisor	19

ARRANGEMENTS

Administration and setting up sites: -

Monitoring & Review of Policy	20
Incident & Ill Health Reporting (RIDDOR)	21
Preliminary Procedures	22-23
Engagement of New Employees and Young Persons	24
FIRST AIDER'S, and Special Welfare Arrangements	25
Fire	26-27
Company Offices/Workshops	28
Site Offices	28
Welfare Facilities	29-30

General Hazards: -

Overhead Electricity Cables	31-32
Liquefied Petroleum Gas	33-34
Highly Flammable Liquids	35

Safe Places of Work, Good Order and Site Security	36 - 37
<u>Work at Height</u>	38 - 40
Scaffolding	41 - 42
Birdcage & Mobile Scaffolds	43
Ladders	43 - 44
Tiled/ Slated/Clad/Pitched Roofs	45 - 46
Flat Roofs	47 - 48
 Plant and Equipment: -	
Work Equipment	49 - 51
Lifting Operations and Equipment	51 - 52
Vehicles	53 - 54
Electricity	55 - 56
Compressed Air Power Tools	57 - 58
Cartridge Tools	59
Abrasive Wheels	60
 Hazardous Substances (COSHH)	61 - 63
Working with Lead	64
Noise	65 - 68
Vibration	68 - 71
 Special Risks: -	
Demolition/ Refurbishment	72 - 73
Entry into Confined Spaces	74 - 75
Personal Protection (PPE)	76 - 77
Manual Handling and Lifting	78 - 79
Stability of Structures	80
Duties of Principal Contractors under CDM2015	81 - 82
The Environment	83 - 84
Company Environmental Policy	85
Equal Opportunities (Company Policy)	86 - 88
Company Policy for Anti-Fraud and Value for Money	89

Directors

Employers are obliged to ensure the health, safety, and welfare of employees at work, so far as is reasonably practicable, under s.2 of the Health & Safety at Work Act 1974 (HSW Act). This includes providing systems of work that are safe and without risks to health, including the provision and maintenance, of plant and equipment, the use handling, transport and storage of materials, substances, safe work environments (and safe access to and from), safe workplaces and systems of work that are safe without risk to health. To provide relevant information, instruction, and training {s.2(2)(c)} for employees to carry out their work safely. Section 3 imposes a similar duty for employers to ensure the health and safety of non-employees on the premises. Under the Management of Health and Safety at Work Regulations 1999 employers have a duty to provide "all employees" (& temporary and casual staff) with relevant information about the work, associated hazards (i.e. risk assessments) and prescribe precautions, (prescribe Safe Systems of Work: by job specific method statement) and any specify special skills necessary to perform the work safely.

The Directors will:

1. Prepare and keep up to date a Statement of the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees, and provide a safe and healthy working environment, safe access to the place of work and egress from it.
2. Prepare instructions for the organisation and methods for carrying out the Company Policy, to make sure each person is aware of their responsibilities and how they can carry them out.
3. Administer the policy throughout the Company.
4. Know the appropriate statutory requirements affecting the Company's operations.
5. Ensure the appropriate training is given to all staff as necessary.
6. Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
7. Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage, and wastage and that health and safety factors are considered in the selection of sub-contractors.
8. Ensure that there is liaison on health and safety matters between the Company and others working on the site.
9. Institute reporting, investigations and costing of injury, damage, and loss, promote analysis of investigations to discover trends and eliminate hazards.
10. Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.
11. Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the Company.
12. Arrange for funds and facilities to meet requirements of the Company Policy.
13. Make certain that agents, engineers, foreman etc. understand that injuries, equipment damage and wastage will also be considered when bonus, salary review and promotion are being decided.
14. Arrange for regular meetings to discuss Company accident prevention, performance,

possible improvements etc.

15. Ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair in compliance with 5(1) of PUWER 1998.
16. Encourage a high standard of health and safety culture within the organisation.
17. Promote good health of the workers and seek advice on any health matters that arise.

Office Management

Must: -

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.
2. Ensure that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are met.
3. Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommend by the manufacturer.
4. Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised.
5. Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
6. Arrange all necessary insurances and carry out any necessary reporting of incidents of insurers.
7. Ensure that under Regulatory Reform (Fire Safety) Order 2005 that all firefighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis, with records kept. Note: The Regulations require a written fire risk assessment of all premises.
8. Ensure that first aid facilities are available.
9. Ensure that all accidents are reported in accordance with Company Policies.
10. Ensure that staff work safely and do not take unnecessary risks.
11. Ensure all necessary welfare provisions are provided and maintained.
12. Set a personal example.

Office Staff

Must: -

1. Read and understand the Companies Safety Policy and carry out work in accordance with its requirements.
2. Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.
3. Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions of training.
4. Report and defects in office equipment of machinery immediately to a Director, or the appropriate Manager.
5. Find out from a Director, or the appropriate Manager the position of the first aid box.
6. Ensure that you know the procedure in the event of a fire.
7. Report any accidents of damage, however minor, to a director, or the appropriate Manager.

8. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
9. Do not attempt to lift or move on your own, articles of materials so heavy as likely to cause injury.
10. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends, etc. safely.
13. Warn new employees, particularly young people, of known hazards.

Contract - Site Manager

Will be required to: -

1. Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
2. Determine at planning stage:
 - a) The most appropriate order and method of working.
 - b) Provisions of adequate lighting and safe method of electrical distribution.
 - c) Allocation of responsibilities between this Company and others on site.
 - d) Hazards arising from underground and overhead services.
 - e) Welfare facilities required.
 - f) Fire precautions.
 - g) Any training or instruction required for site personnel.
 - h) Temporary works provision (scaffolding, excavation support, etc.).
3. Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain method statements from sub-contractors carrying out high risk activities such as demolition, steel erection, asbestos removal, etc.
4. Ensure, so far as is reasonably practicable, that work once started is:
 - a) Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - b) Carried out in accordance with the regulations and other appropriate statutory requirements.
5. Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily.
6. Check over working methods and precautions with site management before work starts (preferably at a pre-contract meeting).
7. Take appropriate action when notified of disregard on site.
8. Wear regulative PPE and protective clothing when visiting sites.
9. Carry out any necessary notifications to local authorities, police, etc. as required by Company Policy.

10. Encourage a good safety culture within the company.

Design / Engineering

Will be required to: -

1. Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employee under your control.
2. Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of a Director, or the appropriate Manager in particular:
 - a) The existence of overhead electricity cables.
 - b) Underground services.
 - c) Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.).
3. Report to a Director, or the appropriate Manager, any unsafe situation observed whilst on site.
4. Carry out your own work in a safe manner, take precautions when working on or near public roads, wear regulative protective clothing and equipment.
5. Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.
6. Ensure that all precautions are taken with laser surveying equipment as required by Company Policy.
7. Provide eye protection to engineers required to use masonry nails for setting out purposes.
8. Ensure that any design calculations for unusual scaffolds, false work, etc. are independently checked.
9. Identify all site-specific hazards and design in goal posts if site requirements require passing beneath live overhead power lines. Design out wherever possible working within 4 meters of live overhead power lines.

Buyers

Will be required to: -

1. Read and understand the Company Policy for Health and Safety.
2. Ensure that all equipment or materials purchased by the Company are to the standards required by Company Policy.
3. Ensure that suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required, and that this information is passed to relevant supervision.
4. Wear appropriate protective clothing when visiting site.
5. Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

6. Ensure that sub-contractors have received lists of responsibilities and Company Policy Statement in accordance with Policy.
7. Rates negotiated for work carried out by sub-contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures.

Estimators / Quantity Surveyors

Must: -

1. Understand the Company Policy for Health and Safety.
2. Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities together with specific regard to prevention of falls from heights greater than 2 metres. Resource for under-netting for roof sheeting installations.
3. Report on unsafe practices observed when visiting sites.
4. Have a knowledge of the various statutory requirements governing Company's work.
5. Wear regulative PPE and protective clothing when visiting sites.

Plant Operating

Company requirements: -

1. Read and understand the Company Safety Policy and carry out your work in accordance with its requirements.
2. Know the legal requirements affecting the use of your machine and ensure that the machine is used in accordance with those requirements.
3. Ensure that any defect in the machine is reported immediately to your supervisor (or to a director). Do not continue to operate the machine if the defect affects its safe use.
4. Make regular inspections of your machine for defects at least once a week and if your machine is classed as a lifting appliance, make a report on your inspection in the statutory inspections register.
5. Ask for, and use, ear protection to ensure that you do not suffer from gradual loss of hearing due to prolonged exposure to noise.
6. Never try to use the machine for work for which it was not designed. If in doubt, ask a director, or the appropriate Manager for advice.
7. Wear safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of your machine.
8. Suggest ways to eliminate hazards or improve working methods...i.e. MEWPS. higher access equipment, cherry pickers, to be operated only off level and firm base.
9. Ensure when operating your machine that other persons are well clear, especially if reversing.
10. Ensure, if necessary, that you work with a Banksman and, if so, you are both sure before starting work of the meaning of signals which may be used. (In the case of cranes, the signalling system used should be the one recommended by the Federation

- of Civil Engineering Contractors).
11. Report all accidents or damage, however minor, to a director, or the appropriate Manager.
 12. Check, prior to starting work, with your Site Supervisor, or the appropriate Manager, of the location of overhead services. Do not approach or attempt to operate plant until a safe system of working has been agreed.

Transport Driving

Company requirements: -

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Ensure that any defect in your vehicle is reported immediately to a director, or the appropriate Manager.
3. Make regular inspections of your vehicle for obvious defects and report defects immediately.
4. Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on site when not in the cab of your vehicle. Wear seat belts.
5. Always report to the Site Supervisor before travelling around any site.
6. Get out of the cab of your vehicle when it is being loaded with loose materials (unless suitable means are provided to protect the cab).
7. Always drive in a safe manner and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
8. Ensure before reversing that there are no obstructions or people behind the vehicle. Preferably, ask someone to act as banksman when you reverse.
9. Ensure that when reversing or driving towards an edge that a suitable stop has been provided to prevent the vehicle going over the edge.
10. Ensure that when you have tipped your load, you do not travel forward until the tipper body has returned to the travelling position. This is particularly important on sites with overhead services.
11. Report all accidents or damage, however minor, to a Director, or the appropriate Manager.
12. Ensure that any load on your vehicle is well secured; also, that your vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle. Before driving off site ensure that the wheels of your vehicle are clean as not to deposit mud upon highways or access and egress roads.
13. Ensure that when transporting waste material that your load is sheeted in such a way as nothing within or on your vehicle can become dislodged or fall from the vehicle.
14. If transporting "high risk" waste, asbestos, or the like that it only be taken to a licensed tip appropriate for the waste being transported.

If in doubt seek the advice of the independent Safety Specialist.

Driving Company Vehicles

Company requirements: -

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Make regular inspections of your vehicle for obvious defects and ensure any notices are rectified without delay.
3. Always drive in a safe manner and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
4. Ensure before reversing that there are no obstructions or people behind the vehicle.
5. Report all accidents or damage, however minor, to a director, or the appropriate Manager.
6. Ensure any traffic violations you are involved in which result in yourself being prosecuted are reported to a Director, or the appropriate Manager.
7. Consumption of alcohol before or driving or during the day whilst driving is strictly forbidden. A conviction of "Drink Driving" may result in the loss of your "job".
8. Ensure that any vehicle defects are report immediately.
9. Always obey speed limits and traffic routes.
10. Ensure that risk assessments are complied with.
11. Wear a seat belt.
12. Eyesight checks to be made every 12 months, ensuring that employees can read a number plate form 20.5m.

Site Management

Company requirements: -

1. Understand the Company Safety Policy for Health and Safety and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring out to the notice of the site manager any improvements or additions which you feel necessary.
2. Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, and third parties.
3. Where necessary, issue written instructions setting out the method of work. Check that sub-contractors engaged in high-risk activities are working in accordance with their agreed method statement (steel erection, burning, working at heights etc).
4. Know the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.
5. Keep all registers, records, and reports up to date and properly filled in and ensure that they are in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.
6. Ensure that the "competent persons" appointed to make the necessary inspections of

scaffolding, and under-netting (adequately secured with no gaps etc.) have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

7. Ensure that the supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not permitted to take unnecessary safe risks. (Working at height only off Regulative Higher Access Equipment, i.e. eliminate ladder work).
8. Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner. Arrange air bags if persons are required to gain access on to lorry beds.
9. Ensure that any electricity supply is installed and maintained in a safe and proper manner.
10. Ensure that all information available relating to live (underground and overhead) services on the site is obtained and that services are located, marked, and plotted accurately before construction work starts.
11. Do not allow the plant within agreed limits of overhead "power lines" laid down by the Services Authority. (minimum of a 6-metre exclusion zone).
12. Protect all overhead services in accordance with the Service Authorities recommendations and as necessary arrange sheathing and high visibility "goal posts" before work starts.
13. Plan and maintain a tidy site.
14. Implement arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety, and welfare.
15. Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts. Check for 3 monthly PAT testing of portable electrical appliances.
16. Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable.
17. Ensure that the protective clothing is issued when required and that records are kept.
18. Ensure that adequate first aid facilities are on site and that all persons on site are aware of its location and procedure for receiving treatment for injuries.
19. Ensure that a system is organised in the event of an emergency for applying first aid and calling an ambulance.
20. Accompany HSE Inspectors on site visits and act upon his recommendations. In the case of the Inspector issuing a Notice (prohibition or improvement) contact a Director immediately after complying with any requirements to stop work.
21. Co-operate with your Safety Advisor. Ask for his advice before commencing new methods of work or potentially hazardous operations.
22. Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
23. Examine drawings and the site to determine loading, unloading and storage areas, crane size and location in advance and incorporate your planning into the method statement.
24. Wear regulative PPE and enforce the hard hat and hard toecap/high visibility

waistcoat rule...on site. Do not tolerate lapses by anyone on site, under your control or others that may enter your designated work areas if contravention of Company Policy in respect of Personal Protection occurs.

25. Ensure that any accident on site which results in an injury to any person (not just employees) and/ or damage to plant or equipment is reported in accordance with Company Policy.
26. All Site Management must be SMSTS certificated.

Operatives / Employees

The Law: -

Section 7 of the HSW Act 1974 places a duty on employees to ensure their own health and safety to ensure their actions do not adversely affect others (Either by what they do, or do not do).

Company requirements: -

1. Read and understand the Company Health and Safety Policy and carry out work in accordance with its requirements. Read and understand method statements/risk assessments and put into practice.
2. Use the correct tools and equipment for the job.
3. Always wear safety footwear and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, goggles, respirators and so on.
4. Keep tools in good condition.
5. Report immediately to the Site Supervisor any defects in plant or equipment.
6. Always work in a safe manner. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
7. Do not use plant or equipment for work which is not intended or if you are not trained or experienced to use it.
8. Warn other employees, particularly new employees, and young people, of known hazards.
9. Do not play dangerous or practical jokes or "horseplay" on site.
10. Report to the Site Supervisor any person seen abusing the welfare facilities provided.
11. Report any injury to yourself which results from an accident at work, even if the injury does not stop your working.
12. Report any damage to plant or equipment to the Site Supervisor.
13. Suggest safer methods of working.
14. Attend a meeting on consultation and Toolbox Talks.

Sub-Contractors (Self Employed persons)

The Law: The HSW Act 1974 (Section 3.1: General Duties of Employers and the Self Employed to persons other than their Employees) places a duty on employers (or Self Employed Person)

to carry out his or her work, so far as is reasonably practicable, in such a way that it does not affect the health and safety of others, such as employees of others or members of the public.

Company requirements: -

1. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company policy is made available on site whilst work is carried out.
2. All work must be carried out in accordance with the relevant statutory provisions and considering the safety of others on the site and public.
3. Scaffolding used by sub-contractor employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Working at Heights Regulations, **TG20:21 and SG4:22**.
4. Sub-contractor employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
5. All plant or equipment brought onto the site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
6. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good working condition.
7. Any injury sustained, or damage caused by sub-contractor employees must be reported immediately to the Site Supervisor.
8. Sub-contractor employees must comply with any safety instructions given by the Site Supervisor.
9. Sub-contractors informed of any hazards or defects noted during site inspections will be expected to take immediate action.
10. Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for sub-contractor employees to have the use of Companies facilities, in which case, a certificate will be issued detailing facilities provided.
11. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
12. Sub-contractors are particularly asked to note that workplace must be kept tidy and all debris, waste materials, etc. are cleared as work proceeds.
13. It is the Policy of this Company that all operatives, sub-contractors, the self-employed, visitors, etc. on the Company's sites will always wear safety helmets other than in areas specifically designated as "no risk" areas by Site Supervisor.
14. A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, dismantling, roofing, entry into confined spaces etc. The method statement must be agreed with the Site Supervisor before work begins and copies made available on site so that compliance with the

agreed Method Statement can be maintained.

