HEALTH & SAFETY POLICY

STATEMENT - ORGANISATION - ARRANGEMENTS

Command Electrical Ltd
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Principal Scope of Activity

Electrical Contractors

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HEALTH & SAFETY POLICY STATEMENT

As top management of Command Electrical Ltd I have a considerable responsibility to ensure that the company requirements concerning health and safety at work, and the environment, are properly understood by everybody and are adhered to constantly. However, these requirements can only be regarded as a foundation stone, as it is my belief that health, safety and the environment rank equally with all other company objectives.

The responsibility placed upon me is filtered down through the management, operations and administrative staff who report to me. As part of their duties they must ensure that our activities do not adversely impact the environment, that health and safety in the workplace is kept under control, and that the performance of those reporting to them is monitored.

All employees have a legal duty to co-operate with their employer on health and safety. We must all take reasonable care for our own health and safety, and that of others who may be affected by what we do or do not do. As employees within our organisation it is up to each one of us to ensure that whatever we do it is safe for others, as well as being safe for ourselves.

Employees will be suitably trained to perform the tasks that they are likely to undertake, to recognise potential risks in the work situation, and not to be asked to perform any task that is likely to risk their health.

The company is bound by law to conduct risk assessments in the workplace, and we will accordingly take all steps to control foreseeable hazards, and risk of harm, where it is reasonably practicable to do so.

As a company we take full account of the impact of our operations on health, safety, welfare and the environment. We continually seek to improve on best industry standards, where reasonably practicable and economic to do so, and shall accordingly provide the time, trouble and financial resources to protect all persons affected by our operations.

We believe that people are our greatest resource, and are the key to the safe management of our activities, and all should be motivated to understand that working safely, and professionally, is the only way forward.

Finally, we are all committed to the prevention of injury and ill-health, and to compliance with all applicable health and safety law.

Mark Lydon
Director

September 2026 (Review By: 30th September 2027)

Foreword

We carry out electrical work in the domestic, commercial and industrial sector, including maintenance, installation, inspection and testing including landlords certificates. We are a NICEIC approved contractor and are affiliated to trust mark.

Admac Ltd have been appointed as **Safety Advisors** to the organisation.

Personnel involved with continual monitoring and review of the management systems are:

Mark Lydon
Director – Command Electrical Ltd

The Health and Safety and Environmental Practitioners available for external inspection, audit and joint maintenance of this Health and Safety Management System are:

John Dwelly FMS CMIOSH DipSM MIIRSM
Chartered Safety and Health Practitioner – Admac Ltd

James Dwelly BSc (Hons) DipNEBOSH GradIOSH
Safety and Health Practitioner – Admac Ltd

This Health & Safety information is supported by Admac's web portal **Gateway** which is upgraded continuously being available via: www.admac.co.uk

The **username** and **password** are obtainable from the Safety Manager.

Admac Ltd, Unit 5, Ashford House, Beaufort Court, Rochester, ME2 4FA
T 01322 556558 | E enquiries@admac.co.uk

Health & Safety – Quality Management – Environmental Management Consultancy and Training Services

Introduction

This document sets out the general Responsibilities, Organisation and Arrangements to support the Health & Safety Policy Statement of Command Electrical Ltd, hereinafter referred to as the Company. All personnel employed by the Company are to have this document brought to their attention and the signed policy statement is to be displayed in a prominent position for all to read. If any employees have any queries, or require further information, then they should contact their Supervisor.

This Health and Safety Policy shall be reviewed annually by the Safety Officer, and Safety Advisor, to reflect any changes in Health and Safety Legislation and Work Practice, and to provide an annual plan to review resources and actions necessary to develop an acceptable safety culture within the organisation. Any such changes to this document will be issued or posted as appropriate.

General Summary

The Company shall, in order to fulfil its General Policy Statement:

- Provide all employees, and others, with safe working methods, equipment, and procedures together with an appropriate working environment to prevent accidents and injuries, as well as to prevent loss or damage to property.
- Identify the health and safety hazards arising from its business, and assess and manage the associated risks.
- Provide adequate information, procedures and consultation to achieve full co-operation of employees on all matters relating to health, safety and welfare.
- Comply fully with the statutory requirements relating to health, safety and welfare at work.
- Ensure that the Company objectives are fulfilled by the reviewing and monitoring of work activities.
- Ensure, so far as is reasonably practicable, that all visitors and contracted personnel who are involved in work for the Company, work to the same standards of health and safety established for employees.
- Provide an organisational structure that clearly identifies responsibilities for safety as well as promoting health and safety throughout the organisation.

Health & Safety Management System Structure

Health and Safety Policy		
Part 1 Health & Safety Policy Statement of Intent	**Part 2** Health & Safety Organisation	**Part 3** Health & Safety Arrangements, Processes & Procedures

Hazard Identification and Management Control		
Part 1 Risk Assessments (Common Hazards)	**Part 2** Risk Assessments Method Statements (Task Specific Hazards)	**Part 3** Employee **Safe Systems of Work** & **Safety Handbook**

Documentary Evidence		
Training Records Safety Induction Work Equipment Display Screen Equipment Manual Handling Hazardous Substances “Refresher” Courses Driving Fire Safety Employee Core Skills	**Safety Monitoring** Inspections Audits Occupational Health	**Review and Action** Incident Investigations Safety Meetings Correspondence

Revision Log

Issue Number	Revision Date	Summary of Main Changes	Authorised By
1.0	18/09/2014	New Policy	Mark Lydon
1.1	06/04/2015	CDM 2015 – Section replaced for revised roles and duties	Mark Lydon
1.2	01/06/2015	COSHH Symbols (CHIP -> CLP)	Mark Lydon
2.0	18/09/2015	Policy Statement Annual Review	Mark Lydon
3.0	18/09/2016	Policy Annual Review Health and Safety and Nuclear (Fees) Regulations 2016	Mark Lydon
4.0	18/09/2017	Policy Annual Review	Mark Lydon
5.0	20/09/2018	Policy Annual Review	Mark Lydon
6.0	30/09/2019	Policy Annual Review	Mark Lydon
7.0	28/09/2020	Policy Annual Review Addition of Coronavirus Act 2020 to Legal Register	Mark Lydon
8.0	27/09/2021	Policy Annual Review	Mark Lydon
9.0	21/09/2022	Policy Annual Review	Mark Lydon
10.0	30/09/2023	Policy Annual Review	Mark Lydon
11.0	26/09/2024	Policy Annual Review	Mark Lydon
12.0	30/09/2025	Policy Annual Review	Mark Lydon
13.0	09/09/2026	Policy Annual Review	Mark Lyndon

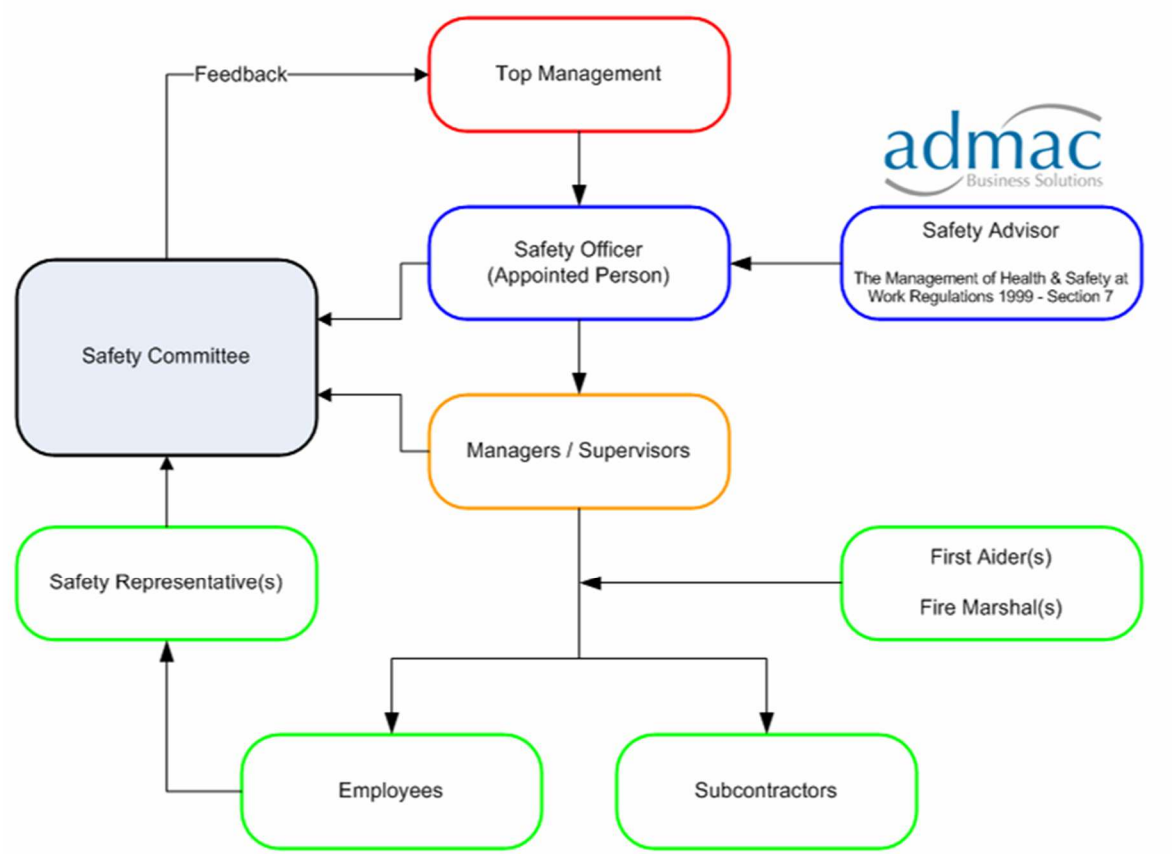
Legislation Register

Acetylene Safety (England and Wales and Scotland) Regulations 2014
Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
Confined Spaces Regulations 1997
Construction (Design and Management) Regulations 2015
Control of Artificial Optical Radiation at Work Regulations 2010
Control of Asbestos Regulations 2012
Control of Lead at Work Regulations 2002
Control of Noise at Work Regulations 2005
Control of Substances Hazardous to Health Regulations 2002
Control of Vibration at Work Regulations 2005
Controlled Waste (Registration of Carrier and Seizure of Vehicles) Regulations 1991
Coronavirus Act 2020
Corporate Manslaughter and Corporate Homicide Act 2007
Dangerous Substances and Explosive Atmospheres Regulations 2002
Electricity at Work Regulations 1989
Employers Liability (Compulsory Insurance) Act 1969
Employers Liability (Compulsory Insurance) Regulations 1998
Environmental Protection Act 1990
Equality Act 2010
Factories Act 1961
Food Safety Act 1990
Gas Safety (Installation and Use) Regulations 1998
Health and Safety (Consultation with Employees) Regulations 1996
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (First-Aid) Regulations 1981
Health and Safety (Safety Signs and Signals) Regulations 1996
Health and Safety and Nuclear (Fees) Regulations 2016
Health and Safety at Work etc. Act 1974
Health and Safety Information for Employees Regulations 1989
Ionising Radiations Regulations 2017
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Occupiers Liability Act 1984
Occupiers' Liability Act 1957
Personal Protective Equipment at Work Regulations 1992
Petroleum (Consolidation) Regulations 2014
Pressure Systems Safety Regulations 2000
Provision and Use of Work Equipment Regulations 1998
Regulatory Reform (Fire Safety) Order 2005
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Safety Representatives and Safety Committees Regulations 1977
Supply of Machinery (Safety) Regulations 2008
Work at Height Regulations 2005
Working Time Regulations 1998
Workplace (Health, Safety and Welfare) Regulations 1992

Note: All legislation is to be considered 'as amended' where applicable.

HEALTH & SAFETY POLICY ORGANISATION

Organisation Chart



Responsibilities

Top Management

The Top Management of the Company are responsible for ensuring compliance with the Health & Safety Policy Statement and all relevant legislation and standards. They will, through the management structure, ensure that appropriate procedures and arrangements, including provisions for monitoring and review, are established and maintained.

They are to appoint someone competent, the Safety Officer, to assist with their health and safety responsibilities, and to consult with employees, and their safety representatives, on this appointment.

They are to ensure employees receive appropriate training and instruction relating to their work activities.

They are to ensure reasonable resources are made available to implement health, safety and welfare throughout the company. They are to set a personal example by wearing the appropriate protective clothing and equipment.

Safety Officer

The company employs a Competent Person, as required under the Management Health and Safety at Work Regulations 1999. This person is the Safety Officer, who reports to the Top Management on matters of health and safety.

The Safety Officer is responsible for the Management, Administration and Operation of the day-to-day requirements of the Company's Health & Safety Policy, providing supporting policies and procedures to assist the appointed Competent Persons (Duty Holders) to undertake Workplace Risk and Fire Assessments and to identify remedial measures to aid in the **elimination of hazards** and **reduction of risks**.

The Safety Officers responsibility also extends to providing **information**, **instruction** and **training** for employees, to include safe methods of working, as well as the investigation of accidents and incidents.

