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# **HUEY CONSTRUCTION LTD**

## **Health and Safety Policy**

**MARCH 2009**

Prepared in association with:  
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## Amendment Schedule

CHANGE NO.	DATE	DETAILS	BY
1	January 2006	Specific Section on Aluminium Mobile Towers inserted	KG
2	February 2006	Asbestos guidance publication list updated	KG
3	March 2006	Vibration tables updated in line with new guidance	KG
4	May 2006	Disability Discrimination text amended	KG
5	July 2006	Alterations to Alcohol, Drugs & Medication	JCC
6	August 2006	Noise at Work Section amended	KG
7	August 2006	Railway Working(excluding work on the Railway Network)	KG
8	October 2006	Section on Foreign Labour added	KG
9	October 2006	Fire Section amended to accommodate legislation changes	KG
10	November 2006	Asbestos Section updated to Control of Asbestos Regulations 2006	KG
11	February 2007	Employee concerns added to employee and labour only contractors section	KG
12	March 2007	Smoking section added	KG
13	March 2007	All sections updated as necessary to new Construction (Design & Management) Regulations 2007	KG
14	June 2007	Management of health and safety at work section amended to include method statement contents	KG
15	June 2007	Homeworking Section inserted	KG
16	August 2007	Working Time Section updated	KG
17	September 2007	Equal Opportunity and Disability Discrimination Sections combined	KG
18	April 2008	Site Waste Management Plan Regulations inserted to Environmental Statement	JA
19	August 2008	Road Safety Act 2006 (Commencement No. 4) Order 2008 Causing death by driving: unlicensed, disqualified or uninsured drivers, without due care	JA

## Introduction to Your Safety Policy

The safety policy is designed as a living document and should always reflect how your business operates.

It comprises three parts:

### 1. Policy Statement

This summarises the business commitment to health and safety, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement should be signed by the Managing Director and be displayed prominently, or made available at all sites and workplaces.

### 2. The Organisation

This describes the structure of the business in terms of health and safety responsibilities. There should be a section relevant for everyone in the business. This section will summarise how external health and safety assistance will fit into the business structure.

All operatives need information from this section in so far as it relates to them.

### 3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of the business activity.

All operatives need information in this section in as far as it relates to them and this should be included in;

- Induction training
- Health and safety booklets
- Site rules
- Tool box talks
- Refresher training etc.

If you have any queries or problems please contact Safety Services (UK) Ltd at;