Safety Advisor (The Directors have appointed Safety and Training Services (Hereford) Ltd to act as the Company Safety Advisor).

Role to incorporate, as directed or requested: -

1. Advise the Site Supervisors, Managers and Directors on the preparation, promulgation and review of a Safety Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy.
2. Give advice to the Site Supervisor and Management on:
 - a) Legal requirements affecting health, safety, and welfare.
 - b) Prevention of injury and damage.
 - c) Provision selection and use of protective clothing and equipment.
 - d) New working methods, equipment or materials which could reduce risks.
 - e) Proposed changes in legislation.
 - f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, sub-contractors and so on. Provide to each place of work a Construction Phase Plan incorporating a Method Statement and Risk Assessment.
3. Carry out regular inspections of sites and workplace to determine whether work is being carried out in accordance with Company Policy, Method Statements, and the relevant statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the Management.
4. Assist the Site Supervisor in notifying the Health and Safety Executive of new sites, dangerous occurrences, major injury accidents and so on, in accordance with Company Policy.
5. Assist the Site Supervisor in any dealing with the Health and Safety Executive.
6. Carry out investigations of serious accidents in accordance with Company Policy and prepare and provide statistics.
7. Advise upon necessary first aid equipment is on site or in workplace.
8. Advise upon the necessary statutory literature on site or displayed at sites or workplace.
9. Attempt to establish at all levels within the Company that compliance with the Regulations and prevention of injury and damage is the main priority, and that safety is never to be compromised for the sake of "speed".

Monitoring and review of the Company Safety Policy

1. All employees will be expected to bring to the notice of the Site Supervisor/Manager any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate.
2. Safety and Training Services (Hereford) Ltd will, when requested, visit the Company sites/ premises, and will record any defects or breaches of Regulations observed during the visits, and report to the Management any required action to ensure similar problems do not recur on Company sites.
3. At 12-monthly intervals, a review will be made to establish areas where improvements in Company procedures, training, etc. could be made and, where necessary, revise the Company Policy for Health, Safety and Welfare.

Incident and Ill Health Recording

The Law: Safety Records:

Employers are required by law to keep records of occupational accidents and injuries, and to report serious incidents to the relevant enforcing authority on the HSE internet web site. Under the Social Security (Claims and Payments) Regulations 1979 (SI 1979/628), employers must record all occupational injuries (no matter how trivial) in an accident book. Under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, companies are required to notify the HSE of fatalities, specified injuries, dangerous occurrences (specified near-miss incidents) and accidents causing more than seven days' incapacity for work.

This Companies Policy: -

1. All injuries or damage resulting from incidents on site or in other workplace, however minor, will be recorded. This applies to injuries received by sub-contractors, members of the public, visitors, etc. as well as Company employees.
2. In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. In the case of an employee of another Company being killed or injured, this duty is placed on his/ her employer. An accident book will be available on each site and workplace to ensure any injured employees can record details of his accident.
4. Where any injury to any employee, self-employed operative or person undergoing training (other than those reported as in paragraph 2 above) results in the injured person being absent from work for more than 7 consecutive days, the Site Supervisor will inform the HSE within 15days of the incident if details have been received from site/ workplace in accordance with paragraph 1 above.

5. If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease diagnosed is one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Site Supervisor will complete and send appropriate form to the HSE on the internet.
6. All fatalities, major injuries, reportable diseases, dangerous occurrences, and other notifiable injuries will be recorded in the register as required. These records will be kept by the Company for at least 3 years from the date of the last entry.
7. If notification is received from the DHSS in respect of a claim for Industrial Disablement Benefit, this will be completed by the "Wages Department" and returned as required. A copy of the completed form will be kept for record purposes.
8. If any employee dies because of an injury within 1 year of the incident, the HSE will be informed.

Preliminary Procedures

a) Tendering and Planning

At tendering, negotiating, and planning stages, the requirements of this Company Policy must be considered.

Any aspect of work not covered by this Policy must be planned by the Company in conjunction with advice from an independent Safety Advisor.

b) Training

All supervisory staff will receive training in their responsibilities as defined in this Policy. Training will be repeated at a minimum of 12 monthly intervals and whenever changing legislation or working methods require, in addition to job specific safety induction courses pre-start each contract.

The operatives required to carry out key tasks (e.g. steel erection, cladding, scaffolding, dismantling/refurbishment work, abrasive wheel mounting, steel cutting/burning, etc.) will be selected by their established "in practice" skills and be provided with additional necessary training.

SITE SAFETY INDUCTION COURSES will highlight site specific hazards and associated risks, together with specific control measures that must be observed to prevent hazards manifesting themselves into accidents.

c) Sub-Contractors

The selection of the sub-contractors will consider their Safety Policy, accident record and previous performance with respect to accident and ill health prevention on site. All sub-contractors will receive a copy of the Company Policy Statement and a list of responsibilities with every order placed. The following paragraph will be inserted on all orders to sub-contractors:

"Please see attached copy of our Company Policy Statement for Health, Safety and Welfare and list of responsibilities for sub-contractors on this Company's sites. Your acceptance of this order will be deemed to include acceptance of the requirements of our Company Policy."

"Please contact the writer should you require further information on any matter in connection with health, safety or welfare."

d) Suppliers

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

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

All information received from suppliers will be passed to site/ workplace supervision for implementation or reference on site.

e) Notifications

F10 (rev) to the HSE, Planning Permission, and Building Control Notices.

The Site Supervisor will ensure that the appropriate notices have been made, and permissions (as appropriate) received prior to the "job start".

The Site Supervisor will notify relevant authorities as required by specific policy sections, e.g. underground and overhead services, permits to work, etc.

f) Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned. Considering the recommendations contained in Health and Safety Executive Guidelines.

g) Documentation

The Site Supervisor will ensure that a complete copy of this Policy Statement (Page 2) is issued to the site/ workplace for reference; also, a H&S Poster (HSWA 1974)

All necessary statutory notices, Regulations and registers and accident report will be issued to site/ workplace by the Site Supervisor (after consultation with their Safety Advisor if required).

The Site Supervisor must ensure that all documentation supplied is displayed as necessary and that Regulations and Company Policy is available for reference as required.

g) The Site Supervisor must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to the office for safe keeping at the completion of the contract and is maintained at the office in a safe place for a minimum of 3 years.

h) Joint Consultations

In accordance with the CDM regulations 2015, Safety Representatives and Safety Committee Regulations 1977 and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to officially appointed Safety Representative and Committees.

Procedures on sites or at workplace regarding the functions of Safety Representatives and Committees shall be in accordance with the National Working Rule 7 (a) of the National Joint Committee for the Building Industry Working Rule Agreements or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules where applicable.

Procedure for New Employees engaged by the Company or Transferred to Site

This procedure is to be carried out by the site/ workplace Supervisor of the site/ workplace where the new employee will be required to work.

1. Explain to the new employee what he/ she will be required to do and to whom he/ she will be directly responsible.
2. Show the new employee where the Company Safety Policy is kept, explain its purpose, and ensure that the employee is aware of his/ her responsibility.
3. Ascertain if the new employee has any disability or illness which could prevent him/ her carrying out certain operations safely or require additional protective measures.
4. Show the new employee where copies of Regulations are kept.
5. Warn the new employee of any potentially dangerous areas of operations on site or in the workplace.
6. Warn the new employee of any prohibited area on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised, etc.
7. If there is any training or instruction required, inform Site Supervisor, e.g. abrasive wheels, cartridge tools, scaffold inspection, etc.
8. Issue to the new employee all protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing, etc., and obtain their signatures for the items issued.
9. Show the new employee the location of the first aid box and explain the procedure in the event of an accident, however trivial it may appear at the time.

Additional Procedures for New Employees under 18 Years Old

The Health & Safety (Young Persons) Regulations 1997 require risks to young persons to be identified and controlled.

1. Inform employee that they must not operate any plant (including dumpers), give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.
2. A risk assessment will be prepared for all works being undertaken by under 18-year-old workers, site safety training given, and works carried out under strict supervision.

Special Welfare issues

Where short term work is to be carried out on a site where the provision of huts or mobile units *is not reasonably practicable*, the minimum of equipment to be carried in vehicles is:

- a) Drinking water container.
- b) Means of boiling water (considering requirements for safety and ventilation if LPG used - see section in Policy).
- c) Hand cleanser in dispenser.

- d) Paper towels or other suitable means of drying hands.
- e) Storage facilities for protective clothing.
- f) Adequate first aid equipment.

Before work commences, the Site Supervisor must decide for the use by operatives of convenient sanitary facilities throughout the duration of the work.

First Aid: Specific Legislation

The Health & Safety (First Aid) Regulations 1981 (SI 1981/917) require employers to provide adequate and appropriate first-aid equipment and facilities for employees at work. In addition, suitable persons must be appointed to take responsibility for administering first-aid, replenishing, and maintaining the equipment and facilities provided. In practice, this company will train at least one employee as a "qualified first Aider" or make /agree mutual arrangements with Principal Contractors for at least one First-Aider to be available per 50 men on that site. First Aider's are (Having attended and passed an HSE approved Training Course). Consideration will also be given for the provision of a First Aid Room on larger sites. Travelling First Aid Kits will be provided where remote or lone work is carried out.

Other Relevant Legislation:

Health & Safety at Work Act 1974: ss2 and 3

Management of Health & Safety at Work Regulations 1999

Supervision

The Workplace Supervision will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards OR the Site Supervisor will report to the Site Supervisor and deficiencies in facilities provided by main contractors.

Record Keeping Requirements:

- 1) Details of mutually agreed arrangements for providing First-Aid cover on construction sites.
- 2) Details of all trained First Aider's, including refresher dates (every three years).
- 3) Details of any "appointed persons" and their training, if any.
- 4) Location and contact details of first-Aider's, facilities, and equipment.
- 5) Details of any first aid administered.
- 6) Accident Book.

Fire

Specific Legislation

The Construction (Design & Management) Regulations 2015: -

Regulation 38 (Prevention of Risk from Fire) requires *suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, the risk of injury to any person during the carrying out of construction work arising from fire or explosion.*

Regulation 40 (Emergency routes and exits) requires (1) *where necessary in the interests of the health and safety of any person on a construction site, enough suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger.* (2) *An emergency route or exit provided pursuant to paragraph (1) shall lead as directly as possible to an identified safe area.* (3) *Any emergency route or exit provided in accordance with paragraph (1), and any traffic route giving access thereto, shall be kept clear and free from obstruction and, where necessary, provided with emergency lighting so that such emergency route or exit may be used at any time.* (5) *All emergency routes or exits shall be indicated by suitable signs.*

Regulation 41 (Fire detection and firefighting) requires.

1) *Where necessary in the interests of the health and safety of any person at work or on a construction site shall be provided suitable and sufficient –*

a) fire-fighting equipment; and

b) fire detection and alarm systems,
which shall be suitably located.

2) *In making provision (under paragraph 1) above, account shall be taken of the matters in regulation 39(2) which states that “where necessary in the interests of the health and safety of any person on a construction site, there shall be prepared and, where necessary, implemented suitable and sufficient arrangements for dealing with any unforeseeable emergency, which arrangements shall include procedures for any necessary evacuation of the site or any part thereof.*

3) *Any fire-fighting equipment and any fire detection and alarm system provided under paragraph (1) shall be examined and tested at suitable intervals and properly maintained.*

4) *Any fire-fighting equipment which is not designed to come into use automatically shall be easily accessible.*

5) *Every person at work on a construction site shall, so far as is reasonably practicable, be instructed in the correct use of any fire-fighting equipment which it may be necessary for him to use.*

6) *Where a work activity may give rise to a particular risk of fire, a person shall not carry out such work unless he is suitably instructed.*

7) *Fire Fighting equipment shall be indicated by suitable signs.*

The Building Regulations 1991 apply where a building is being constructed, extended, or materially altered. The 1991 Regulations contain various fire safety requirements, such as the provision of adequate means of escape.

Regulatory Reform (Fire Safety) Order 2005:

The major impact of this Order is to repeal the principal fire safety legislation, namely the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997. This will have the effect of removing the requirement for premises to be issued with fire certificates. The onus for planning and managing fire safety arrangements will rest with the persons in control of the premises. The principal means of planning fire safety measures will be by conducting a fire risk assessment. The order also requires the establishment of fire safety arrangements which will include the following.

- Nominate a responsible person to take charge of fire safety arrangements.
- Make a written record of the fire safety arrangements.
- Where a dangerous substance is present in or on the premises, ensure that risks from the substance are either eliminated or reduced so far as is reasonably practicable, by ensuring the safe handling, storage and transport of dangerous substances and waste containing dangerous substances.
- Ensure the premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms, to the extent that is appropriate.
- Ensure that sufficient emergency routes are established which are of sufficient dimensions, appropriately signed, and kept clear of obstructions.
- Establish procedures for serious imminent danger.
- Provide information and training to employees and ensure that non-employees receive appropriate information on fire safety measures.
- Ensure that fire safety equipment and systems are adequately maintained.
- Ensure co-operation and co-ordination where the employees of more than one employee are present at a workplace.
- Apply the principles of prevention to the establishment of fire safety arrangements.

These principles are: a) avoiding risks, b) evaluating the risks which cannot be avoided, c) combating the risks at source, d) adapting to technical progress, e) replacing the dangerous by the non-dangerous or less dangerous, f) developing a coherent overall prevention policy which covers technology, g) organisation of work and the influence of factors relating to the working environment, h) giving collective protective measures priority over individual protective measures, i) giving appropriate instructions to employees.

Other Relevant Legislation

Health & Safety at Work Act 1974 ss2, 3, & 4; Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972; Management of Health & Safety at Work Regulations 1999 make existing duties under the HSWA 1974 more explicit: in particular: - risk assessments, health & safety arrangements for implementation of preventive or protective measures, health surveillance, appointment of competent persons, co-operation and co-ordination between "parties" sharing a workplace. Relevant training must be provided to employees.

The Safety (Signs and Signals) Regulations 1996 (SI 1996/341): safety signs will be erected where there is a residual risk which can be reduced by their use.

It is our Company Policy to comply with the requirements of the law, regulations, and legislation.

Company Offices

1. All offices and office furniture will be provided and maintained in good order.
2. Fire precautions shall be provided and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005.
3. Management will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of firefighting equipment. Fire drills will be organised at 3 monthly intervals, date of drill and

comments to be recorded.

4. All fire extinguishers will be provided in accordance with the latest British Standards and will be serviced and maintained at regular intervals (12 monthly) as recommended by the manufacturer.
5. Management will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations.
6. All staff required to use office machinery will be given training and instruction in its use.
7. All accesses, stairways, fire exits, etc. will be kept clear of all materials and well lit.
8. Proper facilities will be provided for office staff required to reach items from high shelving.
9. Offices will be planned to avoid trailing cables on floors to office equipment.
10. All fire alarms will be checked weekly, and tests recorded.
11. All fire exits will be checked at the start of each day by the office manager or nominated person.

Site Offices

1. Site offices will be maintained in good order.
2. Fire precautions shall be provided and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005.
3. All fire extinguishers shall comply with the relevant British Standards and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.
4. The Site Supervisor will ensure that all offices are cleaned out daily and wastepaper is not allowed to accumulate.
5. Any liquefiable petroleum gas heating appliance shall be used in accordance with the requirements of Company Policy.
6. Any electrical installation shall be to the requirements of the IEE Regulations and shall be installed, tested, altered, and maintained by qualified electricians only.
7. The Site Supervisor will ensure that any office machinery is installed safely and that it is maintained and serviced in accordance with manufacturer's recommendations.
8. Training will be provided in the use of office machinery and no person may operate or service any machinery unless authorised to do so.

Welfare Facilities Standards

The Construction (Design & Management) Regulations 2015: - Schedule 2 thereof and Regulations 9(1)(b), 13(7) and 22(1)(c) apply to all persons at work (Contractors) who are carrying out construction work: -

Sanitary conveniences

- 1) *Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.*
- 2) *So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.*

3) *Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room the door of which is capable of being locked from the inside.*

Washing Facilities

4) *Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.*

5) *Washing facilities shall be provided: -*

a) in the immediate vicinity of every sanitary convenience, whether provided elsewhere; and

b) in the vicinity of any changing rooms required by paragraph 14 whether provided elsewhere.

6) *Washing facilities shall include: -*

a) a supply of clean hot and cold, or warm. Water (which shall be running water as far as is reasonably practicable);

b) soap or other suitable means of cleaning; and

c) towels or other suitable means of drying.