The Competent Person is responsible for co-ordinating the requirements of the Company in meeting legislation, approved codes of practice, guidance notes, technical standards etc. likely to apply to the health, safety and environmental standards of the Company, and shall ensure that the established policies and procedures are implemented.

The Competent Person shall co-ordinate the monitoring of work place activities, risk assessments, accident and incident investigations, statutory reporting and liaison with outside bodies who enforce the requirements of the health, safety and environmental legislation.

Duty Holders are individuals and groups that have responsibilities in the workplace under health and safety legislation. The Health and Safety at Work etc. Act 1974 places duties on:

- designers, suppliers, manufacturers, installers and importers
- organisers
- controllers
- operators
- attendants
- inspection bodies

Health, Safety and Welfare is a line-management function. The Safety Officer is responsible to the Top Management for implementing the Company's Health & Safety Policy, monitoring compliance with its requirements and ensuring that Policies and Procedures developed to support the Policy are adhered to. They must also ensure that Supervisors are properly trained so they can fulfil their required duties.

Managers / Supervisors

Managers and Supervisors are to assist the Safety Officer in the implementation of the Company's Health and Safety Policy. They are responsible for the planning of works in accordance with regulatory and Company Policy. They are responsible for the monitoring of those under their supervision for compliance with instructions and training given.

Managers must ensure risk assessments, safe systems of work, method statements, Construction Phase Plans (as appropriate) are produced and are available prior to commencement of work.

Before sub-contractors are engaged by the Company, there shall be an assessment of their technical and health and safety competency by way of formal assessment. Managers are to ensure only bone fide subcontractors are engaged by the Company.

Managers report directly to the Safety Officer and are part of the Safety Committee who meet regularly to review health and safety matters, as they arise. The reports and feedback from Managers will form part of an action plan for continual improvement of the Company's safety culture.

Office Manager

The Office Manager will read and understand the Health and Safety Policy. They will ensure the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and Health and Safety (Display Screen Equipment) Regulations 1992 are complied with.

The Office Manager will collate all accident/incident information and where necessary inform the Company Insurers. Where an incident is of a serious nature (reportable), the Office Manager will liaise with the Safety Officer to ensure a full accident report, along with all relevant supplementary documentation is collated and securely stored in the Company's confidential Files.

The Office Manager and Safety Officer will ensure a suitable Fire Risk Assessment is conducted for the Company's offices, and will ensure this is reviewed periodically or if there is a fire/fire near miss.

The Office Manager and Safety Officer will ensure nominated Company First Aiders and Fire Marshalls are conducting their duties periodically (fire prevention actions, inspections and restocking of Company first aid boxes etc.).

The Office Manager will assist Top Management and the Safety Officer, by providing relevant health and safety information for Safety Meetings (health and safety audit/Inspection reports, accident reports, near miss data, complaints relating to health and safety, requests for new equipment, PPE etc.).

Employees

All personnel employed by the Company have a duty to act responsibly, and ensure that they do not work in a way that is likely to result in injury to themselves or to their fellow workers. Employees have a duty to co-operate with their employer to comply with their statutory duties.

To this end, they must comply with the instructions of their Supervisors, the laid down working procedures and all regulations relating to their work. Any working condition, or item of work or lifting equipment that they consider hazardous to their safety, health or potentially damaging to the environment, must be immediately brought to the attention of their Supervisor.

Sub-Contractors

Subcontractors are expected to comply with the Company health and safety policy. Subcontractors will not start work with the Company unless their competencies have been formally assessed, and they have issued all relevant information to the Company to establish they are a bone fide worker:

- Insurance Documentation
- Trade Qualifications
- Health and Safety Certificates
- References
- Details of any accidents or Enforcement Notices

Subcontractors will receive a Company Induction and a copy of the Company's Subcontractor Handbook. They are expected to comply with Company Health and Safety this at all times.

Where requested the subcontractor must produce risk assessments to the Contracts Manager to demonstrate work will be done safely with the correct equipment and techniques.

The Subcontractor will not further subcontract works without the express permission of the Company, in order that correct assessment and selection can be conducted, and Company Induction, issue of information and instruction can be conducted in a timely manner.

Safety Representatives

Safety Representatives may be elected to consult with employees and the safety committee over concerns of employees on matters relating to their health and safety which may include:

- any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or ways of working
- arrangements for getting competent people to satisfy health and safety laws
- the risk control measures in place to ensure their safety
- changes in planning health and safety matters
- the health and safety consequences of introducing new technology

Safety Committee

The safety committee will review the effectiveness of the Company Policy for Health, Safety and Welfare. The committee should be made up of Senior Management, Managers and Employee Representatives. Topics that should be reviewed during meetings are:

- Discuss any accidents or incidents that have occurred since the last meeting
- Consider revisions to Safe Systems of Work in light of reported incidents
- Discuss any breaches of regulations and take steps to prevent re-occurrence

Safety Advisors

The Company's nominated safety consultants are **Admac Ltd** whose main responsibilities are to:

- Advise senior management and the Company Safety Office of any new health and safety legislation or changes in existing legislation
- Provided interpretation of health and safety legislation so that the Company understand their duties to meet legislation requirements
- Review the Company's general health and safety management system at regular intervals
- Suggest suitable training for workers of the Company in order that work can be undertaken safely
- Investigate, when requested, notifiable accidents or dangerous occurrences and submit to the company in writing a confidential report
- Carry out, when requested, site audits
- Carry out, when requested, company audits

Duty Holders

Responsibilities	Description	Name(s)
OH&S Objective Control (Top Management)	Responsibility and Authority for planning and achieving OH & S Objectives, by the provision and analysis of Monthly input data for evaluation against given targets	Mark Lydon
Co-ordinating H&S Issues (Safety Managers)	Appointed Persons for Co-ordinating Health & Safety	Mark Lydon
Investigating and Reporting Accidents, Incidents and Near Misses	Provision of Management Statistics, Investigation Reports, Accident Book entries & RIDDOR Reports	Mark Lydon
Risk Assessment	Provision of Suitable and Sufficient Common (CH) Hazard and Task Specific (TS) Risk Assessments to identify, control and eliminate any foreseeable harm	Mark Lydon
Manual Handling Assessment	Assessment of hazardous Manual Handling activities to identify, control and eliminate any foreseeable harm	Mark Lydon
Subcontractor/Sub-subcontractor Review	To maintain and review the register of Approved Subcontractors	Mark Lydon
Workplace Inspections (Including Subcontractors)	To undertake planned Safety Tours and Safety Inspections to provide input data for Management Review	Mark Lydon
Hazardous Substances	COSHH Risk Assessments & Control of Material Safety Data Sheets (MSDS's)	Mark Lydon
Training	H&S Induction and Task Specific Training e.g. Pressure Washers, Fork Lift Truck, Manual Handling, PPE & Hazardous Substances	Mark Lydon
Display Screen Equipment	Work Station Assessment of DSE 'Users'	Mark Lydon
Fire and Evacuation Arrangements Fire Risk Assessment	Appointed Competent Person(s) to ensure fire safety	Mark Lydon
Personal Protective Equipment (PPE)	To control the allocation of PPE and to provide information, instruction, training and supervision.	Mark Lydon
Safety Representatives	To represent their members' interests in matters of Health, Safety and Welfare and to carry out statutory functions outlined in Safety Representatives & Safety Committee Regulations 1977	Mark Lydon
First Aid / Appointed Person	To administer First Aid Treatment, Contact the Emergency Services, maintain First Aid Equipment	Mark Lydon
Work Equipment Inspections	To undertake planned & documented "thorough" inspections of work, access & lifting equipment and accessories	Mark Lydon
Construction (Design & Management) Regulations 2015	To ensure competence of all involved in construction projects.	Mark Lydon
Portable Appliance Testing (PAT)	To thoroughly inspect portable electrical appliances	Mark Lydon

HEALTH & SAFETY POLICY ARRANGEMENTS

Accidents and Incidents (Reporting and Investigation)

In the event of an accident causing injury, the injured person must be cared for and a First Aider summoned immediately. An entry will be made in the Accident Book at that time. If because of their injury, they are incapable of making an immediate entry, then their supervisor or manager will make that entry.

Accidents, incidents, dangerous occurrences and occupational ill health involving Company employees, contract employees and visitors will be reported immediately to the Safety Officer. They are then responsible for conducting the initial investigation to check safe practices are in place and to prevent recurrence. They should also ensure that an entry has been made in the Accident Book regardless of the severity of the injury.

The Company will ensure compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, commonly known as RIDDOR.

The Safety Officer will, as soon as practically possible, complete an Incident Report form for any notifiable accidents, incidents and dangerous occurrences. This will be presented to the Health and Safety Committee, who, where applicable, will report to the enforcing authority in accordance with statutory requirements on form F2508.

The Supervisor shall undertake all necessary fact finding actions, and undertake a further Risk Assessment of the activity, to determine:

- Those involved in the accident/incident
- Witness reports/statements
- Work place layout
- Other trades involved
- Photographs of the accident scene
- Site agent liaison
- Weather Conditions
- Property Damage
- First Aid Reports
- Available Health and Safety Documents
- Work Activity at time of accident/incident
- PPE used

Accidents on Site – the above procedure shall apply for all site accidents no matter how apparently trivial.

Site/Lone Workers

In the event of an accident, minor injuries will treated by the operative using their travelling first aid kit.

The nearest accident and emergency unit will be contacted or visited for any injury requiring further treatment.

Injuries Notifiable to Enforcing Authorities

All reportable incidents/accidents/dangerous occurrences and work related illness must be reported to the Incident Contact Centre (ICC) at the following address:

By Telephone	By Internet
0845 300 9923 (Major / Fatal Only) 0151 922 9235 (Out of Hours)	http://www.hse.gov.uk/riddor/

Where a person as a result of an accident arising out of, or in connection with, work dies or suffers any of the injuries specified below it is necessary that a responsible person shall:

1. notify the ICC by the quickest practice means: telephone for fatal or major
2. notify the ICC by internet for other reportable accidents/incidents within fifteen days of the incident on a prescribed form **F2508**
3. for fatalities or major accidents/dangerous occurrences already notified by telephone, it is still necessary to notify the ICC within fifteen days by internet and compile a RIDDOR report on the **F2508** form.

The term 'accident' here includes acts of non-consensual violence to a person at work with the reason for the violent act being work related (e.g. two employees fighting over a personal disagreement is not reportable).

TYPES OF REPORTABLE INJURY

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to eyes, respiratory system, or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than **seven consecutive days** as the result of their injury.

This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within **15 days of the accident**.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

First Aid

The Company recognises its duties under the Health and Safety (First-Aid) Regulations 1981 (as amended), and the Approved Code of Practice (L74), whereby arrangements must be made for a suitable number of employees to receive training in first aid. This will enable them to cope in an emergency situation placing particular emphasis on the types of injuries which are common in our industry.

Notwithstanding the above, at least one member of every team of employees will be designated as an Appointed Person. Additional training will include courses in First Aid at Work (**FAW**), or Emergency First Aid at Work (**EFAW**), and specialist training as may be appropriate.

The Company premises shall contain at least one suitably stocked First Aid Box, which shall be under the control of a qualified person, together with appropriate notices displayed giving names, contact details and locations of personnel and equipment.

All vehicles will be provided with a suitably stocked First Aid Kit. It will be the responsibility of the supervisors to ensure that all kits are adequately stocked, and the responsibility of employees to inform them for a re-supply.

Periodical inspection will take place to ensure that all first aid kits are kept clean and adequately stocked.

The following table offers guidance to minimum levels of First Aid cover, but is no replacement for a thorough risk assessment:

Degree of Risk	Number of Employees	Suggested number of first aid personnel
Low risk e.g. offices, shops, libraries	Less than 25	At least one appointed person
	25 to 50	At least one first-aider trained in **EFAW**
	More than 50	At least one first-aider trained in **FAW** for every 100 employed (or part thereof)
Higher risk e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5 to 50	At least one first-aider trained in **EFAW or FAW** depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in **FAW** for every 50 employed (or part thereof)

In addition, the following factors will be taken into account:

- Inexperienced workers or employees with disabilities or particular health problems
- Employees who travel a lot, work remotely or work alone
- Employees who work shifts or out of hours
- Premises spread out across buildings/floors
- Workplace remote from emergency medical services
- Employees working at sites occupied by other employers
- Planned and unplanned absences of first-aiders/appointed persons
- Members of the public who visit the workplace

Welfare Arrangements

The Company will aim to achieve and maintain, so far as is reasonably practicable, those statutory required standards imposed by The Workplace (Health, Safety and Welfare) Regulations 1992 to avoid of ill health and promote good health and employee welfare. Adequate welfare facilities will be provided for employees, wherever reasonably practicable at all premises occupied by the company.

'Welfare facilities' are those that are necessary for your well-being, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during your breaks.

Arrangements will be made to utilise available welfare facilities for any site work away from the company. Where there are none available on site, the company will make arrangements to ensure access to the nearest suitable facilities is available.

