



MECHANICAL SERVICES LIMITED

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# Health & Safety Policy

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# 1. POLICY STATEMENT

It is the policy of Hydro Mechanical Services Ltd. that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company.

Mr Jack Jennings as Health and Safety Director is responsible for implementing this policy and his duties, and that of all directors, managers and employees are detailed within the Company's Health and Safety Policy. The Health and Safety Policy should be used as a reference manual for health and safety issues relating to activities carried out by the company.

In order to avoid accidents and incidents, good working practices are essential. Therefore all employees must familiarise themselves with their duties as detailed in the Safety Manual.

Hydro Mechanical Services Ltd. recognises that every employee has a vital role to play if high standards are to be achieved, maintained and improved upon.

The Company requires that all employees take a pro-active role in improving health and safety performance and encourages constructive suggestions on how methods of working can be improved to make them safer and thereby reduce the inherent levels of risk.

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

This health and safety policy and manual will be subject to a regular review and will be updated in the event of any changes in legislation or codes of practice requiring arrangements and procedures to alter.

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

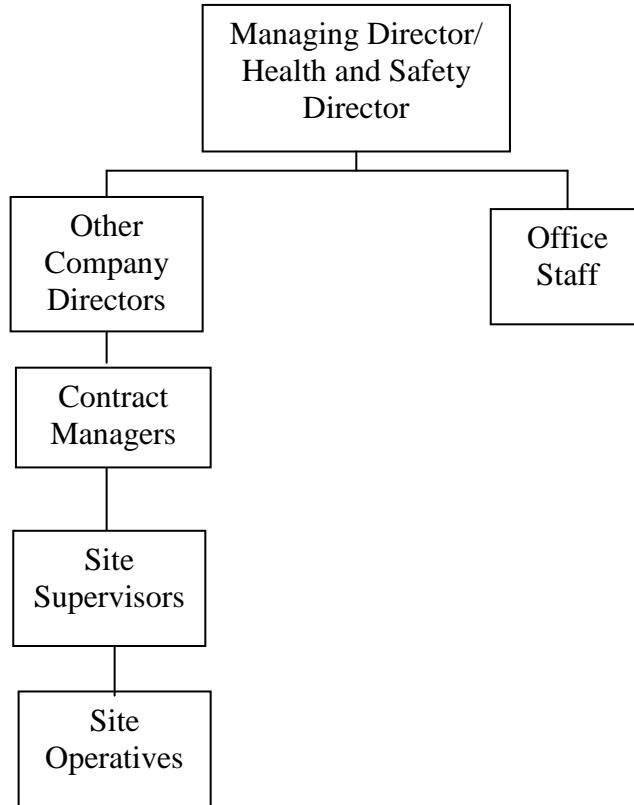
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## 2. ORGANISATION CHART

### Management of Health and Safety



### **3. DUTIES**

#### **3.1 *Duties Of The Managing Director and Safety Director as The Person With Overall Responsibility For Company Health and Safety***

The Managing Director has overall responsibility for company health and safety and as such has the following duties for ensuring that:-

- a) Adequate provision is made and resources allocated to manage company health and safety in accordance with statutory provision and industry codes of practice.
- b) Welfare provision is made for staff and employees at all work locations
- c) Training needs are adequately provided for, and that staff and that employees receive adequate training to undertake their work tasks safely
- d) He is kept informed of (and updated on) statutory legislation and codes of practice affecting the company's work.
- e) He provides, where necessary, a Company statement on any issue of health and safety that requires a formal statement.
- f) He is informed of and co-operates with any correspondence to/from the Health and Safety Executive.
- g) All employees are informed of any major health and safety issues affecting or likely to affect the Company.
- h) A pro-active approach is promoted to positive health and safety and risk management through the Company's directors, managers and supervisors.
- i) There is adequate health and safety advice and awareness at all levels of the Company, that all employees are made aware of the Company's Health and Safety Policy, and that they receive adequate training and consultation to enable them to satisfy their roles and this safety policy.
- j) Regular meetings are held with the Company's Safety Advisors and other managers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on health and safety issues.

### **3.2 *Duties Of Other Directors and Senior Managers***

All directors and senior managers must implement the Policy by:-

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

### **3.3 *Duties of Managers And Supervisors Of Permanent Workplaces***

The duties of managers and supervisors in permanent locations are similar to the duties of site managers, but the actual risks may differ. Particular areas to monitor are:-

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

### **3.4 *Duties of Managers Responsible For Organising And Managing Contract Work***

Any manager responsible for running contract work must implement the Policy by:-

- a) Having adequate knowledge of, and observing the requirements of, construction regulations and other legislation and codes of practice.
- b) Ensuring that all persons working on site are adequately trained to enable them to carry out their duties. This includes ensuring that a thorough site induction talk on the risks, working methods, emergency and welfare provision is carried out before any work starts on a site.
- c) Ensuring that the Management of Health and Safety at Work Regulations 1999 and the Construction, Design and Management Regulations 2007 are followed and the necessary health and safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- d) Ensuring that adequate emergency provision is made on sites.
- e) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- f) Ensuring that all plant sent to site is safe, is in accordance with manufacturer's specifications, and when applicable, has been tested and thoroughly examined in accordance with regulations.
- g) If hiring plant with hired operators, ensuring that the operators are trained and certificated to operate the plant (and that they have copies of their training certificates on site).
- h) When hiring plant and equipment, ensuring that items meet current U.K. and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels and emissions.
- i) Ensuring that site staff and employees at all levels receive appropriate training to undertake their tasks safely.
- j) Monitoring health and safety performance through site meetings, actioning of safety adviser reports, and responding to actual site conditions observed when on routine site inspections.
- k) Holding regular meetings with site employees and other site operatives to receive comments and suggestions on ways in which health and safety performance can be improved.
- l) Liaising with the Company's safety advisers and taking charge of problems which cannot be controlled at site level, especially with regards to control of sub-contractors.
- m) Setting a good personal example and having adequate knowledge of health and safety legislation relating to the Company's work.

### 3.5 *Duties of All Employees*

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

In particular, all employees can assist by:

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

**3.6** It is important that all employees feel capable of doing the tasks which they are assigned. If any person is in any doubt then he/she should inform his/her immediate supervisor. **DO NOT TAKE CHANCES.**

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

The company retains external competent health and safety advisors whose duties are:-

- a) To encourage a pro-active approach to health and safety matters and to take a positive attitude to risk management functions.
- b) To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. At all times they must be prepared to assist management in what ever way they can with regards to health and safety.
- c) To carry out regular inspections and safety audits and report on their findings. In addition they should assist the Company's managers by advising on working methods and training requirements.
- d) To assist the Health and Safety Director, through regular consultative meetings at prescribed intervals, to comment on the Company's health and safety performance and assist in setting future objectives.
- e) To take whatever action they consider necessary if in their opinion they are confronted with a serious risk to health and safety, and report the occurrence and action taken to the site manager, and if need be, the Health and Safety Director.

## 4. ALCOHOL, DRUGS AND MEDICATION

The Company is committed to ensuring the health and safety of their employees, sub-contractors and other persons affected by its work. In line with this commitment the Company stipulates that all employees and sub-contractors should themselves ensure that they are fit to perform the work tasks required of them by the Company.