#### Head Office

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Stanton Harcourt

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# Contents

INTRODUCTION TO YOUR SAFETY POLICY .....	4
<b>SECTION 1 COMPANY HEALTH AND SAFETY POLICY STATEMENT.....</b>	<b>7</b>
HUEY CONSTRUCTION LTD HEALTH AND SAFETY POLICY STATEMENT .....	9
HUEY CONSTRUCTION LTD EQUAL OPPORTUNITY POLICY STATEMENT .....	11
HUEY CONSTRUCTION LTD ENVIRONMENTAL POLICY STATEMENT .....	13
<b>SECTION 2 ORGANISATION .....</b>	<b>15</b>
ORGANISATION .....	17
MANAGING DIRECTOR .....	17
DIRECTORS .....	18
SAFETY DIRECTOR .....	19
HEALTH AND SAFETY CONSULTANTS.....	20
CONSTRUCTION DIRECTOR .....	21
SITE MANAGER.....	22
SUB-CONTRACTORS.....	24
OFFICE STAFF .....	25
<b>SECTION 3 ARRANGEMENTS .....</b>	<b>27</b>
GENERAL ARRANGEMENTS .....	29
MANAGEMENT OF HEALTH AND SAFETY AT WORK.....	31
MANAGEMENT OF ASBESTOS .....	34
WORKPLACE HEALTH, SAFETY AND WELFARE.....	35
CONSTRUCTION HEALTH, SAFETY AND WELFARE .....	36
CONSTRUCTION DESIGN AND MANAGEMENT .....	37
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH .....	38
HEALTH HAZARDS .....	40
PROTECTIVE CLOTHING AND EQUIPMENT.....	41
SAFETY HELMETS.....	42
MANUAL HANDLING AND LIFTING .....	43
CONSULTATION WITH EMPLOYEES.....	44
WORKING TIME.....	44
WELFARE AND FIRST AID .....	46
HEALTH SURVEILLANCE .....	47
STRESS IN THE WORKPLACE.....	48
FIRE PRECAUTIONS .....	49
BOMB THREAT/EMERGENCY .....	51
COMPANY OFFICES .....	52
COMMUNAL AREAS.....	53
VISUAL DISPLAY UNITS .....	53
WORK EQUIPMENT .....	54
NOISE.....	55
SITE TIDINESS .....	56
ACCIDENT REPORTING .....	57
SITE OFFICES .....	58
EXCAVATIONS.....	59
HAND-ARM/WHOLE BODY VIBRATION .....	61
UNDERGROUND SERVICES.....	66
DEMOLITION.....	67
PLANT ON SITE .....	69
TRANSPORT ON SITE .....	71
ASBESTOS .....	72
LEAD AT WORK.....	74
USE OF SOLDER .....	76
HIGHLY FLAMMABLE LIQUIDS .....	78
HOT WORK .....	79
LASERS IN CONSTRUCTION .....	85
WORK AT HEIGHT IN CONSTRUCTION .....	86
SCAFFOLDING .....	88
ALUMINIUM MOBILE TOWER SCAFFOLDING .....	90
STEP-LADDERS, TRESTLES AND STAGINGS .....	91
LADDERS.....	92

ROOF WORK.....	93
GLAZING AND HANDLING GLASS.....	95
ELECTRICITY ON SITE.....	96
ELECTRICAL POWER TOOLS.....	97
OVERHEAD ELECTRICITY CABLES.....	99
COMPRESSED AIR POWER TOOLS.....	100
CARTRIDGE TOOLS.....	101
WOODWORKING MACHINES ON SITE.....	102
ABRASIVE WHEELS.....	103
HEALTH AND SAFETY OF YOUNG PEOPLE AT WORK.....	104
HEMWORKING.....	107
DRIVING.....	108
MOBILE TELEPHONES AND IN-CAR TECHNOLOGY.....	108
CLEANING OPERATIONS.....	109
CLINICAL WASTE, NEEDLE AND SYRINGE HANDLING.....	110
WASTE REMOVAL.....	111
ALCOHOL, DRUGS AND MEDICATION.....	113
SMOKING.....	114
LONE WORKERS.....	117
PROTECTION OF THE PUBLIC.....	118
WORKING IN OCCUPIED DWELLINGS.....	118
WORKING IN OCCUPIED PREMISES.....	118
WORKING OUTDOORS.....	119

Section 1  
Company Health and Safety Policy Statement



# Huey Construction Ltd

## Health and Safety Policy Statement

The Company recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and other relevant safety legislation with regards to its employees and others who may be affected. The Company also recognises that Health and Safety should be considered equally with quality and performance when work is being considered or undertaken.

The Company will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks at the workplace. Adequate resources will be provided for this purpose. The overall objective is to achieve as far as reasonably possible a safe and healthy workplace for all employees and those affected by its activities.

Any Company employee who supervises or manages the use of work equipment shall have received adequate training for the purposes of health and safety, including training in the methods that may be adopted when using the work equipment, any risks that such use may entail and precautions to be taken.

All employees and sub contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Directors has appointed Paul Huey as having particular responsibility for Health, Safety and Welfare and is to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The Management and staff of the Company will monitor the operation of this Policy to encourage and strive for continual improvements in health and safety performance as an ongoing action. To assist in this respect, the Company has appointed Safety Services (UK) Ltd as Safety Advisers to give advice on the requirements of the relevant statutory provisions and safety matters and, on request, to visit sites and workplaces to ensure compliance.