7) *Rooms containing washing facilities shall be sufficiently ventilated and lit.*

8) *Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.*

9) *Subject to paragraph 10 below, separate washing facilities shall be provided for men and women, except where and so far, as they are provided in a room the door of which is capable of being secured from the inside and the facilities in each such room are intended to be used by only one person at a time.*

10) *Paragraph 9 shall not apply to facilities which are provided for the washing hand, forearms and face only.*

Drinking Water: -

11) *An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.*

12) *Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.*

13) *Where a supply of drinking water is provided, there shall also be provided enough suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.*

Changing Rooms and lockers

14) (1) *Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if: -*

(a) a worker must wear special clothing for the purposes of his work; and

(b) he cannot, for reasons of health or propriety, be expected to change elsewhere, being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.

(2) *Changing rooms shall: -*

- (a) be provided with seating; and*
- (b) include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects.*
- (3) Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away –*
 - (a) any such special clothing which is not taken home.*
 - (b) their own clothing which is not worn during working hours; and*
 - (c) their personal effects.*

Facilities for rest: -

- 15) (1) Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.*
- (2) Rest rooms and rest areas shall-*
 - (a) include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke.*
 - (b) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.*
 - (c) where necessary include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down.*
 - (d) include suitable arrangements to ensure that meals can be prepared and eaten.*
 - (e) include the means of boiling water; and*
 - f) be maintained at an appropriate temperature.*

General Hazard Standards required.

Overhead Services and Work

Employers are obliged to ensure the health, safety, and welfare of employees at work, so far as is reasonably practicable, under s.2 of the Health & Safety at Work Act 1974 (HSW Act). This includes providing systems of work that are safe and without risks to health and would include work that could result in contact with overhead services, i.e. high voltage electricity lines, communication wires, etc., or where work is carried out at height. e.g. loads being lifted by overhead cranes, etc. There is also a requirement to ensure that employees are properly and adequately trained, informed, and instructed on how to perform their work safely.

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires an assessment of the risks associated with the work to be undertaken, and the appropriate control measures implemented. The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 make provision for the appointment of competent signal men to direct crane drivers where views of the road and surrounding environment are restricted.

The Electricity at Work Regulations 1989 (SI 1989/635) make provisions for preventing danger from work on or near electrical systems, and specifically address suitability and capability, design, construction, installation, maintenance, adverse conditions including environmental effects, system siting, and the provision of suitable and adequate protection and precautions. No person will be permitted to work on electrical systems unless they are competent to do so or are adequately supervised. Workspace lighting and access are also covered.

COMAH

New Control of Major Accident Hazards Regulations 2015 came into force on 1/4/99 putting greater emphasis on controlling the risks to people and the environment through efficient management.

The Control of Diesel Engine Exhaust Emissions in the Workplace: HSE(G)187 advises upon risk assessment and control of diesel fume emissions.

The Electrical Equipment (Safety) Regulations 1994 (SI 1994/3260) apply to electrical equipment operating between 50 to 1000 volts AC, or 75 to 1500 volts DC. Such equipment must be safe, i.e. not pose a risk of injury or damage, be constructed in accordance with good engineering practice, bear the CE marking and have the associated EC declaration of conformity. There must also be protection from any risks arising from the equipment itself.

Planning Procedures

At tender or negotiation stage, the existence of any overhead cables will be noted and allowed for in accordance with the above standards.

At pre-contract stage, the Site Supervisor will arrange for any necessary diversions or confirm safe distances, clearances, precautions, etc. with the electricity board.

OR

Before Company employees are sent to site, the Site Supervisor will ensure that the *main contractor* has complied with the above standards.

All sub-contractors likely to be affected will be informed of any overhead cables on the site.

SUPERVISION

The Site Supervisor will ensure that the necessary protection is erected in accordance with the above standards.

The protection provided will be checked by the Site Supervisor or other responsible person at regular intervals and maintained.

Appropriate action must be taken against any person(s) who disregard, or damage protection provided.

All Supervisors will attend the CITB Two Day SSSTS Course.

Safe Systems at Work

The main hazards are contact with the cables by plant or vehicles or by operatives handling long objects, e.g. steel, tubes, cladding sheet, ladder, etc.

The fact that electricity can "arc" across gaps must always be considered.

Where work directly beneath or activity near overhead cables must be carried out, the cables may need to be made dead and a permit to work system operated.

In certain situations, capacitated or induced AC voltage can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30 kv. Specialist advice will be obtained before work commences.

Suitable warning notices are to be posted.

Liquefied Petroleum Gas Standards Required

Gas Safety

The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972, deal primarily with safe use, handling, storage and fire and emergency arrangements of highly flammable liquids. Notices must be supplied, and no smoking rule enforced (and other forms of ignition) prohibited in storage areas (or proximity).

The Gas Safety (Installation and Use) Regulations 1998, as amended control the risks associated with the use of gas supplied through mains pipes and from gas storage vessels.

Other Relevant Legislation: -

HSWA 1974, ss2, 3, 4 & 6. PUWER 1998 (Provision and Use of Work Equipment Regulations 1998) ...Use of Transportable Pressure Receptacles Regulations 1996.

Several official publications deal with the precautions to be adopted in the storage and use of LPG and other compressed gases, in particular, HSE Guidance notes:

CS4, "The keeping of LPG in Cylinders and Similar Containers".

CS5, "The storage of LPG at Fixed Installations".

CS6, "The storage and Use of LPG Construction Sites".

Leaflet HSE8, " Fire and Explosions due to the Misuse of Oxygen".

Several British Standards cover the colours used for compressed gas cylinders, the construction and materials of fittings, cylinder hoses, etc. to be used with LPG and other compressed gases. The LPG Industry Technical Association publish codes of practice and advisory literature on the use of cylinders and appliances.

Planning Procedures

At tender or negotiation stage, the requirement for liquefied petroleum gases and other compressed gases will be noted and allowed for in accordance with the above standards.

Liquefied Petroleum Gas'

The Site Supervisor will ensure that the provision, installation of equipment and storage facilities for liquefied petroleum gases and any other compressed gases that will be used on site/ workplace are planned in accordance with the above standards and that, where necessary, liaison takes place with the local fire brigade to establish safe storage and siting facilities.

The Site Supervisor will ensure that sub-contractors' requirements are considered when planning the use of LPG and storage facilities to be provided on site.

If working as sub-contractors, the Site Supervisor will ensure that suitable facilities are provided by the main contractor for the use and storage of LPG or other compressed gases to be used by the Company employees on site before Company employees are sent to work sites.

The Site Supervisor will ensure that any necessary training in the safe working practices or emergency procedures associated with LPG or compressed gases is arranged and carried out before work starts.

Supervision

The Site Supervisor will ensure that the planned storage facilities are erected and maintained in accordance with the above standards.

The Site Supervisor will check all storage facilities, appliances, hoses, fittings, connections, firefighting equipment etc. at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

Safe Systems at Work

When large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations, Health and Safety Specialists are to be asked to provide advice on precautions required.

The Site Supervisor to provide all necessary notices, signs, fire extinguishers, etc. as required.

Highly Flammable Liquids Required

Highly flammable liquids are defined in the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and must be stored and used in accordance with those Regulations. This section also applies to liquids which are not highly flammable - as defined in the Regulations but can be a fire hazard, e.g. gas oil.

Health and Safety Executive Guidance Note CS2. "The Storage of Highly Flammable Liquids" gives advice on the requirements necessary to comply with the Regulations and will be complied with on the Company sites. Copies of the Regulations will be kept on site.

Planning Procedures

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

The Site Supervisor will ensure that suitable storage facilities are provided for highly flammable liquids in accordance with the above standards and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.

The Site Supervisor will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable, but which could be a fire hazard.

The Site Supervisor will arrange for any necessary firefighting equipment or materials to be available before work starts.

Supervision

Supervision will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in the storage facilities unit required for use.

Supervision will ensure that fire resistant absorbent material is available to soak up any spillage of highly flammable liquids and that this material is immediately disposed of safely after use.

Supervision will ensure that any firefighting equipment, storage facilities, signs, notices, container, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.

Appropriate action will be taken against any person disregarding safety instructions, sign or notices or misusing highly flammable liquids.

Safe Systems at Work

Health and Safety Specialists will be asked for advice when there is any doubt about precautions required or where highly flammable liquids are used in large quantities or in unusual situations.

The Site Supervisor will supply any necessary signs, fire extinguishers, etc.

Safe Places of Work, Good Order and Site Security Standards Required.

Several Regulations deal with the need for workplace and accesses to be kept of debris and other materials. Some examples are:

The Construction (Design & Management) Regulations 2015, Regulation 26 "Safe Places of Work":- *(1) There shall, so far as is reasonably practicable, be suitable and sufficient safe access to and egress from every place of work and to and from every other place provided for the use of any person while at work, which access and egress shall be properly maintained.*
(2) Every place of work, so far as is reasonably practicable, be made and kept safe for, and without risks to health to, any person at work there.
(3) Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that no person uses access or egress, or gains access to any place, which does not comply with

the requirements of paragraph (1) or (2) respectively.

(4) Every place of work, so far as is reasonably practicable, have sufficient working space and be so arranged that it is suitable for any person who is working or who is likely to work there, considering any necessary work equipment present.

Regulation 27: -

(1) Every part of a construction site shall, so far as is reasonably practicable, be kept in good order and every part of a construction site which is used as a place of work shall be kept in a reasonable state of cleanliness.

(2) Where necessary in the interests of health & safety, a construction site shall, so far as is reasonably practicable and in accordance with the level of risk posed, either: -

(a) have its perimeter identified by suitable signs and be so arranged that its extent is readily identifiable; or

(b) be fenced off,

Or both.

(3) No timber or other material with projecting nails (or similar sharp object) shall: -

(a) be used in any work; or

(b) be allowed to remain in any place,

if the nails (or similar sharp object) may be a source of danger to any person.

The Health and Safety at Work Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable (section 2), employers have a duty to ensure that their work does not affect others so far as is reasonably practicable (section 3) and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe as far as is reasonably practicable for persons who are not their employees but are required to use the premises (section 4).

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

Planning Procedures

All work will be tendered for or negotiated taking into the labour requirements and plant required to comply with the above standards.

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

The Site Supervisor will ensure that before Company employees are sent to site under the overall control of another contractor, arrangements are made for storage areas and that safe access and places of work will be available for employees to carry out their work safely.

Supervision

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

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

When working as a sub-contractor, the Site Supervisor will ensure that working area and accesses on sites where employees are required to work are safe. Where difficulties are experienced, the Site Supervisor to discuss improvements with the main contractor.

The Site Supervisor will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to the site for use by this Company will be stored safely ensuring that accesses are not obstructed.

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

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided or other suitable safe methods used such as a designated drop zone with the "floor" footprint sealed off and clearly signed as a DROP ZONE – KEEP AWAY.

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

Safe System of Work

Storage areas for material (or waste) will be in designated areas away from pedestrian routes. Wherever possible stockpiles will be left in a safe condition at the end of each working shift and, if practicable, Heras fenced around to exclude third parties (or trespassers).

Emphasis is to be placed on instruction to all employees and sub-contractors on the need for site tidiness and clearance of "waste" and or salvage as generated.

Work at Height

The Work at Height Regulations 2005

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They replace all the earlier regulations about working at height, such as regulation 6 of the Construction (Health, Safety & Welfare) Regulations 1996. The Work at Height Regulations 2005 implement European Council Directive 2001/45/EC concerning minimum safety and health requirements for the use of equipment for work at height (the Temporary Work at Height Directive).

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. The Work at Height Regulations 2005 applies to all work at height where there is a risk

of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The overriding principle of the regulations is that the person in control of the work must do all that is reasonably practicable to prevent anyone falling. The Regulations set out a simple hierarchy for managing and selecting equipment for work at height. **The hierarchy is: a) avoid work at height wherever possible; b) use work equipment or other measures to prevent falls where working at height cannot be avoided, c) where it is not possible to eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.**

The Regulations require duty holders to ensure that:

- all work at height is properly planned and organised
- all work at height takes account of weather conditions that could endanger health and safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled.

Planning

The planning process for work at height should:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable
- plan for emergencies and rescue
- take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

Weather

It is necessary to ensure that the work is postponed while weather conditions endanger health or safety (but this does not apply to emergency services acting in an emergency).

Training Persons in control must ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment. Where other precautions do not eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to them should they fall.

The place where work is done.

The place where work is done at height (including the means of access) must be safe and have features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (considering the demands of the task, equipment and

working environment).

Equipment, temporary structures, and safety features

If the precautions taken do not eliminate the risk of a fall occurring, it is necessary to do all that is reasonably practicable to minimise the distance and effect of a fall. When selecting equipment for work at height, the person in control must:

- select the most suitable equipment
 - give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses)
 - take account of:
 - the working conditions
 - risks to the safety of all those at the place where the work equipment is to be used.
- All equipment, temporary structures (e.g. scaffolding), and safety features must comply with the detailed requirements of the schedules.

Inspections

'Inspection' is defined by the Regulation as "such visual or more rigorous inspection by a competent person as is appropriate for safety purposes ... (including) any testing appropriate for those purposes". The person in control must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail, etc.

Any platform used for (or for access to) construction work and from which a person could fall more than 2m must be inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved. The person inspecting a platform must:

- prepare a report before going off duty, giving the details listed in the relevant schedule
- give the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done.

The report of a platform inspection must be kept:

- at the construction site until the work is completed
- then at an appropriate office for another three months.

Fragile surfaces

The employer must ensure that no one working under their control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment. If anyone does work on or near a fragile surface, the person in control must:

- ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk
- do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

Anyone who may go onto or near a fragile surface must be made aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

Work at Height. continued...

Falling objects

Where it is necessary to prevent injury, the person in control of work must do all that is reasonably practicable to prevent anything falling. If it not reasonably practicable, it is necessary to ensure that no one is injured by anything falling.

It must be ensured that nothing is:

- thrown or tipped from height if it is likely to injure anyone
- stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, it must be ensured that the area is clearly indicated, and that (as far as reasonably practical) unauthorised people are unable to reach it.

Schedules

The schedules to the regulations cover the detailed requirements for:

- existing places of work and means of access for work at height
- collective fall prevention (e.g. guard rails and toe boards)
- working platforms
- collective fall arrest (e.g. nets, soft landing bags, etc)
- personal fall protection (e.g. work restraints, work positioning, fall arrest and rope access)
- ladders and step ladders
- inspection reports (for working platforms in construction only).

Scaffolding Standards Required

The Work at Height Regulations 2005 and TG20;21 applies to all work at height where there is a risk of a fall liable to cause personal injury. These regulations place duties on employers, the self-employed and any person who controls the work of others to the extent they control the work, together with the requirement for a risk assessment for the potential for harm for falls from height.

Our company policy minimum standard is that working platforms should-

- 1) Be suitable and strong enough for its intended use.
- 2) Be large enough for its intended use (and not less than 600mm wide).
- 3) Not have a gap through which people or materials could fall.
- 4) Not give rise to the risk of people slipping or tripping.

- 5) Not give rise to a risk of people being trapped between the platform and any adjacent structure.
- 6) Be provided with hand and/or foot holds necessary to prevent slipping or falling.

In addition to the requirements outlined above there must be enough working platforms and these must not be overloaded. The supporting structure must be of suitable strength and rigidity and if necessary, tied to another structure to ensure stability.

Scaffolds will be designed project specific (i.e. with loading out and material bays as required), and as a minimum standard all working platforms will be 5 boards wide and fitted with toe boards at edge, fitted inside the standards, and will be at least 150mm high. If the scaffold is more than 300mm from the wall a toe board will be fitted to both sides of the platform. The

main guard rail will be fitted not less than 950mm above the platform. An intermediate guard rail will be fitted with a gap not more than 470 between any guard rail, toe board, barrier, or similar structure (where guard rails and toe boards are erected). **Ladder gates must be provided.**

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with The Work at Height Regulations 2005, TG20,21.

Health and Safety Executive Guidance Note GS15, "General Access Scaffolds" provides a summary of the Regulations and Code of Practice requirements.

Planning Procedures

At tender or negotiation stage, as far as possible, the scaffolding requirements for a contract will be determined and allowed for in accordance with the above standards.

The Site Supervisor will arrange for full details to be provided to the scaffolding sub-contractor regarding the use (and required loadings) of the scaffold to be erected.

Training will be provided for supervisors required to inspect scaffolds.

Supervision

Before accepting a scaffold erected by a specialist scaffolding sub-contractor for use by the Company employees, the Site Supervisor will check the scaffold, and a handing-over certificate will be obtained.

The Site Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week and will inspect the scaffold and ensure that any defects are rectified. A report of the inspection and action taken will be entered in the site inspection register. A similar inspection will also be carried out after high winds or other adverse weather conditions.

No person other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company sites or for use by Company employees.

Safe Systems of Work

A risk assessment will be undertaken for every project and provisions put in place to prevent the fall of persons, materials, or objects.

The scaffolder erecting scaffolds on Company sites must hold a current CITB record card. (CISRS)

Any scaffold being erected, altered, or dismantled or otherwise not suitable for use by employees must have a notice erected warning that it is not to be used.