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

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

If any employee believes that he or she is under the influence of any substance that would impair his/her work, then the employee concerned should immediately contact his/her line manager. Provided such instances do not become commonplace, the employee will be usually be instructed to remain off work until the effects have passed and he/she is fit for work. In such instances where the employee does not attempt to start work, disciplinary action may not be taken. If however, such instances are repeated, and the employee is frequently unavailable for work, the Company may invoke its disciplinary procedures but may also assist the individual in seeking treatment as a condition of continuing employment.

However, the Company will only take a sympathetic attitude towards its employees provided they report their condition prior to starting work. It is repeated that due that the nature of the Company's activities, employees would be at an unacceptable risk for their own safety and the safety of other employees if found working under the effects of alcohol, drugs or even some prescribed medications. Therefore employees should never attempt to work under such circumstances, and the Company is likely to deal with any transgressor as having committed "gross misconduct".

### 4.1 *Smoking*

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

Many contract sites operate bans on smoking over the total site area. Company policy is that employees should assume that any workplace, internal or external, is no smoking, unless advised otherwise.

## **5. TRAINING**

### **5.1 *All Company Employees***

The Health and Safety Director will carry out an ongoing review of health and safety training needs and will produce a training programme for all levels of employees. In carrying out the review particular attention will be paid to persons whose roles have changed or any legislative changes that require employees to receive further training in order to perform their required tasks. Employees taking on additional responsibility may also need additional training.

The training requirements will be agreed and budgets allocated. The Health and Safety Director and Safety Advisors will monitor and ensure that the training schedule is completed.

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

- Safety Rules Of The Company (and where they are located)
- Safety Hazards and Health Risks
- Substances Hazardous to Health
- Workwear and PPE
- Good Housekeeping
- Fire Causes and Prevention, Fire Emergency Procedures, Location of Extinguishers and Assembly Points
- Accident Reporting (including RIDDOR)
- Designated Accessways and Walkways
- Welfare Facilities, Canteen, Vending Machines, Cloakroom and Toilets
- First Aid Provision and Company Appointed Persons

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

### **5.2 *Operatives Of Plant And Specialist Equipment***

All operatives of specialist tools, equipment and plant will be trained and certificated in accordance with approved training schemes run by approved training providers. Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required.

Records will be maintained in the Health and Safety Director's office.

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

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

The Health and Safety Director, along with other Company directors and managers and the Company Health and Safety Advisors have specific responsibilities to monitor the implementation of the Company's health and safety policy and to review the Company's performance.

Items to be monitored and reviewed are:-

- a) Any significant accidents or incidents.
- b) Any matters arising from audits or site visits by the Company's Safety Advisors
- c) Any criticisms from H.S.E., clients or other parties.
- d) The company's "safety objectives". Have they been achieved?
- e) New legislation, guidance notes, or H.S.E. initiatives.
- f) The Safety Manual and working procedures as appropriate.
- g) Training requirements.

On the basis of this formal review, the safety objectives will be set for the next period.

### **6.2 *Inspections and Reports By The Company Safety Advisors***

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

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

Where the Safety Advisors carry out an inspection, three copies of the report will be sent to the Company, one for the Health and Safety Director, one for the Site Supervisor and one to be included into the site file for inspection purposes.

If on a subsequent visit the Safety Advisors are of the opinion that adequate action has not been, and will not be taken, they will inform the Health and Safety Director as quickly as possible.

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

If the site manager or supervisor disagrees with the Safety Advisors' action, the Safety Advisors will record this opinion in their written report and inform the Health and Safety Director (copying him with the report) by the quickest possible means. The Health and Safety Director must then resolve the issue.

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

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

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

In addition the company will encourage employees to take the role of safety representative under the Health & Safety (Consultation with Employees) Regulations 1996 and the company will offer them training and assistance to fulfil this role and to further enhance health and safety within the company.

The company will hold regular consultative meetings allowing management and safety representatives to consult on policy issues and other matters concerning health and safety objectives and performance.

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

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

All contractors engaged by the Company must be competent (see section on the Construction (Design and Management) Regulations (CDM) - Selection of Contractors) and provide evidence to support this. In addition the Company must provide details of the significant risks that contractors will encounter on the location or site where they will work.

This will be achieved via the project Health and Safety Plan (where CDM applies), or by the provision of site risk assessments on smaller projects. Pre-start meetings with contractors will review the identified risks and will cover the risk precautions that must be in place before the contractor starts work and also during his work at that site or location. Site meetings will also be held as appropriate with contractors to review and amend these provisions as necessary.

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

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

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

Guidance on the action to be taken, depending on both the nature of the incident and the person who has been injured, can be found in the Health & Safety Executive's leaflet - HSE 31 – "Reporting an Injury or Dangerous Occurrence."

### **8.1 *Violence to Staff***

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

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

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

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

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means (e.g. telephone) and confirmed within 10 days on form F2508.

### 8.3 ***Major Accidents and Fatal Accidents to Employees, Self Employed, Sub-Contractors & Authorised Visitors***

A major injury is defined as any of the following:-

- ◆ Fracture other than to fingers, thumbs or toes.
- ◆ Amputations
- ◆ Dislocation of the shoulder, hip, knee or spine.
- ◆ Loss of sight (temporary or permanent)
- ◆ Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- ◆ Electric shock or electric burn leading to unconsciousness or requiring resuscitation. or admittance to hospital for more than 24 hours.
- ◆ Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours.
- ◆ Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents.
- ◆ Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- ◆ Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

In the event of any of the above, the person in control of the site must:

- ◆ Inform the Health and Safety Director immediately.
- ◆ Inform the Safety Advisors immediately. N.B. under RIDDOR a major injury must be reported to the HSE by the quickest possible means (e.g. telephone). The Safety Advisors will do this on the Company's behalf, so it is important to contact them as soon as possible after the incident. The Safety Advisors will complete the F2508 and forward this to the appropriate office of the Health and Safety Executive with a copy to the Health and Safety Director.
- ◆ If the injured person is a sub-contractor, inform their employers of the accident.
- ◆ Complete the company's accident report form and enter details in the accident book.
- ◆ Inform the Principal Contractor if applicable.

### 8.4 ***Industrial Diseases***

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

### **8.5 *Accidents Resulting In An Employee's Absence From Work For More Than 3 Days (including days which would not normally be working days)***

For any accident resulting in necessary absence from work for more than 3 days, but not included in the major injury category listed above, the site manager should:-

- ◆ Enter the details in the accident book.
- ◆ Complete the Company's accident form sending copies to the Health and Safety Director and the Safety Advisors. The site manager/supervisor should indicate on this form if he feels that a full investigation is required. A copy must be retained on the site or at the location. (The Health and Safety Director should inform the Safety Advisors once the injury has resulted in over three days of lost time. The Safety Advisors will complete Form 2508 and forward it to the appropriate office of the Health and Safety Executive, ensuring that it is copied to the Health and Safety Director.)
- ◆ Inform the Principal Contractor or Client if applicable.