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

In addition, the Organisation and Arrangements for implementing the Policy will also be available at each site and workplace. A full copy of the Policy is held at **734 – 736 Oxford Road, Reading, Berkshire, RG30 1EH** for reference by any employee as required.

This Policy will be reviewed on an annual basis to reflect any changes in legislation.

Signed: .....

MANAGING DIRECTOR

Date: .....



# Huey Construction Ltd Equal Opportunity Policy Statement

The aims of this policy are to ensure that:

- Huey Construction Ltd is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.
- Huey Construction Ltd will follow the recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices.
- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights. We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority for the organisation.
2. Paul Huey, Director will be responsible for the day to day operation of the policy.
3. The policy will be communicated to all workers and job applicants.
4. Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
5. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
6. Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
9. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
10. Selection criteria will be entirely related to the job or training opportunity.

11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.
13. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.
14. If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
15. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation.
16. Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds.
17. All contracts between Huey Construction Ltd and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
18. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the website, the staff newsletter, notice boards, and the annual report.
19. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.
20. The company will draw up an Action Plan detailing how this policy will be implemented in practice.

This policy has been endorsed by Paul Huey and has the full support of the management / board.

The policy was approved on 17<sup>th</sup> March 2009 following consultation with senior managers, workers, workers' representatives, and trade unions.

Overall responsibility for the effectiveness of the policy lies with Paul Huey. For more information, please contact: Huey Construction Ltd, 734 – 736 Oxford Road, Reading, Berkshire, RG30 1EH  
Telephone: 0118 9590991

Signed:.....

Managing Director

Date.....

## Huey Construction Ltd Environmental Policy Statement

Huey Construction Ltd as a specialist Company having recognised responsibility for environmental matters, place a particularly high priority on environmental affairs with regard to Company operations and the range of services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements and will comply with any Directives issued by the Department for Environment, Food & Rural Affairs (DEFRA) and enforced by the Environment Agency e.g. the Waste Electrical and Electronic Equipment (WEEE) Directive, Restriction of the use of certain Hazardous Substances (RoHS) Directive and The Site Waste Management Plans Regulations 2008. (SWMP)

Huey Construction Ltd's staff are aware of the environmental sensitivity of the business sector in which the Company operates, and seek to continually develop the Company environmental compliance. Due to the need for continual improvement, it can never be possible to detail fully the Company environmental activities, but the following specific objectives form the basis of the Company Policy.

All Company operations must be carried out with due regard to all appropriate and relevant Legislation and Regulatory considerations.

The Company will continue to make available resources to ensure that suppliers and customers are made fully aware of their environmental, legislative responsibilities and related activities.

The Company recognises the requirement for Site Waste Management Plans and will ensure that projects commencing after 1 July 2008 with an estimated cost greater than £300,000 prepare and implement a specific Site Waste Management plan. In order to secure longer term improvements in materials resource efficiency, the Company will review performance against the SWMP following completion of the project. The SWMP will be kept for a further two years.

The company will take whatever measures may be necessary to ensure that the segregation of waste, collection, transportation, storage, recycling, reclamation and disposal of waste does not become hazardous to public health or the environment and that all waste transactions are recorded or referenced in the SWMP.

Controlled waste (IE general and special waste) must not be stockpiled or treated (including bonfires) at company sites or premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regulations Section 33).

The company recognises that Control of Pollution Act; Duty of Care Regulations gives them responsibility for all of their waste until its final disposal site. This requires the prevention of uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds).

Any special (i.e. hazardous) waste such as asbestos cement must be disposed of according to the Special Waste Regulations 1996 and the consignment note procedure followed.

Considerate Contractors guidelines will be followed on site as applicable in order to minimise disturbance to the local environment.

