



HEALTH AND SAFETY POLICY MANUAL 2016

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MDP Southwest Ltd

HEALTH, SAFETY AND ENVIRONMENT - THE VISION

Health & Safety

Health and Safety is not something we do, rather it is part of our daily life.

It is better to spend time now thinking what could be, than it is to have to think about what could have been done to prevent injury and loss.

We will endeavor to ensure no injury, illness or adverse affects are suffered by anyone who attends our sites, offices or businesses.

Our target is to:

Achieve a zero accident/incident organisation where all employees actively contribute to our Health, Safety and Environmental objectives.

1. POLICY STATEMENT

It is the policy of **MDP Southwest Ltd** to recognise, accept and implement our management responsibilities as an employer to prevent injury and ensure a healthy, safe working environment for all our employees. The Company also accepts its statutory duties to conduct its undertaking in such a way so as to ensure those persons not in our employment and who may be affected by our work activities, are not exposed to risks to their health and safety.

We strive to provide the safest and healthiest working conditions possible. So far as is reasonably practical we will:

- a. provide and maintain plant and systems of work which are safe and without risk to health;
- b. provide a safe place of work with safe access and egress;
- c. provide a safe working environment that is without risk to health;
- d. ensure safety, and absence or control of risks in use, handling, storage and transport of articles and substances;
- e. provide adequate welfare facilities and arrangements for welfare of work;
- f. provide adequate supervision as is necessary to ensure the health and safety of employees;
- g. provide adequate instruction and training as necessary to ensure the health and safety of employees;
- h. provide adequate information including information on legal requirements to ensure the health and safety of employees;
- i. ensure, so far as is reasonably practicable, that the conduct of the Company's activities do not endanger persons not in our employment but who may be affected by operations under our control e.g. sub-contractors, visitors and the public;
- j. ensure our employees are aware of their responsibilities:
 - 1) to exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
 - 2) to co-operate with the company, as far as may be necessary, to enable them to carry out their H & S obligations.

The Company expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work. They should exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

The Company will give full backing to this policy, and will support all those who endeavour to carry it out.

This policy is reviewed annually or as required.

Signed:



Mark Pratt– Managing Director, **MDP Southwest Ltd**

Date: 1st August 2015

2. REVIEW

The Company's policy and procedures will be reviewed as necessary and not less than annually. These reviews will take account of the results from monitoring activities, both active and reactive, and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards are introduced, the risk assessments, method statements and, where necessary, the health and safety policy will be revised to ensure all necessary controls are in place to safeguard the health and safety of the Company's employees and others affected by our work activities.

If any amendments to current practices and procedures are made and/or any new work equipment introduced, those employees affected will be consulted in a timely and efficient manner.

3. RESPONSIBILITIES

3.1. Designated responsibilities

Officers of this policy are: **Mark Pratt**

Mark Pratt has overall responsibility for health, safety and welfare responsibilities within the Company and will ensure that the policy is implemented, monitored and reviewed, in accordance with the relevant statutory provisions.

The above person also has specific responsibility for:

- insurance and employee liability;
- office health, safety and welfare, fire prevention and security;
- licenses, notifications, certification and statutory records;
- day to day co-ordination on health and safety;
- liaison with clients and fellow contractors;
- accident investigation;
- safety of work equipment;
- prescribed notices and safety signs;
- workplace health, safety and welfare, fire prevention and security;
- reporting accidents etc to Health & Safety Executive;
- over check, monitor statutory inspections;
- method statements and risk assessments;
- waste disposal operations, control of discharges;
- environmental pollution, noise and nuisance;
- recruitment, health and safety induction and employee training;
- stores control, issue of protective clothing and
- control and maintenance of transport;
- competent corporate and construction H&S advice;
- assess competence of contractors.

Mark Pratt may delegate a duty listed above to a responsible person within the Company but the accountability remains with him.

Mark Pratt will arrange health surveillance with subject records kept in the office.

Mark Pratt is responsible for ensuring that the Company's employees working at locations under the control of other employers are given relevant health and safety information.

Mark Pratt is responsible for ensuring that a safe system of work is provided to all employees to this end the following is carried out by the Company to enable all employees to carry out their tasks in a safe and efficient manner.

Supervision of young workers or trainees will be arranged, undertaken and monitored by the relevant site foreman depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents.

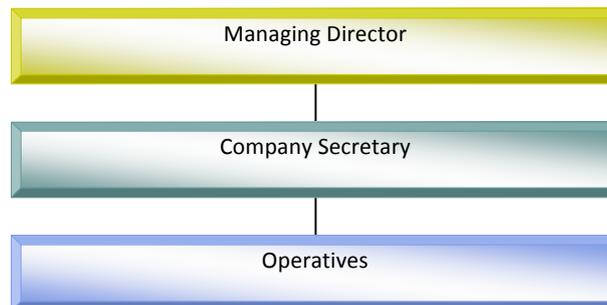
3.2. Employee responsibilities

The Company expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

All employees must:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety and consider that of others; and
- Report any health and safety concerns.
- Use Personal Protective Equipment where it is provided.
- Report immediately to a supervisor or manager any unsafe acts or omissions.

3.3. H&S organisation



4. THE MANAGEMENT OF HEALTH AND SAFETY

4.1. Information

The Company is committed to active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower the employees with the necessary information and instruction to work safely. Health and safety issues are brought to employees' attention through the use of:

- *Consultation (see section 5);*
- *Safety notices including posters; and*
- *Tool box talks held regularly on site.*

The Health and Safety Law posters are displayed at the office and on each site where the Company is principal contractor. Health and Safety advice is available from the Company's Health and Safety adviser **James Webber** Telephone: 0845 519 6306

4.2. Risk assessments

The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to carry out risk assessments on its premises, tasks and hazardous substances. Risk assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

COSHH assessments are completed prior to work commencing and the information is passed directly to employees.