### **8.6 *Accidents To Sub-Contractors Resulting In Absence From Work For More Than 3 Days (including days which would not normally be working days)***

If a sub-contractor's employee is injured and off site treatment is required, then the site manager may not be aware that the sub-contractor has been absent for more than 3 days. The duty under RIDDOR is for the employer of the injured employee to report the accident. Therefore the Company has no duty to report accidents to sub-contractors to the HSE. Nevertheless, the Company should keep a record of accidents and incidents involving sub-contractors. In such a situation the Company manager in charge of the site or location should:-

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

### **8.7 *Dangerous Occurrences***

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

The duty to report dangerous occurrences lies with the person in control of the premises or site. i.e. the Client or Principal Contractor. Again the Safety Advisors will fully advise on necessary action to be taken and guidance can be found in the Health & Safety Executive's leaflet - HSE 31 – "Reporting an Injury or Dangerous Occurrence."

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

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

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

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

### **9.2 *First Aid - Offices***

In the offices, a suitably sized first aid box, a first aider trained in accordance with the First Aid at Work Regulations and accident book will all be provided. Notices will be posted giving this information.

### **9.3 *Welfare Facilities***

The company will provide welfare facilities at all work locations and sites in accordance with the requirements of the Health and Safety at Work Act and the Construction (Health Safety & Welfare) Regulations 1996 namely:

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

NB. On sites where there is contaminated ground or contaminated materials are present, special hygiene facilities may be required. If so this will be detailed in the site Health and Safety Plan.

### **9.4 *Drinking Water***

An adequate supply of fresh drinking water must be provided. If normal mains running water is not available then a supply of water should be provided via containers clearly marked "DRINKING WATER".

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

### **10.1 General Fire Precautions**

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

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

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

The Company will appoint fire wardens at each of its workplaces with responsibility for assisting with safe evacuation and ensuring that fire appliances remain correctly positioned and maintained.

Notices will be posted at each workplace stating the evacuation procedures, together with names of the fire wardens for the various sections of the buildings.

Adequate fire prevention and emergency procedures, together with suitable means of fire detection, raising the alarm and fire fighting equipment, must remain in place throughout all of the Company's workplaces.

The Health and Safety Director will ensure that appropriate maintenance contracts are in place for the maintenance, testing and inspection of the various fire systems and fire extinguishers. He will also be responsible for ensuring that fire/evacuation drills are carried out and any necessary records updated. All fire fighting equipment must be maintained/serviced at least annually. Any discharged extinguishers should be immediately withdrawn and returned for re-charging.

The Health and Safety Director, assisted by the Company appointed fire wardens, will carry out a review of the emergency equipment and procedures on a regular basis.

### **10.2 Site Operations**

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

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

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

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

Specialist sub-contractors may be required to perform specific high-risk operations. All specialist contractors must undergo the Company's approval procedures for contractors and have their own fire prevention measures in place before they will be allowed to start work.

### ***10.3 Site Emergency Procedures***

If the Company is appointed Principal Contractor, it will produce emergency procedures for the project and these will be detailed in the project Health and Safety Plan. All employees and contractors will be advised of these procedures via the site induction talks.

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

### ***10.4 Offices, Stores And Workshops***

A fire risk assessment will be undertaken for the offices, workshop and stores and notices will be posted describing the evacuation procedures together with names of the fire wardens.

An appropriate number of fire extinguishers will be provided in each area, with smoke detectors in areas where combustible materials are stored.

## **11. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007 - DUTIES FOR PLANNING AND MANAGING NOTIFIABLE PROJECTS**

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

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

The Client must appoint a CDM Coordinator to ensure that health and safety is taken into account from the initial design and planning stage of the project, together with a competent Principal Contractor to manage and co-ordinate the contractors on site.

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

The Client (or agent) must also appoint a Principal Contractor to co-ordinate health and safety activities on site. The Principal Contractor must develop the Health and Safety Plan as required, and prepare information for the Health and Safety File.

The Client must ensure the CDM Coordinator, Principal Contractor, designers and contractors are competent. Provided that a company has sufficient competence, it can be appointed as both CDM Coordinator and Principal Contractor.

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

### ***11.2 Application of the Regulations To Notifiable Projects***

The CDM Regulations apply to all construction work. However, there are a number of specific requirements that need to be met when a project is of a size and scope that deems it to be notifiable to the HSE.

Notifiable projects require a number of specific appointments to be made, including the appointment of specified dutyholders, such as the CDM Coordinator and Principal Contractor, and also the preparation of a Construction Phase Health and Safety Plan, by the Principal Contractor, prior to the commencement of the project.

A notifiable project is any commercial project (i.e. not for a domestic client) that involves:-

- more than 30 days of construction activities,
- or
- more than 500 person days of construction work.

### **11.3 The Company in the Role of “Client” for a Construction Project**

If the Company is commissioning construction work on premises it owns or if, as a developer, construction work is undertaken on its behalf, then the Company must fulfil the duties of the ‘the Client’ under CDM. These are to:-

- a) Appoint a competent CDM Coordinator with adequate resources to fulfil the role, as soon as practicable after the decision has been taken to proceed with the project.
- b) Provide the CDM Coordinator with any existing health and safety file, or to co-operate with him in providing him with the information he requires.
- c) Appoint a competent Principal Contractor with adequate resources to fulfil the work.
- d) Be satisfied that the designers and other contractors are competent.
- e) Ensure construction work does not commence unless the Principal Contractor has a satisfactory Health and Safety Plan in place.
- f) Ensure that the Principal Contractor makes adequate welfare arrangements for the project.

### **11.4 The Company Taking the Role of “Designer”**

CDM places a number of duties on designers. The definition of a designer is much broader than the obvious role undertaken by an architect or structural engineer. It includes the work undertaken by persons such as temporary work designers, falsework design, design or specification of ground support systems, design or specification of facade retention or building propping systems etc. Therefore, on any project the Company may undertake some element of the design work.

The duties on a designer apply regardless of the project’s size or duration. The duties are very similar to the existing common law requirement to take reasonable care for the persons who could be affected by the design. Under CDM these duties are to:-

- a) Ensure that in preparing any design, he gives adequate regard to the need to minimise the foreseeable risks to anyone undertaking construction or cleaning work in or on the structure at any time, and of anyone who may be affected by such work.
- b) Combat at source risks to the health and safety of any person at work carrying out construction or cleaning work in or on the structure at any time, and to the health and safety of any person who may be affected by such work.
- c) Give priority to measures that will protect both persons carrying out construction or cleaning work at any time and also others affected by their work over measures that only protect persons carrying out such work.
- d) Ensure that the design contains adequate information about any aspect of the project, structure or materials (including articles or substances) which might affect the health or safety of any person carrying out construction or cleaning work in or on the structure at any time, or of any person who may be affected by the work of such a person at work.
- e) Co-operate with the CDM Coordinator and with any other designer who is preparing any design in connection with the same project or structure as necessary to enable each of them to comply with the requirements and prohibitions placed on him in relation to the project by or under the relevant statutory provisions.