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. This therefore means that not all appropriately licensed disposal facilities will satisfy standards required by the Company which will be recorded in the SWMP.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The Company operates a continual training programme to ensure that staff keep up-to-date on the safe handling and disposal of all types of waste including difficult and dangerous wastes.

The Company will ensure that all transportation and the disposal of waste is covered by the appropriate documentation to ensure that the Duty of Care (Section 34) of **The Environmental Protection Act 1990** is fully complied with, regarding Controlled Waste Transfer Notes and waste descriptions. The Company will ensure that every effort is made to police the compliance of third parties within this Legislation.

The Company co-operates with, and assists to the best of its ability, officers of the Waste Regulatory Authorities in the exercise of their duties.

The Company has a policy of compliance with the Codes of Practice and Guidance published by The National Association of Waste Disposal Contractors in the promotion of high environmental standards for the waste industry.

The Company requires its staff to advise senior management of any concerns they may have regarding poor practice by a Waste Disposal contractor, whether a NAWDC member or a non-member, or about any acts by a NAWDC member which might be detrimental to the environment.

The company constantly updates its knowledge and ability to satisfy the increasing need to obtain positive benefits from the volumes of material which come under the Company's control, which means that the issue of recycling, waste minimisation, waste to energy and the most environmentally appropriate disposal options are continually assessed and reviewed.

The Environmental Policy of Huey Construction Ltd is one of continual review, and is subject therefore to frequent review and development. The Company's continued environmental responsibility is judged by its ever widening customer base and the Public in general, while being driven enthusiastically by the Managing Director through the management structure.

Signed: .....

MANAGING DIRECTOR

Date: .....

Section 2  
Organisation



## Organisation

The effectiveness of this Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with Paul Huey but specific duties are delegated to others according to their function, experience and training.

Company Directors, both individually and collectively will ensure that this Policy is applied throughout the whole Company as well as within the departments for which they have direct responsibility.

Similarly, all Managers must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.

Site Management will ensure that all operatives, sub contractors and visitors to site adopt this Policy.

Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

## Managing Director

Initiate the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.

Ensure that the Company Directors are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.

Encourage training for all levels of employees.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site.

Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of health and safety to meet the requirements of the Company Policy.

If contacted by a member of staff or by the HSE directly regarding any potential issue that may result in prosecution, prohibition or improvement ensure that the circumstances are investigated, either personally, by a member of senior management or by the company safety advisors to ensure that the situation is remedied and that the likelihood of a recurrence is reduced.

Set a personal example when visiting sites by wearing the appropriate clothing and/or protective equipment.

Monitor effectiveness and review periodically.

## Directors

Know the appropriate statutory requirements affecting the Company's operations. Know and promote the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees. Ensure that appropriate training is given to all staff as necessary.

Administer the Policy throughout the Company with an individual Director nominated as being responsible for health and safety.

Insist that sound working practices are observed throughout the Company as laid down by Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, ill health, damage and wastage.

Promote liaison on health and safety matters between the Company and others working on the site.

Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.

Support arrangements for funds and facilities to meet the requirements of the Company Policy.

Set a personal example when visiting sites by wearing appropriate clothing and/or protective equipment.

Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.

## Safety Director

Monitor the effectiveness of the Company Policy for Health, Safety and Welfare against the safety performance of the Company. Initiate any changes, developments and amendments to the Policy as and when necessary. Receive information regarding new safety legislation or changes in existing legislation and liaise with the Company Director's and other relevant staff regarding the interpretation of such information and the actions required in order to meet the legislation.

Promote an interest and enthusiasm for health and safety matters throughout the Company and foster an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.

Ensure that the Company Directors, Managers and employees are aware of their responsibilities and that each administers the requirements of this Policy within their department and with due regard to all other departments.

Report to the Board on all matters relating to safety and training, new safety directives and legislation and seek to establish the Company's response. As a result instigate the necessary changes throughout the Company.