4.2.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGS)

MDP Southwest Ltd shall undertake a risk assessment of all substances it uses, and evaluate the risk to skin, respiration, eyes or nervous system. MDP Southwest shall, where possible, use other substances to eliminate or reduce any risk to health.

A Control Strategy shall be used to monitor and keep updated the best practices and safest conditions for its employees.

Personal protective equipment shall be used in accordance with the suppliers Data Sheet or current EH40 current publications. Mark Pratt shall obtain a full breakdown of substances when there is doubt as to its safety of employees and obtain expert advice. No substance shall be used by MDP Southwest unless a risk assessment has been undertaken with it.

A written risk assessment shall be recorded and kept in the Julie Pratt's office.

A recognised hazardous substance must be kept clear from other processes/activities unless specifically required as part of that process. Changes to or other processes that occur from a process shall be recorded and personal protective equipment or procedures shall cater for the worst hazard of the entire process at all times.

All hazards must be clearly signed and receptacles using the hazardous material clearly identified and warning notices displayed at all times, e.g. highly inflammable, toxic, corrosive, acid, alkali, toxic fumes and irritants.

Other risks shall be noted where a process may be dangerous because of its action, e.g. cleaning electrical apparatus with cleansers then using water near or on electrical apparatus that is live.

Any queries about substances used by MDP Southwest should be referred to a Director in writing or the retained Safety Adviser.

The risk assessments should also take account of activities during silent hours by cleaners etc where their actions may place employees at risk.

4.3. Young workers and 3rd party locations

Supervision of young workers or trainees will be arranged, undertaken and monitored by **Mark Pratt** depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents or guardian.

Mark Pratt is responsible for ensuring that the Company's employees working at locations under the control of other employers are given relevant health and safety information.

4.4. Method Statements

Where work exceeds or differs from the normal working practices, the Company produces Method Statements which are issued to all relevant site managers for use. All operatives are obliged to read these documents and sign the appropriate Method Statement or subject register to acknowledge that they are aware of and understand the information contained within.

4.5. Contractors

Contractors and subcontractors are assessed on whether they are competent to carry out their duties. To be competent, a contractor, organisation or individual must have:

- (a) Sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail;
- (b) sufficient experience and ability to carry out their duties in relation to the project; to recognise their limitations and take appropriate action in order to prevent harm to those carrying out construction work, or those affected by the work.

Assessments focus on the needs of the particular project and are proportionate to the risks, size and complexity of the work. The following stages are considered when assessing competence against the 'core criteria' below:

Stage 1 Demonstration of policy, organisation and arrangements.

If this relates to the organisation overall it may be produced as generic evidence.

Stage 2 Demonstration of experience: this will normally be project specific.

Alternatively, we may use an independent accreditation organisation such as CHAS or UVDB to assess their competence against the elements of the 'core criteria' below.

Organisations employing fewer than 5 persons do not have to record their arrangements and other procedures in writing. However, they will have to find some way of explaining how they comply; orally, by observation or in writing.

The following are the competency 'core criteria' as defined in the CDM 2015 regulations. The contractor will need to provide:

- Adequate Health and Safety policy with arrangements for putting the policy into effect
- Mark Pratt and details of any source of advice e.g. safety group, trade federation
- Training information
- Details of qualification/experience of directors, workers etc – e.g. CITB Construction Skills touch screen test, CCNSG
- Details of monitoring and audit processes – formal or informal
- Detail on how the workforce is consulted
- Accident reporting and enforcement action
- Sub-contracting procedures and proof of their competency
- Risk assessment processes and examples of method statements
- Methods of co-ordination with other trades on site
- Commitment to and if relevant provision of onsite welfare facilities

4.5.1. Selection procedure

The Company selects subcontractors or self-employed persons based on references requested from previous clients, along with, where necessary interviews and site visits. Therefore, all subcontractors/self-employed will provide two references upon tendering to enable an investigation on their level of competence in terms of safety performance and management commitment.

4.5.2. The subcontractor/self-employed on site

All subcontractors or self-employed persons shall complete induction training prior to commencing work. The training is carried out by the Site Manager, or his nominee, and all participants must sign the training register.

All sites shall, on a monthly basis, hold site health and safety meetings. Such meetings shall be attended and recorded by the Contract Manager and/or Site Manager.

Any incidents that occur during the works must be reported to the Site Manager, Supervisor and where appropriate the Main or Principal Contractor.

4.5.3. Subcontractor/self-employed documentation on completion

Upon completion, all subcontract documentation shall be returned to Head Office where it will be collated and relevant documents archived for a minimum period beyond completion of the job. Test/Inspection Certificates and other information required for the Construction Health and Safety File shall be collated and forwarded to the CDM Supervisor team.

4.6. Monitoring

In order to ensure the Company's safe working practices and procedures are being followed the Company regularly monitors the Company's (and subcontractors) working practices by:

- checking all sites weekly and where there are any non-compliances they are assessed as to the degree of risk and measures taken to rectify the situation;

- supervisors being required to observe work behaviour and act to ensure poor working practice and behaviour is improved;
- making sure that all work equipment is inspected on a regular basis and where subject to statutory inspection within those set timescales; and
- investigating where appropriate accidents, incidents, hazards and cases of ill health and the results acted upon.