### **11.5 The Company Acting as CDM Coordinator**

If the Company acts as CDM Coordinator, a suitably competent person (or persons) must be nominated, with duties to:

- a) Advise the Client on the competence required of members of the project team.
- b) Liaise with the designers and, so far as is reasonably practicable, ensure that the designers fulfil their legal duties, especially those regarding the health and safety risk implications to those involved in both the construction and the future maintenance of their designs. These issues must be addressed throughout the project, and must take into account any design changes made during the project.
- c) Ensure that all duty holders are supplied with relevant health and safety information to allow them to make informed decisions that minimise risks wherever practicable.
- d) Ensure that there is adequate liaison and co-operation between all members of the project team.
- e) Advise the Client with regards to the competence of the Principal Contractor and the adequacy of the welfare, health and safety resources allocated to the project.
- f) Ensure that a Health and Safety File is prepared and eventually handed over to the Client.
- g) Ensure that, before construction work begins, a suitable Health and Safety Plan is prepared by the Principal Contractor, adequate for the size and scope of the project.
- h) Notify the Health and Safety Executive of the project.

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

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

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

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

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

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

### **11.8 *Health and Safety Plan***

The CDM Coordinator is responsible for collating existing health and safety information relating to the project and its environment. This must be used by the Principal Contractor to create a Construction Phase Health and Safety Plan for the project, which should be revised and updated by the Principal Contractor as the project progresses.

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

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

### **11.9 *Health and Safety File***

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

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

**11.10 Information for Employees**

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

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

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

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

The Company uses an assessment procedure which is detailed more fully in Section 19.

## **12. PROCEDURES TO BE FOLLOWED WHEN ESTABLISHING A NEW SITE AND CLOSING A COMPLETED SITE**

### **12.1 *Company Appointed As Principal Contractor, Or Main Contractor On Smaller Projects***

When the Company have been appointed Principal Contractor or main contractor, the following actions should be instigated:-

- a) The Manager in charge of the contract must undertake key risk assessments and prepare method statements as required. Help should be sought, where necessary, from the Client and other designers. Where CDM applies, this will be in the form of a detailed Health and Safety Plan, using information supplied from the CDM Coordinator. The plan must be agreed with the Client and CDM Coordinator, before work commences on site.
- b) Where CDM applies, the Company must obtain from the CDM Coordinator a copy of the notification of new works, as sent to the Health and Safety Executive (i.e. if the project lasts longer than 30 days or 500 person days of work).
- c) Where an existing Health and Safety File exists for the premises, the Company must obtain the Health and Safety File, and ensure that the file is continuously updated with appropriate information throughout the project.
- d) The Manager in charge of the contract (or appointed deputy) should fully brief site operatives, prior to commencement of each project.
- e) The Manager in charge of the contract must ensure that the relevant statutory site documentation and information posters are sent to site (see next section).

### **12.2 *Site Documentation And Information Posters***

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

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

### ***12.3 On-Site Induction Training***

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

- ◆ Significant risks and precautions to be taken, and safe working methods to be followed.
- ◆ The P.P.E. requirements.
- ◆ Where/how to obtain additional P.P.E. as required.
- ◆ Details of site emergency procedures.
- ◆ Details of site welfare arrangements.
- ◆ Details of any method statements relevant to the actual work the team is involved in.
- ◆ The site rules in general.
- ◆ Where applicable, the arrangements, rules and safe working procedures contained in the Health and Safety Plan.

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

### ***12.4 Items Of PPE To Be Supplied For Use By Site Operatives***

The following general items will be provided, in accordance with the Personal Protective Equipment at Work Regulations:-

- ◆ Safety helmets for all tasks where there is a risk of falling objects or the person sustaining a head injury through contact with an object at head height (this includes climbing scaffolds and towers).
- ◆ Protective gloves, appropriate to the task.
- ◆ Appropriate respiratory protection from substances that may be encountered. N.B. alternative types of protection may be required to protect against different types of dusts, fumes or mists.
- ◆ Goggles to BS 2092 impact grade 1, type 'C D M' and to EN 166.
- ◆ Any personal fall-arrest harness systems and lanyards, if any work is to be performed on a fragile roof or on an unprotected edge at height.
- ◆ Any specific items highlighted in the Health and Safety Plan or risk assessment.

### ***12.5 The Company As A Sub-Contractor To Another Contractor***

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

If the Company is working on a short-term project, it should request, and ensure that it receives, details of the site's health and safety risks from the Client, together with any site rules. The Company will take these into account when undertaking the risk assessments for the project, together with method statements for any tasks identified as high risk.

### ***12.6 Contract Completion***

At the end of the contract, the contract paperwork must be returned to the Health and Safety Director, who will ensure that the accident book and Form 91 weekly inspection register are archived for future reference.

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

On notifiable CDM Projects, the Principal Contractor should obtain the Health and Safety File from the Client, via the CDM Coordinator, containing information about the existing environment, structures, services etc. This information should be used in drafting the Health and Safety Plan and selecting methods of operation.

Throughout the contract the project Health and Safety File should be updated. It will be returned to the Client (on notifiable CDM projects, via the CDM Coordinator) at the end of the contract, for the Client to retain for future use and to pass on to the new owners or managers, should the Client pass on ownership or management of the property.

Where CDM does not apply, the manager in charge of the contract will obtain similar relevant information directly from the Client, and will prepare the operation and maintenance details for the Client, including safe working instructions for any mechanical or electrical installation, and hand them to the Client on project completion.

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

### **13.1 Risk Assessments**

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

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

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

**Generic Assessments** – Section 14 includes details of the significant risks that will be encountered on projects normally undertaken by the Company, together with details of the Company procedures for controlling these risks. These procedures must be followed and enforced by managers and supervisors at each work location.

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

- ◆ Consult with the Client (and CDM Coordinator under notifiable CDM projects) and, where applicable, referring to the Health and Safety Plan, produce site specific risk assessments for any areas identified to be giving rise to a special risk.
- ◆ Check the generic risk assessments and confirm which are valid for the project, and amend any procedures as necessary.
- ◆ Review the existing risk assessments contained in the project file, and bring the significant risks and precautions to be taken to the attention of the relevant employees and contractors.

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

### **13.2 Safe Methods of Working**

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

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

### ***13.3 Personal Protective Equipment***

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

In addition, items such as respirators, eye protection, safety harness, high visibility clothing etc. will also be used as indicated by the risk assessment or as instructed by the Site Engineer.

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

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## **14. SIGNIFICANT GENERIC RISKS ASSOCIATED WITH THE COMPANY'S OPERATIONS**

### **14.1 Abrasive Wheels**

Any person who uses an abrasive wheel and/or changes the abrasive disc must be trained and authorised. The names of all authorised persons should be entered in the abrasive wheels register.

Copies of the abrasive wheels register with the list of authorised persons should be in all work locations.

### **14.2 Access -Risk Of A Person Falling**

A safe means of access and safe place of work are essential requirements for any work activity. Every year, 50% of all fatal or serious accidents occur because a person falls from a height. Therefore, whenever work has to be done from which a person can fall and suffer an injury, specific precautions must be taken. These precautions will apply in all workplaces or sites.

On contract work, the Company will assess the requirement to work at height at the pre-tender and planning stages and incorporate a means of access and safe place of work in site specific risk assessments.