Assist all levels of staff with implementation of safety legislation by:-

- Obtaining copies of the legislation and any codes of practice for issue to senior management.
- Arrange training for all levels of employees.
- Obtain visual aids etc. to promote awareness of injury prevention and hazards to health.
- Ensure that regular site surveys are carried out to see that only safe and healthy methods of working are in operation and that all regulations are being observed.

Maintain contact with official and professional bodies e.g. the Health and Safety Executive (HSE), Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents (RoSPA), British Safety Council, Institution of Occupational Safety and Health etc.

Inform the Health and Safety Executive (HSE) of all notifiable accidents. Assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing re-occurrence. Supervise the recording and analysis of information on injuries and ill health, assess accident trends and review overall safety performance.

Set a personal example when visiting sites by wearing the appropriate protective clothing, including safety helmet and safety footwear if necessary.

## Health and Safety Consultants

The Company's nominated safety consultants are Safety Services (UK) Ltd whose main responsibilities are to:-

### Consultancy

- Advise senior management and the Company Safety Officer of any new safety legislation or changes in existing legislation.
- Provide an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation.
- Assist with initial implementation of the changes in safety legislation.
- Suggest, and provide if required, suitable training for all levels of employees, suggest the use of visual aids etc. to increase awareness of accident prevention and hazards to health.
- Recommend to senior management ways to improve working conditions.
- Investigate notifiable accidents or dangerous occurrences and submit to the company a written confidential report.
- Carry out pre-arranged site audit visits.

It is the Company's responsibility to ensure that Safety Services (UK) Ltd is notified of any sites requiring audit visits. Notification of **all** such sites will be made on the appropriate form (SS3) supplied by Safety Services (UK) Ltd

### Notification of Sites

It should be remembered that whilst there is no statutory reason for such notification consideration should be given to the nature of the work, taking into account that safety regulations apply to all sites irrespective of the time factor.

Receipt of an SS3 will always be confirmed by Safety Services (UK) Ltd in writing.

Safety Services (UK) Ltd may ensure that regular systematic inspections are carried out of all sites, which have been notified.

### Inspection of Sites

Safety Services (UK) Ltd may ensure that two copies of a written report are left on site at the time of each visit and that a further copy is forwarded to the Company.

The site or factory foremen, or his delegate, when making his inspections shall wherever possible, accompany the visiting Safety Adviser.

The Safety Adviser will analyse site inspection reports and concentrate on weaknesses that may become evident from such reports.

The Safety Adviser will stop a job if, in his opinion, the place, condition or method of work is dangerous.

Safety Services (UK) Ltd expects senior management to give full backing to the Safety Adviser in all matters appertaining to safety.

## Construction Director

Understand the Company Policy for Health, Safety and Welfare and administer its day to day practicalities and appreciate the responsibility allocated to each level of staff. Ensure that all works are planned in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2007 (CDM2007)** and other relevant legislation.

Ensure that Contract Managers carry out their work to the required standards as laid down in this Company Policy. Apply the same standards to any work personally undertaken.

Ensure that all necessary Construction Phase Health and Safety Plans are produced prior to commencing work on site.

Ensure that all contractors/designers are assessed for competence and resources, in health and safety matters, prior to their appointment to work on a project.

Ensure that Contract Managers allocate adequate resources to cover sound working methods and reasonable welfare facilities.

Take disciplinary action against those who fail to work to the required standards of health and safety.

Set a personal example on site by wearing protective clothing, including safety helmets and footwear as required.

## Site Manager

Understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel necessary.

Know the requirements of **The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4** and other relevant legislation and ensure that they are observed on site.

Organise sites so that work is carried out to the required standard with minimum risk to employees, other sub contractors, visitors, the public, equipment or materials.

Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.

Provide Induction training to any new employees; also ensure that all employees and sub-contractors on a new site are given pre-start training. All Induction training is to be recorded.

Where necessary, issue written instructions setting out the method of work.