Waste materials will be cleared regularly from scaffolds to prevent trip hazards.

Under no circumstances will persons be permitted to gain higher access off platforms by standing on materials (or hop-ups).

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

In situations where it is not practical to provide working platforms, due to the structure or timescale of the works, personal suspension equipment such as man cages, scissor lifts, or cherry pickers may be used. The equipment chosen must be suitable and strong enough for its intended use and for taking its intended load. Adequate measures must be taken to prevent people from falling or slipping from the equipment. These measures for arresting falls will in general comprise harnesses, fitted with inertia reels, which must be suitable and strong enough for their intended use and does not cause injury in the event of a fall. Fall arrestment systems must be securely attached to a structure or to the "basket" such that the link attachment is of adequate strength to take the weight of persons in suspension. (In such a situation a rescue plan must be in place with the objective of retrieving any suspended person within 10 minutes).

Birdcage Scaffolding

Birdcages are for the interior use in large buildings to provide access to ceilings, walls, light fittings etc. General use is basically restricted to painting, decorating, etc. Toe boards and guard rails required per regulations.

Mobile Tower Scaffolding

Mobile scaffolds must be erected to manufacturer's instructions which must always be kept on site. Mobile towers must always be fitted with double guard rails per The Work at Height Regulations 2005 and the Company Standards based upon the now revoked Reg 6 of C(HSW)R.

As a minimum standard: -

Corner standards must not be less than 1200mm apart. On larger rectangular structures an additional standard must be introduced on each of the longer sides. Where joints have become necessary in standards, these must be made with sleeves or parallel couplers. Ledgers and transoms must commence 150mm from the bottom of the standards to provide a firm base and keep clear of the wheels. Wheels must not be less than 125mm in diameter and fitted with brakes that cannot be accidentally released. Wheels must be locked into the base of the standards.

For internal use the height should exceed 3½ times the shorter base dimension i.e. short base 1200mm, height 4200mm. For external use the height must not exceed 3 times the shorter base dimension. The maximum height, unless specially designed, is 12 metres, and from 9.6 metres upwards the tower should be secured by guy ropes either to the building, or to

suitable anchorage in the ground.

The working platform must not exceed the dimensions of the base of the tower. Boards at least 80mm must be used. The platform must be closely boarded to a minimum area 1200 x 1200mm. Where additional support is required, diagonal struts should be included in the top of the tower. If platform boards are to butt in rectangular forms, additional transoms must be introduced to allow up to 150mm of overhang for each board.

Toe boards and double guard rails per regulations to be fitted all round the structure.

For access a ladder can be lashed vertically to one of the narrower sides, the foot being 150mm clear of the wheels.

Ladder Standards Required

All ladders must be provided and used in accordance with The Work at Height Regulations 2005.

Ladders: 1) must be suitable, sufficiently strong, and erected to prevent accidental displacement,

2) if 3m or longer, must be secured or, if this is not practicable, be "footed", 3) when used as access between places of work must be secured to prevent slipping or falling, 4) must protrude, at access points, far enough to provide a safe hand hold or an alternative hand hold must be provided, 5) when extending in runs of 9m or more must be provided with rest platforms at suitable intervals.

Ladders may only be used for access and egress, and for purposes of work where work is of short duration and can be carried out with minimum risk and where a ladder can be safely used.

Only ladders constructed in accordance with EN131 will be used.

Planning Procedures

At tender or negotiation stage, the requirements of the above standards will be allowed for. The Site Supervisor will arrange for the required number and type of ladders to be provided considering the standards above and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to supervisors and operatives will include the hazards and precautions relating to ladders and their use.

Supervision

Ladders will be checked by the supervisor before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

Ladders must conform to EN131.

Ladder gates must be provided.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

Supervisors will check that ladders in use are secured, have a solid, level base and are being used correctly.

Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder e.g. carrying large items, work requiring both hands, etc. Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc. Supervisors will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout length. All ladders must extend a minimum of 1 metre above any landing or platform.

Safe Systems of Work

The main hazards associated with ladders are:

- a) Not securing the ladder properly.
- b) Unsafe use of ladder (over-reaching, sliding down, etc.).
- c) Using ladder where a safer method should be provided.
- d) Using ladder with a defect.
- e) Unsuitable base to ladder.
- f) Insufficient handhold at top of ladder or at stepping off position.
- g) Insufficient foothold at each rung.
- h) Using ladder near overhead electrical cable, crane contacts, etc.
- i) Ladder at unsuitable angle (recommended angle 1 in 4 or 70°).
- j) Insufficient overlap of extension ladders.

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Pitched Roof (Cladding/Stripping) Standards Required

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. These regulations place duties on employers, the self-employed and any person who controls the work of others to the extent they control the work, together with the requirement for a risk assessment for the potential for harm for falls from height.

Health and Safety Executive Guidance Note GS10, "Roof work: Prevention of Falls", gives information and advice on the precautions required.

Information and advice on the requirements of the Regulations and safe working methods is available from Management as required.

Planning Procedures

At tender or negotiation stage, the requirements of the above standards will be allowed for.

The Site Supervisor will ensure that the following arrangements are planned: -

- a) Edge protection barriers or scaffolds to prevent falls, or with under-netting, or air

bags within the structure to arrest any falls within of the footprint of the structure or externally.

b) Protection for the public or other operatives who may be at risk.

c) Safe means of access to the roof.

d) Where necessary, roof ladders, staging, etc. to provide safe access to the roof taking into account pitch of roof, surface conditions, fragile roof lights, wind conditions etc.

e) short duration work will also be carefully planned to identify hazards and arrange equipment as necessary.

f) Training will be provided for supervisors and operatives required to work at height.

Supervisors

The Site Supervisor will not permit work to commence on a roof until the planned safety precautions have been provided.

Materials must not be dropped or thrown down from roofs other than by means of a chute or other suitable safe method unless a designated personnel clear drop zone is formed.

Timber battens must not be used as a foothold for access on a roof if they are fixed or trusses more than 400mm apart Where used they must be of sufficient strength and fixity to support the weight of persons.

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tiles.

Work on roofs must not be permitted when high winds or gusting is experienced. The roof surface must be checked at the commencement of work after rain, frost, or snow.

Safe Systems at Work

The main hazards associated with work on tiled/ slated roofs are: -

a) Falls from the edge of the roof or falls from heights.

b) Falls between rafter/ trusses of roofs before roof cladding is fixed.

c) Materials, tools falling from roof.

d) Contact with overhead electric cables.

e) Falls through roof lights.

Safety measures:

a) All personnel required to work near or below roof work operations must wear safety helmets.

b) Access to the roof must be prevented to unauthorised persons, particularly children after working hours.

c) Where special roof shapes, additional hazards, materials containing asbestos or other unusual factors are involved. A Health and Safety Specialist will be involved at an early stage.

d) Working at height will be carefully managed with fall prevention (higher access equipment used) MEWP's (Mobile Elevated Work Platforms) i.e. scissor lifts or cherry pickers for

operatives working at height. Cranes will be used to raise "steels" into position. No free walking of steel joists or beams to be permitted unless under-netting (or Air Bags) is in place to arrest any fall. Where open edges exist or are created (eaves, floor, stairwells, verges)edge protection will be erected to form a permanent barrier. Company Policy is to design out all injuries to persons caused by falls from height, or by materials falling from height. Where under-netting is in place, emergency procedures will be developed on site for the rescue of persons falling into the net. Areas beneath overhead working will be designated and maintained as personnel clear (until all overhead work is "finished". No partly erected "structure" will be left in an "unstable state" at the end of any working shift. (Air bags will be placed around lorries if the workforce is required to gain access at height for unloading of steel members).

All nets used as fall arrest systems will be checked as "fit for their intended use" prior to work commencement.

Guidance Note PM28 (3rd edition)- Working Platforms (Non-Integrated on Forklift Trucks) for access at a height above 6 metres - Access by men within a man-cage raised by a telehandler must be forbidden.

Accordingly, it is a Company commitment to avoid using non-integrated forklift trucks for all jobs greater than 6m in height in the future for all Company sites.

Flat Roof Standards Required

Working Upon or Construction of same: -

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. These regulations place duties on employers, the self-employed and any person who controls the work of others to the extent they control the work, together with the requirement for a risk assessment for the potential for harm for falls from height.

.

Health and Safety Executive Guidance Note GS10, "Roof work: Prevention of Falls", gives information and advice on the precautions required.

Planning Procedures

At tender or negotiation stage, the requirements of the above standards will be allowed for. The Site Supervisor will ensure that the following arrangements are planned before work commences:

- a) Edge protection barriers or scaffold to prevent falls.
- b) Barrier, covers, etc. to prevent falls through lights or openings.
- c) Protection for the public or others at risk.
- d) Safe access to the roof.
- e) Suitable means of raising or lowering materials.
- f) If appropriate, fire protection methods and fire equipment.
- g) Safe methods of work to prevent falls through open joisting or from working areas.

h) Maximum permitted loadings on flat roof for stacking of materials, bitumen boiler or other items.

Where repairs, or maintenance of or working off, flat roofs is to be carried out, the Site Supervisor, in addition to the above, will ensure that a survey is carried out to establish the condition of the roof, position of roof lights and other fragile materials, condition of existing permanent access ladders, roofs edge barriers, etc. A method statement will be prepared detailing the above.

Training will be provided for supervisors and operatives involved in flat roof work.

Supervision

The Site Supervisor will not permit work to commence on a roof until the planned safety precautions have been provided in accordance with the method statement.

"Fragile Roof" notices must be displayed at access points to the roof, where applicable.

Work on roofs must not be permitted during periods of high winds or gusting.

The roof surface must be checked before work commences after high winds, rain, frost, snow, etc.

Any temporary coverings over openings or roof lights must be securely fixed or have a notice fixed to the cover warning that there is a hole below.

Materials must not be dropped or "bombed down" from roofs unless precautions are taken, i.e. chute, designated drop zone provided.

All waste must be disposed of safely as work proceeds.

The Site Supervisor will check that all barriers, accesses, cover, firefighting arrangements, etc. are maintained throughout the working period.

Safe Systems of Work

The main hazards associated with work on flat roofs are:

- a) Falls from the edge of the roof.
- b) Materials falling from the roof.
- c) Falls through roof lights or openings.
- d) Fires from unsafe use of gas torches etc.
- e) Contact with overhead electric cables.
- f) Collapse of roof due to overloading.

All personnel working near to flat roofs must wear safety helmets. (NOTE: Precautions must be taken to prevent materials falling from roof).

Notices warning of "Fragile Roofs" and "Hole Below" are available from the management.

Access to the roof must be prevented to unauthorised persons particularly children.

Where unusual roof shapes, work over water or industrial processes or other unusual factors are involved, a specialist Health and Safety Advisor will be involved at an early stage.

Work Equipment Standards Required

The Provision and Use of Work Equipment Regulations 1998 (SI 1998/22306). contain requirements to be complied with in the provision, maintenance, operation, and use of plant/equipment/tools: -

The Work equipment which includes machinery, appliances, apparatus, tools, component assemblies and, in some cases complete plant, must: be suitable for its intended task and area of operation, be well maintained, and conform to EC requirements. Where work equipment poses a specific risk, only designated, trained persons may use or maintain it. Employees must receive adequate health and safety information, training, and written instructions on how to use the equipment safely. They must also understand the risks and necessary control measures associated with their work. Specific requirements address control systems, protection against specified hazards, dangerous machine parts, stability, lighting, and warning signs.

Other Guidance Notes also contain recommendations which affect the use of plant on site. GS7, "Accidents to Children on Construction Sites", which refers to the need to ensure plant and vehicle with moving parts are effectively immobilised when left unattended.

GS6, "Avoidance of Danger from Overhead Electrical Lines".

British Standards are published on various items of plant methods of guarding, etc.

B.S 6031:1981, "Earthwork".

B.S 3010:1972, "Safe use of Cranes".

Codes of Practice have also been prepared by interested bodies, e.g. "The Advisory Code of Safety in Concrete Pumping", - The British Concrete Pumping Association.

Planning Procedures

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

The Site Supervisor will take all aspects of the work into account to ensure that sufficient information provided to hire Company to enable correct type of plant to be provided.

The Site Supervisor will ensure that competent operators and banksman are provided. Only operators holding a current Operators Certificate under the FCEC/ CPCS Plant Operators

Registration Scheme will be permitted to operate on site.

The Site Supervisor will determine whether any preparatory work is required for the installation or use of plant on site and ensure that any requirements are planned, e.g. forklift truck storage areas, loading towers etc.

The Site Supervisor will ensure that a planned servicing schedule is prepared for all Company plant on site.

Supervision

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

Any defects noted will be reported to the Site Supervisor or hire Company immediately.

The Site Supervisor will ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, the site supervisor will report to a Director or hire company immediately.

No young person (under 18 years) is permitted to operate any item of plant or act as a banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and thorough examinations certificate will be requested and checked by the Site Supervisor and all times of plant requiring weekly inspections by operators or other competent person will have the inspection recorded in the site register regardless of any register kept by the operator or plant hire Company.

The Supervisor will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific requirements.

The Site Supervisor will ensure that any defect notified by the plant operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

The Site Supervisor will not ask or permit the plant operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

Work Equipment

Safe Systems at Work

Hazards with the use of plant arise out of: -

- a) Unskilled operators.
- b) Incorrect use.
- c) Poor maintenance.
- d) Reversing unsupervised.
- e) Defects in machine unchecked.
- f) Noise.

All banks' men, supervisory staff and operatives required to enter earth moving areas will be provided with high visibility waistcoats or belts.

Plant operators must not drink alcohol during the working day or shift.

All personnel required to enter areas where lifting appliances are in use will be provided with safety helmets and will be required to wear them as directed by the Site Supervisor.

Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

Lifting Operations Equipment Standards Required

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 requires the equipment to be of adequate strength and stability, includes specific requirements for equipment used to lift persons, requires the lifting equipment to be positioned and installed to prevent a person being struck, or the load drifting, falling or being released unintentionally, the equipment to be marked with the safe lifting load, proper planning and supervision of the operation and thorough examinations of equipment for lifting persons at least every six months, and at least every 12 months for other lifting equipment, with written reports.

All plant and equipment must, so far as is reasonably practicable, be safe, without risks to health and fit for purpose. All plant and equipment must be used and maintained in a way which, so far as is reasonably practicable, ensures that it is safe and without risk to health during use.

The Lifting Plant and Equipment (Record of Test and Examination etc) Regulations 1992 stipulate that records must be kept for lifting appliances.

Other Relevant Legislation

The Health & Safety at Work Act 1974 ss2, 3, 4, & 6.

The Management of Health Safety at Work Regulations 1999.

Manual Handling Regulations 1992

Provision and Use of Work Equipment Regulations 1998

The Health and Safety series booklet (HSG6), "Lift Trucks", contains information on the selection and use of lift trucks and its recommendations will be complied with.

HSE Guidance Notes: Available from HSE Books: 01787 881165.

L20 A guide to the Lifting Plant and Equipment (Records of Test and Examination) Regs. 1992
GS39 Training of Crane Drivers and Slingers.

PM3, "Erection and Dismantling of Tower Cranes".

PM7 Lifts: thorough examination and testing.

PM9, "Access to Tower Cranes". PM16 Eyebolts

PM20 Cable laid slings and grommets.

Lifting Operations & Equipment

PM63 Inclined hoists used in Building & Construction Work.

Our Company Policy dictates that all lifting operations will be planned and carried out in accordance with LOLER 1998.

This Policy applies to the use of all lifting appliances or machines, i.e. pulley blocks, gin wheel, winches, piling frames, excavator draglines, cranes, etc. and to the use of all lifting gear or tackle, i.e. chain slings, rope slings, shackles, eye bolts, hooks, etc.

B.S 5973:1981, "Access and Working Scaffolds and Special Scaffold Structures in Steel", gives recommendations on the use of gin wheels, scaffold cranes, multiple ropes, blocks, etc.

Planning Procedures

At tender or negotiation stage, the provision and use of lifting equipment will be allowed for in accordance with the above standards, with Lifting Operations in accordance with LOLER 1998.

At the contract planning stage, site layout, storage areas scaffold loading towers and site transport routes will be planned by the Site Supervisor, notify that loading out towers must be designed to carry out the loads involved and that ground conditions to the case of the loading towers must be prepared to give a firm base capable of supporting wheel loads of up to four tonnes.

The Site Supervisor will ensure that lifting operations are planned taking into account and siting of lifting appliances, provisions of suitable lifting gear, the weights and positions of load to be handled, etc. Suppliers will be asked to provide information on weights, lifting points, safe procedures etc. of materials or articles supplied.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before taken into use on site.