When working inside buildings, depending on the design of the premises, there could be a risk of falling when working in stairways or risers. Boards must be used to span any voids and must be of adequate dimension and strength to safely span these distances.

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

The duty of care extends to all parties responsible for creating tasks requiring high level access. This includes not only those responsible for specifying safe means of access for undertaking work at height and managing the work itself, but also those who design structures and installations that may require future access at high level for maintenance purposes.

The duty to reduce the risks of working at height to the lowest practicable level extends to the following areas:-

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

### **14.3 Access - Ladders**

Ladders and Steps may be used for work in circumstances where other forms of access may be higher risk or prove impractical due to site conditions. If ladders are used for access, they must

always be secured, preferably close to their upper resting points, and also either fixed at the base or footed by a second person.

All ladders and steps should be located away from doorways or doorways barred off during the period when any necessary ladder work is undertaken near them. Supervisors must be aware of the requirements relating to ladders and where it is (in)appropriate to use them.

Ladders (including "A" frame step ladders) should only be used as a means of access and then the ladder should be placed on firm level stable ground and secured to prevent slipping or falling. Ladders should only be used as a means of access where it is reasonable to do so taking into account:-

- The nature of the work being carried out and its duration.
- The risks to the safety of any person arising from the use of the ladder.

Ladders should:-

- Be suitable and of sufficient strength for the purposes for which they are being used
- Be erected so that they do not become displaced. Where the length is more than 3 metres, they must be secured to prevent falling or slipping
- Extend sufficiently to ensure suitable handholds to provide safe stepping off points.
- Have intermediate landing areas or rest platforms wherever practicable, where any ladder run is greater than 9 metres.

#### **14.4 Access - Mobile Towers**

After a tower has been erected, the following checks should be made before it is used:

- Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check outriggers or stabilisers are correctly positioned and secured.
- Check that all baseplates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all the bracing members have been located exactly in accordance with the instructions in the supplier's manual.
- Check that all guardrails and toeboards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Check that the base to height of platform ratio does not exceed 1.3 when working externally; or at a ratio of 1:3.5 when working internally.

During use, the tower should be kept in good order. A competent person should inspect the tower regularly to see that the structure has not been altered in any way. Should parts become lost or damaged they should be replaced before the tower is used again. Any mobile tower that is erected for more than a week should undergo a formal weekly inspection by a competent person with the results entered in the scaffold register.

#### **14.5 Access - General Scaffolds**

Scaffolds should only be erected, altered and dismantled by trained and competent persons.

Scaffolds must be inspected before use and every 7 days thereafter, or if the scaffold or structure has been exposed to alteration or severe weather conditions, especially high winds.

A visual scaffold inspection should be undertaken daily before each working shift, with the weekly inspection by a trained and competent person recorded in the scaffold register.

#### **14.6 Asbestos**

It is company policy that no operatives should be at risk from exposure to asbestos material. If any asbestos material is discovered (including asbestos cement) or even suspected, operatives should withdraw from the area and seek advice from the Project Engineer. Work must not recommence in that area until positive identification of the material can be made, and a safe way of working can be devised which removes the risks of exposure to asbestos.

The Contract Manager should also be informed as soon as possible on discovery of any suspect material, and he will liaise with the Principal Contractor and/or Client to ensure that the substance is properly analysed. If the material is found to be asbestos, a safe means of removal by a licensed asbestos removal contractor will be arranged. Alternatively a safe working method that allows the asbestos to remain undisturbed may be devised, in which case the material should be properly encapsulated to ensure it is made safe and clearly marked.

Asbestos is an extremely dangerous substance and no-one employed by or sub-contracted to the company should work with asbestos, unless they are fully licensed, equipped and competent as a company to handle asbestos material under the asbestos licensing regulations.

Occasionally, material may be encountered which contains asbestos in levels where it is permissible for unlicensed contractors to handle, such as in cement roof sheeting, artex or floor tiles. If this material is encountered, operatives must still not attempt to handle or work on or near this material without authorisation from the Project Engineer. A careful risk assessment must be undertaken to decide whether work that requires the handling of this material can be avoided, and if not, a detailed method statement will be devised which will ensure that all necessary precautions and monitoring systems are put in place.

All company employees will be issued with the Company's advisory warning on asbestos risks (see Appendix A).

#### **14.7 Contaminated Ground and/or Surfaces**

Where there is a possibility of contaminated ground or working with contaminated surfaces or materials, a full analysis of the suspected material must be undertaken and the contaminants identified. This information may already be available via the Health and Safety Plan or from the Client. The type and quantity of contamination will determine what action is needed.

Guidance is available in HSE document HS(G)66 - entitled "Protection of Workers and the General Public During the Development of Contaminated Land".

Good working practices include eliminating or minimising the need for persons to come into contact with the contaminated materials by using machines to do the material handling.

Operatives should be fully informed about the contamination and the procedures to be followed.

A detailed site-specific method statement should be produced whenever contaminated ground is encountered.

#### **14.8 *Electrical Working - Assessment Procedure For Safe Working Practices.***

There are a number of hazards associated with electricity. The most obvious risk is that of electric shock, which, depending on a number of other factors, may lead to a fatality or be just a minor incident. But severe burns due to short circuit/arcing can also result, and these type of burns are very painful and slow to heal.

Most electrical incidents occur because people are working on or near equipment that:

- ◆ is thought to be isolated but which is in fact live, or unexpectedly becomes live

or

- ◆ is known to be live, but those involved are without adequate training or appropriate equipment or they have not taken adequate precautions.

Any work on electrical equipment must be restricted to trained persons, authorised to work on particular categories of equipment. The electrical supervisors will assess the work at the planning stage and will ensure it is allocated to personnel with the appropriate training, experience and capability. If there are a number of people to work on the system, a supervisor will be nominated to oversee and co-ordinate the work.

HSE publication Electricity at Work - Safe Working Practices gives practical guidance on the assessment of electrical work. The principals outlined in this document have been adopted as company policy.

#### **14.9 *Electrical Working On or Near Live Conductors***

The Electricity at Work Regulations 1989 (Reg 14) and associated guidance booklets give guidance as to when work on or near live equipment is permitted. Only fully trained and competent operatives will be allowed to undertake such work and in such instances a strict "Permit to Work" system will be in place to restrict working in such hazardous areas.

The company requires all electricians working on electrical circuits to follow the criteria of Regulation 14 and wherever possible, the equipment will be isolated before work commences.

#### **14.10 *Electricity at Work Regulations - Offices***

In accordance with the Electricity at Work Regulations 1989 the following tests and inspections will be undertaken:-

- ◆ **Fixed installations** - these should be inspected and tested by an approved electrical company who can issue an installation certificate. This should be repeated as advised by the last test, or at 5 yearly intervals.

Portable equipment - the chart provided in Appendix B gives guidance on the test and inspection periods.

#### **14.11 Electricity at Work Regulations - Sites**

All portable site electrical equipment should be operated at 110 volts, supplied from a generator, or via a transformer centre tapped to earth that limits fault currents to 55 volts. This includes temporary site lighting.