4.7. Competency and training

The Company carries out training to ensure the competence of management and operatives in respect of health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities. Training records are kept by **Julie Pratt**, relating to induction; tool box talks and specific site training e.g. plant operators, etc.

4.7.1. General induction

All new staff will be provided with relevant health and safety information and a copy of this health and safety policy for which they must acknowledge receipt. Managers must also brief new employees on health and safety matters relevant to their location and role. Induction training will be provided for all employees by **Julie Pratt**.

4.7.2. Site induction

It is our objective to have all operatives working on our sites to hold the appropriate CSCS card.

On site all employees and subcontractors are required to complete induction training prior to proceeding onto the site.

Where the Company's work is of a subcontract nature, i.e. working for a Principal/Main Contractor, the Site Manager/Supervisor must ensure that appropriate induction training is received from the principal contractor. This shall include site wide hazards, welfare facilities, site rules, etc. Site Managers and Operatives must inform **Mark Pratt** immediately if they arrive on a site and do not receive appropriate induction training.

Where a risk assessment/method statement identifies a specific hazard, and additional training is required, personnel shall be given the appropriate internal (tool box talks) or external training prior to performing the relevant task

4.7.3. First aid training

Persons appointed as first aiders/appointed person will be provided with a suitable first aid training course recognised by the Health and Safety Executive. Training will be identified, arranged and monitored by **Julie Pratt**.

4.8. Consultation and communication

4.8.1. Consultation

The Company will pro-actively involve its employees in all issues relating to health and safety in the workplace. The Company will consult on decisions affecting or involving:

- any change which may substantially affect the health and safety at work of staff, for example in procedures, equipment or working methods;
- the Company's arrangements for getting competent persons to help satisfy health and safety laws;
- information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;

- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

All employees are encouraged to submit suggestions for better health, safety and welfare to their immediate supervisor or direct to their line management. Site Managers will discuss direct with employees any health and safety concerns or problems, and also arrange reviews of method statements just before any work itself is to be carried out. Employees should raise any specific issues during these sessions, for example, welfare provisions, problems with other contractors or with plant or working practices etc. Any particular concerns relating to the Main/Principal Contractor should also be raised so that actions can be taken.

Prior to any work commencing all subcontractors will be inducted into relevant company procedures. Regular meetings will be held with the client, designers and sub-contractors to ensure that health and safety risks are brought to their attention.

4.8.2. Formal lines of communication

Employees may refer health, safety and welfare matters to their immediate line manager and/or their appointed safety or elected representative (see sections 5.3 and 5.4). Wherever possible, the foremen/supervisors will rectify unsatisfactory conditions, eliminate hazards or otherwise will resolve problems referred to them by the safety representatives and will enlist the aid of the Health and Safety Manager.

In instances where necessary action is beyond the resources of the foremen or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal management reporting line, to the Director and the Safety Representative informed accordingly.

In the event that the resolution of a problem is beyond the resources of the Director or in instances where proposed action cannot be agreed, the matter will be referred to the Health & Safety Consultant/Advisor.

In all instances, employees will be informed of the action taken in respect of the matters they raise and if no action is to be taken they will be informed of this, together with the reasons. Where necessary action involves some delay, the employee will be given the details and kept informed of progress.

4.8.3. Consultation involving elected safety representatives

The Company has chosen to conduct its formal H&S consultation by means of elected representatives. There shall be one ESR who will be consulted on a regular basis on the health and safety issues. The ERs are entitled to the following resources that will be provided by the Company subject to adequate notice which will normally not be less than 7 days:

- adequate training to enable them to carry out their role;
- all (reasonable) necessary time off with pay and any reasonable costs to do with that training; and,
- all necessary information which they require to undertake the role (this will be provided as soon as reasonably practicable).

The role of elected safety representatives shall be to:

- take up concerns with the Company about possible risks and dangerous events in the workplace that may affect the employees they represent;
- take up with the Company general matters affecting the health and safety of the employers they represent; and
- represent the employees who elected them in consultations with health and safety inspectors.

4.8.4. Consultation not using elected representatives

In complying with the requirements of the Employee (Consultation) Regulations 1996 the Company will consult with staff on these matters on an individual basis.

This will be achieved by writing to each individual on any issues and provide adequate time for them to respond either verbally or in writing, normally within 7 days. On urgent issues senior managers will consult individuals on a personal basis and record where necessary comments to reflect decisions made. The Company does not have formally elected employee safety representatives.

4.8.5. Informal lines of communication

An open door policy is encouraged, and all employees' comments relating to health and safety are welcomed by the Company and if an employee does not want to discuss an issue with their direct line manager head they can contact **Mark Pratt or James Webber SAAW Health and Safety Consultants**.

Staff will be fully expected to co-operate with this H & S policy to ensure successful implementation. They will be made aware of any changes made to it through induction training and workbox talks. Copies will be placed on the main notice board in the office.

5. FIRST AID

5.1. Nominated first aiders

Site Managers will ensure that adequately trained first aiders are available on all sites and offices. These first aiders will either be provided by the Company or by the Main/Principal Contractor. A list of trained first aiders will be displayed at all sites & offices.

Site Managers are responsible for maintaining suitable first aid facilities. First aid containers are kept at appropriate locations. First aiders are responsible for ensuring that their local first aid boxes are checked on a regular basis and replenished as necessary.