Training will be provided for operators of lifting appliances and banks men, slingers or riggers. This training will be in accordance with GS39 and, where appropriate, only persons who possess a certificate issued under the FCEC/ CPCS Plant Operators Registration Scheme will be permitted to operate a lifting appliance.

Supervision

The Site Supervisor will ensure that, where applicable, chain test certificates are valid.

The Site Supervisor will ensure that scaffold loading towers are erected and maintained in accordance with the design and that access to loading towers is prepared in accordance with planned procedures.

Only qualified and authorised persons will be permitted to operate lifting appliances.

Appropriate action must be taken by the Site Supervisor against any person who operates forklift trucks without written authorization and where passengers are being carried in insecure positions.

Safe Systems at Work

The main hazards are overturning trucks. Instability of load or collapse of scaffold due to overload and failure of truck due to poor maintenance. The following points must be complied with

- a) Overloading of lifting appliance.
- b) Overloading or incorrect use of lifting gear.
- c) Incorrect positioning of lifting appliance.
- d) Insecure attachment of load.
- e) Contact with overhead electricity cables.
- f) Improper methods of use of equipment.
- g) Failure of equipment due to lack of maintenance.
-) Incorrect signals.

Vehicle Standards Required

All " Vehicles" (mobile plant) on site including dumpers, tipper lorries, tractors, tankers, excavators etc. will be provided, maintained, operated and used in accordance with the **Construction (Design & Management) Regulations 2015: Regulation 37 "Vehicles": -**

- (1) Suitable and sufficient steps shall be taken to prevent or control the unintended movement of any vehicle.
- (2) Suitable and sufficient steps shall be taken to ensure that, where any person may be endangered by the movement of any vehicle, the person having effective control of the vehicle shall give warning to any person who is liable to be at risk from the movement of the vehicle.
- (3) Any vehicle being used for the purposes of construction work shall when being driven, operated, or towed: -
 - (a) Be driven, operated, or towed in such a manner as it is safe in the circumstances; and
 - (b) Be loaded in such a way that it can be driven, operated, or towed safely.
- (4) No person shall ride or be required or permitted to ride on any vehicle being used for the purposes of construction work otherwise than in a safe place thereon provided for that purpose.
- (5) No person shall remain or be required or permitted to remain on any vehicle during the loading or unloading of any loose material unless a safe place of work is provided and maintained for such a person.
- (6) Suitable and sufficient measures shall be taken to prevent any vehicle from falling into any excavation or pit, or into water, or overrunning the edge of any embankment or earthwork.

The Road Traffic Act and associated legislation will also apply when transport is required to be used on public roads.

Health and Safety executive publications: "Safe Working with Small Dumpers" and "Transport Kills", gives information on the precautions and procedures required to prevent accidents.

All vehicles are covered by HSWA 1974, under ss2 & 3 to ensure the health and safety of employees, and all others that may be adversely affected by the work, and under s.6 to ensure that any articles provided for use are safe and properly maintained.

Planning Procedures

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

The Site Supervisor will arrange for suitable transport to be provided considering the work to be carried out and the above standards.

Where necessary, discussions will take place between the Site Supervisor and the local highway authority, police, etc. on road crossings, traffic Site Supervisor, etc.

Temporary access roads, fuel storage, maintenance facilities, etc. for transport on site will be planned.

A planned maintenance schedule will be prepared by the Site Supervisor for all transport vehicles on site.

Where appropriate, only drivers who possess a certificate under the FCEC/ CITB/CTS Plant Operators Registration Scheme will be permitted to drive vehicles on site

Supervision

The Site Supervisor will ensure that all site transport when delivered to site is in good order and fitted with all necessary safety devices, notices, and guards. Any defects must be reported to the Site Supervisor or hire company, and the machine must not be used until the defect is rectified.

The Site Supervisor will ensure that only authorised licensed drivers are permitted to operate any site transport. Where any doubt of the competency of the operator exists, the Site Supervisor will report to hire Company immediately.

No young person (under 18 years) is permitted to operate any transport or act as a banksman unless being trained under direct supervision.

The minimum age is increased to 21 years old in respect of certain items of transport and guidance on these can be obtained from specialist Health and Safety Advisor.

Any necessary preparatory work required to ensure transport is used safely on site, e.g. access roads, traffic control measures, etc. will be carried out in accordance with planned requirements.

The Site Supervisor will ensure that any defect notified to him by the transport driver during operations on site is reported immediately for repair and that where the defect could affect safety on site, the item of transport must not be used until repairs are carried out.

Safe Systems at Work

Hazards with use of transport on site arise out of:

- a) Incorrect use.
- b) Speeding.
- c) Poor maintenance.
- d) Reversing unsupervised.
- e) Carrying of passengers where no proper seat provided.
- f) Undue care when refuelling.
- g) Overloading or insecure loads.
- h) Incorrect or improper towing.

All banks' men, supervisory staff and operatives required to enter certain areas as designated by Site Supervisor will be provided with high visibility waistcoat or belts.

Transport drivers must not consume any intoxicating liquids or drugs during working day or shift.

Electricity Standards required.

The following Regulations apply to the use of electrical equipment, power tools, etc, on site or another workplace:

The Electricity at Work Regulations 1989 (SI 1989/635) make provisions for preventing danger from work on or near electrical systems, and specifically address suitability and capability, design, construction, installation, maintenance, adverse conditions including environmental effects, system siting, and the provision of suitable and adequate protection and precautions. No person may work on electrical systems unless they are competent to do so or are adequately supervised. Workspace lighting and access are also covered.

The Electrical Equipment (Safety) Regulations 1994 (SI 1994/3260) apply to electrical equipment operating between 50 to 1000 volts AC, or 75 to 1500 volts DC. Such equipment must be safe, i.e. not pose a risk of injury or damage, be constructed in accordance with good engineering practice, bear the CE marking and have the associated EC declaration of conformity. There must also be protection from any risks arising from the equipment itself.

Guidance on the safe use of electricity on construction sites is found in the following publications and British Standard BS 7671: 2001:

- a) The IEE Wiring Regulations (16th Edition) (Revised) available from the BSI:
Tel: 020 8996 9001; Fax 020 8996 7001
- b) British Standard Code of Practice CP. 1017:1969, "Distribution of Electricity on Construction and Building Sites".
- c) British Standard Code of Practice CP. 1013, "Earthing".
- d) British Standard 4363, "Distribution Units for Electricity Supplies for Construction and Building Sites".
- e) British Standard 4343, "Industrial Plugs, Socket Outlets, etc".

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

The following Health and Safety Executive Guidance Notes will be complied with: -
Available from HSE Books: 01787 881165.

- a) HS(R)25 Memorandum of guidance on the Electricity at Work Regulations 1989.
- b) HS(G)47 Avoiding danger from underground services.
- c) HS(G)85 Electricity at work: Safe work Practices.
- d) HS(G)107 Maintaining portable and transportable electrical equipment.
- e) HS(G)118 Electrical safety in arc welding
- f) S(G)141 Electrical safety on Construction Sites.
- g) GS6 Avoidance of danger from overhead electrical lines.
- h) GS38 Electrical test equipment for use by electricians.
- i) PM32, "The Safe Use of Portable Electrical Apparatus".
- j) PM38, "The Selection and Use of Electric Hand lamps".

Planning Procedure

At tender or negotiation stage, the above standards will be considered.

All electrical equipment on the Company sites or other workplace will be supplied, installed, maintained, or used in accordance with the above standards.

The Site Supervisor will plan the temporary electricity supply and distribution on site in accordance with the above standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IEE Regulations.

The Site Supervisor will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volts (CTE) shall be used on sites. Lower voltage tools, lighting, etc. may be required in damp or confined situations.

All sub-contractors must be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Supervision

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

The Site Supervisor will ensure that all sub-contractors' equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site.

Immediate action will be taken against any person or sub-contractor abusing or incorrectly using equipment on site.

The Site Supervisor will ensure that all power cables are installed clear of access ways and

preferably above head height.

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

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

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

Safe Systems at Work

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

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

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

Compressed Air Power Tools Standards Required

The Work in Compressed Air Regulations 1996 define work in compressed air as any work carried out in a working chamber, airlock or decompression chamber used for the compression where the compression exceeds 0.15 bar and apply to construction work.

All plant and equipment must, so far as is reasonably practicable, be safe, without risks to health and fit for purpose. All plant and equipment must be used and maintained in a way which, so far as is reasonably practicable, ensures that it is safe and without risk to health during use.

The Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306).

Work equipment which includes machinery, appliances, apparatus, tools, component assemblies and, in some cases complete plant, must: be suitable for its intended task and area of operation, be well maintained, and conform to EC requirements. Where work equipment poses a specific risk, only designated, trained persons may use or maintain it. Employees must receive adequate health and safety information, training, and written instructions on how to use the equipment safely. They must also understand the risks and necessary control

measures associated with their work. Specific requirements address control systems, protection against specified hazards, dangerous machine parts, and stability, lighting, and warning signs.

Measures must be taken to ensure that there is no risk to persons from an explosion or any materials ejected from the area. These measures would include the appointment of a competent shot fired, warning notices and signals, written procedures, and emergency arrangements. Emphasis is focused on implementing safe systems of work, and protecting persons at work, others, and members of the public.

Planning Procedures

At tender or negotiation stage, the above standards will be considered.

The Site Supervisor will ensure that any compressor and compressed air tools which are purchased or hired for use on site or in the workplace are in accordance with the above standards and are selected in accordance with the Company Policy on noise.

Supervision

The Site Supervisor will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards, safety devices, and noise control measures and that instruction are given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

The Site Supervisor will ensure that all necessary safety equipment, e.g. eye protection, is available and provided for use as required.

The Site Supervisor will ensure that any defects in the compressor, hoses or tools are reported immediately to hire Company.

The Company will ensure that all operatives wear suitable protective footwear, hard hats, and eye goggles when using compressed air equipment, breakers, rammers, etc.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing live compressed air hose at any other person.

Safe System of Work

When moving compressors on site, care must be taken to ensure that jockey wheel or wing arm stand is not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut-off valves, air must be turned off at source (lines must not just be folded and held or tied).

Cartridge Tools Standards Required

The Provision and Use of Work Equipment Regulations 1998 apply to provision and use of cartridge tools: -

Work equipment which includes machinery, appliances, apparatus, tools, component assemblies and, in some cases complete plant, must: be suitable for its intended task and area of operation, be well maintained, and conform to EC requirements. Where work equipment poses a specific risk, only designated, trained persons may use or maintain it. Employees must receive adequate health and safety information, training, and written instructions on how to use the equipment safely. They must also understand the risks and necessary control measures associated with their work. Specific requirements address control systems, protection against specified hazards, dangerous machine parts, and stability, lighting, and warning signs.

Health and Safety Executive Guidance Note PM14, "Safety in the Use of Cartridge Fixing Tools", gives advice on the safety precautions required with cartridge tools.

c) B.S 4078 Code of Practice on Cartridge Fixing Tools also gives advice on precautions.

Planning Procedures

At tender or negotiation stage, the above standards will be considered.

Only cartridge tools of low velocity indirect type will be used on the Company sites. Sub-contractors will be informed of this policy.

The Site Supervisor will arrange for all operatives who will be required to use cartridge tool on site to be trained by the cartridge tool manufacturer's representatives and certificates obtained which will be maintained on site.

Suitable storage facilities will be provided where cartridge is stored on site.

Supervision

The Site Supervisor will: -

- a) Ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site.
- b) Ensure that, where necessary, all cartridges are stored on site in the storage facilities provided.
- c) Ensure that all cartridge tools brought on site by sub-contractors are of the low velocity indirect type.

The Site Supervisor will ensure that sufficient and suitable eye protection is available and issued when required.

Safe Systems of Work

Specialist Health and Safety Advice must be asked for advice where there is any doubt on precautions required or difficulties experienced in obtaining training from cartridge tool manufacturers.

Abrasive Wheels Standards Required.

The Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306) relate to the provisions and use of abrasive wheels machines or portable tools: -

Work equipment which includes machinery, appliances, apparatus, tools, component assemblies and, in some cases complete plant, must: be suitable for its intended task and area of operation, be well maintained, and conform to EC requirements. Where work equipment poses a specific risk, only designated, trained persons may use or maintain it. Employees must receive adequate health and safety information, training, and written instructions on how to use the equipment safely. They must also understand the risks and necessary control measures associated with their work. Specific requirements address control systems, protection against specified hazards, dangerous machine parts, and stability, lighting, and warning signs.

Health and Safety at Work booklets no. 4, "Safety in the Use of Abrasive wheels" and Guidance Note from the Health and Safety Executive No. PM22, "Training Advice on the Mounting of Abrasive Wheels", gives advice on the precautions required.

B.S 2092 industrial eye protection gives advice on the correct type and grade of eye protection required.

Planning Procedure

All work will be tendered for or negotiated considering the above standards.

Supervision

The Site Supervisor will ensure that any operatives required to change discs or wheels on abrasive wheel tools, and use, has been trained and appointed in accordance with the Regulations, and for eye protection and other protective equipment is available and issued when required. Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect which could give rise to injury is taken out of use immediately.

Safe System of Work

The main hazards associated with abrasive wheels are:

- a) Bursting of the wheel or disc.
- b) Injuries from flying particles.
- c) Cuts to hands, legs, etc.
- d) Dusts from certain types of materials.
- e) Loose clothing tangled in disc.
- f) Electric shock.
- g) Noise.
- h) Fire and explosion.

Any doubt as to the precautions required or where unusual circumstances are to be encountered, a safety specialist must be consulted at an early stage.

Hazardous Substances Standard Required

Several Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health: e.g. stripping or refurbishment of existing roofs or cladding:

-

a) The Control of Asbestos Regulations 2012.

- i) Survey the premises (by Accredited Surveyor in accordance with HSG 264) to determine whether ACM's (asbestos containing materials) are present: Prior to stripping or refurbishment of a structure this Survey must be a Demolition/Refurbishment Survey (full access sampling without any caveats).
- ii) Make and keep up to date a record of the location and condition of the ACMs in the premises. Assess the risk from the ACM's.
- iii) Provide information on the location and condition of the ACMs to anyone who is likely to disturb it. (i.e. cutting or drilling through during building alterations or refit).
- iv) undertake air monitoring and implement and maintain control measures.
- v) provide information, instruction, and training to employees.
- vi) provide protective clothing, washing/changing facilities and ensure prescribed standards of cleanliness.
- vii) provide medical surveillance and retain health records.
- viii) provide and maintain an asbestos register and plan containment/removal.

b) The Control of Substances Hazardous to Health (COSHH) 2002, apply to all substances that can cause adverse health effects and include chemicals, biological agents, carcinogens, dusts, allergens...etc.

c) The Construction Design & Management Regulations 2015 has requirements for ensuring hygiene measures are provided on site.

d) The Control of Asbestos Regulations 2012: specify the types of asbestos that need to be dealt with by licensed removal companies. i.e. AIB's, friable and coatings are Notifiable to the HSE with removal by Licensed contractors. The Control of Asbestos Regulations 2012, prohibit the sale of any asbestos product: i.e. any savage ACM's is prohibited.

A wide range of Guidance Notes and advisory literature is available on the precautions required with various substances and all recommendations will be applied as required.

e) EH10 Asbestos exposure limits and measurement of airborne dust.

f) EH18, "Toxic Substances. A Precautionary Policy".

g) EH26, "Occupational Skin Disease Health and Safety Precautions".

h) EH35, "Probable Asbestos Dust Concentrations at Construction Processes".

i) EH40, "Occupational Exposure Limits", (updated annually).

j) EH41, "Monitoring Strategies for Toxic Substance".

k) EH44, "Dust in the Workplace: General Provisions of Protection".

l) EH47 Provision, use and maintenance of hygiene facilities for work with asbestos insulation and coatings.

m) IND(G)187L Asbestos dust: the hidden killer: are you at risk?

o) IND(G)188P Asbestos alert for building maintenance, repair, and refurbishment workers.

PLANNING PROCEDURE

All work will be tendered for or negotiated considering the above standards.

The Management will ensure that before work starts in any workplace, information is obtained on any material substance to be used or likely to be encountered which could be a hazard to the health and operatives and that this information is collated in a method

statement and risk assessment, and passed on for the attention of employers required to use or apply or work with

same. Provide protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations, etc. must be planned before work commences.

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

Supervision

The Site Supervisor will ensure that all procedures planned to handle or use any hazardous substance are carried out fully and that any protective clothing, equipment, or hygiene measures are provided and maintained as required.

Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on site during the operations.

All measures necessary to protect other workers and the public from any substance hazardous to health will be provided and maintained.