In accordance with the requirements of the Electricity at Work Regulations 1989, the Company maintains a register of electrical equipment and ensures that equipment is inspected and tested on a regular basis in accordance with HSE recommended codes of practice. The table in Appendix C indicates the recommended periods and procedures for the test and inspection of site tools and equipment.

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

If the company is responsible for providing and maintaining a temporary electrical supply around a site, the work should be undertaken by a competent electrical contractor and an installation certificate is required on completion of the work. The certificate should also state what maintenance, test and inspections are required and at what frequency. HSE guidance booklet HS(G) 141 entitled Electrical Safety on Construction Sites gives full guidance on the requirements for test and inspections.

Site offices may be operated at 240 volts, but all such installations should be carried out by a competent electrician, and an installation test certificate obtained.

#### **14.12 Excavations And Pits**

Any excavation must be assessed by a competent person who must decide on the method of work that will be adopted to ensure there is no collapse of the sides or slippage of material. This assessment must take into consideration the actual ground conditions but as a company policy **all** excavations 1.2 metres deep or more must be adequately shored, or battered back to a safe angle.

When working in excavations and pits, materials and tools must not be placed on the edges of the pit at ground level because of the risk that they could fall onto those working below.

When working in public areas all excavations must be fenced.

All excavations should be inspected at the start of each shift by a competent person. Any excavation which is supported must be formally inspected :-

- after a fall or dislodgement of material
- after any event likely to effect its strength or stability
- at least once in any 7 day period

The results of the formal inspection must be recorded in the excavation inspection register, or recorded in accordance with the requirements of schedule 7 & 8 of the Construction (Health, Safety & Welfare) Regulations 1996 (see Appendix D).

#### **14.13 First Fix**

Whilst carrying out the first fix, plumbers / heating engineers may be required to work on the open joists of the first floor. Access must be by secure ladder and temporary boards used to provide a safe working platform. Ladders must be footed or tied on before they are climbed.

Whilst working in a roof space on temporary boards, a safe working platform must be provided, and access must be by a secure ladder. Additional lighting may also be required.

When using blow torches there is an increased fire risk. To counter this a fire extinguisher must be provided at the job site. Plumbers / heating engineers should remove all loose flammable and combustible materials and thoroughly check working areas before leaving site.

#### **14.14 Hot Work - Use of Welding, Soldering and Burning Equipment**

Gas cylinders must be handled with care taking special care to protect the valve. Cylinders should always be stored and used in a secure upright position. The storage facility should be in a secure well-ventilated area on site as agreed with the Client or main contractor. Cylinders should only be used with the correct hoses and hose clips. Warning notices indicating “Highly Flammable”, “No Smoking” etc must be posted in the fuel gas store.

Oxygen and fuel gases should be stored separately and clearly marked.

Whenever an operative leaves the job site where hot work is being carried out, valves must be isolated at the cylinders.

Before use of welding or burning equipment operatives should check on Permit to Work requirements. Suitable fire extinguishers and fire blankets must be available in the working area and all flammable materials must be removed.

When welding operatives must ensure that suitable screens and flash-back arrestors are in place to protect other persons in the area.

#### **14.15 Inspection and Testing of Lifting Appliances and Lifting Tackle.**

Various items of plant such as cranes, excavators, hoists, hiabs, and items of lifting tackle such as chains, slings, shackles, rings, chain blocks etc are all subject to statutory testing and thorough examination as well as ongoing inspection before use. The HSE guidance document, “Health and Safety In Construction” HSG 150, gives guidance on the type and frequency of the inspection required (see the table in Appendix D).

#### **14.16 Safe Use of LPG**

The quantity of LPG cylinders should be kept to an absolute minimum. Spare cylinders should be stored in a suitable open-air cage, with appropriate warning and ‘no smoking’ signs displayed. At the end of the day, or when left unattended, cylinders should be isolated at the cylinder valve and either placed in an allocated storage area or removed from site.

If LPG is used on site in connection with site operations, the fire risks must be assessed and the work undertaken in accordance with:-

- The Client’s or Principal Contractor’s requirements;
- Any permit to work requirements as per site rules.
- The requirements of the Code of Practice on the Prevention of Fire on Construction Sites, issued by the Loss Prevention Council.

#### **14.17 *Man-Made Mineral Fibres (MMMMF)***

Man made mineral fibre is found as insulation in lofts, insulation panels etc. The fibres are a respiratory hazard as well as being a skin irritant. The risk will vary according to the amount of exposure, ventilation and other factors such as the nature of the material itself, and the risk should be assessed at the tender/planning stage.

As a general precaution, overalls, gloves, and a respirator should be used when working with MMMF.

#### **14.18 *Manual Handling Operations***

Under the Manual Handling Operation Regulations 1992, employers have a duty to prevent employees from handling loads that are likely to cause injury. The risk of injury may be due to the weight of the load. However, it is not sufficient just to think of manual handling hazards simply as a function of weight. Other examples of factors to be considered in assessing the risks of any manual handling operation are:-

- The physical size of the load
- The ease or difficulty of acquiring a firm hold on the load
- The position of the centre of gravity within the load
- The rigidity of the load or conversely if the centre of gravity could move e.g. partially filled fluid containers
- Whether the load is capable of independent movement e.g. a person or animal
- The location from which the load is being moved, and its destination point.
- The weather conditions if the load is being moved outside.
- The route and ground conditions over which the load has to be moved including doorways, gateways or other physical obstructions.
- Distractions, such as others using the route over which the load is being moved.

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

In carrying out the assessment, assessors should seek to eliminate, where possible, the need to manually handle loads at all and to introduce mechanical ways of lifting and moving loads whenever practicable.

In a fixed workplace environment, where similar loads are being handled in similar ways, an assessment can be undertaken that will be valid for some time. However, in construction environments workplaces are continually changing and supervisors and employees must be continually aware of, and should assess, operations involving manual handling operations.

All employees should highlight activities involving manual handling operations likely to cause injury. In planning work tasks, managers must try to minimise the requirements for manual handling. Training must be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and to enable them to lift using kinetic handling techniques as shown in Appendix E.

#### **14.19 *Plant and Plant Operators***

Copies of any test and thorough examination certificates must be provided for all plant. A weekly check must also be undertaken by a competent person and entered in the site register.

All plant operators or drivers - including fork trucks, should be trained and certificated under a recognised plant operator scheme, and have a copy of their training card/certificate on site (Ref: Provision and Use Of Work Equipment Regulations "PUWER" 1998).

Similarly, any lifting tackle (slings, chains etc) should be accompanied by copies of their test certificates and six-monthly thorough examination certificates and these should be available on site. Any person who installs, operates or inspects such items must also be suitably trained and should provide and carry copies of training certificates as evidence (Ref: Lifting Appliances and Lifting Operations Regulations "LOLER" 1998).

#### **14.20 *Powered Tools and Equipment***

The Provision and Use of Work Equipment Regulations (PUWER '98) requires all powered work equipment and tools (such as electrical, petrol and air tools) to be safe for use. Powered tools must be suitably tested and have appropriate and adequate guarding in place. Controls must be easy and safe to access and operators must be familiar with emergency shut-off procedures. Suitable lighting must be provided for all users of powered work equipment.