5.2. The reporting and recording of accidents

Any accidents/injuries, near misses or dangerous occurrences must be reported as soon as possible after the incident to **Site Manager** who will ensure accidents are recorded and investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. All accident records are retained for a minimum period of ten years. Where appropriate, he shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to HSE and completing the F2508

6. FIRE AND EMERGENCY PROCEDURES

6.1. Fire wardens

Mark Pratt is responsible for ensuring that a fire risk assessment is undertaken, reviewed and implemented and ensuring that fire extinguishers, alarms and evacuation procedures are tested every year.

Julie Pratt is the office fire warden who is responsible testing alarms and checking fire routes.

The Company will train site fire wardens who subsequently are allocated on a site-by-site basis. If they are unavailable then they will nominate a suitable responsible employee to deputise. These wardens are responsible for checking escape routes.

6.2. Raising and hearing the alarm

All staff must raise the alarm immediately if:

- fire is discovered;
- flammable/toxic gas build up is suspected or
- a major accident/incident occurs.

Upon hearing the alarm, all persons are to evacuate the building/site immediately and congregate at nominated fire point or points. The Fire Warden will contact the emergency services and retrieve the site records indicating who is on site. The Fire Warden will take the roll call and ensure that everybody

is accounted for. Under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade has given the all clear.

When the Company is the principal/main contractor the following fire/emergency procedure must be followed. All subcontractors/visitors/operatives must report to the site office upon arrival and sign in the visitors' book. Conversely they must sign out upon departure so that the nominated fire warden knows exactly who is on site in case of an emergency. There are no exceptions to this rule.

When the Company is subcontracted, either to a principal/main contractor or directly to a client, e.g. college or council property, employees must ensure that they are aware of the fire/emergency evacuation procedures for the site/building.

6.3. Fire fighting equipment

Employees should ensure that they are aware of the location of the nearest fire fighting equipment. Fire extinguishers must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected site managers every month. Any fire extinguisher not in working order must be reported to **Julie Pratt** who will immediately take it out of service and replace it with a working fire extinguisher.

7. HEALTH

The Company has put in place procedures for dealing with hazards to health, including health surveillance, as well as providing general welfare and hygiene facilities.

7.1. Stress

The Company recognises the negative effects that stress may have on employees, and will provide suitable support mechanisms for employees suffering from the negative effects of stress. The Company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload;
- working environment;
- relationships with others at work, and
- communication arrangements.

The Company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The Company will:

- ensure, as far as possible, that excessive stress is eliminated from the work environment;
- provide suitable support mechanisms for employees suffering from the negative effects of stress;
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves;
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate;
- provide information to employees in general on the effects of stress at work; and
- undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, the Company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to their supervisor or their manager, an occupational health specialist or an independent employee counseling service.

7.2. Safe handling of hazardous substances (i.e. COSHH)

All hazardous chemicals must be delivered with a copy of the safety data sheet to ensure that supervision/management and employees have the necessary information to effectively control any associated hazards. COSHH assessments will be undertaken by **James Webber**. All relevant employees shall be informed about the assessments. COSHH assessments will be reviewed every 12 months.

Adequate ventilation will be provided. When hazardous materials, especially solvent based paints, are being used additional ventilation / extraction will be provided to control emissions wherever possible. Employees who work on or with lead paints or use a paint sprayer must ensure that they follow the guidance provided in 'Site Safe and You'.

7.2.1. Dermatitis

Occupational dermatitis is caused by the skin coming into contact with certain substances at work. To prevent and control dermatitis the Company will:

- Wherever possible, avoid using chemicals, etc. which cause dermatitis and use a safer alternatives;
- prevent/avoid contact with wet cement;
- encourage its employees to keep hands clean, wear gloves and other PPE; and
- encourage its employees to regularly inspect their hands and report any concerns to their management.

7.2.2. Asbestos

The presence of asbestos in many products and materials cannot be determined merely by looking at them. If in doubt analysis by specialists may be required. All employees must follow the guidance provided in 'Site Safe and You' for their own and everybody else's safety. The Company will subcontract the removal of asbestos products to a licensed competent contractor.

7.3. Manual Handling

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. This includes the manual handling of heavy loads i.e. loads above 20 kg.

When manual handling is necessary, the Company prevents injury by:

- identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling;
- all employees receive training in safe lifting techniques and sensible handling of loads; and
- ensuring routes are clear of obstructions and trip hazards.

Where avoidance is not reasonably practicable, the Company makes an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads. This assessment is formally recorded.

7.4. Noise

The Company will check which of its activities will involve noisy equipment and assess how much noise from this work is going to affect employees working at the site and the members of the public. Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the Company chooses low noise tools and equipment.

To control noise emissions the Company shall wherever practicable:

- assess the risks to your employees from noise at work - this includes:
- identify where there may be a risk from noise and who is likely to be affected;
- gain a reliable estimate of your employees exposures and compare with the limit values;

Prepared By J Webber MIIRSM acting on behalf of SAAW Email healthandsafety@saaw.co.uk

Version 1

- identify what you need to do to comply with the law;
- identify any employees who need to be provided with health surveillance;
- take action to reduce the noise exposure that produces those risks;
- provide your employees with hearing protection if you cannot eliminate or reduce the noise exposure enough by using other methods;
- make sure the legal limits on noise exposure are not exceeded;
- provide your employees with information, instruction and training; and
- carry out health surveillance where there is a risk to health.

7.5. Vibration

The Company will check which of its activities will involve equipment that produces vibration and from information from the manufacturer or supplier determine the vibration exposure to employees using the equipment. Wherever possible the Company will choose low vibration tools and equipment.