Consideration will be given to provision of:

- Suitable maintenance systems
- Protection against falls/falling objects
- Safe separation for pedestrians and vehicles at the place of work
- Readily accessible clean sanitary conveniences
- Readily accessible well lit and ventilated facilities for washing with hot and cold running water
- Enough toilets and washbasins for those expected to use them with sufficient soap or other washing agents, a basin large enough to wash hands and forearms if necessary and a means for drying hands, e.g. paper towels or a hot air dryer
- Readily accessible and conspicuously marked supply of wholesome drinking water
- Adequate clothing and changing facilities
- Rest and eating facilities with protection for non-smokers from tobacco smoke and where appropriate, facilities for expectant and nursing mothers
- Sufficient quantities of fresh or purified air

Environmental

The Company operates within the requirements of a separate **Environmental Policy** to minimise the impact of its operations on both the environment and its employees, whilst maintaining the high technical and quality standards associated with all company products.

Health and Safety Law Poster

Legislation requires the mandatory display of a Law Poster in each of the Company's registered premises.

Research showed that the older version of the law poster and law leaflet were visually unappealing and rarely read. The latest versions have been completely re-designed to be more readable and engaging. The poster and pocket card are available in a range of formats to make health and safety information more accessible.

The 2009 poster and pocket card also reflect changes in the law to reduce the administrative cost to employers of having to provide additional written information on the poster or with the pocket card, and having to keep this information up to date. Instead, workers are advised to phone the HSE Infoline to be put in touch with the health and safety enforcing authority for their workplace or with HSE for employment medical advice.

The 2009 poster and pocket card set out in simple terms, using numbered lists of basic points, what employers and workers must do, as well as showing what to do if there is a problem.
Their appearance has been completely re-designed to make them more readable and colourful.

Subcontractors

Subcontractors, and any further **Sub-Sub Contractors**, of the Company will comply with all statutory requirements, procedures and practices applicable to the defined works.

Before commencement of work on site, or on location for the Company, the Subcontractor will be required to notify, in writing, who the competent **health and safety specialist** is within their organisation.

Where appropriate, the Subcontractor will provide a **Method Statement** and **Risk Assessment**(s) relating to the works to be undertaken - detailing any hazards, persons affected, evaluations of the risks, health consequences and safety controls.

Subcontractors and any sub-subcontractors will, as required, provide evidence of **operative competency**.

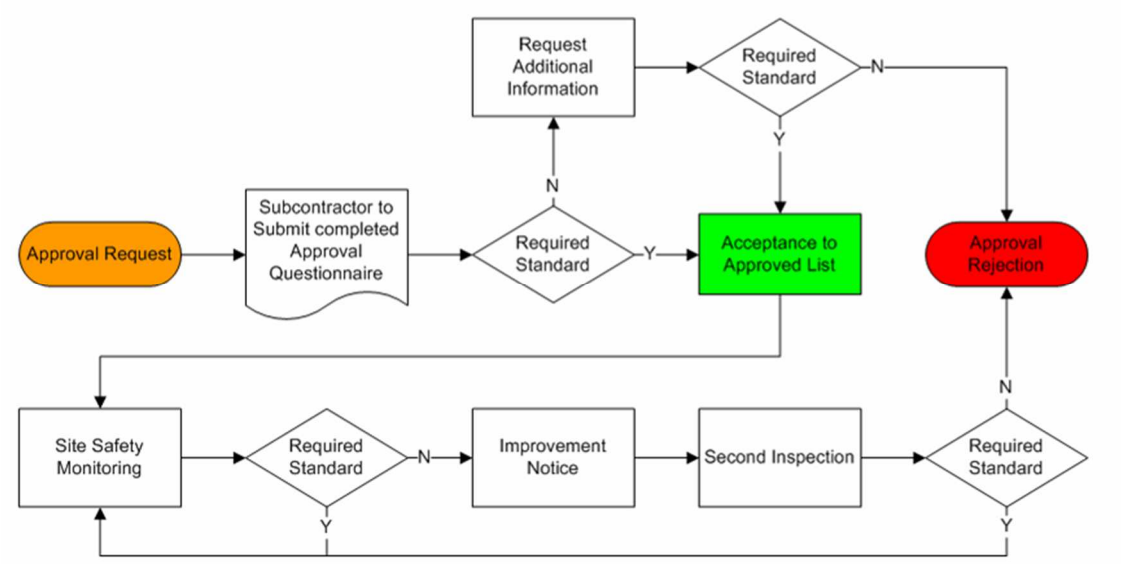
Each Subcontractor will be required to have met, and understood, the minimum requirements of the Company **Subcontractor Approval Process**. Prior to using any Subcontractor (for the first time) information will be obtained using the Company **Subcontractor Approval Questionnaire** which will be reviewed to ensure that the prospective Subcontractor has suitable and sufficient Health & Safety Arrangements in place to be able to complete specified works without creating an unacceptable risk to the health and safety of themselves or others. Where information is unclear, or lacking in detail, clarification should be sought before work commences.

In the event of major legislative changes relevant contractors should be re-appraised. Otherwise **annual reviews** will be undertaken.

The Company **Subcontractor Reviewers** shall ensure that approved Subcontractors are competent and will abide by Safety Rules. A **signed** and **dated** acknowledgement of the receipt of rules and information is required before approval for commencement of works and/or entry to site is given. Any selected Subcontractor that further **subcontracts work** must provide evidence of how they in turn are controlled (as above).

All levels of contactors **must communicate** on **safety matters** (with other trades also as necessary) with, for example, **formal minuted meetings** or **informal daily site meetings** to ensure that safety procedures are not compromised.

To facilitate the process of Subcontractor control the **Contractor Health, Safety & Welfare Review Process Map** shown below is utilised, with all accompanying approval documentation, to approve subcontractors.



Consultation Arrangements

The Company is committed to consult with employees, and their safety representatives, on health, safety and welfare matters in accordance with Section 2 of the Health and Safety at Work Act 1974. An ongoing dialogue accomplishes this with regular meetings between the Safety Committee, of the appointed Competent Person and Supervisors, as required by the Health and Safety (Consultation with Employees) Regulations 1996 and/or the Safety Committee & Safety Representatives Regulations 1977.

Adequate communication channels are maintained so that information concerning safety matters, including results of risk assessments that may affect any or all employees is communicated effectively.

Matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters that cannot be effectively remedied are referred to a Safety Advisor for advice and guidance.

Management meetings are held periodically, where any matters relating to health, safety or welfare may be discussed.

Visitors

Visitors to the Company will comply with all statutory requirements, Company procedures and practices and, at all times whilst on Company premises, will be accompanied by a member of staff.

Communicating with Workers whose First Language is not English

All workers are expected to have a reasonable command of English Language so that they may understand any spoken, or written instructions (such as Safe Systems of Work) to ensure that they are not harmed - or that they do not harm others affected by what they do ……. or do not do.

Where it is recognised that significant hazards require simplified and effective communication it may be necessary to adopt pictorially enhanced safety documentation to ensure that workers clearly understand their instructions.

Additionally, the organisation shall employ supervisors who are bilingual, or multilingual to further enhance instruction and supervision.

Where any of the above options are not possible the supervisor must ensure that any such worker is accompanied at all times by a competent person who will be able to prevent any unsafe working practice.

Occupational Health Surveillance

Employees will be monitored by their Supervisor as to their fitness and overall ability to complete their work safely. All employees are responsible for reporting to their Supervisor any condition that develops during employment that affects their overall state of health and general level of fitness or is likely to have an impact on their work.

Where it may be necessary to monitor the workplace this will be carried out periodically by an Occupational Health Specialist employed by the Company. Risk assessments for all work activities will include taking account of the need for health surveillance, either as required by specific legislation or because of the work process.

The trained First Aiders available will provide First Aid facilities for the workforce. All events that require treatment must be reported to the nearest First Aider. All employees should be aware of the name(s) and location(s) of first aid personnel and equipment.

Additional controls and training shall be available for those employees subjected to works involving:

- Lead work (Personal Protective Equipment Training)
- Dust (Personal Protective Equipment Training / Extraction / Dampening)
- Asbestos (Asbestos Recognition / Avoidance / Reporting Training)
- Noise (Noise Surveys)
- Display Screen Equipment (Work Station Assessments / Eye tests)
- Manual Handling

Safety Monitoring of Employees and Subcontractors

Each Supervisor will, on at least a monthly basis, ensure that a structured Safety Inspection of their area of responsibility is undertaken of employees, subcontractors and sub-subcontractors (as applicable). Inspections will consider all matters relating to the maintenance of a safe and healthy workplace and will extend in particular to such matters as:

- Working at Height
- Manual Handling
- Work Equipment
- Hazardous Substances
- Electrical Safety
- Third Party Safety
- Personal Protective Equipment
- Housekeeping
- Welfare

Monthly inspections will be undertaken using a simple Checklist. Other specified inspections will be undertaken by designated competent employees or outside competent persons, as prescribed by legislation.

Supervisors will ensure that unsafe issues are closed out promptly. A copy of any report/checklist is to be forwarded to the Safety Officer.

During Safety Inspections “Tool Box Talks” will be delivered by the inspector who shall both document the course title and those who have been trained.

Risk Assessment

The Company will arrange for risk assessments of work activities to be carried out in accordance with the Management of Health Safety at Work Regulations 1999 and will ensure that all tasks are identified and assessed for their potential to expose employees to risk.

The completion of the assessments and the development of appropriate actions and control measures to minimise risk are the joint responsibilities of the Supervisors and Safety Officer. The Company will undertake to reduce all **foreseeable hazards** as far as **reasonably practicable**.

Supervisors have the responsibility for ensuring that employees are aware of the risks and that they have adequate **information, instruction, training** and **supervision** provided.

In those locations in the Company where there is no section Supervisor the Safety Officer will complete the assessments.

The Top Management and Safety Officer are responsible for ensuring that adequate provisions are made and arrangements put in place to ensure that risks are reduced to as **low as reasonably practicable**.

The risk assessments will be **suitable** and **sufficient** for the nature of the work and the Company's activities.

The members of the assessment group will, where necessary, be given training to improve their appreciation of the details of the assessment procedure, and the information needed to assist in understanding the work environment.

Provision of Information

Sufficient resources, otherwise **time**, **effort** and **finances** will be provided to deal with risk control measures and the implementation of Safe Systems of Work.

Working standards (e.g. applicable British Standards, HSE Approved Codes of Practice and HSE Guidelines) will be produced, referred to and implemented as required.

All employees and subcontractors will be provided with information about the risk assessments and control measures applicable in their work areas, and will be asked for feedback as to their suitability and effectiveness. Information relating to hazards must be in a form

Supervisors, Employees and Subcontractors appropriately are to be:

- **issued** with the Site Specific and Generic Risk Assessments relating to any identified hazards and risk reduction controls associated to their work activities, and are to:
- **read** Risk Assessments, or be:
- **personally instructed** in the content of the Risk Assessments (as required) and are to be:
- **inducted into worksite safety procedures** prior to commencement of new work.

Records

Supervisors are to **retain** a **signed briefing record** (by employees and subcontractors) of these actions so as to provide traceable evidence that all persons affected are fully aware of all hazards, correct control procedures, safe systems of work and method statements (as applicable), and what they are to do in the event of new hazards being identified during the course of their work. This is to ensure that no person misses training and instruction.

The company will keep all necessary records of risk assessments and actions to be taken to deal with recognised significant health and safety risks to employees and others at the workplace.

When health and safety reviews indicate the need, re-assessments will be arranged to determine any necessary additional or alternative actions.

The Purpose of Risk Assessment

The concept of risk assessment, rather than prescribed legislative criteria, enables employers to evaluate how the respective legislative requirements should be applied within their own organisations, and to plan for any interface with third parties. This is an onerous duty and requires detailed recording.

The purpose and function of risk assessments may be expressed as follows:

- To identify operations, tasks and processes which may **foreseeably** cause potential harm to employees or others, including members of the public (**Hazards**)
- To identify the potential of the hazard being realised, and the potential consequences which might then occur (**Risk**)
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of those present to the risk (**Controls**)

When an evaluation of risk has been considered, the principles of prevention and protection should be applied, which are, in summary:

- avoid the risk, Don't Do It!
- combat risk at source
- change the method of work to suit the individual and make use of technological developments
- incorporate control measures into procedures within an overall planned structure to reduce risks
- give precedence to controls which cover the whole workforce or activity
- provide information and training to **employees** and **self-employed** persons
- confirm that a **safety culture** is in place for a project

The Five Steps of Risk Assessment		
1	Look for the hazards	Walk around the workplace and look at what could **reasonably** be expected to cause harm. Concentrate on **significant hazards** that could result in serious harm to several people.
2	Decide who might be harmed and how	Young workers, Trainees, New and expectant mothers, Cleaners, Visitors, Contractors, Maintenance workers, Members of the public, People sharing the workplace, Site Operatives, Other trades, Supervisors
3	Assess the risk	Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done e.g. additional controls. Ask: How likely is it that each hazard could cause harm? Will you need to do more to reduce the risk? For each significant hazard is the remaining risk **high, medium** or **low**? Consider: - Prevention of access to dangerous parts of machinery - Industry standards (e.g. British Standards) - Are measures **reasonably practicable** to keep the workplace safe? - Get rid of the hazard – or control the risk
4	Record your findings	Write down **significant hazards** and conclusions and ensure there are **suitable and sufficient** risk assessments. Remember that records may be required in any civil liability!
5	Review your assessment and revise it if necessary	Ensure a proper check was made and all the obvious significant hazards have been dealt with. Make you your have considered all persons affected. Precautions taken must be reasonable to ensure remaining risk is **low** e.g. where no further action is required.