Safe System of Work

Health hazards from substances can be divided into the following categories:

- a) External contact - skin absorption, corrosive.
- b) Inhalation - gases, fumes, dusts, vapours.
- c) Ingestion - swallowing of particles whilst eating/drinking.
- d) Weil's disease- exposure from working with sewage or urine of rats.
- e) Needle stick injuries- injuries caused by discarded hypodermic needles in disused/vacated buildings and site in general.
- f) Hepatitis - exposure to workforce in contact with human faeces.
- g) Wasp nests - in roof spaces and disused/ vacated buildings.
- h) Bird Droppings - Inhalation of dust or ingestion can cause "Pigeon Fanciers Lung", Cryptosporidiosis, Psittacosis or Ornithosis.
- i) Legionella bacteria - in content of water systems.
- j) Syringes/needles within disused buildings: Potential of causing death threatening diseases: Hepatitis B, AIDS, HIV. : Handle only with tongs and place in a "Sharps Box" labelled : bio hazard : Disposal by agreement of Local Environmental Health Department.

Asbestos Standards Required

Asbestos in its various forms is found either used on its own or mixed with other materials in many buildings e.g. lagging of pipes, fire protection for steelwork, insulating boards, ceiling tiles, and Artex type stipple coatings. If the materials are cut or drilled, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. It is noted that some people exposed to this risk, and particularly those who also smoke cigarettes. have developed asbestosis and/ or certain types of cancer.

Where any work involving asbestos is being carried out, then the operatives will be advised of the level and which type of asbestos involved, and the safe systems of working that will be adopted (method statement) and advised of the risks, and control measures.

The following general precautions apply to the handling, transporting and use of all

substances.

Hazardous Substances

Almost all chemical materials are potentially dangerous.

The following general rules should always apply: -

1. Chemical products must never be allowed into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective clothing supplied. Always observe good industrial hygiene practice.
2. Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
3. Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided is appropriate.
4. Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams
5. Store all products in ventilated areas away from extremes of temperature and environment.
6. Clean all spillage instantly and dispose of waste and used containers properly.
7. Except for transport in closed packages, materials must be handled only by authorised personnel.
8. Ensure the correct equipment for handling the products is available.
9. If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
10. Read the data sheet, container labels and detailed health and safety information before using any products.

The supervisory personnel will be made aware of all hazards and instructed to bring same to notice of all operatives, sub-contractors, etc. who may be affected using the products.

Additional Safe Systems of Working with Asbestos:

Disposal of waste containing asbestos will be carried out in accordance with the Control of Pollution (Special Waste) 1980.

Work involving the removal of asbestos materials covered by the Control of Asbestos Regulations 2012, will be carried out by licence contractors in accordance with the current Approved Code of Practice for Work with Asbestos Insulation and Asbestos Coatings, Sheet asbestos (bonded cement products : AC) will only be handled by personnel that have undergone an asbestos Safety Awareness Course, and trained in the wearing of PPE and Handling of Asbestos sheet/bonded materials).

Where any work involving asbestos materials not subject to the licensing requirements is to be carried out by employees, the working methods, precautions, safety equipment, protective clothing, special tools, etc. will be arranged by the Site Supervisor.

Where asbestos products are part of a refurbishment contract, hose pipes will be used for wetting and for dust particle control, any broken fragments or pieces placed in sealed heavy-duty bags for disposal should go to a licensed tip or by licensed contractors.

The Site Supervisor will ensure that the licensed contractor selected to carry out the removal work has set up operations in accordance with the agreed method statement and that the precautions required are fully maintained throughout the operation so that others not involved are not exposed to risk.

Where necessary, testing of the enclosure and monitoring of airborne asbestos fibre concentrations outside the removal enclosure will be arranged.

The Site Supervisor will ensure that when removal operations have been completed, no unauthorised person enters the asbestos removal area until clearance samples have been taken, and confirmation received that the results are satisfactory.

Lead Specific Legislation: The Control of Lead at Work Regulations

Working with Lead:

By skilled operatives experienced and trained in handling lead, working off regulative higher platforms. Operatives working at heights to be link attached to the MEWP with regulative fall arrestors (such that a slip or fall will be arrested to prevent harm). Provide end edge protection as necessary as the work proceeds.

Safe System of Working with Lead:

Operatives to wear overalls and gloves when handling lead. Overalls and gloves are to be left on the premises at end of working shift. Lead must not be burnt/welded as fumes are hazardous. Workers must not eat drink or smoke in the vicinity of lead. Overalls and gloves that have encountered lead should be removed prior to the entry into the mess room. Hands should be thoroughly washed (and dirty nails cleaned by nail brush) before drinking, eating, or smoking.

Manual handling: Not more than 20Kg to be lifted by any one person (i.e. a 2ft 6"square piece of lead). Lead rolls to be hoisted by mechanical lift.

Waste: Lead waste material to be placed into salvage skip to recycling at a licensed site.

Hazard Standards Required

Health hazards from the lead can be divided into the following categories:

- a) External contact - skin absorption: Not to be handled with bare hands. Dust or particles from lead: - Remove gloves and overalls prior to entering the canteen, and thoroughly wash hands, and clean fingernails.
- b) Eye contact with dust from lead: If the lead being handled is dusty or corroded wear eye goggles to protect the eyes: Should lead dust get into the eyes wash thoroughly for at least 15 minutes.
- c) Inhalation/Ingestion - fumes, dusts: No hot work to be permitted with lead removal. If ingested do not induce vomiting but remove casualty into fresh air and seek medical advice.
- d) Surface: Slippery if wet: do not walk upon sloping lead roofs, unless harnesses are worn such that a fall would be arrested.
- e) Fragile Roofs: If existing lead flats are pitted or corroded, they must be designated fragile with a no walking upon roof rule strictly enforced.

RISK: External exposure to metallic lead is unlikely to cause any harm, provided strict control

measures in respect of handling are employed. Ingestion can cause poisoning, serious illness, or fatality. Fumes from molten lead can cause body organ poisoning leading to fatality.

Noise Standard Required

Specific Legislation: -

Control of Noise at Work Regulations 2005

The Control of Noise at Work Regulations 2005 imposes duties on employers and employees to reduce exposure to noise. They are based upon the European Union Directive 2003/10/EC on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (noise). These regulations replace the Noise at Work Regulations 1989 and came in to force on the 6 April 2006.

The principal requirements of the Regulations are summarised below.

Assess the risks.

- Identify noise hazards.
- Estimate likely exposure to noise of workers.
- Identify measures required to eliminate or reduce risks, control exposures, and protect employees.
- Make a record of what measures are to be taken in the form of an action plan.
Protect employees.
- Eliminate or reduce risks using technical or organisational noise control measures, with the degree of cost and effort depending on the size of the risk.
- Make sure the legal limits on noise exposure are not exceeded.
- Protect employees with hearing protection, making its use mandatory in high-risk cases. However, ensure that the use of hearing protection is only considered after other measures have been considered.
- Manage the use of hearing protection, with signed zones, instruction, and supervision.
Worker information and training
- Consult workers on noise issues and allow their participation.
- Give employees information, instruction, and training about the risks from noise, control measures, hearing protection and safe working practices.
Health surveillance
- Provide health surveillance (including hearing checks) for those at risk.
- Use the results of the health surveillance to review controls and further protect individuals.
Maintain and use the equipment.
- Maintain any noise control equipment and hearing protection.
- Ensure that anything supplied in the interests of safety is fully and properly used.

Regulation 4 of the Control of Noise at Work Regulations 2005 establishes the following exposure limit values and action values.

The lower exposure action values (LEAVs) are as follows.

1. A daily or weekly personal noise exposure of 80dB.
2. A peak sound pressure of 135dB.

The upper exposure action values (UEAVs) are as follows.

1. A daily or weekly personal noise exposure of 85dB

2. A peak sound pressure of 137dB.
The exposure limit values (ELVs) are as follows.
1. A daily or weekly personal noise exposure of 87dB.
2. A peak sound pressure of 140dB (C-weighted).

The ELVs are to take in to account any hearing protection worn by the employee.

The Noise Assessment

It is an absolute duty on employers where employees are likely to be exposed above any LEAV, to make a suitable and sufficient assessment of the risk from that noise to the health and safety of those employees, and the risk assessment shall identify the measures which need to be taken to meet the requirements of the Regulations. The assessment must consider, among other factors, the level, type, and duration of exposure. It is also a duty that a record of the assessment is maintained, and the assessment reviewed when circumstances, such as equipment or work methods, change. It is good practice to review the noise assessment at two-yearly periods in any case. Noise assessments are to be undertaken by someone who is competent to do so.

Elimination or Control of Exposure to Noise in the Workplace

There is a general requirement in regulation 6 on the employer to either eliminate the risk from noise exposure of his employees or, where this is not reasonably practicable, to reduce the risk to as low a level as is reasonably practicable. If an employee is likely to be exposed at or above a UEAV, the employer must reduce the exposure as far as is reasonably practicable by means other than the use of personal hearing protection. The actions to be taken by the employer, other than the issue of hearing protection, shall include consideration of the following.

1. The use of other working methods which reduce exposure to noise.
2. Choice of appropriate work equipment emitting the least possible noise.
3. The design and layout of workplaces, workstations, and rest facilities.
4. Suitable and sufficient information and training for employees, such that work equipment may be used correctly and procedures followed properly, to minimise their exposure to noise.
5. Reduction of noise by technical means, such as the use of silencers, low-noise bearings, enclosures, etc.
6. Appropriate maintenance programmes for work equipment and systems.
7. Limitation on the duration and intensity of exposure to noise.
8. Appropriate work schedules with adequate rest periods.

If an employer is unable to adequately reduce the exposure of his employees below an UEAV by the means specified above, then suitable hearing protectors are to be provided to any employee exposed at the UEAV or above. The area where employees are likely to be exposed at or above the UEAV must be designated a Hearing Protection Zone. Such zones must be demarcated and identified by means of signs specified for the purpose of indicating that ear protection must be worn. Appropriate signs are specified in Part II of Schedule 1 to the Health and Safety (Safety Signs and Signals) Regulations 1996. Furthermore, access to such areas must be restricted and limited, so far as is reasonably practicable, to persons wearing suitable ear protection.

If an ELV is exceeded, the employer must reduce the exposure below the ELV as soon as possible; identify the reason for the ELV being exceeded and modify the organisational and technical measures to ensure that the ELV is not exceeded again.

Where the assessment determines that an employee is likely to be exposed at or above a LEAV, but below the UEAV, the employer shall, upon request, make hearing protectors available to any worker who is so exposed. Whilst not a requirement of the Regulations, it is advisable to designate areas where exposures are typically between the LEAV and the UEAV as Advisory Hearing Protection Zones, and erect suitable signs at prominent positions.

Health Surveillance

In a major change from the previous regulations, the 2005 regulations include a requirement for employers to provide health surveillance for employees at risk from noise at work. Health surveillance is a programme of systematic health checks to identify early signs of hearing loss and prevent its progression. It is also useful for monitoring the effectiveness of controls. Health surveillance for those at risk should include hearing checks, also known as audiometry. The guidance accompanying the regulations recommends that those exposed at or above the UEAV should receive regular health surveillance, whilst those exposed above the LEAV should receive health surveillance if they have a particular sensitivity, family history of hearing problems, existing hearing damage or previous work history at high noise levels. Where the health surveillance shows that there is identifiable hearing loss, the employer must ensure that the employee is examined by a doctor or specialist. The employer must maintain records of all health surveillance and make these records available to the enforcing authorities and the employees themselves as necessary.

Information, Instruction and Training

Any employee exposed to noise at or above the LEAV is to be provided with sufficient information, instruction, and training, which should include the following.

1. A description of the nature of risks from exposure to excessive noise.
2. The organisational and technical measures taken by the organisation to reduce the risk from noise.
3. A description of the Exposure Action and Exposure Limit Values contained in the Regulations.
4. The significant findings of the noise assessment, including any measurements taken, with an explanation of the findings.
5. The arrangements for the provision, storage, and maintenance of hearing protection, along with a description of the various types of equipment available.
6. How to use and maintain the various types of hearing protection.
7. Why and how to detect and report signs of hearing damage.
8. The entitlement to health surveillance, and a description of what is involved.
9. Safe working practices to minimise exposure to noise.
10. The collective results of any health surveillance, in a form which does not identify any person.

Where noise exposures are more variable throughout the working week, it will be allowable under the new regulations to calculate weekly exposure based on an average of daily exposures.

The new regulations and guidance have been published and are available from HSE Books. The document, L108, is entitled Controlling Noise at Work — The Control of Noise at Work Regulations 2005 — Guidance on Regulations.

Designers and manufacturers are required to provide information on the noise levels generated by their equipment.

Other: - The Control of Pollution Act 1974 requires contractors to use the best practical means of controlling construction noise.

Under ss 79-84 of the Environmental Protection Act 1990, noise emitted from sites may be deemed a statutory nuisance, in which case an abatement notice can be served.

British Standard Code of Practice 5228:1984, "Code of Practice for Noise Control on Construction Sites", gives advice on methods of reducing noise nuisance on construction sites and contains some advice on the protection of workers from the health risks of noise.

Regulations require that certain types of (heavy) plant and equipment must operate below certain specified noise levels and must have an EEC Certificate and be marked with an EEC mark showing the sound power level.

Supervision

The Site Supervisor will ensure that all plant provided is fitted with silencers, mufflers, canopies. etc. and that all equipment and noise reducing doors etc. are used.

Supplies of ear defenders or other hearing protection will be made available on the site or for any operations where it is not practicable to reduce the noise to a safe limit.

The Site Supervisor will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted reported to Site Supervisor or hire company immediately.

Vibration:

Specific Legislation: Control of Vibration at Work Regulations 2005

In July 2005 the Control of Vibration at Work Regulations 2005 (CVWR) came into force, enacting the Physical Agents (Vibration) Directive EC/2002/44. Elements of the Provision and Use of Work Equipment Regulations 1998 also apply to the vibration risks associated with work equipment and tools.

There is a transitional period for some of the duties of the CVWR up to 2010. This would allow work activities where the use of older tools and machinery cannot keep exposures below the exposure limit values set by the Regulations to continue in certain circumstances. The

transitional period has been extended to 2014 in the case of whole-body exposures in the agriculture and forestry sectors.

The principal duties of the Control of Vibration at Work Regulations 2005 are as follows.

Risk assessment

Any employer who carries out work which is liable to expose their employees to vibration must make a suitable and sufficient assessment of the risk created by that work. The purpose of the assessment is to identify appropriate control measures to reduce the vibration exposure of individuals below the relevant exposure limits.

A fundamental element of the assessment is an evaluation of daily exposure of workers to vibration. This evaluation will include observation of work practices to determine exposure times, reference to information provided by equipment and tool manufacturers regarding the likely magnitude of vibration levels and, if necessary, measurement of vibrational levels from tools in their actual conditions of use.

The results of the risk assessment are to be recorded, and the assessment itself reviewed or repeated whenever circumstances change which could affect the outcome of the original assessment. Such circumstances could be a change of equipment, way of working or time of exposure. Of course, the control measures decided upon by the risk assessment will form the basis of the training content for operators.

Exposure limit values and action values

Prior to the introduction of the Control of Vibration at Work Regulations 2005, the HSE used a value of 2.8ms^{-2} as an indicative value for the maximum acceptable level of exposure to hand-arm vibration. This level was given as an "A8", which is a dose-level equivalent exposure for an 8-hour working day. Vibration would be measured in any of three orthogonal axes, corresponding to the three dimensions — up/down, left/right, and forward/back. These are known as the X, Y and Z axes respectively. For comparison against the 2.8ms^{-2} A8 level, measurements were taken in all three axes, and the highest measured level used.

The Control of Vibration at Work Regulations 2005 introduce two new criteria for the evaluation of hand-arm vibration and whole-body vibration. Whilst these are also described as vibrational doses, A8, there is an important difference over the previously used criteria. Under the new Regulations, measurements are to be taken in each of the three orthogonal axes and combined using the formula contained within the schedules to the regulations, rather than using the result for the highest measured axis. As an approximation, the previous A8 criteria of 2.8ms^{-2} would be about 4.0ms^{-2} if calculated as per the protocol required by the CVWR.

The new criteria are as follows.

- The Exposure Action Value (EAV) — where this value is likely to be reached or exceeded, the employer must reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical control measures. The daily EAV for hand-arm vibration is 2.5ms^{-2} A8, and for whole-body vibration is 0.5ms^{-2} A8.

- The Exposure Limit Value (ELV) — employers must ensure that the ELV is not exceeded, or if it is:
 - reduce exposure below the limit value
 - identify the reason for the limit being exceeded
 - modify the control measures to make sure that the limit is not exceeded again.

The daily ELV for hand-arm vibration is 5ms-2 A8, and for whole-body vibration is 1.5ms-2 A8. The regulations require the application of organisational and technical control measures where the EAV is likely to be reached or exceeded. They also require that a hierarchical approach to control is adopted, whereby the first option when deciding upon control measures, is to utilise alternative work methods which eliminate or reduce exposure to vibration. If this approach is not reasonably practicable, then consideration should be given to:

Vibration. continued....