All powered work equipment must carry suitable warning notices and operatives must have access to instructions for its safe use. Specific user instructions will be placed in an easily accessible position on or near each machine or in the working method statement,

Operators of powered work equipment must be suitably trained and competent in working with such equipment before they will be authorised to use it. Certificates of competence must be present at each site for site work with powered equipment.

All operatives directly employed by the Company will be supplied with the required PPE as identified in the risk assessment for each individual piece of powered work equipment. Contractors will be required to make special provision for their own employees when working with powered plant and equipment.

#### **14.21 *Powered Tools and Equipment - Vibration***

Where practicable, management will adopt a policy of procuring work equipment with low vibration outputs, referring to manufacturers' data.

When undertaking cutting and breaking operations, managers must design tasks to minimise the need for operators to use high vibration tools. The task and work surface must be taken into account, as this will affect the vibration created.

Operatives working on tasks and with equipment that may create high vibration levels must be assessed before being allowed to work with such equipment. Persons working with high vibration tools should be issued with suitable gloves designed to minimise vibration received by the operator. Supervisors must select persons who are fit for the task and are not suffering from numbness or soreness in their upper limbs. Any person suffering numbness, tingling or soreness must be rested from the task. Any prolonged effects should result in a medical consultation.

The company does not use cutting or breaking equipment on a frequent basis, and tools are mainly lightweight and at the lower end of the vibration scales. When such equipment is employed, users will only use such equipment for maximum periods in accordance with the manufacturer's guidance with sufficient breaks in between.

#### **14.22 Sewage - Hazards Associated With Working With Sewage**

There are a number of health risks associated with working with sewage. These include gastro-enteritis, Weil's disease, hepatitis, occupational asthma or infection of the skin or eyes.

The most common way in which micro organisms enter the body are by :-

- Hand to mouth contact during eating, drinking and smoking, or by wiping the face with contaminated hands or gloves, or by licking splashes from the skin.
- By skin contact through cuts and grazes
- By penetrating injuries from contaminated sharp objects
- By breathing them in as either dust, aerosol or mist.

All persons who are required to work with sewage should be aware of the health hazards and should be informed of the guidance issued by the HSE in leaflet IND(G)179L.

#### **14.23 Sewer Connections**

If a connection is required to live sewers, the excavations must be properly shored or battered back, a safe means of access provided, and consideration given to the health (Leptospirosis) and hygiene (washing facilities) of the operatives. If it is necessary to actually enter an existing sewer or manhole, a method statement must be produced, clearly stating what entry checks will be made and by whom, and what rescue facilities are to be on site.

#### **14.24 Storage of Materials**

When storing materials, consideration must be given to security and stability. The storage area should be prepared by levelling the ground. Storage of bricks and blocks is restricted to 2 packs high, unless space dictates otherwise.

Wherever possible, storage should be in the secure compound area or inside secure containers. Loose materials such as sand or soil must have shallow sloping sides to minimise risk to any children who may gain access onto the site.

### ***14.25 Work in Occupied Premises And Occupied Areas***

The Health and Safety at Work Act places a duty on employers (and self employed) to ensure the health and safety of members of the public who may be affected by the work.

When working in occupied premises, priority must be given to the health and safety of the occupants. Special care must be taken if children, elderly persons or persons with learning disabilities are present. Some basic precautions to be followed are:-

- a) Wherever possible, effective signs and barriers should be erected to warn and segregate third parties from contract work.
- b) Steps or ladders must be used safely and stored away from access outside working hours.
- c) Work areas that cannot be fully segregated, especially corridors and steps, must be kept free from debris or obstructions.
- d) All contract working areas that present a hazard outside working hours such as scaffolding, mobile towers or wells below raised floor boards must be securely fenced off from access and warning signs erected denoting the hazard.
- e) All power tools must be isolated while left unattended, even for short periods of time. Tools, when not in use, should be kept in secured tool-boxes and away from children and members of the public.
- f) Whenever possible power should be provided through a 110volt transformer which is centre tapped to earth.
- g) If hot work such as the use of blow lamps is undertaken, all combustible materials should be removed or protected by fire retardant blankets and a fire extinguisher. Hot work must cease at least 60 minutes before leaving the premises with a final check before leaving site to ensure there are no smouldering materials.

When working on business premises, the site manager should establish at the planning stage if any special precautions have to be taken, or procedures to be followed (e.g. permit to work system).

He should fully discuss the scope of work with the person in charge of the premises and produce a risk assessment to reflect any special precautions to be taken. The building occupier should advise of any risks which could affect the work of the project e.g. fume extractors, hazardous substances, permit to work systems etc. These should be brought to the attention of the supervisor and all operatives working under the company's control.

The building occupier may have to amend his procedures if contract work causes problems. This should be pointed out at liaison meetings between the company and the Client e.g. If a fire exit route is affected by contract work, he will need to inform his staff and seek an alternative means of emergency escape.

Co-operation and co-ordination between all users of the building and its surrounding area are an essential pre-requisite for a safe site.

## 15. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Under the Control of Substances Hazardous to Health Regulations 2002(rev05), every employer is required to identify all substances in use, and to assess their risks to their employees (and others), taking into account the manner in which they are used and the quantities involved.

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

- Is listed in the current 'CHIP' list and /or carries a hazard warning symbol.
- Has an occupational exposure limit (see HSE document EH40 'Occupational Exposure Limits').
- Is a biological agent. e.g. Leptospirosis
- Is a dust of any kind, when present in a substantial concentration.
- Presents hazards to health comparable to those listed above.

There are other hazardous substances, but because they have legislation specifically covering their use, they are not covered by COSHH regulations e.g. asbestos, lead and substances which are hazardous because they are radioactive, asphyxiants, at high pressure, at extremes of temperature, or are flammable or explosive.

For a brief generic guide to the hazards created by the most common categories of hazardous substances used in the workplace, see Appendix F .

### 15.1 *Identification & Assessments*

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

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

In gathering this information reference should be made to the manufacturer's product data sheet, **but** the data sheet **is not** a COSHH assessment and the company should use such data along with the above points of reference to determine the potential risk. It is the assessment of the specific application of each substance in the working environment, and any potential residual affects once applied, that determines the degree of risk from its use.

### 15.2 *Instructions and Training*

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

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

Smoking should not be permitted when working with hazardous substances.

## 16. NOISE

Noise can cause long term health problems. A person's hearing can be severely affected due to noise induced hearing loss and usually this can be avoided. The Noise at Work Regulations 2005 require employers to:-

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

### 16.1 Action Levels

Noise is measured in decibels, weighted to the 'A' scale or referred to as dB(A), or in pascals, a unit of sound pressure or energy. For most work exposure, noise levels are 'averaged' over a period of time to take into account the fluctuating noise levels throughout the day. This averaged figure is expressed in the term Lepd meaning the equivalent noise level of daily personal exposure, when all fluctuating levels are averaged out. The action levels are :-

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

### 16.2 Small Plant and Equipment

Small items of plant and equipment can be particularly noisy, but in general are only used for short periods of time. Whenever possible, quiet plant should always be selected. Small plant and equipment that generally exceeds levels of 85dB(A) includes:-

Type Of Equipment	Typical noise levels
Abrasive Wheel/Disc cutting machines	up to 100dB(A)
Hammer drills	up to 100dB(A)
High-speed portable saws	90dB(A)
'Quiet' generators	<85dB(A)
Other generators	>90dB(A)
Bench saws	up to 100dB(A)

The manufacturer or supplier should indicate on the piece of equipment if noise levels are likely to be excessive and hearing protection is required.