Hazard Identification

The first action in the exercise of risk assessment is to identify the hazard.

A **hazard** may be defined as a **potential for somebody to be harmed** either by an accident or exposure to a hazardous substance.

The following analysis of some common accidents will highlight the type of hazards which are the most common.

Falls

Over **half the fatal accidents** are due to falls:

- off ladders
- from scaffolds
- through fragile roofs
- through holes in roofs
- off roof edges
- from structural steel work
- from temporary working platforms
- during demolition

Overturning and Collapsing

About a **fifth of accidents** are due to things overturning or collapsing. The hazard is therefore the potential for harm to people from:

- structures or buildings
- plant including:
  - Lift machinery
  - Vehicles
  - Scaffolding

Other Risks and Hazards

When assessing risks and hazards attention must be given to the probability of unusual issues such as Bomb, Fire and Evacuation Risks. Consider the need for an **Emergency Plan**.

Vehicles moving around the worksite cause a **fifth of accidents**.

Remaining fatalities are due to a variety of causes including contact with electricity, contact with moving machinery and exposure to harmful substances.

Fatalities represent the extreme accidents, but there are many more cases of minor injury and ill health (particularly Musculo-skeletal disorders (**MSD**) which cause a great deal of distress, as well as lost time from work and financial losses to both workers and employers.

These arise from a variety of causes and must also be considered in the evaluation of risk.

Evaluation of Risk

Having identified the hazards, it is necessary to quantify two factors which will then identify the degree of **risk** posed by the hazard, or the **probability that harm will be realised without further control** to eliminate or reduce the risk.

Risk may be defined as:

A measure of the probability that damage to life, health, property, and/or the environment will occur as a result of a given hazard.

Risk is determined by several factors including:

- The **severity (consequence)** of harm that would arise if that hazard manifested itself, e.g. how badly someone may be hurt.

- The **likelihood** that harm will occur. This will relate to the frequency of a hazardous circumstance, e.g. volume of vehicles entering and leaving a site, or number of people who may be exposed to the hazard, e.g. the number of people having to cross the site access point.

The duty to do what is reasonably practicable is less strict than the unqualified duty to do what is practicable. The **seriousness** of the risk must be weighed against the **difficulty** and **cost** of removing it or reducing it. In considering the cost, **no allowance** should be made for the size, nature or profitability of the business concerned.

Where the difficulty and cost are high and a careful assessment of the risk shows it to be comparatively unimportant, action may not need to be taken.

On the other hand, where the risk is high, action must be taken at whatever the cost.

In any prosecution, it is the responsibility of the accused to show that it was not practicable or reasonably practicable for him, or her, to do more than he or she had in fact done to comply with the duty.

Note: A risk assessment represents the statistical probability of an event occurring. It is not a statement of fact, but is a statement of analysis based on the gathering together of a comprehensive body of information and research in order to give credibility to a numerical conclusion.

The following equation shows how an evaluation may then be made of the risk.

For example (from a scale of 1 to 3) using the following **Risk Rating Matrix** we have:

Hazard Severity	= 3	**Major** – permanent disability
Likelihood of Occurrence	= 2	**Possible**
Risk Rating is 3 x 2	= 6	**Medium** Action Priority – Implement Controls to Reduce Risk

The Risk Rating therefore gives a numerical value. If the worst possible scenario for both hazard severity and likelihood of occurrence is 9, the risk evaluation is: 3 x 3 = 9.

The assessed figure gives a more substantive idea of risk and the priority which should be assigned to introducing measures to control the circumstances in question.

Risk Rating Matrix

			Consequence (Severity)		
			Low	Medium	High
			1	2	3
Likelihood	Low	1	**1** Acceptable	**2** Low risk	**3** Look to improve
	Medium	2	**2** Low risk	**4** Look to improve	**6** Immediate action
	High	3	**3** Look to improve	**6** Immediate action	**9** Unacceptable

1 = Unlikely to occur
2 = Likely to occur
3 = Very likely to occur

Possible **trivial** injury
Possible **minor** injury
Possible **major** injury

Risk Rating = Severity x Likelihood

Score	Priority	Action
1 - 2	LOW	Acceptable. No further action, ensure control measures are maintained
3 - 5	MEDIUM	Tolerable. Look to improve within specified timeframe
6 - 9	HIGH	Unacceptable. Take immediate action.

CONTROLLING RISKS (Source IOSH)		
Active Monitoring	High Likelihood High Consequence	Where there are hazards with ***high likelihood*** and ***high consequence*** risks will be managed and monitored proactively – for example when a dangerous machine is consistently in use and regularly accessed for maintenance and cleaning.
Emergency Planning	High Consequence Low Likelihood	***High consequence*** but ***low likelihood*** issues are best suited to contingency and emergency planning – for example when there is the potential for electrical failure in organisations relying on power for safety reasons, but with well-engineered and maintained electrical system.
Good Housekeeping	Low Consequence High Likelihood	***Low consequence*** issues with ***high likelihood*** are usually the kind of issues which are generally well understood. Therefore we should be dealing with these already – for example, slips, trips and falls can often be managed through good housekeeping measures.
Regular Reviewing	Low Consequence Low Likelihood	***Low consequence*** issues with ***low likelihood*** Monitor issues for change – no further control should be necessary.

RISK CONTROL		
Order	**Hierarchy of Risk Assessment Controls**	**Examples of Controls**
1	Remove the hazard	Don't do it! Cordon off the Work Area
2	Substitution	Try a less risky option instead
3	Prevent Access	Guards, Fencing, Barriers & Tape, Banksman, Security
4	Reduce Exposure to the Hazard	Safe Systems of Work Permits to Work Organise Better Safety Signage Maintenance/Inspection/Supervision
5	Personal Protective Equipment (PPE)	Safety Helmets, Gloves, Safety Glasses, Safety Boots

Existing Controls **must be documented in the risk assessment** - but wherever they are found to be inadequate review the controls to return the residual risk of harm to an acceptable level. When reading the Risk Assessment Supervisors and Workers alike shall comply with both Existing and Additional Control Measures.

SAFE SYSTEMS OF WORK	
1	Take the controls from your risk assessment
2	Type these into **Simple to Understand Language**
3	Issue them to the appropriate people - the people who are at risk!
4	Read the instructions to them **and ensure that they understand the content**
5	Obtain signatures from employees, as evidence, once they have received the instructions

Method Statements

Method Statements are a written list of operations, to be carried out in a specific sequence, in order to complete a work activity in a safe manner. They are to be presented in such a manner that all workers **clearly understand** their specific work instruction (e.g. employees, freelancers, agency staff, part time).

Everyone involved in a job for which a method statement has been written should read it and sign the **briefing (call) sheet** as having done so.

Well-written Method Statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level.

Most Method Statements also include the Risk Assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents has been overcome.

Typically a Method Statement will include (at least):

1. Project reference (Job Number) / client
2. Scope of work
3. Identification of individuals (key personnel)
4. Training requirements (where competency is a requirement) e.g. site safety induction, crane, fork lift, testing, commissioning
5. Details of access equipment e.g. safe access/egress routes, maintenance, safe and emergency routes
6. Equipment required to carry out work e.g. size, weight, power rating, necessary certification
7. Locations and means of fixing the stability of any lifting equipment
8. Material storage, transportation, handling and security details
9. Hazard identification and risk control (supplementary to risk assessments)
10. Detailed work process specific sequence including co-operation between trades, limitations for part completion of works, temporary supports or supplies
11. Details of personal protective equipment and other measures e.g. barriers, signs, local exhaust ventilation/cooling, rescue equipment, fire extinguishers, gas detection
12. Environmental limitations e.g. wind speed, rain, temperature
13. Details of measures to protect third parties (who may be affected)
14. The means by which any variation to the method statement will be authorised

Safe Systems of Working

The Company takes all reasonable steps to ensure that all dangerous plant and equipment are adequately safeguarded. In those instances, where mechanical safeguards are provided to reduce the risk and a residual risk still remains, a Safe Working Practice will be developed by the responsible Supervisor, Manager and/or Competent Person, specifically for the equipment or process in question.

Permits to Work

Permits to work provide a formal safety control system against accidental injury to personnel/plant/products, when foreseeable hazardous work is undertaken. The permit to work, consisting of a document detailing the work to be done and precautions to be taken, is a statement that all foreseeable hazards have been noted and precautions defined. It does not in itself, make the job safe but relies for effectiveness on specified personnel implementing it conscientiously under supervision and control.

Welding/Hot Works

The company ensure that all personnel who use welding equipment, or other equipment which produces a naked flame or arc as part of the work process are adequately trained in the use of such equipment as required by the Provision and Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 2002 and other relevant regulations. The training is to include operator checks and instruction on what to do in the event of faulty equipment. It is the duty of all employees to correctly use such equipment in accordance with instruction and training that has been given.

Training

All persons employed receive suitable and sufficient health and safety training in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The aims of the health and safety training programmes are:

- To ensure all employees work in a safe manner
- To ensure employees correctly use and maintain PPE required for their work
- To assist management to arrange and organise effective work operations
- To minimise workplace incidents, accidents, delays in work programmes and damage to property
- To ensure a safe and healthy working environment
- To ensure compliance with all relevant health and safety legislation

Additionally, it is Company Policy to provide ongoing training for all employees to refresh knowledge and update on safe working practices and new equipment.

All new employees shall undertake **Health and Safety Induction Training prior to release to the worksite**. Induction training shall include an introduction to the Health and Safety Policy documentation, Duty Holders, Fire and Evacuation procedures, Risk Assessment and Safe Systems of work as applicable and issue, use and maintenance of Personal Protective Equipment and work equipment.

If any personnel are uncertain of the safe working practices for any equipment they must contact their immediate Supervisor who will be responsible for ensuring adequate training is provided. Any staff wishing to add to their training record in matters of Health and Safety should notify their Supervisor of their request, and appropriate training will be considered at the next available opportunity.

Supervisors shall be responsible for ensuring any subcontractors are trained in the safe use of equipment allocated to them, and that any work carried out is supervised.

Manual Handling

All tasks that expose employees and/or third parties to the risk of Musculo-skeletal disorders (MSD) are subject to a risk assessment and evaluation. The Supervisors and Safety Officer have the responsibility to complete assessments, develop appropriate control measures and minimise risk to comply with the Manual Handling Operations Regulations 1992.

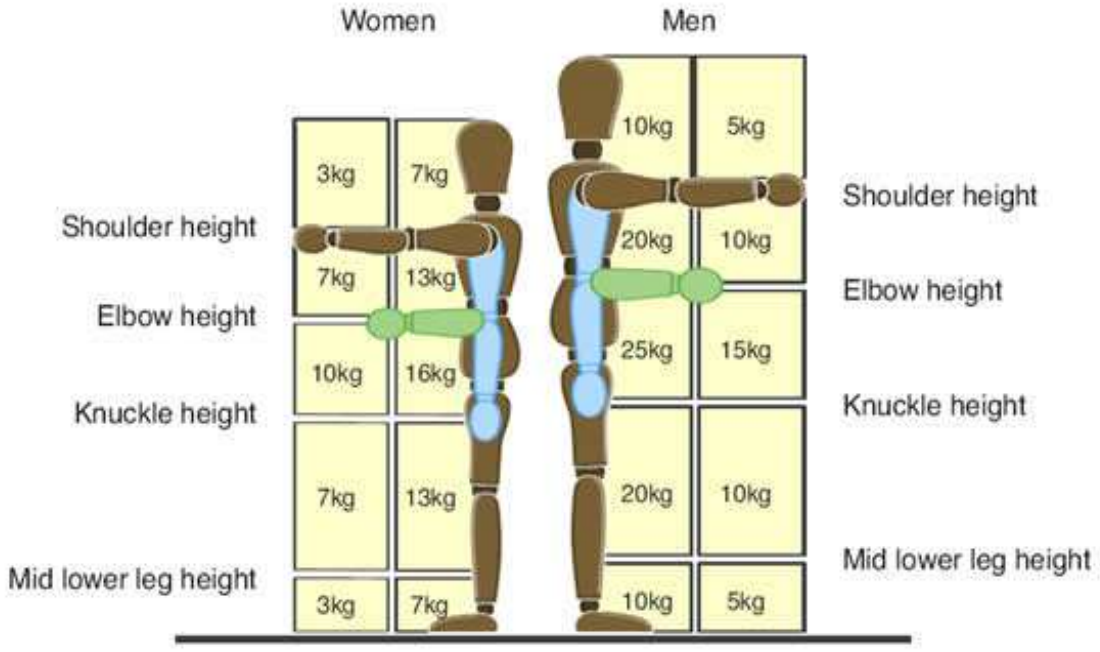
The Company will undertake to reduce all known hazards, so far as is reasonably practicable, with Supervisors having the responsibility for making sure that the employees are aware of the risks and ensuring that adequate information, instruction and training are provided. The order of actions being:

- To avoid the manual handling activity
- To introduce automation or mechanical aids
- To introduce smaller or lighter loads
- To alter the system of work to reduce the frequency of manual effort where movements required
- To consider use of personal protective equipment

All employees will be required to:

- Follow all safe systems of work and use the handling aids provided
- Not take on handling tasks where excessive twisting, stretching or stooping is involved
- Report any work activity that may give rise to manual handling problems or any mechanised handling aid shortcomings

Heavy, or unmanageable materials or tools, are not be manually handled. No employee should attempt to lift or carry loads in excess of their ability. Guidance for safe weights to lift for Men and Women at various areas on the body are detailed in the following chart from the HSE:



A **Manual Handling Risk Assessment Form** will enable Risk Control Measures to be assessed to identify High, Medium and Low Risk.