- choice of work equipment that produces the least possible vibration
- use of auxiliary equipment which reduces the risk of injury from vibration, such as vibration-absorbing dollies used in riveting
- maintenance programmes that keep equipment in good condition and well-balanced so that vibration emission is minimised
- limitation of the duration of exposure to vibration
- work schedules that incorporate sufficient rest periods, which are essential in the prevention of vibration-related injuries and illness
- the provision of clothing and protective equipment that protect employees from the cold and damp, which are important factors in causing vibration injuries and illness
- suitable and sufficient information and training for employees, which will enable them to understand and effectively use the control measures devised for their protection.

Health surveillance

Health surveillance refers to the employment of methods to detect the health effects of a particular agent as early as possible, and thus prevent the progression of health conditions. The regulations require that, where the risk assessment shows a risk to health of employees from vibration or that an EAV is likely to be exceeded, the relevant employees are placed under a programme of health surveillance. There are numerous varied methods for the detection of health effects from hand-arm vibration. The situation is more complex regarding whole-body vibration, since back injury may be caused in several different ways, not just from vibration, and it is difficult to make a direct association between operation of a vibrating vehicle and a back injury in a particular case.

The health surveillance is to be undertaken by a suitably qualified occupational health professional, such as an occupational health nurse or doctor. If the results of the surveillance identify any employees with health effects or disease which are considered to result from exposure to workplace vibration, then the employer must:

- consider assigning the relevant employees to alternative work which does not expose them to risks from vibration
- review the risk assessment
- ensure a suitably qualified person informs the affected employees of the outcome of the surveillance
- review the control measures.

Employees are required to present themselves for health surveillance when required by their employer, provided it is during working hours and at the employer's expense.

Information, instruction, and training

Where employees are exposed to vibration which presents a risk to them, or the EAV is likely to be exceeded, their employer must provide suitable and sufficient information, instruction, and training. As a minimum, this must include:

- details of the EAVs and ELVs relevant to the situation (ie whole-body values or hand-arm values)
- the significant findings of the risk assessment
- the organisational and technical control measures
- why and how to detect and report signs of injury
- arrangements for health surveillance
- safe working practices employed to minimise exposure to vibration
- the collective results of health surveillance, in a form that avoids any individual from being identified.

The information, instruction and training must be updated to take account of any significant changes to working methods or types of work carried out.

In addition, the employer must ensure that any person, whether or not an employee, who carries out work in connection with the duties in the regulations, has suitable and sufficient information instruction and training. For example, if an employer engages an external occupational health contractor to provide health surveillance for his employees, he must ensure that the contractor's staff is adequately trained in the services they are providing.

So, in summary the Control of Vibration at Work Regulations 2005 deal with the two main ways workers are exposed to vibration: a) hand-arm vibration (HAV) which is transmitted through the hand and b) Whole-body vibration (WBV) which is transmitted through the seat or feet:

Hand-arm Vibration: -Workers may be exposed to HAV when they are regularly using equipment such as:

Concrete breakers; hammer drills; jigsaws; hand-held sanders; power hammers and chisels; vibrating pokers or compactors.

Painful and disabling effects include damage to the blood circulatory system, sensory nerves, muscles, and joints in the hands and arms. Workers may experience severe pain and numbness; pins and needles, loss of sense of touch and temperature, inability to grip, wrist pain (carpal tunnel syndrome), or loss of manual dexterity ...or VWF (Vibration White Finger). We are committed to: a) Explore ways of working without using vibrating tools or machines; b)Introduce a low-vibration purchasing policy; c)Take advice from trade association and manufacturers; d) Ensure that employees use the appropriate equipment for the task; e) Minimise time that workers use the equipment; f) Maintain the equipment: e.g. keeping cutting edges sharp; g) Train workers about vibration; h) Report cases of HAV under RIDDOR and move the employee away from work where there is a vibration risk.

Whole-body Vibration: Workers may be exposed to HBV when they are regularly drive mobile machines including dump trucks, excavators, forklifts, loaders etc. Regular long-term exposure to WBV is associated with back pain, with shocks and jolts a particular risk. Causes of WBV include: - driving over rough ground; driving on uneven surfaces with bad suspension;

poor driving posture; controls that are difficult to operate; twisting and stretching due to poor visibility; poor fitness level.

We are committed to: -

- a) Assess the risks; b) Ensure that plant is designed or adapted to minimise vibration.
- b) Vehicles will be fitted with the correct tyres and maintained at the correct pressures.
- c) Maintain the suspension of all plant and use suspension seats with good support.
- d) Rotate drivers to give respite; f) Ensure the driver can reach the controls; g) Improve the ground surface where possible; h) Train employees and encourage them to report regular pain and seek medical advice.

Vibration is also covered by s.2 of the Health & Safety at Work Act 1974, i.e. the duty on employers to ensure the health and safety of employees, so far as is reasonably practicable. A risk assessment is also required under the Management of Health and Safety at Work Regulations 1999: Assessments should include the risks of work activities which may lead to exposure to vibration, e.g. use of pneumatic drills.

Dismantling / Refurbishment Standards Required

Dissemble of Steel Framed Buildings: -

All Regulations which apply to construction work also apply to dismantling work but in particular the [Control of Asbestos Regulations](#), applies specifically to dismantling work involving asbestos containing materials (ACM's).

Note AIB's are Notifiable to the HSE and must be removed only by licensed contractors. British Standards Code of Practice 6187:1982, "Demolition", gives guidance on the planning and execution of dismantling work and will be complied with on any site where all or part of any building or structure is being demolished.

Health and Safety Executive Guidance Notes, GS29, Parts 1-4 cover health and safety in dismantling work - preparation and planning, legislation, working methods, health hazards. The recommendations in these Guidance Notes will be applied to work carried out by the Company.

Planning Procedure

All preliminary procedures required by the Code of Practice and Guidance Notes GS29/ 1 will be carried out by the Site Supervisor in consultation with our Health & Safety Consultant, who will draw up a Method Statement and a programme of work detailing the methods to be used, plant, a RISK ASSESSMENT and safe systems of work, special requirements (control measures) for dealing with health hazards, precautions and sequence of work, etc. This Method Statement and programme will be issued to the Supervisor responsible for the work on site.

Supervision

A competent person will be appointed in writing to supervise the work on site (the dismantling of a structure).

The Supervisor appointed will be responsible for ensuring that the work is carried out in

accordance with these standards and will be responsible for carrying out any inspections of scaffolding, etc. which may apply on site.

The appointed Supervisor shall always remain on site that dismantling works being carried out.

The person appointed shall be experienced in the work and shall receive training to enable him to carry out any of the responsibilities required by this Company Policy.

Safe System of Works

The Site Supervisor will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must be considered the prevention of accidents, especially to children.

All operatives on dismantling sites will be required to wear safety helmets provided by the Company.

All plant used on dismantling sites will be suitable for "demolition work" and will be provided with any necessary safeguards to protect the operator.

When carrying out preliminary procedures, the following must receive special attention:

1. The location and disconnection of any services into the site. Confirmation of disconnection in writing must be requested from the appropriate service authority.
2. The existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc. on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.
3. Where the building or structure to be demolished contains unusual or possibly hazardous design feature, or is in a unusual structural condition, e.g. pre-stress or post tensioned concrete, etc. then advice must be obtained from a qualified consultant structural engineer.

On all sites where dismantling work of any kind is to be carried out, a Health and Safety Specialist will be involved at the earliest stage to assist in the preparation of Method Statements and Risk Assessments and will also be asked to arrange for any sampling and monitoring of hazardous substances where necessary.

Entry into Confined Spaces Standards Required

The Confined Space Regulations 1997 aim to reduce specified risks associated with work in enclosed areas, i.e. chambers, tanks, vats, silos, pits, trenches, pipes, sewers, flues, wells and similar confined spaces:- A "Confined Space" can be defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons, e.g. storage tanks, pits, ducts, some areas of rooms within building, particularly below ground level, tunnels, boilers, etc.

Hazards associated with confined spaces fall into 2 categories:

- 1) Hazards associated with conditions which exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases, etc.
- 2) Hazards which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operation, unsuitable electrical equipment, etc.
- 3) Increased body temperature resulting in unconsciousness.
- 4) Asphyxiation/entrapment by a free-flowing solid such as flour, grain, sand...etc.

Regulation 33 of CDM2015 requires the provision of fresh or purified air at every workplace or access to a workplace.

Our Company Policy requires breathing apparatus to be worn in confined spaces unless a competent person verifies that is safe to enter, together with the requirement of belts, ropes, reviving apparatus, oxygen, training, etc. to be provided.

The Control of Substances Hazardous to Health 2002 (COSHH) (SI 2002/2677) requires that all health risks associated with exposure to hazardous substances to be assessed, and then prevented or adequately controlled.

The Electricity at Work Regulations 1989 (SI 1998/1989/635) require adequate space to be provided for work being carried out on or near electrical equipment.

The Manual Handling Operations Regulations 1992 require manual handling activities that present a risk of injury to be avoided or assessed and the risks reduced. Confined spaces may significantly increase the risks of injury during manual handling activities by limiting the person's ability to carry out correct manual handling techniques.

Health and Safety Executive Guidance Note GS5, "Entry into Confined Spaces", provides information on the hazards involved, precautions and procedures required.

Planning Procedures

At tender or negotiation stage, the requirements of the above standards must be considered. Before work commences, The Site Supervisor in conjunction with the safety advisor, as required, must establish if work in confined spaces is to be carried out and if so, must arrange for any necessary surveys, sampling, training, etc. to be provided considering the hazards likely to be encountered. Training will be provided for all personnel required to carry out testing and monitoring of atmosphere and for operatives to use breathing apparatus, reviving apparatus, rescue, and permit procedures, etc.

Supervision

The Site Supervisor will ensure that all necessary equipment is available on site in accordance with the planned procedures before any person is required to enter a confined space.

The Site Supervisor will ensure that the planned procedures, including any permit to work stems, are carried out as planned and that only authorised persons are permitted to enter

the confined space.

Any changes in working methods or conditions which were not included in the planning procedures must be referred to The Site Supervisor before work recommences.

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

Safe System of Work

The main hazards associated with confined spaces are:

- a) Asphyxiation due to oxygen depletion.
- b) Poisoning by toxic substance or fumes.
- c) Explosions due to gases, fumes, dust.
- d) Fire due to flammable liquids, oxygen enrichment, etc.
- e) Electrocution from unsuitable equipment.
- f) Drowning.
- g) Difficulties of rescuing injured personnel.
- h) Fumes from plant or processes entering confined spaces.
- i) Increased body temperature resulting in unconsciousness.
- j) Entrapment by free-flowing substances or side of trench collapse.

Disease from animal wastes, infected materials or micro-organisms, e.g. fungal infections, tetanus, etc.

When conditions make it necessary, a Health and Safety Specialist will arrange to carry out sampling and air monitoring, prepare safe systems of work. Permit to work stems, etc. as requested, and will provide information on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment, etc. as required.

Personal Protection Standards Required

The following Regulations have specified requirements for the provision, maintenance and use of protective clothing and equipment (PPE):

- a) The Work at Height Regulations 2005: Avoidance of falls from height, provision of working platforms, safety harnesses, & safety nets.
- b) The Control of Asbestos Regulations 2015 - protective overalls, respiratory equipment, breathing apparatus.
- c) The Provision and Use of Work Equipment Regulations 1998 - provision of PPE for all work practices.
- e) Control of Lead at Work Regulations 1998 - provision of protective overalls, respirators, breathing apparatus, etc.
- f) COSHH Regulations 2002.
- g) The Construction (Head Protection) Regulations 1989 require head protection to be worn where there is a foreseeable risk of head injury.
- h) LOLER 1998 require works carried out in a safe manner.

i) The Construction (Design & Management) Regulations 2015: -

Regulation 34 – Temperature and weather protection: -

- (1) Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that during working hours the temperature at a place of work indoors is reasonable having regard to the purpose for which that place is used.*
- (2) Where necessary to ensure the health or safety of persons at work on a construction site that is outdoors, the construction site must, so far as is reasonably practicable, be arranged to provide protection from adverse weather, having regard to—
 - (a) the purpose for which the site is used; and*
 - (b) any protective clothing or work equipment provided for the use of any person at work there.**

Other Regulations may also apply and are referred to in other section of this Policy.

Working Rule 12 of the National Joint Council for the Building Industry: Working Rule Agreement deals with the wearing of safety helmets on construction sites.

The Health and Safety Executive have issued a statement that they intend prosecuting companies who do not issue safety helmets to employees at risk and prosecuting employees who do not wear safety helmets in risk areas.

All safety equipment purchased for use on Company sites/ workplace will be in accordance with the appropriate British Standards.

Planning Procedures

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

Before work starts, The Site Supervisor will ensure that any special protective clothing or equipment required is ordered and available for use on site and that sub-contractors are made aware of the Company Policy of wearing of safety helmets, high viz jackets and steel toe-capped footwear.

Supervision

The Site Supervisor will ensure that adequate supplies of all necessary protective clothing or equipment are available on site/ workplace for issue as required.

The Site Supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided.

Any person on site/ workplace observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory or Company Policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractors as well as direct employees.

The Site Supervisor will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.

All supervisory and Site Supervisor staff will set a good example in wearing of safety helmets, protective clothing and footwear, plus other equipment where required.

Safe System at Work

All operatives are required to wear suitable steel toe capped footwear plus other prescribed Personal Protective Equipment as required to protect "all" from harm in the workplace.

It is the policy of this Company that all management, supervisory staff, sub-contractors, and employees shall wear safety helmets whilst on Company sites, other than in areas where the risk of head injuries is negligible. Normal disciplinary proceedings will be used against employees not complying with this requirement.

All plant operators employed by the Company will be issued with appropriate hearing protection and instructed in its maintenance and use.

All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.

Manual Handling & Lifting Standards Required

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

a) The Manual Handling Operations Regulations 1992 (SI 1992/2793) define manual handling as the transporting or supporting of a load by bodily force. Where possible, manual handling activities must be avoided as far as is reasonably practicable. If it is not possible to avoid the activity, it must be assessed, and the risk of injury reduced to the lowest level reasonably practicable. The assessment should consider: the load to be manually handled, the task, (i.e. bending, twisting etc), the environment where the activity is being carried out, and the individual performing the task.

Employers must also provide employees with information on the weight of the load and the centre of gravity of asymmetrical loads, where appropriate. Employees must make full and proper use of any work equipment or system introduced by the employer in compliance with these regulations.

b) The Health & Safety at Work Act 1974

c) The Management of Health & Safety at Work Regulations 1999.

These Regulations state, "A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him". 25 Kgs is a recommended a maximum safe weight for a fit individual to handle: As "a rule of thumb" this equates to 6 bricks, one concrete block or a 12 ft length of 4" x 2".

Guidance on the recommendations regarding handling and lifting are contained in Health and Safety at Work series booklet No. 1 "Lifting and Carrying".

Planning Procedures

All work will be tendered for or negotiated considering the above standards.

The Site Supervisor will ensure that materials are handled as far as possible by mechanical means in preference to manual handling. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All supervisory staff will be given training in the correct methods of handling and lifting load as part of their normal site safety training.

Supervision

Supervisory staff will instruct any operative in the correct handling and lifting of loads as required.

Supervisory staff will ensure that supplies of suitable gloves are available from issue as required for the handling of materials which could cause injuries to the hands.

Company Policy advocates the mandatory wearing of safety footwear.

The supervision will not require any operatives, particularly a young person, to lift without assistance a load which is likely to cause injury.

Safe System at Work

The main injuries associated with manual handling and lifting are:

- a) Back strain, slipped disc.
- b) Hernias.
- c) Lacerations, crushing of hands and fingers.
- d) Tenosynovitis, repetitive working conditions.
- e) Bruised or broken toes or feet.
- f) Various sprains, strains, etc.

The selections of person to carry out manual handling or lifting tasks will be based on the training given, age, physical build, etc.

Where loads must be manually handled, the need to ensure that access is safe is especially important.

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

Stability of structures: – CDM2015

(1) All practicable steps must be taken, where necessary to prevent danger to any person, to ensure that any new or existing structure does not collapse if, due to the carrying out of construction work, it—

(a) may become unstable; or

(b) is in a temporary state of weakness or instability.

(2) Any buttress, temporary support or temporary structure must—

(a) be of such design and installed and maintained to withstand any foreseeable loads which may be imposed on it; and

(b) only be used for the purposes for which it was designed, and installed and is maintained.

(3) A structure must not be so loaded as to render it unsafe to any person.

It is our Company Policy to, if reasonably practicable, to fully comply with the requirements of the regulation.

Requirements of CDM2015

Notification to the HSE: : -

(1) The client must notify HSE must be notified of projects where construction work is expected to:

(a) last more than 30 working days and have more than 20 workers working simultaneously at any point in the project; or

(b) exceed more than 500 person days.