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

The company's Safety Advisors will advise on the type of hearing protection to be provided. They can also carry out spot checks on the actual noise levels on site if required.

## **17. OFFICE SAFETY – WORKING WITH DISPLAY SCREEN EQUIPMENT**

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

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

### **17.1 *Managing and Reducing The Risks From The Use Of Display Screen Equipment (DSE)***

There is considerable mis-information about the risks involved for DSE operatives. Research has so far only uncovered one major category of risk to DSE users, which is musco-skeletal injury, also known as Repetitive Strain Injury (RSI) or work-related upper-limb disorders (WRULD)

Key aspects in the healthy and safe design of work for DSE operatives include suitable furniture, the actual equipment and the job design.

### **17.2 *Suitable Furniture***

VDU operators will have furniture allowing the seated working position to be adjusted to allow the operative to sit comfortably while working at his/her workstation. The design of the furniture should allow the operative to move and perform tasks in a manner that minimises the risks of musco-skeletal injuries and repetitive strain injuries from the use of the DSE.

Chairs must be movable and adjustable so the operative can sit at a comfortable height and distance from the screen. The keyboard and monitor should also be adjustable so the operative can comfortably operate the keyboard and view the screen without strain.

Footstools will be provided for operatives who have significant periods of using VDUs.

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

### **17.3 *Work Equipment***

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

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

### **17.4 *Task Design***

The company does not currently require operators to spend prolonged periods without a break at a work station. This is on account of the staff having other tasks to perform and so they are not solely involved in VDU operations. Although there will be times when an operator may have to spend a significant part of a day at a VDU workstation, there will be other periods when VDU operations will form only a small proportion of the daily work tasks.

Thus the need for regular breaks to perform other tasks, and the need to prevent over-long exposure to display screen equipment is intrinsic to the way in which the office staff work.

The Health and Safety Director will monitor tasks to ensure that they remain designed such that VDU operations do not form an excessive or unbroken period of any employee's working day.

Further guidance can also be found in HS(G)90 'VDU's An Easy Guide to the Regulations'.

## **18. DRIVERS OF COMPANY VEHICLES (AND DRIVERS USING OTHER VEHICLES FOR COMPANY BUSINESS)**

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

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

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

### **18.1 *Guidance for Drivers and Operators of Mobile Plant***

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

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

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

### **18.2 *Drink and Drugs***

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

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

### **18.3 *Use of Mobile Telephones***

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

#### **18.4 Fatigue**

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

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

#### **18.5 Ill-health**

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

#### **18.6 Injury**

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

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

The above represent examples of situations that can adversely affect driver or operator performance. It is important that every driver and plant operator sees themselves as responsible for the management of the vehicle or item of plant they operate. As such, they are responsible for the effects of their actions on their work colleagues, as well as anyone else affected by their actions. They also have a responsibility to themselves and their families. Motor vehicles and commercial plant are high-risk items and potential killers. It is both the Company's and the individual driver's or operator's responsibility to ensure that they are used in a safe manner. If any driver or operator is in any doubt about their capabilities, they should not start the vehicle or item of plant, or, if the debilitating condition occurs later, they should park the vehicle or item of plant safely and switch it off. It must be left in a safe position and locked. Then the supervisor or line manager must be informed. **It is not worth risking a life.**

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

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

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

## **19. PROCEDURE FOR SELECTION OF SUB-CONTRACTORS**

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

Any sub-contractor used by the company must have been vetted and placed on the Company approved list.

The Company uses an assessment questionnaire (See Appendix H) which must be completed by the sub-contractor and the response assessed by the Health and Safety Director.

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

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

## 20. WASTE DISPOSAL AND ENVIRONMENTAL PROTECTION

Anyone who “imports, produces, carries, keeps, treats or disposes of any controlled waste, or a broker who has control of such waste” is subject to a Duty of Care regarding the disposal of that waste.

Controlled waste is defined as any household, commercial or industrial waste, including building and demolition waste. Therefore all waste that leaves site is defined as controlled waste and must only be moved after a transfer note has been issued.

### 20.1 *The Duty of Care*

The “Duty of Care” states that all those subject to it must:-

Prevent others from depositing, storing, treating or otherwise disposing of waste without a valid licence or contravening the licence conditions; or act in a manner likely to cause environmental pollution or harm to human health.

Prevent the waste from escaping

Ensure that waste is transferred to an authorised person

Include with the waste transfer a written description to enable others to comply with the duty and avoid committing an offence under Section 33.

### 20.2 *Duties of a Waste Producer*

A waste producer is responsible for providing an accurate description of the waste. This should include:-

- ◆ The type of premises or business from which the waste is generated.
- ◆ The process that produces the waste and the quantity of waste.
- ◆ The name of substances which comprise the waste including a physical and chemical analysis, if applicable.

The waste producer is also responsible for:-

- ◆ The care of the waste whilst he holds it.
- ◆ The packaging of the waste to prevent its escape during transfer.
- ◆ Using a registered (or exempt) carrier to transport the waste.
- ◆ The final disposal of the waste depending on the degree of his involvement in the selection of the waste carrier, manager or broker.

Any suspicious circumstances which may indicate a breach of the duty in the disposal chain should be reported to the Waste Regulations Authority.

### 20.3 *Duties of a Waste Carrier*

The Waste Carrier is responsible for:-

- a) The adequacy of packaging and security of the waste whilst under his control.
- b) Ensuring that a description accompanies the waste and that this description is accurate.
- c) Ensuring that any alteration to the waste is recorded in the description of the waste.

Any requests for contract vehicles to transport waste must be made to the site or Contract Manager who should ENSURE that the contractor is registered for the transport of waste. Waste carriers are subject to the Controlled Waste (Registration of Carriers) and Seizure of Vehicles Regulations 1991.

### 20.4 *Site Waste Management Plans*

For any project of a value greater than £300,000, where the Company is Principal Contractor, it will create and operate a Site Waste Management Plan. This document will set out a plan and then detail the quantities of waste produced, specifying the types of waste expected, and the planned means of disposal.

However, it is more likely that the company will be employed as a sub-contractor on a project of this value. When sub-contracted on a project, the Company will provide information regarding its planned and actual levels of waste to the Principal Contractor. The Company, through its own working practices, and those of its subcontractors, will strive to minimise amounts of waste, and where waste is created, will endeavour to re-use it elsewhere, or otherwise recycle it.

### 20.5 *Waste Transfer Notes & Consignment Notes*

A waste transfer note or a special waste consignment note must be issued before any waste is transported off a site.

On completion of any project, all **Waste Transfer Notes** and **Special Waste Consignment Notes** should be archived with the contract papers and retained :-

- for a period of 2 years in the case of transfer notes.
- for a period of 3 years in the case of special waste consignment notes.