Kinetic Lifting

The primary objective for employees is to avoid Manual Handling Operations.

Kinetic lifting indicates that most of the power for lifting comes from the individual(s) legs. This method of handling involves the following steps:

1. Plan the route, the lift and the set down point.
2. Position your feet, bend knees and keep your back straight.
3. Secure a firm grip and lift smoothly.
4. Move the feet rather than twisting the body.
5. Keep the load close to the body.
6. Place the load down smoothly and then adjust for the final position.

Procedure

Where hazardous manual handling activities are unavoidable, manual handling task(s) should be assessed on the following factors:

T Task (twisting, stooping, repetition)
I Individual (physical condition, training received)
L Load (bulky, difficult to grasp, unstable)
E Environment (inclement weather, poor floor coverings, constraints)

Following the assessment of these factors, and if the activity is hazardous to the health of the individual(s), additional control measures e.g. lifting aids will need to be considered/introduced in order to reduce the risk to a reasonable level. Only when the residual risk is reduced to low, may the activity commence.

No employee or self-employed person should use lifting tackle or other lifting gear unless specifically trained in its use.

All employees involved in manual handling operations should be adequately trained to enable them to 'self assess' the task.

Confined Spaces

Any work involving confined space must be risk assessed and where possible confined space work avoided by doing the work from the outside. If entry to a confined space is unavoidable, follow a safe system of work; and put in place adequate emergency arrangements before the work starts.

Workers involved in confined space operations must:

- Be suitably trained and competent to undertake this type of task
- Have adequate supervision in place
- Have adequate and tested communication systems
- Be provided with, as necessary, safety equipment for testing/analysing atmospheric conditions
- Have forced ventilation provided where required
- Follow agreed Risk Assessment and Permits (isolation details)
- Be provided with work equipment appropriate for the conditions (intrinsically-rated to avoid risk of fire or explosion) which is inspected and maintained in accordance with regulations
- Be provided with appropriate RPE and PPE
- Have sufficient means of access and egress, lighting etc. to facilitate safe working
- Have an Emergency Plan in place

Noise

Over one million employee in the UK are exposed to levels of noise that puts their hearing at risk.

Where there is a risk of exposure to noise in the workplace, this will be the subject of an assessment and evaluation by a Competent Person.

The potential for noise exposure will be assessed and evaluated and the Company will undertake to reduce known hazards as far as reasonably practicable and provide suitable information, training and instruction to the employees.

In the event that the noise levels exceed the second action level of **85db**, as defined in the Control of Noise at Work Regulations 2005, the Company will take all reasonable steps to reduce the level by engineering means. The location will be designated a noise zone, employees will be issued with Hearing Protection by their Supervisor and trained and instructed in their use. The first action level, where hearing protection is to be provided is **80db**.

Employees will not be exposed to sound pressures beyond the Exposure Limit Value of 87db (daily/weekly) or 140db (peak), taking hearing protection into account.

Health Surveillance

You must provide health surveillance (hearing checks) for all your employees who are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Vibration

Where there is a risk of exposure to either Hand Arm Vibration (HAV) or Whole Body Vibration (HBV) the company will assess the risk and undertake a full assessment of the vibration level using the value m/s² A(8) showing the vibration exposure level over an 8 hour day.

When there are multiple machines in use, in a working day, the company shall adopt the HSE 'exposure points' scale to calculate **daily exposure to vibration**.

Once the m/s² A(8) value is converted into exposure points per hour using the HSE's own converter, the Company shall further divide that exposure points per hour value into 15 minute sessions. Based upon this information, the Company will formulate a vibration exposure points value for each piece of machinery per 15 minutes of use.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. For hand-arm vibration the EAV is a daily exposure of **2.5 m/s2 A(8) or 100 Exposure Points**. There is also a level of vibration exposure that must not be exceeded. This is called the exposure limit value.

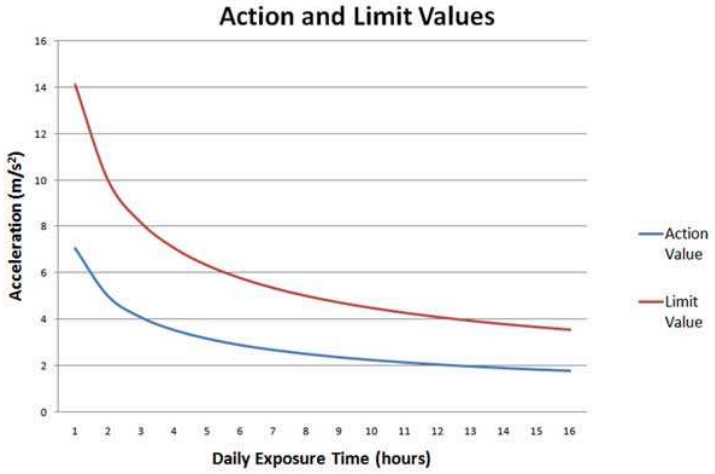
The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single 8 hour day. For hand-arm vibration the ELV is a daily exposure of **5 m/s2 A(8) or 400 Exposure Points.**

Available via the Equipment list or by the 'Noise & Vibration Tag' attached to each item machinery, is the 'Exposure Points / 15 minutes' value which shows how many Exposure points are accrued during 15 minutes of use.

If an employee's exposure level for the day is under 100 Points then no action is needed, if an employee exceeds 100 Points then anti-impact gloves must be worn and breaks taken every 20 minutes. The daily total of points **MUST NEVER exceed 400 Points**

In order to ensure that limits are not exceeded we also advise that our employees share the use of machinery to spread the exposure points amongst the teams and also take regular breaks or swap onto non vibrating tasks.

The Company shall calculate the levels of vibration via information supplied by the manufacturer or by the OPERC Hand-Arm Vibration Test Centre (HAVTEC) input into the following charts and calculators



(For multi tool use we convert the ms2 value into Exposure points per Hour)

Hazardous Substances

The Company ensures that all substances with the potential to cause injury to health for use within the workplace will have up-to-date information available. This information is communicated by the Supervisor to all those employees likely to be affected by the use of the substance.

The Supervisor will prohibit the use of any hazardous substance unless the Risk Assessment can justify its use and appropriate controls are in place to prevent the risk of harm.

All substances identified as hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 are assessed and evaluated for risk. Exposure of employees is limited, as far as reasonably practicable, within the workplace or places where there is a likelihood of release affecting third parties. Where users of hazardous substances are identified as requiring health surveillance, the Company, where appropriate, will arrange a health surveillance programme to comply with its legal requirements.

The regulations are generally referred to as COSHH and cover innumerable materials and substances - many used in the construction industry.

Issue of Documentation – all COSHH Risk Assessments and Material Safety Data Sheets (**MSDS**) shall be issued to site. The Supervisor is responsible for the control, issues, instruction and monitoring of safe use of hazardous substances.

Where required access to areas where hazardous substances are stored shall be **prohibited** by the use of hazardous substances signage, instruction, training, supervision and secure enclosure.

Appropriate Personal Protective Equipment shall be issued as necessary.

The regulations are quite involved, but the following **eight steps** are the basis for evaluating health hazards:

1. **Assess the Risks**
   Assess the risks to health from hazardous substances used in or created by your workplace activities.

2. **Decide What Precautions Are Needed**
   You must not carry out work which could expose your employees to hazardous substances without first considering the risks and the necessary precautions, and what else you need to do to comply with COSHH.

3. **Prevent or Adequately Control Exposure**
   You must prevent your employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it.

4. **Ensure That Control Measures Are Used and Maintained**
   Ensure that control measures are used and maintained properly and that safety procedures are followed.

5. **Monitor the Exposure**
   Monitor the exposure of employees to hazardous substances, if necessary.

6. **Carry Out Appropriate Health Surveillance**
   Carry out appropriate health surveillance where your assessment has shown this is necessary or where COSHH sets specific requirements.

7. **Prepare Plans and Procedures to Deal with Emergencies**
   Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.

8. **Ensure Employees Are Properly Informed, Trained and Supervised**
   You should provide your employees with suitable and sufficient information, instruction and training.

Almost all trades use some kind of chemicals which are potentially hazardous. In fact almost everything used in a building comes under the COSHH regulations.

However, ASBESTOS and LEAD have their own specific regulations, and dust and fumes require special attention. Be especially aware of the dust problems of welding and cutting materials.

Remember:

- Obtain information.
- Read it. It's also on the label.
- Wear appropriate protection.
- Make sure nobody nearby is in danger.
- If in doubt, check.

The First Aider(s) should know what products are in use, and have the safety data sheets, which also give medical instructions in case of emergency. In the event of skin or eye contact, follow the data sheet instructions, which normally recommend copious washing with water. For ingestion, follow the data sheet instructions, which normally suggest drinking plenty of water, and sometimes suggest NOT to induce vomiting.

Globally Harmonised System (GHS) on classification and labelling (CLP Regulations)

Irritant

Toxic

Oxidising

Flammable

Explosive

Hazardous to the Environment

Corrosive

Health Hazard

Compressed Gas

Asbestos

Asbestos is currently the single greatest cause of work-related deaths in the UK. It was extensively used as a building material in the UK from the 1950s through to the mid-1980s, for a variety of purposes, and was ideal for fireproofing and insulation. Any building built before the year 2000 (houses, factories, offices, schools, hospitals etc.) can contain asbestos.

Asbestos containing materials (ACMs), in good condition, are safe unless asbestos fibres become airborne, which happens when materials are damaged. When these fibres are inhaled they can cause serious diseases including mesothelioma (which is always fatal), lung cancer (almost always fatal), asbestosis (not always fatal, but it can be very debilitating) and diffuse pleural thickening (not fatal).

The company recognises its duties under the *Control of Asbestos Regulations 2012* and is committed to providing a safe workplace without risk of exposure to asbestos fibres.

Duty to Manage

Where the company is responsible for the management of non-domestic premises it will arrange for a *Management Survey* to identify any potential ACMs and compile a *Register* including information on the location, amount and condition.

Any risks of exposure to fibres from the identified materials will be assessed and a plan prepared which details the arrangements to manage and control them. This will be periodically reviewed to ensure it remains relevant and up-to-date.

Where ACMs are found to be in poor condition a specialist contractor will be appointed to repair or remove.

This register will be provided in advance to any persons who are liable to work on or disturb them.

Site Activities

Where work is to be undertaken on a non-domestic premises, which is not managed by the company, an asbestos register is to be requested prior to commencement.

This will be issued to workers along with other task instructions.

For work on domestic premises, or where no information is available, or it is limited and it is suspected asbestos may be present, the area will be surveyed by a competent person and representative samples of the material analysed by a UKAS accredited organisation.

Alternatively it will be assumed that any suspected material does contain asbestos and the appropriate precautions will be taken for the highest risk situation.

Where ACMs are identified, which are not listed on a provided register, the client is to be notified to update their records.

Prior to any works which will disturb the fabric of a building, unless it can be proven to contain no ACMs, a *Demolition/Refurbishment Survey* (fully intrusive) will be undertaken by a specialist organisation. Any action required will be assessed in each case.

Asbestos Awareness

Any worker liable to disturb asbestos while performing their normal everyday work (specifically including those in the demolition, refurbishment, maintenance, servicing and installation trades) will receive adequate information, instruction and training.

Training will include the following topics:

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke
- The types, uses and likely occurrence of asbestos and asbestos containing materials (ACMs) in buildings and plant
- The general procedures to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace
- How to avoid the risk of exposure to asbestos

This training requirement will also extend to sub-contracted workers, those involved in the planning and supervising of work, or those who may influence how work is carried out.

Refresher training will be given at least once per year.

Non-Licensed Works

Where work with ACMs is sporadic and of low intensity some lower risk tasks may be undertaken without a licence. This will be determined in each case and will depend on the type of work being carried out, the type of material that will be worked on and its condition.

Workers undertaking these tasks will receive training, in addition to awareness training, which includes legislative requirements, the assessment of risks, safe working practices, selection and use of protective equipment, waste and emergency procedures.

Each task will be subject to an individual risk assessment to determine required controls.

Guidance in the HSE publication *HSG 210* will be followed for any works:
http://www.hse.gov.uk/asbestos/essentials/index.htm

The company will ensure that its liability insurance covers this work activity.