To control exposure to vibration the Company shall, wherever practicable:

- assess the vibration risk to the employees;
- take action to reduce vibration exposure that produces those risks
- decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
- decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are take immediate action to reduce their exposure below the limit value;
- make sure the legal limits on vibration exposure are not exceeded;
- provide information and training to employees on health risks and actions control those risks;
- carry out health surveillance (regular health checks) where there is a risk to health;
- consult the trade union safety representative or employee representative on the proposals to control risk and to provide health surveillance;
- keep records of risk assessments and control actions;
- keep health records for employees under health surveillance; and
- review and update the risk assessments regularly.

7.6. Welfare facilities

Welfare facilities for all employees meet the requirements of Schedule 2 of the CDM 2015 Regulations. Whenever employees are sharing welfare facilities on site, the Company will request a shared welfare certificate from the main/principal contractor.

The Site Manager or his nominee will inspect all the facilities to ensure that they are all in good working order. As a minimum the Company shall supply or insist on:

- clean mess facilities, including facilities to heat up food, hot drinks;
- fresh drinking water;
- toilet facilities acceptable for the number of employees with washing facilities incorporating hot and cold running water, soap and towels.

Any problems with welfare or hygiene on site should be reported to **Mark Pratt**

7.7. Record keeping

Records are kept by **Julie Pratt** of all staff participation in health monitoring. The records will contain details of the employees, the health care professionals conducting the surveillance procedures, dates and conclusions but the health care professionals conducting surveillance will hold the actual medical records as these are confidential.

8. SAFETY

8.1. Safety in the office

8.1.1. Access

Clear, safe access should be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported to **Mark Pratt**.

8.1.2. Ventilation

Adequate ventilation will be provided. Most windows open, and fans are provided around the office.

8.1.3. Temperature

A reasonable temperature will be maintained in office environments during working hours i.e. a temperature of at least 16°C after the first hour of work.

8.1.4. Lighting

Suitable and sufficient lighting will be provided at each office including passages, stairs, entrances, exits etc. Lighting will be from natural light wherever possible.

8.1.5. Housekeeping/slips & trips

Rubbish should not be allowed to accumulate within offices. All litterbins are emptied each night. Floors, corridors, stairs etc. must be kept clear at all times.

8.1.6. Visual Display Units (VDU's)

Workstations will be assessed **James Webber** to ensure that they are correctly set up for the individual using that station. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation. Upon request to **Julie Pratt** the Company will provide employees with an eye and eyesight test. The Company will provide special corrective appliances (usually glasses) to continue working with VDU if required.

Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to **Mark Pratt**.

8.2. Safety on site

8.2.1. General

To control its working practices on site the Company has adopted the National Joint Council for the Building Industry's Guide 'Site Safe and You', which has been issued to all employees. All site staff are encouraged to refer to this pocket guide freely and regularly

'Site Safe and You' includes specific guidance to site operatives on all aspects of construction.

8.2.2. Method Statements

Where work exceeds or differs from the working practices listed above, the Company produces Method Statements which are issued to all relevant site managers for use. All operatives are obliged to read these documents and sign the appropriate method statement register to acknowledge that they are aware of and understand the information contained within.

8.2.3. Excavation

For excavation work, employees must follow the guidelines below to achieve and maintain a safe working place.

8.2.3.1. Collapse of the sides

Prevent the sides from collapsing by battering them to a safe angle or supporting them with sheeting or proprietary support systems. Support must be installed without delay as the excavation progresses. Employees must never work ahead of the support.

The Site Manager should inspect the excavation at the start of each shift and after any event that may have affected its strength or stability or after a fall of rock or earth. The inspection will be recorded.

8.2.3.2. Materials falling into excavations

Do not store excavated spoil and other materials or park plant or vehicles close to the sides of excavations because the extra load can make the sides of the excavation more likely to collapse. Loose material may fall from spoil heaps into the excavation. A scaffold board should be used as a toe board fixed along the outside of the trench sheets to provide extra protection against loose materials falling.

8.2.3.3. People and vehicles falling into excavations

To prevent people from falling into excavations they should be guarded. All excavations in public places should be suitably fenced off to prevent members of the public approaching them

Prevent vehicles from falling into excavations by keeping them out of the area. Where necessary, use baulks or barriers to keep vehicles away from excavated edges. Baulks and barriers should be painted or marked to make sure drivers can see them. Where vehicles are tipping into excavations stop blocks are to be used to prevent over-running.

8.2.3.4. Undermining nearby structures

Excavations must not undermine the footings of scaffolds or the foundations of nearby buildings or walls. Many walls have very shallow foundations which are easily undermined by even small trenches, causing the wall to collapse onto those working in the trench. Before digging starts, the site manager must decide if extra support for the structure is needed. Where necessary the site manager should seek the advice of a structural engineer.

8.2.3.5. Underground Services

Underground services can be easily damaged during excavation work. Contact with services can be avoided by proper planning and execution.

Underground services should be located utilising existing drawings and cable locating devices, the excavation of services must be by hand digging.

Guidance must be sought relating to underground cables (other than electricity) i.e. communication cables (television, telephone etc).

Locating gas and water mains as well as sewers needs the same care as locating electric cables. Existing drawings must be requested, a visual survey of the area should be made to locate manholes, stop cock covers, hydrants, buried valves and so on. Cable locating devices may be used to confirm locations; however, they will not locate plastic pipes. Final confirmation must be by hand digging. Where employees are to carry out this work, they must follow the guidance given within 'Site Safe and You'.