CDM2015 requirements for non-notifiable projects: -

(1) Designers and Contractors have duties for compliance with: -

(a) Part 2 “General Management Duties applying to Construction Projects”- regulations.

(b) Part 4 “Duties Relating to Health & Safety on Construction Sites”

It is our Company Policy to fully comply with the requirements of the aforementioned requirements and disseminate information to all company staff and workforce.

Requirements of CDM2015 .. continued...

What the Principal Contractor must do

(a) satisfy themselves that clients are aware of their duties, that a Principal

Designer has been appointed and HSE notified before they start work.

- (b) make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase.
- (c) ensure that the construction phase is properly planned, managed, and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- (d) ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- (e) ensure that all contractors are provided with information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly.
- (f) ensure safe working and co-ordination and co-operation between contractors.
- (g) ensure that a suitable construction phase plan (the plan) is:
 - (i) prepared before construction work begins,
 - (ii) developed in discussion with, and communicated to, contractors affected by it,
 - (iii) implemented, and
 - (iv) kept up to date as the project progresses.
- (h) satisfy themselves that the designers and contractors that they engage are competent and adequately resourced.
- (i) Ensure suitable welfare facilities are provided from the start of the construction phase.
- (j) Take reasonable steps to prevent unauthorised access to the site.
- (k) Prepare and enforce any necessary site rules.
- (l) Provide (copies of or access to) relevant parts of “the plan” and other information to contractors, including the self-employed, in time for them to plan their work.
- (m) Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for “the plan”.
- (n) Provide the Principal Designer promptly with information relevant to the health & safety file,
- (o) Ensure that all workers have been provided with suitable health & safety induction, information, and training.
- (p) Ensure that the workforce is consulted about health and safety matters!
- (q) Display the project notification.

It is our Company Policy to fully comply with the above requirements where projects are HSE Notifiable.

The Environment

Environmental Law where it directly (or indirectly) affects our operations as construction contractors is divided up into legislation dealing with different types of pollution: -

Air Pollution: Under Part 1 of the Environmental Protection Act 1990, "Part B" processes prescribed under the Environmental Protection (Prescribed Processes and Substances) Regulations 1991... dictate the need to obtain authorization from the local Authority for processes involving emissions.

Sections 79-84 of the Environmental Protection Act 1990 allows local authorities to serve abatement notices for statutory nuisances, including smoke, fumes, and gas.

Clean Air: - The Clean Air Act 1993 controls the emission of dark and black smoke, grit, and dust. The provisions include prohibition of dark or black smoke from industrial or trade premises, e.g. bonfires, and the requirement to use only authorized fuels in a smoke control area.

Contaminated land:

The contaminated land regime set out in Part IIA of the Environmental Protection Act 1990 has been brought into force by the Contaminated Land (England) Regulation 2000.

The purpose of this regime is to identify land that, due to the presence of contaminants, presents in its current state a significant threat to human health, property, or the natural environment. Cleaning up of brown-field sites for redevelopment is dealt with under planning legislation.

Landfill Tax:

As of October 1996, landfill tax has been payable on waste disposed of at landfill sites. The legislative provisions are found in the Landfill Tax Regulations 1996 and (as amended) Landfill (Qualifying Material) Order 1996.

Environmental Management Systems:

Although there is no legal obligation for companies to implement an environmental management system, there are two official schemes for setting one up. These are: a) The EC Regulation setting up an eco-management and auditing scheme (EMAS); b) The international standard ISO 14001 Environmental management systems: specification with guidance for use and related standards in the ISO 14000 series. NB: The EMAS Regulation was revised in 2001, making ISO 14001 its environmental management system standard.

Noise:

Under ss. 79-84 of the Environmental Protection Act 1990, noise omitted from a site may be a statutory nuisance. Section 60 of the Control of Pollution Act 1974 gives local authorities powers to serve notices to control noise and vibration on or from building sites. The Noise and Statutory Nuisance Act 1993 makes noise from vehicles, machinery, or equipment in the street a statutory nuisance.

The Noise Emission in the Environment by Equipment for Use Outdoors Regulations 2001 aim to harmonise noise emission limits for "outdoor equipment" including construction plant and machinery.

Waste: - (Construction & Building

Under the Pollution Prevention and Control Act 1990, the Pollution Prevention and Control (England and Wales) Regulations 2000 have been formulated to cover a wider range of discharges to air, land and water.

Under Part 11 of the Environmental Protection Act 1990, anyone who produces waste, has a "duty of care" for waste management. Under s.33 of this 1990 Act, anyone who disposes of, treats, or stores waste must obtain a waste management licence. (Waste Management Licensing Regulations 1994, as amended). The Control of Pollution (Amendment) Act 1989, and the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, requires anyone who carries " waste" to register with the Environment Agency. Other Legislation: Landfill Tax Regulations 1996, Special Waste Regulations 1996, The Environment Act 1995, Waste Management Regulations 1996.

Sustainable Development

There exist two generally accepted definitions of sustainable development:

- 1) The Brundtland Report {World Commission on Environment and Development (WCED)}: that it *"meets the needs of the present without compromising the ability of future generations to meet their own needs"*.
- 2) The UK Government defines it as *"Ensuring a better quality of life for everyone, now and for generations to come"*.

In the UK the construction industry is one of the biggest users of natural resources, requiring approximately 260 million tonnes of minerals annually, not to mention the vast amounts of power and water required to produce the materials. The industry also has the worst record on industrial pollution.

The construction industry is one of UK's largest employers and it has been assessed that 1.5 million people are directly employed, with millions more involved in ancillary industries.

It has been assessed that the waste produced annually by the UK construction industry amounts to 20% of the UK total, some 70 million tonnes. It is perhaps not surprising, therefore, that there is so much focus on the contribution that improvements in environmental performance could make.

Continuing from the 1998 Egan report, Rethinking Construction, the UK Sustainable Development Commission recommends the following key points:

- Acceptance and understanding of the key principles.
- Audit of current performance.
- Appraisal of opportunities and threats.
- Adoption of objectives, targets, and indicators.
- Assessment of the strategy.
- Action to achieve targets and objectives.
- Accounting for action by reporting.

Company Environmental Policy

This Company recognises the need to protect the environment in which we live and work and use natural resources prudently across the whole of the services that we provide. A sustainable environment is one of the key elements of regeneration process to which we are committed working with client “partners” to achieve the recommendations of UK SDC: -

We are committed to:

- a) Demonstrable continual improvement of its environmental performance to minimise adverse effects on the environment.
- b) Compliance with all relevant environmental legislation and regulations.
- c) Use our influence to actively encourage responsible environmental practice by its suppliers, haulers & contractors, and raise awareness of these issues among its workforces.

To:

- a) Prevent pollution (air, water, and ground) and minimise waste and make efficient use of natural resources (including energy) from our work processes by striving to recycle (salvage for reuse) as much material as is possible: i.e. roof tiles, roof slates, ridge tiles, timber, bricks, stone, mouldings, windows, doors, metal, concrete and masonry (for crushrd material).
- b) Prevent anyone from dealing with our unavoidable waste illegally, prevent the escape of our waste, ensure waste is only transferred to an authorized site, and ensure an accurate description of waste is provided when the waste is transferred, and a transfer note completed.
- c) Use licensed carriers (Registered with the Environment Agency) for transfer of waste to a licensed land fill site, licensed disposal site or licensed transfer station, with reclaimed materials to the “marketplace”.
- d) Seeking to ensure (through the costing process and with client liaison) that our workforce and staff have the necessary time and resources to meet the requirements of this policy.
- e) When purchasing materials ensure that the products have originated from a sustainable source: i.e. obtain a statement of origin from the supplier.
- f) Setting formal objectives to build improved environmental performance for all of our activities.
- g) Making this policy available to all staff, workforce, suppliers, sub-contractors, clients via direct mail, and induction training.
- h) Complying with all relevant Environmental Legislation, Regulations (and Acts).
- i) Develop and maintain an environmental management system (EMS) for all our activities with a goal of seeking certification to ISO 14001.
- j) Formally audit the EMS and then review its progress revising procedures, objectives, and targets wherever necessary to improve on performance.

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY INCORPORATING RACE RELATIONS.

1.00 Policy Objectives: -

To effectively implement the Company Policy to comply with the Laws and Codes of Practice:

-

- 1) The Disability Discrimination Act 1995 (As amended by Part 111 effective from Oct 04).
- 2) The Equal Pay Act 1970.
- 3) The Sex Discrimination Act 1975 (As amended).
- 4) The Race Relations Act 1976, and
- 5) The Race Relations Code of Practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment.
- 6) The Equal Opportunities Commission Code of Practice.
- 7) The Employment Equality (Age) Regulations 2006.

2.00 Company Equal Opportunities Statement: -

a) As an equal opportunity employer, we are fully committed to establish and maintain a working environment in which recruitment and promotion within the company is based upon merit. We will ensure that no employee or job applicant is treated less favourably on the grounds of colour, race, nationality or ethnic origin, gender, sexual orientation, disability, marital status, or any other condition that cannot be justified in job related terms.

b) We will ensure that selection decisions will be made on ability using objective job-related criteria.

c) We will provide terms and conditions, training, promotion, and appraisal without regard to colour, race, nationality or ethnic origin, gender, sexual orientation, disability, or marital status. We clearly state to all employees that any act of discrimination, including harassment will be grounds for disciplinary action and complaints will be raised through the company's grievance procedure.

d) To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce representative of the local communities in which we operate. Accordingly whilst working away from our Herefordshire site we will employ as many "local people" as possible, to ensure that employment is shared within the community in which we are working: We will, wherever possible, refrain from the transportation of existing labour, across the country, where local labour can be engaged to carry out "the works" (either unskilled as labourers, or skilled as plant operators etc).

e) Overall responsibility for the application of the policy rest with the Director, However, all employees have a personal responsibility under our policy, in particular all managers and supervisors.

3.00 Communication of this Policy: -

The Directors will ensure that all staff and employees are aware of this policy: (Copy of this Policy will be displayed at each "workplace" with all managers and supervisor staff inducted concerning its content and implementation). We will reflect this policy in our activities, particularly in respect of the provision of our services and employment of new staff. When hiring staff, or "labour" to work for us we will ensure that our recruitment practises include open recruitment methods, by press advertisement, and the use of job centres, and career

offices.

4.00 Our Recruitment Process:

Our primary aim of recruitment is to get the best person possible to fill the job vacancy with a process that is fair and open: - recruitment stages as follows: -

a) Job Vacancies:

- i) Pre-Start every new contract, the Manager is to assess the labour required to carry out the contract and assess how much additional labour is required to carry out the project works.
- ii) Upon an employee leaving the Company, The Manager will assess the need for replacing the vacancy.

b) Job Description:

i) Job Title: Will be clearly defined: i.e. labourer, plant operator, site supervisor, contracts manager, steel fixer, lorry driver, office clerk, quantity surveyor...etc.

ii) Job Purpose: Clearly define the duties for the job.

iii) Working Hours: Clearly define the working hours: i.e. Monday to Friday - 37 hours per week: (Flexible arrangements apply to start and finish hours).

iv) Person Specification: -

Clearly state criteria: Only request skills required for the specific job: i.e.: plant operators must hold a CITB certificate; lorry drivers must hold a HGV Licence; Site Supervisors must have a minimum of two years' experience in steel erection and fabrication works.

v) Advertising the vacancy:

To ensure that we get the best candidate for the job, we will advertise the vacancy as widely as possible: -

a) To local job centre. b) In local/national newspaper. c) Local Race Equality Council.

vi) Application Forms:

Only a bare minimum of personal details will be requested with the emphasis on how the applicant believes they can meet the requirements outlined in the job description and person specification. Candidates will be invited to give examples outside of employment, if they believe that they have transferable skills which are relevant to the job.

vii) short listing:

Two or three (or more if appropriate: i.e. should job vacancies be of a multiple nature) applicants will be selected by awarding marks against the applicants' display of evidence against the listed criteria.

viii) Interviews:

Short listed applicants will be interviewed by the Directors where identical further job information will be afforded, with selection based solely upon the applicant's ability to demonstrate that they are the best person for the job. In the case of plant operators, all applicants will be given the opportunity to demonstrate their practical skills in operating the specific type of plant (for which the vacancy exists).

ix) The successful applicant:

We will advise the applicant/s immediately of their success in being awarded the job (with unsuccessful applicants notified accordingly). We may take up references prior to taking up their post, and in all cases check their eligibility to work in this country under the Asylum and Immigration Act, 1996.

x) Follow through:

Each new employee will be inducted in respect of Company Policy, safe working practices, and health & safety awareness, and will be placed under a supervisor to whom they can refer for help or advice during their induction into the company.

xi) In compliance with the Race Relations Act 1976: -

To avoid indirect discrimination, it is our company policy does not recruit by word of mouth from friends or relatives of employees. Should a friend or relative of an employee show interest in a job vacancy, they will be treated upon merit and job suitability along with all other job applicants.

To avoid direct discrimination, we will treat all employees (and job applicants) fairly and equally.

To avoid discrimination by victimisation we will not treat a person less favourably for any reason: i.e. that they have in the past brought proceedings, given evidence, or done anything by reference under any Act defined in section 1.00 before.

5.00 Training: -

All employees will be encouraged to "better themselves" with training courses arranged, as required: - i.e. erection of tower scaffold, changing of discs upon abrasive wheels, health & Safety Awareness, Construction Site Safety Awareness.

6.00 Review of the Policy: - Six monthly reviews will be made of this policy with specific action to implement and make changes, if necessary, by way of involvement of the workforce in Toolbox Talks, and Monthly Management Meetings

7.00 Monitoring: - The Company Secretary will monitor the number of job applications from different ethnic groups, and numbers employed: (by grade and by selection). If monitoring reveals that under-representation of ethnic groups exists, The Directors will instigate to check that the Company Policy is being used effectively in the firm, and instigate changes as required.

8.00 Action for failures in the implementation of company policy: -

The Directors will not tolerate victimisation, direct or indirect discrimination or harassment against any employee. Should any complaint be received, the alleged offender will be interviewed informally and made aware of the effect of their behaviour has on others with an informal request for them to resist. If an informal warning proves ineffective the alleged offender will be interviewed formally, evidence gathered from witnesses, with disciplinary action taken as appropriate. NB: If a director has proof that the Company Policy has been seriously breached the offender will be dismissed.

Company Anti-Fraud & Value for Money Policy Statement

1.00 Statement of Intent: -

This Company is committed to the principles of Anti-Fraud, and fraud in any form will not be

tolerated. The Company will prosecute or take disciplinary action against those committing fraud in all cases. Further staff should inform if they have suspicions of fraud.

2.00 Policy Objectives: -

We will comply with relevant legislation and Statutory Codes of Practice.

The: -

1) Theft Act 1968 and 1978, which covers offences generally referred to as fraud where it is for a court to determine in a particular instance whether fraud has occurred. NB The Government Internal Audit Manual defines fraud as the use of deception with the intention of obtaining advantage, avoiding an obligation, or causing loss to another party.

2) The Prevention of Corruption Act 1906. S. 1 (1): - Corruption being defined as offering, giving, soliciting or acceptance of an inducement or reward which may influence a person to act against the interests of the organisation (or Company). The 1906 Act applies to Crown Servants and employees of local authorities. The Prevention of Corruption Act ,1916 and the Criminal Justice Act, 1967 increased penalties for corruption.

3) The National Audit Office (NAO) Report " The Risk of Fraud in Property Management", details Ministry of Defence Policy on fraud, strategy, and organisation to manage the risk of fraud, and procedures for staff to follow when fraud is suspected.

Company Policy

1) Clearly define the extent of works being undertaken and offer a fair and reasonable value for money price for carrying out such works.

2) Never collaborate with others to price or be party to "ghost jobs", or be party to overcharge, or pay cash (or in kind) incentives to any other party.

3) Never request, alone, or in collusion with other parties, a variation for unnecessary extra work not carried out.

4) Never collude with other contractors to fix the outcome of competitions for work and obtain excess profits. excess profits.

5) Never use materials of lower quality or smaller quantity than specified without PR agreement and offering fair value credit.


Never deliberately carry out poor quality work to ensure further repairs are necessary in future.

6)Always give invoices for work carried out, and where appropriate pass on trade discounts. Never invoice for works not carried out, or for items not provided.

7)Co-operate fully with all Audits (Internal or External), providing full information promptly as requested.

8)Report to Client any employee caught or suspected of stealing from sites or workplaces, with an instant dismissal for such person being found guilty of theft in a Court of Law.

END OF
COMPANY HEALTH AND SAFETY POLICY & MANUAL

Signed  .Dated 28th January 2025
Malcolm Cox,
Director
RB Structures Ltd

End of Document