Notifiable Non-Licensed Works (NNLW)

Where non-licensed tasks give rise to higher risks, including work with highly friable materials or those in poor condition, the work may be classified as notifiable.

This is to be determined in each case based on risk assessment and HSE guidance.

All non-licensed work will be carried out with the appropriate controls in place. But for notifiable tasks the following additional requirements will be undertaken:

- Notify work with asbestos to the relevant enforcing authority (HSE)
  (https://extranet.hse.gov.uk/lfserver/external/asbnnlw1)
- Ensure medical examinations are carried out (from April 2015)
  (prior to a workers first exposure and then at least every three years, as long as the worker continues to do NNLW)
- Maintain a record of the works (for at least 40 years)
  (including nature and duration of work, estimated exposure for each worker, dates of the worker's medical examinations)

Licensed Works

Tasks which are classed as 'licensed asbestos work' will include most removal, all work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and asbestos insulating board (AIB).

Only suitably trained workers, using appropriate respiratory protective equipment and who are under suitable medical surveillance can undertake licensed asbestos work.

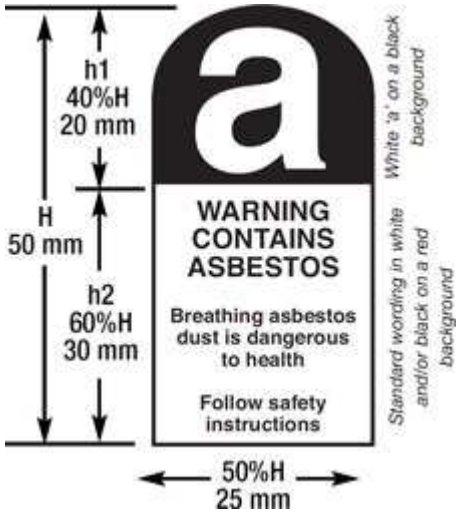
It is company policy to contract asbestos works to a specialist organisation who are licensed and competent to undertake the works.

The company will assess contractors to ensure their legal compliance and review any risk assessments and safe systems of work prior to commencement.

Asbestos Waste

Asbestos waste describes any asbestos products or materials that are ready to be disposed. This includes any contaminated building materials, dust, rubble, used tools that cannot be decontaminated, disposable PPE (personal protective equipment) and damp rags that have been used for cleaning.

During non-licensed work activities, with the appropriate controls in place, any asbestos waste generated will be placed in suitable packaging to prevent any fibres being released. This will be double wrapped and appropriately labelled.

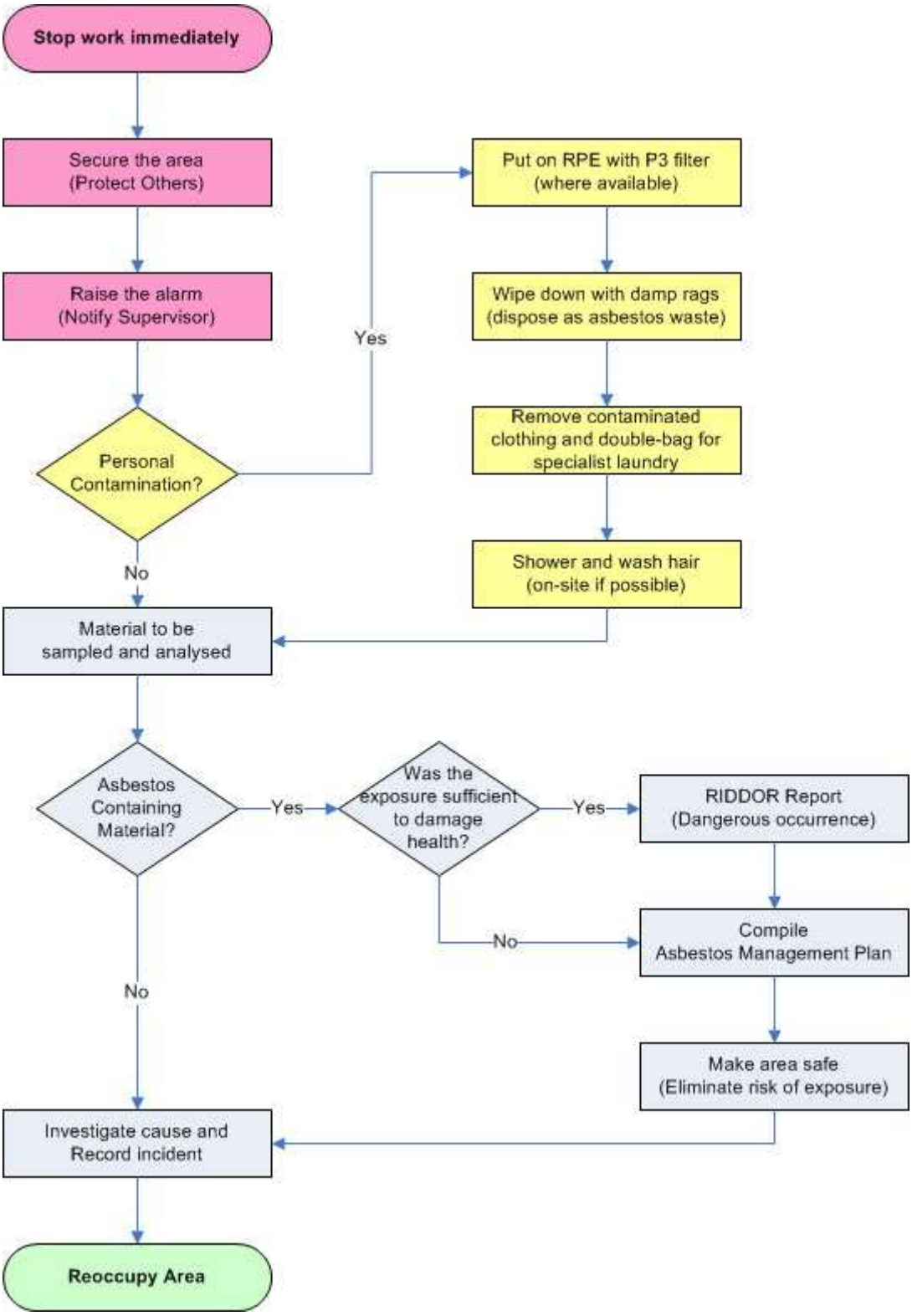


Standard practice is to use a red inner bag, marked up with asbestos warning labels, and a clear outer bag with appropriate hazard markings. Intact asbestos cement sheets and textured coatings that are firmly attached to a board should not be broken up into smaller pieces. These should instead be carefully double wrapped in suitable polythene sheeting (1000 gauge) and labelled.

This will be stored on site in a segregated, easily cleanable, and lockable container with appropriate warning signage. It will be collected by a registered carrier and taken to a licensed disposal site. *Waste Consignment Notes* will be stored for at least three years.

Emergency Arrangements

In the event of discovery or accidental damage of a suspected ACM the following procedure shall be followed:



Display Screen Equipment

The overuse or improper use of DSE may result in workers experiencing symptoms including fatigue, stress, eyestrain, upper limb disorders and backache. These problems can also be experienced from poorly designed workstations or work environments.

The Company will identify those exposed to DSE hazards and take measures to eliminate or reduce the risk.

Identification of Users

Employees that are required to work with DSE will be classified as '**users**' if they meet the following criteria:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time
- Use DSE in this way more or less daily
- Have to transfer information quickly to or from the DSE
- Need to apply high levels of attention and concentration, or are highly dependent on DSE, or have little choice about using it, or need special training/skills to use the DSE

Some requirements also extend to self-employed people who work at an employer's workstation and whose use of DSE is such that they would be users if employed. They are defined as '**operators**' or the purposes of the regulations.

The Office Supervisor is to identify all users and operators and ensure that appropriate Workstation Assessments are undertaken. Should any issues arise as a direct result of the assessment this is to be reported to the Safety Officer who shall instigate remedial action as may be necessary.

Workstation Assessment

All identified users and operators will be required to complete a Workstation Risk Assessment and documented records of this held.

The assessment may be undertaken by either the worker, following a checklist for which they have received suitable training and information for its completion, or by a DSE assessor appointed by Management.

The assessment or relevant parts of it should be reviewed in the light of changes to the DSE worker population, or changes in individual capability, or where there has been some significant change to the workstation

Requirements for Workstations

The Company shall ensure all workstations meet the following minimum requirements:

- Adequate lighting, adequate contrast, with no glare or distracting reflections
- Distracting noise minimised
- Leg room and clearances to allow postural changes
- Screen: stable image, adjustable, readable, glare/reflection-free
- Keyboard: usable, adjustable, detachable, legible
- Work surface: with space for flexible arrangement of equipment/documents; glare-free
- Chair: stable and adjustable
- Footrest if user needs one
- Software: appropriate to task/user, providing feedback on system status, no undisclosed monitoring

Every employer shall so plan the activities of users at work in his undertaking that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as reduce their workload at that equipment.

Eye Tests

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

If an employee who has been identified as a user (or a potential user) requests an eye test the Company will arrange for this to be provided. Eye tests are not an entitlement for the self-employed.

If the test shows that the user needs glasses specifically for DSE work, the Company will pay for a basic pair of frames and lenses. If a user's normal glasses are already suitable further spectacles will not be provided.

Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test. The optician will be requested to give advice on a suitable retesting frequency.

Training and Information

The Company will provide information, instruction and health and safety training to users to help them identify risks and safe work practices. When training users, the following will be explained:

- The risks from DSE work and the controls put in place
- How to adjust furniture
- How to organise the workplace to avoid awkward or frequently repeated stretching movements
- How to clean the screen and mouse
- Who to contact for help and to report problems or symptoms

Users will be retrained as necessary if significant changes are made to workstations.

Information will include reminders of the measures taken to reduce the risks such as the system for reporting problems, the availability of adjustable window covering and furniture, and of how to make use of them. Providing information will help to consolidate training provided to new users and act as a reminder to those trained previously.

Personal Protective Equipment

It is the policy of the Company to protect, as far as is reasonably practicable, all its employees from unnecessary risks to health and safety at work and to comply with the requirements of the Personal Protective Equipment at Work Regulations 1992. It will, therefore, provide protective clothing and equipment as necessary, for all its employees whilst at work, together with effective training in its use.

If the risks associated within the workplace cannot be controlled by other means, then the Company provides Personal Protective Equipment (PPE) to employees. The section Supervisor issues these to the individual employee and where necessary a locker is provided for its storage.

All site employees are issued, and trained in the appropriate use of Steel Toe Capped Safety Footwear, gloves, safety goggles, hard hats, hi-visibility tabards and any other PPE where it is deemed appropriate, and all are provided with suitable storage facilities. The Supervisors will monitor and assess any ongoing needs.

Where PPE is provided it is to be worn at all times, as directed by the Supervisor and Client, where a hazard is likely to exist. The equipment is to be maintained by the employee and if it becomes damaged or unfit for use it must be reported at the first available opportunity to the Supervisor for replacement.

The Supervisor is to monitor PPE compliance at all times. Failure to use, or misuse of the PPE, as directed by the Supervisor will be dealt with within the Company Disciplinary Procedure.

General Housekeeping

The maintenance of the workplace (good housekeeping) is an essential part of the day-to-day contribution in which all employees have a collective responsibility. In addition to any specific requirements, all employees are to ensure that all waste bins are regularly emptied to the waste disposal area, that clothing, tools and waste are correctly stored, and that gangways, particularly Evacuation Routes and Emergency Exits are kept clear at ALL times.

Waste Management

The company will ensure that all waste generated in the establishment is managed safely according to statutory requirements, as specified by the enforcing authority and/or by the Environmental Protection Act 1990 and/or by the Special Waste Regulations 1996. The health, safety and welfare of its employees and others, who could be adversely affected by waste products associated with work activities, will be part of the company's duty of care commitment. Suitable procedures will be followed for dealing with both solid and liquid wastes.

All waste materials will be suitably transported, handled, stored, labelled, and disposed of regularly. The arrangements will be reviewed on a periodic basis, but employees are encouraged to discuss any problems regarding health and safety that may arise on any aspect of the waste management process. Waste minimisation, conservation of resources, and recycling schemes will be introduced, wherever reasonably practicable.

Due to the nature of the Company's products there is very little waste produced as a result of its business. The Supervisor arranges for the principal waste to be either recycled or disposed of in accordance with both national and local regulations.

Emergency Preparedness

The Company should devise strategies for emergencies at both company locations and temporary sites (including construction projects, occupied premises, void works etc.). The Safety Officer will identify key hazards/risks and develop appropriate emergency response plans. Consideration to the following is essential during the planning stage:

- Hazard identification/assessment for area of response
- Training needs for key staff
- Emergency resources needed
- Communication systems needed
- Emergency response procedure for type of situation
- Communication – telephone numbers, means of raising alarm
- Debriefing and post-traumatic stress procedure

Fire

To meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 the Company conducts a Fire Risk Assessment and applies control measures to ensure the means of escape, fire detection, warning systems and firefighting equipment are both adequate and properly maintained.