8.2.4. Working at height

8.2.4.1. Access to workplace

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work. The Company will endeavor to eliminate, where practicable, working at height, where this is not possible the Company will consider which is the safest method of access for the work at hand. The selection of access will take into account:

- Who is going to need access?
- What type of work is to be carried out?
- Where will people be working?
- When will access be required?
- How long is access required?

8.2.4.2. Safe working platforms

Safe working platforms will be provided wide enough to allow employees to pass back and forth and use any equipment or material necessary for their work at that place and in any case be of sufficient dimensions to permit safe working with guardrails to a height of 950mm and toe boards so that an unprotected gap does not exceed 470mm.

8.2.4.3. Scaffolding

Scaffolds are to be designed, erected, altered and dismantled by a competent scaffolding contractor. A handover certificate is required from the contractor prior to use. Employees should refer to the scaffolding section in 'Site Safe and You' for the erection, inspection of scaffolding (incorporating a basic checklist), rules to ensure that when working on scaffold employees are protecting themselves and those working around them, the safe use of mobile scaffold towers and trestles.

8.2.4.4. Fall arrest

Where the Company cannot either eliminate work at height, use an existing place of work, provide a safe working platform or carry out the work using suspension equipment; or require additional protection alongside the working platform to ensure that if someone fell they would not hit the ground, it will consider providing some form of fall arrest equipment, e.g. safety nets, crash decks, safety harnesses. The Company will always consider this as a last option and only used it when other means are not reasonably practicable. The Company recognises that fall arrest systems are not a simple solution; however, the Company will always consider collective protection measures before the use of personal fall protection, e.g. safety nets before safety harnesses.

8.2.4.5. Ladders

Ladders are best used as a means of getting to a workplace. They should only be used as a workplace for short-term work (no more than 30 minutes duration) and they are only suitable for light work. Where ladders are used a risk assessment should be completed and if ladders are to be used the user must make sure:

- the ladder is strong enough for the job and in good condition; (in date for inspection and testing)
- the ladder is secured or extends a sufficient height (about 1m) above any landing place;
- the work can be reached without stretching;
- the ladder can be fixed to prevent slipping; and
- a good handhold is available. See 'Site Safe and You'.

8.2.5. Vehicles and mobile plant

The Company uses in the day to day running of the business vehicles and mobile work equipment e.g. forklifts trucks, excavators, mobile elevated platforms, dumpers.

8.2.5.1. General

- All plant shall be assessed to identify whether restraining systems, roll over protection, falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998.
- Where relevant the Company will produce or familiarise itself with the traffic management policy.
- All drivers must adhere to the site traffic management plan including speed limits, one-way systems and pedestrian right of ways.
- All vehicles and mobile plant must only be used by competent people (those who have been trained).

- Safe entry and exit points to be provided with adequate turning room and good visibility for vehicle drivers. Where necessary a banksman or signaler shall be provided.
- Wherever possible the Company will provide separate site entry / exit points to separate pedestrians from vehicles.
- Wherever possible, vehicles and mobile plant will be supplied with an audible reversing alarm.
- Protect excavations and structures, which might be damaged and made unsafe if struck by a vehicle or piece of mobile plant.
- Never overload vehicles as they will become unstable, difficult to steer or have their braking impaired.
- Do not let anyone to ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.
- Never drain or fill fuel tanks when the equipment is hot, the engine is running or in a confined space.

8.2.5.2. Working with small dumpers

Employees required to drive dumpers must have had proper training and be authorised to drive and if required to drive on public roads, have a full driving licence and the dumper must be licensed and equipped for the public highway. See 'Site Safe and You'

8.2.5.3. Working with excavators

When carrying out work in association with excavators, employees can be subject to hazards, which often arise without warning. Employees must always observe the following rules and guidance laid down in this section. See 'Site Safe and You'.

8.2.5.4. Compressors

The main risks associated with compressors are being trapped and injured in the v-belt and pulley drives, explosions of the air receiver and accidents due to the misuse of air lines. Other possible risks are those of electric shock, burns from hot surfaces, slips resulting from oil spillages, and hearing damage through exposure to excessive noise. Where employees are put in charge of a compressor they must have been properly instructed by a competent person in the correct operational and maintenance procedures, and the precautionary measures, See 'Site Safe and You'.

8.2.5.5. Rough Terrain Fork Lifts & Telescopic Handlers

Rough terrain fork lift and telescopic handlers require a thorough understanding of their individual characteristics if they are to be operated safely – especially their stability factors. Where employees are to operate such machines they should be aged 18 years or over, be in possession of a valid driving licence, be medically fit, have been adequately trained in the safe operation of the type of fork lift to be used, and have sufficient knowledge of the working of the machine to be assured that it is in full working order and to be able to carry out daily inspections. See 'Site Safe and You'.

8.2.5.6. 'Compo' and small concrete mixers

Both of these items are common on site, employees selected to operate this type of plant should ensure they are conversant with the rules and guidelines incorporated within this section. See 'Site Safe and You'

8.2.6. Plant and equipment

8.2.6.1. General

The Provision and Use of Work Equipment Regulations 1998 (PUWER) applies to all times of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools such as hammers, screwdrivers, paintbrushes, ladders, hoists, cranes etc. Company

vehicles when used off the public highway are also classed as work equipment. The following outlines this Company's policy in relation to Plant and equipment.

8.2.6.2. Inspection

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. An assessment is made by **Mark Pratt** of all other work equipment to determine if an inspection is needed and how often.