Procedures to be followed in the event of a fire are displayed at strategic points throughout the Company's offices and facilities. New employees are instructed at their induction of the evacuation routes and assembly points in the event of an emergency. Visitors, are made aware of the emergency arrangements and escorted at all times.

A record of all employees and visitors present in the building is kept, using Attendance Records and Visitor Books, to ensure that a full evacuation has been achieved.

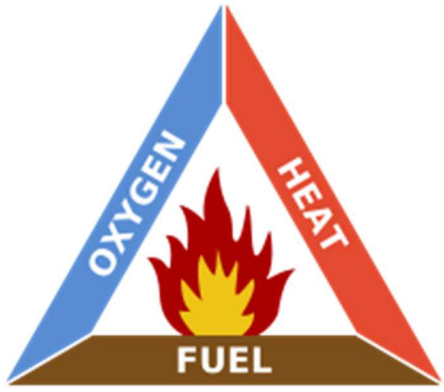
All accesses and fire exits will be kept well lighted and clear of stored materials and other obstructions.

Appropriate fire extinguishers will be located at strategic points throughout the Company's offices and facilities. Employees will be shown these locations and instructed in their use during induction. All firefighting equipment is to be maintained in line with manufacturer's recommendations.

All office machinery/equipment must be used, maintained and situated in accordance with the manufacturers/suppliers recommendations. Staff required to use unfamiliar equipment or machinery will be given sufficient instruction/training in its use. Offices and facilities will be planned so as to avoid the dangers associated with trailing cables from electric equipment/machinery.

All emergency procedures will be reviewed and amended as found necessary and will be tested at least once annually.

Type	A	B	C	
	Wood Paper Textiles Fabric	Petrol Diesel Oils	Butane Methane Propane	Electrical Equipment
Water	■			
AFFF Foam	■	■		
CO_2		■		■
ABC Powder	■	■	■	■



Transport and Storage

A fork lift truck may be used for the purpose of moving equipment and items for both storage and loading for transport. The appointed drivers are to be trained to operate the fork lift trucks and will be the only persons authorised (in writing), as holders of a qualifying certificate from a recognised body, that may drive them. The Supervisor must hold the key and allow only trained and competent drivers access to the plant. At all times when the fork lift truck is not in use, the Supervisor has the responsibility of removing the operating keys, thus immobilising it.

The Supervisors are responsible for ensuring that adequate storage is provided in each work area. The employees must ensure those items for use or identified for disposal within each of the work areas does not present a hazard to other employees or visitors.

Lifting Equipment

The Company accepts its responsibilities for ensuring that all lifting machinery and equipment is maintained regularly by a competent person and records are kept in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

The Company will undertake appropriate planning of all lifting operations and maintain records of such plans (lift plan), additionally the Company will appoint a competent person to supervise all lifting activities to ensure that lifting is carried out safely.

All personnel who use lifting equipment will be adequately trained in the use of that equipment. The training is to include operator checks and instruction on what to do in the event of faulty equipment. It is the duty of all employees to correctly use such equipment in accordance with the instruction and training that has been given.

The Company ensures that all relevant statutory examinations for lifting equipment and accessories as required by the regulations are carried out and records kept.

Guarding of Machinery

The company will ensure that only approved equipment, machinery and tools and will be supplied for use at work. The equipment/machinery will be designed to function in an entirely safe manner in accordance with the Provision and Use of Work Equipment Regulations 1998.

All employees using equipment/machinery in the factory or on site or hand tools that come under PUWER will be adequately trained its use. The training is to include user checks and instruction on what to do in the event of faulty equipment. It is the duty of all employees to correctly use such equipment in accordance with instruction and training that has been given.

All employees will be informed, instructed and trained on safe working practices, and given all necessary details of safety procedures and systems of work.
The company will take necessary steps to assess:

- All operations, control systems and servicing access requirements
- The position and layout with regard to defining a non-access zone
- Specific safety features such as guards and isolation procedures
- Suitability of adjustment procedures
- Maintenance and cleaning arrangements

All reasonable steps will be taken to rectify any deficiencies noted and to suitably control any risks identified, with records being kept of maintenance schedules and reports. Employees will be encouraged to promptly report any defects and to co-operate with management in all aspects equipment used at work.

The Company undertakes to provide equipment which is free from hazards, but where it is not possible to adequately protect the user from the hazard, or this cannot be avoided due to limitations of design, then suitable guards or safety devices will be fitted.

Portable Tools and Work Equipment

In the use of knives and 'Stanley' blades, care must be taken to retract blades at ALL times when not in use, it being a collective responsibility to ensure that NO blade is left open at ANY time.

All bench tools should be properly stored and maintained; Improvised or damaged tools should not be used.

The handling of scaffolding tube, all ladders, truss and access towers requires particular care in the working environment.

Employees must ensure that others know what they are doing, and where necessary should work in pairs to avoid any potential hazards, with two or more people to handle any item of exceptional length. The Supervisor will ensure that the work equipment is maintained in an efficient state, in working order and in good repair and that all protective guards are fit for purpose, are securely fitted and are regularly inspected.

All **hired** or **leased** equipment will be checked so that it meets satisfactory safety standards. The Supervisor is to ensure that Certificates of Thorough Inspection, Portable Appliance Testing, Calibration, and compliance to **LOLER** and **PUWER** regulations are met as necessary prior to release to site. Defective, or non-compliant items, are not to be used.

Training

The employer will ensure that all authorised persons who use work equipment have available to them adequate health and safety information and where appropriate written information pertaining to the use of the work equipment.

The employer will take measures to ensure that the exposure of a person using the equipment is protected from risk to his health or safety from any hazard, including any substances falling, ejected, discharges of articles, gas, dust, liquid, vapour which is used or stored in the work equipment. Records of user competency will be maintained.

Work Equipment will be subjected to user inspection prior to use and a thorough inspection by a competent person at least quarterly.

Should there be a requirement for **special training needs** the Safety Committee is to source a competent training provider to deliver, and assess competency, prior to authorising the operative to commence site work.

New Equipment

Where appropriate, new equipment is subjected to assessment and evaluation by the section Supervisor and appropriate Competent Person, in compliance with the Provision and use of Work Equipment Regulations 1998. The Company undertakes to reduce known hazards as far as reasonably practicable and will provide suitable information, training and instruction to employees who are to use the equipment.

The arrangements and layout for the installation of equipment will be reviewed by the Safety Officer who will consider aspects of the changes likely to impact on the health and safety of personnel.

Portable Electrical Appliances (PAT)

All equipment brought onto the Company premises, or used on site, is to be subjected to inspection by a Competent Electrical Specialist, recorded as such and issued with a test certificate. The equipment will then be the subject of an inspection at regular intervals defined by the Company's Competent Electrician.

The Duty Holder shall arrange for appropriate records to be retained in the **PAT Folder** at the Head Office**.**

Portable electrical equipment (appliances) includes all forms of portable electrical equipment fitted with a plug, rated between 110 and 500 volts ac and allowing disconnection from the electrical supply without the use of a tool.

Equipment will include portable electrical hand tools, lamps, kettles, etc.

HSE Guidance Note PM 32 'The safe use of portable appliances' provides guidance on this matter, including recommendations for the regular testing and examination of such appliances. Electrical tests should confirm the integrity or otherwise of earthing and insulation.

Frequency of Examination for Electrical Equipment

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection And Testing
Battery operated (< 20 volts)	No	No	No
Extra low voltage: (< 50 volts a.c.) e.g. telephone, low voltage desk lights	No	No	No
Information technology: e.g. desktop computers, display screens	No	Yes 2-4 years	No, if double insulated Otherwise up to 5 years
Photocopiers, fax machines: NOT hand held, rarely moved	No	Yes 2-4 years	No, if double insulated Otherwise up to 5 years
Double insulated equipment: NOT hand-held and moved occasionally e.g. fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment: HAND-HELD e.g. 110 volt portable tools	Yes	Monthly	3 Monthly
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners, some kitchen equipment, irons	Yes	Yes 6 months – 1 year	Yes 1-2 years
Cables e.g. leads and plugs connected to the above	Yes	Yes 6 months - 4 years depending on use	Yes 1-5 years depending on use
Construction equipment	110 V-weekly 230 V mains - Daily/every shift	110 V-Monthly 230 V mains – weekly	110 V - Before first use on site then 3-monthly 230 V mains - Before first use on site then monthly

Working at Height

All work at heights must be assessed as to the risks involved, and must be carried out in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the Management of Health and Safety at Work Regulations 1999 and the Work at Height Regulations 2005

The Work at Height Regulations 2005 apply 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.

Any employee required to work at heights will receive appropriate training in the use of ladders, safety belts or harnesses and other access equipment before work commences. Regular refresher training to maintain and develop competence levels will also be provided.

All employees who operate, erect/ dismantle or assist in the operation of all access equipment or associated equipment will be adequately trained in the use of such equipment. The training is to include operator checks and instruction on what to do in the event of faulty equipment and ensures that a competent person regularly inspects all equipment and that suitable records are kept.

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised by a competent person
- 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

You must:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- **justify the reasons for the selection of height access equipment** specific to each task
- ensure that the work at height 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 1999.

Selection of Height Access Equipment

The regulations set out a simple hierarchy for managing and selecting equipment for work at height as follows:

When selecting equipment for work at height you must plan consider the following systems respectively:

1. Collective Prevention
2. Personal Prevention
3. Collective Mitigation
4. Personal Mitigation

The alternative equipment for work at height are systems that provide no protection should someone fall, for example Stilts, Ladders, Stepladders and Hop-ups. Such height access equipment (likewise personal protective equipment) must be selected **as a last resort and should only be considered for short duration (<30 minutes), low risk work**.

Ladders / Stepladders

The company will ensure that only approved access equipment will be supplied for use at work (including ladders, stepladders and trestles). The equipment will comply with the Provision and Use of Work Equipment Regulations 1998.

All employees will be **informed**, **instructed** and **trained** in the safe use and in user checks.

The company will take necessary steps to ensure that access equipment is inspected and maintained by competent persons.

All reasonable steps will be taken to rectify any deficiencies noted, with records being kept of maintenance schedules and reports. Employees will be encouraged to promptly report any defects and to co-operate with management in all aspects equipment used at work.

Mobile Access Towers / Elevated working platforms

The company will ensure that all equipment that it hires, or is directly responsible for, is adequately maintained by a competent person as required by the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 as appropriate.

Persons using Mobile Access Towers will receive training in the safe erection, dismantling, moving and use of equipment prior to first use to ensure competence.

Persons operating/using Mobile Elevated Working Platforms shall receive formal training such as the Powered Access Licence (PAL) card before they are authorised to operate or work with such plant.

Work in Occupied Premises

Where work undertaken by the Company involves working in or on an occupied residential dwelling, then **additional site specific risk assessments** will be undertaken to assess whether there is any further risk to the employee from occupants or others who may be in the vicinity. Advice will be sought from the client to identify any known potentially aggressive, vulnerable or difficult tenants.

If working in occupied premises poses significant risk, work will only be undertaken when additional safety and security measures have been introduced. If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved. Employees will be familiar with lone working emergency arrangements when dealing with tenanted property works.

Lone Working

The Company recognises their responsibility to ensure all employees are not put at risk of injury while at work including lone workers. A risk assessment will be carried out on all employees who are likely to work alone away from the company's premises. Controls relative to the risk will be implemented, such as two way communication through a call back system.

When employees are working on client premises, arrangements are made to ensure the client affords adequate emergency cover to the employee. Where there are none available on site, the company will make arrangements to ensure their employees have access to the nearest emergency services facilities and ensure they have a mobile phone or other means of contacting the emergency services and Supervisors.

Lone working is not permitted on construction sites. Unless an exclusion is identified through risk assessment for small works e.g. small remedial or reactive maintenance works.

Drugs and Alcohol

The Company has a policy of zero tolerance with regard to alcohol and non-prescription drugs. This is particularly relevant in the use of company vehicles and machinery, but refers equally to consumption on the premises. Non-compliance with these requirements may lead to instant dismissal and anyone deemed to be under the influence on arrival at work will be sent home without pay.

Violence

No act of aggression is permissible to any other employee, member of public or customer. The Company's Disciplinary Procedure will be applied to anybody not adhering to this policy. Employees who may witness any potentially hazardous event are to report the matter immediately to their Supervisor.

Driving Vehicles

Any employee driving a vehicle on behalf of the company must fulfil the criteria required by the insurance relevant to that vehicle. They should also hold a current and valid driving licence and seek permission from the key holder before driving the vehicle.

Before driving any vehicle the employee is responsible for checking it for obvious defects and basic roadworthiness and reporting anything that cannot be corrected on the spot. When driving the vehicle the employee must be in accordance with Road Traffic Legislation and the Highway Code at all times.

If they are involved in any accidents, damage however minor, or road traffic violations, this must be reported immediately to their Supervisor. Any faults or concerns arising during use must also be reported on return, and fuel tanks should be left as found. Any employee failing to comply with these requirements may be dealt with within the Disciplinary Procedure.

Mobile Telephones and In-Car Technology

The Road Vehicles (Construction and Use) Regulations 1986 (as amended) apply to the users of mobile telephones when driving.

All users of mobile telephones must not use a hand held phone when driving. "Hands-free" phones are acceptable providing that the phone does not have to be held in the hand at any time when in use. The user must exercise proper control of the vehicle at all times.

There is a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Do not operate, adjust or view any such system if it will distract your attention while you are driving; you must exercise proper control of your vehicle at all times. If necessary find a safe place to stop first.

Stress

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. Work-related stress is a major cause of occupational ill health, poor productivity and human error. That means increased sickness absence, high staff turnover and poor performance in the organisation and a possible increase in **accidents due to human error**.

There are ways to manage work-related stress (as found in *Managing the causes of work related stress* HSG218). Safety committees will be used to consult employees on matters that concern their health or safety at work. Top Management will encourage an 'Open Door' Policy where employees are encouraged to voice concerns over work-related stress.

The employer will assess the risk of stress-related ill health arising from work activities and take action to control that risk.

Audit

The Company Organisation and Arrangements are the subject of regular audits, at least annually, to ensure that the Policies, Organisation Structure, Planning and Implementation, Performance Standards and Performance Review are in compliance with current legislation and reflect good industry practice.

The Safety Officer will identify a topic or location for audit, with agreed terms of reference, so that each year the whole structure and facilities of the Company is subject to an audit.

Construction (Design and Management)

The Construction (Design and Management) Regulations 2015 will apply to all 'construction work' carried out by or on behalf of the Company.

This procedure outlines legal requirements, responsibilities, and the minimum standards to which the Company will approach each individual project.

HSE document **L153** is to be referred to throughout for further explanation of requirements and best practice guidance: http://www.hse.gov.uk/pubns/priced/l153.pdf

Construction activities will also be controlled by numerous other pieces of legislation and company procedures and as such this document should not be considered in isolation.

Definition of Construction Work

'Construction work' means the carrying out of any building, civil engineering or engineering construction work and includes:

(a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure
(b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion
(c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
(d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure
(e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure

Key Elements to Securing Construction Health and Safety

(a) Managing the risks by applying the general principles of prevention:
    i. Avoid risks where possible
    ii. Evaluate those risks that cannot be avoided
    iii. Put in place proportionate measures that control them at source.
(b) Appointing the right people and organisations at the right time
(c) Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety
(d) Duty holders cooperating and communicating with each other and coordinating their work
(e) Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare

Summary of Roles and Duties under CDM 2015

Duty Holder	Summary of Main Duties
Clients are organisations or individuals for whom a construction project is carried out.	Make suitable arrangements for managing a project. This includes making sure: ▪ Other duty holders are appointed ▪ Sufficient time and resources are allocated Make sure: ▪ Relevant information is prepared and provided to other duty holders ▪ The principal designer and principal contractor carry out their duties ▪ Welfare facilities are provided
Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.	Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to: ▪ The contractor, on a single contractor project; or ▪ The principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.
Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during: ▪ Construction; and ▪ The maintenance and use of a building once it is built. Provide information to other members of the project team to help them fulfil their duties.
Principal designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes: ▪ Identifying, eliminating or controlling foreseeable risks; ▪ Ensuring designers carry out their duties. Prepare and provide relevant information to other duty holders. Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.
Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: ▪ Liaising with the client and principal designer ▪ Preparing the construction phase plan ▪ Organising cooperation between contractors and coordinating their work Ensure: ▪ Suitable site inductions are provided ▪ Reasonable steps are taken to prevent unauthorised access ▪ Workers are consulted and engaged in securing their health and safety ▪ Welfare facilities are provided
Contractors are those who do the actual construction work and can be either an individual or a company.	Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. For single-contractor projects, prepare a construction phase plan.

Duty Holder	Summary of Main Duties
Workers are the people who work for or under the control of contractors on a construction site.	They must: ▪ Be consulted about matters which affect their health, safety and welfare ▪ Take care of their own health and safety and others who may be affected by their actions ▪ Report anything they see which is likely to endanger either their own or others' health and safety ▪ Cooperate with their employer, fellow workers, contractors and other duty holders.

Appointing Designers and Contractors

Where the Company appoints individuals or organisations to undertake construction work, they are to be assessed for competence prior to acceptance onto the 'Approved Suppliers List', to ensure that they have the skills, knowledge and experience to carry out the work in a way that secures health and safety.

The Project Manager is responsible for ensuring that only approved suppliers are used, and for arranging assessment of new suppliers, making sensible and proportionate enquiries about their organisational capability to carry out the work.

The standard PAS 91:2013 is available to assist management in the construction related procurement process: http://shop.bsigroup.com/upload/PASs/PAS91-2013.pdf

As well as carrying out 'pre-qualification' checks on organisations, those responsible for making appointments should also check that the designer or contractor has enough experience and a good record in managing the risks involved in projects. These checks should be carried out at the final stage after pre-qualification checks have been completed and before appointments are made.

Pre-qualification

In order to reduce the administrative burden for all parties, and prevent duplication of effort, the Company will recognise the following independent certifications as evidence of 'stage 1' competence assessment:

- Registration to BS OHSAS 18001:2007, with a UKAS accredited certification body
- Safety Schemes in Procurement (SSIP) member certification (e.g. CHAS)

Evidence is to be requested and held, confirming an audit within the past 12 months, and that the scope of registration is appropriate for the position.

Sub-Subcontractors

By default the Company does not permit appointed contractors to further subcontract works. This will only be permitted with written authorisation from project management, having reviewed the contractor's procedures for competence assessment along the supply chain.

Review

Once approved, designers and contractors will be subject to ongoing performance monitoring, and updated information is to be requested periodically (certifications, insurance etc.) to maintain approval.

Notification

A project is notifiable if the construction work on a site is scheduled to:

(a) Last longer than 30 working days and have more than 20 workers simultaneously at any point
(b) Or, exceed 500 person days

Where a project is notifiable, the Client must give notice in writing to the HSE as soon as is practicable before the construction phase begins.

For a domestic client, whose duties are transferred to the Company (when acting as the single contractor or principal contractor), responsibility for notification will be held by the Project Manager who is to ensure this is undertaken using the electronic form F10: https://extranet.hse.gov.uk/lfserver/external/f10

Pre-Construction Information

Pre-construction information provides the health and safety information needed by:

- Designers and contractors who are bidding for work on the project, or who have already been appointed to enable them to carry out their duties
- Principal designers and principal contractors in planning, managing, monitoring and coordinating the work of the project.

Pre-construction information provides a basis for the preparation of the construction phase plan. Some material may also be relevant to the preparation of the health and safety file.

When pre-construction information is complete, it must include proportionate information about:

(a) The project, such as the client brief and key dates of the construction phase
(b) The planning and management of the project such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between duty holders and the work is coordinated
(c) The health and safety hazards of the site, including design and construction hazards and how they will be addressed
(d) Any relevant information in an existing health and safety file.

Construction Phase Plan

All construction projects will require a construction phase plan. Where this requirement lies with the Company (single contractor / principal contractor) the Project Manager is responsible for ensuring that this is completed **before** the construction phase begins.

The following list of topics are to be considered when drawing up the plan:

(a) A description of the project such as key dates and details of key members of the project team
(b) The management of the work including:
    i. The health and safety aims for the project
    ii. The site rules
    iii. Arrangements to ensure cooperation between project team members and coordination of their work (e.g. regular site meetings)
    iv. Arrangements for involving workers
    v. Site induction
    vi. Welfare facilities
    vii. Fire and emergency procedures
(c) The control of any of the specific site risks listed in Schedule 3 where they are relevant to the work involved.

The information is to be made available to relevant parties, contractors and the client for their review.

Site Induction

The principal contractor must ensure every site worker is given a suitable site induction. The induction should be site specific and highlight any particular risks and control measures that those working on the project need to know about. The following issues should be considered:

(a) Senior management commitment to health and safety
(b) Outline of the project
(c) Management of the project
(d) First-aid arrangements
(e) Accident and incident reporting arrangements
(f) Arrangements for briefing workers on an ongoing basis (e.g. toolbox talks)
(g) Arrangements for consulting the workforce on health and safety matters
(h) Individual worker's responsibility for health and safety

Site inductions should also be provided to those who do not regularly work on the site, but who visit it on an occasional (e.g. architects) or once-only basis (e.g. students). The inductions should be proportionate to the nature of the visit. Inductions provided to escorted visitors need not have the detail that unescorted visitors should have. Escorted visitors only need to be made aware of the main hazards they may be exposed to and the control measures.

Health & Safety File

A 'health and safety file' is only required for projects involving more than one contractor.

The Principal Designer is responsible for preparing the file, updating it as the project progresses, and issuing it to the Client on completion. If the Principal Designer's appointment finishes before the end of the project, the file is to be passed to the Principal Contractor to complete the duties.

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following will be considered for inclusion:

(a) A brief description of the work carried out
(b) Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
(c) Key structural principles (e.g. bracing, sources of substantial stored energy - including pre or post tensioned members) and safe working loads for floors and roofs
(d) Hazardous materials used (e.g. lead paints and special coatings)
(e) Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment)
(f) Health and safety information about equipment provided for cleaning or maintaining the structure
(g) The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.
(h) Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

The level of detail should be proportionate to the risks, and contain enough detail to allow the hazards to be identified and addressed by those carrying out the work. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc.

Where this requirement lies with the Company the Project Manager will be responsible for ensuring the file is prepared and issued.

For Company premises, the Facilities Manager is responsible for keeping and issuing the file as required.

General Requirements for All Construction Sites

The Company will comply will all general requirements for construction sites as outlined in Part 4 of CDM 2015 including:

- Safe places of construction work
- Good order and site security
- Stability of structures
- Demolition or dismantling
- Explosives
- Excavations
- Cofferdams and caissons
- Reports of inspections
- Energy distribution installations
- Prevention of drowning
- Traffic routes
- Vehicles
- Prevention of risk from fire, flooding or asphyxiation
- Emergency procedures
- Emergency routes and exits
- Fire detection and fire-fighting
- Fresh air
- Temperature and weather protection
- Lighting

The Project Manager and Site Manager will be responsible for co-ordinating the risk assessment process, development of the safe system of work, setting up of the site in line with requirements, and ongoing inspections and supervision of works.

Structural Stability during Alteration, Demolition and Dismantling

All alteration, demolition and dismantling work is to be carefully planned and carried out by competent people to avoid unplanned structural collapse.

Commercial clients must provide contractors with relevant information about a building's structure, including stability and structural form and any significant design assumptions, suggested work methods and sequences. The contractor must then use that information to plan and carry out the work safely.

Survey and Assessment

A competent person should do a thorough structural survey and assessment before any potentially load-bearing parts of a structure are altered. The structural survey should consider:

- The age of the structure
- Previous use
- Type of construction
- Any nearby buildings or structures

This information should be used to determine the steps required to prevent any collapse.

Preventing Structural Collapse

A competent person should decide the method and design of temporary supports. Temporary support provided must be designed, installed and maintained to withstand foreseeable loads and structures should never be overloaded.

Arrangements for Demolition

Demolition or dismantling arrangements are to be written down before the work begins. This safe system of work may be in the form of a safety method statement identifying the sequence required to prevent accidental collapse of the structure.

In addition to the design and method of temporary supports a safe system of work may include:

- Establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings
- Covered walkways
- Using high-reach machines
- Reinforcing machine cabs so that drivers are not injured
- Training and supervising site workers

Consulting Building Control Departments

The building control department of the local authority in the area where a building is located is to be consulted before any structural alterations are made to a building.

Structural Stability during Excavations

Commercial clients must provide certain information to contractors before work begins. This should include relevant information on ground conditions, underground structures or water courses, and the location of existing services. This information should be used during the planning and preparation for excavation work.

No ground can be relied upon to stand unsupported in all circumstances. Trenchless techniques should always be considered at the design stage as they replace the need for major excavations. Underground and overhead services may also present a fire, explosion, electrical or other hazard and will need to be assessed and managed.

Key Issues to be Considered

(a) Temporary support – Before digging any trench pit, tunnel, or other excavations, decide what temporary support will be required and plan the precautions to be taken. Make sure the equipment and precautions needed (trench sheets, props, baulks etc.) are available on site before work starts

(b) Battering the excavation sides – Battering the excavation sides to a safe angle of repose may also make the excavation safer. In granular soils, the angle of slope should be less than the natural angle of repose of the material being excavated. In wet ground a considerably flatter slope will be required

(c) Loose materials – may fall from spoil heaps into the excavation. Edge protection should include toe-boards or other means, such as projecting trench sheets or box sides to protect against falling materials. Head protection should be worn.

(d) Undermining other structures – Check that excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls. Decide if extra support for the structure is needed before starting. Surveys of the foundations and the advice of a structural engineer may be required.

(e) Effect of plant and vehicles – Do not park plant and vehicles close to the sides of excavations. The extra loadings can make the sides of excavations more likely to collapse.

(f) Prevent people from falling – Edges of excavations should be protected with substantial barriers where people are liable to fall into them.

Inspection

A competent person who fully understands the dangers and necessary precautions should inspect the excavation at the start of each shift. No work should take place until the excavation is safe.

Excavations should also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth.

A record of the inspections will be required and any faults that are found should be corrected immediately.