Our inspection regime follows those inspection periods set by the manufacturer/supplier of the equipment and other statutory obligations. The user of the equipment will identify additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An inspection may include visual checks, a strip down of the equipment and functional tests. The Company seeks advice from manufacturers' instructions/a competent person for guidance on what an inspection should include for each piece of equipment.

Low risk equipment used for low risk activities does not require a formal inspection. Employees are instructed that a visual inspection is required before each use to ensure that it is in good condition, e.g. a ladder should be checked for split stiles, broken rungs and other defects. The employee is not required to record these checks.

Equipment that is of a higher risk and equipment with moving parts is visually checked as above before each use, but may require a more formal check at specified intervals, e.g. paint spraying equipment. For the majority of the higher risk equipment a schedule of inspection is maintained and updated with inspection records.

Where equipment is received from an outside source (e.g. hired in) and it is subject to an inspection regime, the Company requires physical evidence of the last inspection outcome.

8.2.7. Lifting equipment

The Company uses, in the day to day running of the business, mechanical lifting equipment and accessories e.g. forklifts trucks, hoists, excavators used for lifting, gin wheels, cranes, mobile elevated platforms. Therefore all lifting equipment and lifting activities shall conform to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Site Managers must ensure that the lifting equipment has the pertinent thorough examination and inspection certificates and that there is a person competent in lifting available to plan and manage the lift.

Mark Pratt is responsible for ensuring that all identified maintenance is implemented and that new plant and equipment meets health and safety standards before it is purchased or hired.

8.2.7.1. General

All lifting equipment is to be delivered to site in good time and Site Managers are to ensure that the site has been prepared for it;

- All lifting equipment and accessories must be marked with their SWL.
- All lifting equipment to have proof of thorough examination and regular inspections.
- All equipment is to be set up and operated by trained and experienced workers.
- All lifting operations must be properly planned and supervised by competent persons, who shall be responsible for co-ordinating site activities so that those involved in the lifting operations do not endanger other workers and vice versa.

8.2.7.2. Gin wheels and similar equipment

Gin wheels and similar equipment provide a convenient way of raising loads. Though simple pieces of equipment the Company is aware that care is needed when assembling and using them if accidents are to be avoided. When a gin wheel or similar is to be used, employees should make sure it has:

- been inspected prior to assembly / installation;

- been securely fixed to a secure anchorage, to prevent displacement;
- a proper hook designed to prevent displacement of the load or a hook fixed with a safety catch; and
- there is a safe working platform from which the hook can be loaded and unloaded.

8.2.7.3. Hoists

Where employees are required to operate a hoist, they must be 18 years of age or over and have been properly trained to do so by a competent person. All employees operating or working in close proximity to hoists should always comply with the guidance provided in this section. See 'Site Safe and You'

8.2.7.4. Working with cranes

Any work in association with a crane can be a source of hazard. All lifting operations shall be carried out in line with the Lifting Operations and Lifting Equipment Regulations 1998. Where employees are required to carry out such work it will be either as a banksman, or as a consequence of their particular duties. All employees working with or near to cranes should familiarise themselves with the guidance contained within this section. See 'Site Safe and You'

8.2.8. Slips and trips

8.2.8.1. Lighting

Adequate lighting – either natural or artificial – is essential to site safety. It is also important that any temporary electrical installations are put in by trained electricians with equipment and voltage (110v) suitable for safe use in the temporary environment. Where employees need temporary lighting in the workplace they should ask management to make the necessary arrangements and follow the rules within this section to ensure safe use.

8.2.8.2. Cleanliness and waste materials

Rubbish will not be allowed to accumulate on site. Site areas are to be cleaned of all rubbish at the end of each shift. Floors, corridors, stairs etc. must be kept clear at all times. All materials and equipment shall be returned to the designated storage area.

8.2.9. Hand tools

In the day to day running of the business the Company uses hand tools including: abrasive wheels, air operated equipment, cartridge assisted tools, electrically operated tools and leads and power saws.

8.2.9.1. General

- Whenever possible only 110v hand tools are used. (If 240v tools are to be used they must be fitted with RCD)
- Tools are regularly checked and thoroughly examined before storage and, if worn or damaged, are repaired or discarded.
- When not in use all tools are to be stored in boxes or racked, cutting edges are to be sheathed.
- No tools should be left lying around site, as they present a tripping hazard.
- All employees should inspect any tool prior to use, and defects must be reported immediately to the Site Manager, who shall quarantine the tool.
- Grease, moisture and dirt should be regularly cleaned off all tools.

- All cutting edges should be kept sharp to permit accurate working and to avoid the hazards arising from unnecessary pressure.
- Sharpening is a relatively skilled job and should only be carried out by employees authorised by the Company.

8.2.9.2. Abrasive wheels

Abrasive wheels can cause fatal and serious accidents due to misuse, mishandling or failure to select the correct wheel (disc). All employees using abrasive wheels shall be trained and competent to carry out the works and be able to recognise the specification marked on wheels. Operators should use the guidance to remind themselves of the things they need to do to keep the operation safe. See 'Site Safe and You'

8.2.9.3. Air Operated Equipment

Compressed air may not sound dangerous, but the air itself, the hoses which carry it and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment must have been trained in its use by a competent person. Following the guidance in this section will avoid accidents to employees or others. See 'Site Safe and You'.

8.2.9.4. Cartridge-assisted tools

Cartridge-assisted tools are potentially lethal weapons. No one should use a cartridge-assisted tool without first having been checked for colour blindness and having undergone appropriate training. Employees using cartridge-assisted tools should always know and use the guidance provided within this section, to make sure they have not forgotten any important safety measures. See 'Site Safe and You'.

8.2.9.5. Electrically operated tools

A number of fatalities and injuries on construction sites relate to/from electricity. Electricity gives no advance warning of danger, and can kill instantaneously. Before using electrically operated hand tools, leads etc, and all employees will have been trained in their correct use of each tool. All portable electrical equipment will be subject to frequent user checks, periodic formal visual inspection, and programmed portable appliance testing (PAT). See 'Site Safe and You'

8.2.9.6. Power saws

Employees using portable hand held power saws (any sawing machine designed to be fitted with one or more circular blades, chain sawing machines, planing machines, boring machines) must have been sufficiently trained for the work being done at or on the machine in question; have sufficiently instructed in the dangers and precautions, the guards and other safety devices connected with that machine.

Once trained, employees must use the guidance provided within this section as a reminder when using portable chainsaws and handheld circular saws. See 'Site Safe and You'

8.2.10. Personal protective clothing and equipment

The Company is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it, not to cause it damage or treat it with neglect.

Mark Pratt is responsible for carrying out assessments to identify the necessary PPE required. Further guidance on Company policy on the protection of various parts of the body is provided within this section.

8.2.10.1. Safety Helmets

The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the Company to

provide employees with suitable head protection, and employees to wear the head protection. To ensure maximum safety and comfort employees should consider the points raised within this section. See Site 'Safe and You'.

8.2.10.2. Footwear

When working on construction sites there is a risk of injury from:

- material being dropped on workers feet; or
- nails or other sharp objects penetrating the sole.

Therefore, it is this Company's policy that boots with toe caps and soleplates are worn at all times by employees, visitors, etc. on the Company's construction sites. Where it is likely that employees will be working in water or wet concrete, wellington boots shall be provided.

8.2.10.3. Goggles and safety glasses

Goggles and safety glasses are to be provided to protect against flying objects, for example, when using a nail gun. To provide adequate protection goggles must be shatterproof to protect against sparks, for example, when disc cutting and chemical splashes.

8.2.10.4. Outdoor clothing

Where employees working outdoors are exposed to severe weather and they cannot be sheltered, clothing which is wind and waterproof will be provided. On such occasions the Company will ensure that facilities are provided for storing clothing not worn on site and protective clothing as well as for drying wet clothing.

8.2.10.5. High visibility clothing

High visibility clothing will be required wherever employees could be run down by vehicles, for example banksmen or signallers assisting in vehicles being maneuvered and anyone engaged in roadworks; or need to be seen by others to allow them to work safely, for example, banksmen and signallers assisting in lifting operations need to be clearly visible to the crane driver.

8.2.10.6. Gloves

Suitable gloves will be provided to protect against dusts (such as cement), wet concrete and solvents which can cause dermatitis; and cuts and splinters when handling bricks, steel and wood.

8.2.11. Special activities & safety critical workers

8.2.11.1. Protection against the actions of others

There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialised processes. Employees should be aware of what protection they need in such cases. See 'Site Safe and You'.

8.2.11.2. Confined spaces/hazardous atmospheres

Fatal and serious accidents can occur when employees enter live foul sewers, manholes, bored piles, trenches, tanks and so on, without the necessary tests being carried out or the correct safety rescue procedures being provided. All confined space / hazardous atmosphere work will be completed by employees trained to work in confined space or subcontracted to competent contractors. Employees and supervision shall follow the guidance provided and all work shall be subject to 'permit to work'. See 'Site Safe and You'

8.2.11.3. Demolition

Demolition is not just one of the most dramatic operations, it can also, by its very nature, be one of the most dangerous. Demolition work varies widely from the controlled collapse of large structures, to the hand demolition of walls. All large-scale demolition is to be completed by competent contractors.

Demolition carried out by this Company is limited to small-scale internal demolitions e.g. forming new openings etc. Suitable and sufficient steps will be taken to ensure that any demolition works are planned and carried out under the supervision of a competent person. Where employees are required to carry out demolition work they must follow the rules provided within this section in the interests of their own safety and those of work colleagues, other contractors and third parties etc. See 'Site Safe and You'

8.2.11.4. Electricity

All overhead cables must be re-routed, switched off or protected by goalposts and barriers. See 'Site Safe and You'

8.2.11.5. Liquefied petroleum gases (LPG) and highly flammable liquids (HFL)

Accidents relating to these products result from the unsafe storage and use of LPG and HFL's. Fire and explosion are not the only hazards – many of these materials are highly toxic (poisonous). Where employees are involved in using or storing such materials, they must make sure they know and observe the rules for each type of gas or liquid, as incorporated within this section of 'Site Safe and You'

8.2.11.6. Painting (lead and spraying)

Employees who work on or with lead paints or use a paint sprayer must ensure that they follow the guidance provided within this section of 'Site Safe and You'.

8.2.11.7. Working on roofs

Working on roofs carries a high risk of accidents unless proper procedures are followed and precautions taken. Before working on any type of roof employees should know the rules set out within this section and follow them. This also covers fragile roofs and sloping roofs. See 'Site Safe and You'.

8.2.11.8. Working over water

Falling into water and being drowned or carried away by currents is an ever-present danger when working over or adjacent to water. Even though workers may be good swimmers, the precautions within this section must always be followed. See 'Site Safe and You'.

8.2.11.9. Refurbishing contracts

Refurbishing existing properties give rise to particular health and safety problems. In some cases the situation is made more difficult by the property remaining occupied whilst refurbishment is carried out. For the Company's employees own and other people's safety, the rules given in this section shall be adhered to. See 'Site Safe and You'