Refer regularly to the prepared written risk assessments as required under: -

**The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**

**The Control of Noise at Work Regulations 2005**

**The Control of Vibration at Work Regulations 2005**

**The Manual Handling Operations Regulations 1992**

**The Management of Health and Safety at Work Regulations 1999**

**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**

**The Work at Height Regulations 2005**

Make them available to all operatives, including sub contractors and discuss them fully.

Ensure that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.

Plan for and maintain a tidy site.

Arrange delivery and safe stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

Implement arrangements with sub contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.

Ensure that all information available relating to underground services on the site is obtained and available on site and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the service authority and Company Policy.

Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.

Protect all overhead services in accordance with the service authority's recommendations and Company Policy before work starts.

Satisfy yourself that the competent persons appointed to make the necessary inspections of scaffolding, excavations, plant, etc., have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary. Ensure any necessary records are kept up to date.

Ensure that the Construction Phase Health and Safety Plan where required by **The Construction (Design & Management) Regulations 2007 (CDM 2007)** is available and updated as work progresses and that all necessary method statements are available prior to starting the specific work activity.

Ensure that sub contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.

Ensure that any electricity supply is installed and maintained in a safe and proper manner.

All electrical equipment must be tested for safe working, tagged and a register kept, by a competent electrician, at intervals laid down by Company Policy. No electrical equipment will be brought onto site by anyone, including sub contractors, without the appropriate proof of regular testing.

All plant and machinery must be tested at the statutory intervals and will not be brought onto site by anyone, including sub contractors, without the appropriate certified proof of regular testing.

Ensure that drivers of any plant or machinery hold current CPCS certificates of competence or equivalent.

Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.

Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.

Set a personal example by wearing the appropriate protective clothing and equipment on site.

Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by **The Health and Safety (First Aid) Regulations 1981**, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.

Ensure that a system is organised in the event of an emergency for applying first aid and taking care of casualties. Know where to obtain medical help and how to call the emergency services.

Ensure that any accident on site, which results in an injury to any person (not just employees) and/or damage to plant or equipment, is reported in accordance with Company Policy.

Accompany the Health and Safety Executive Inspector on site visits and act on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirements to stop work.

Ensure that adequate fire precautions are provided for site, site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Liaise when necessary with the Fire Brigade on fire prevention.

Examine drawing and soil investigation reports to determine excavation support requirements in advance and provide these in accordance with Company Policy.

Co-operate with your nominated Safety Adviser. Ask for his advice before commencing new methods of work or potentially hazardous operations.

The Safety Adviser is given authority by the Company to stop any work where there is an imminent risk of serious injury.

## Sub-Contractors

All sub contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must submit their own Health and Safety Policy to the Company, for verification. Sub contractors will receive a copy of the Company's Safety Rules and Requirements and sub contractors operatives will be expected to be fully aware of what is required of them whilst working on company sites.

Sub contractors should provide relevant assessments (Design, Risk, COSHH, Noise and Manual Handling) as appropriate and method statements if necessary prior to commencement on site.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public and sub contractors employees must comply with any safety instruction given to them by the Site Manager.

All plant or equipment brought onto site by sub contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.

Sub contractors employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where sub contractors are required to hire or erect scaffolding they shall ensure that a suitably trained and certificated person inspects it at weekly intervals and the appropriate entry is made in the Scaffold Inspection Register.

No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this Policy.

Any injury sustained or damage caused by sub contractors' employees must be reported immediately to the Site Manager.

Sub contractors informed of any hazards or defects noted will be expected to take immediate action. Sub contractors will provide the Site Manager with the name of the person they have appointed as Safety Supervisor.

The Company has engaged Safety Services (UK) Ltd to inspect sites and report on health and safety matters. Safety Advisers have the Company's authority to stop work at any time that they consider that there is an imminent risk of serious injury. Sub contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action.

Sub contractors must provide suitable welfare facilities and first-aid equipment in accordance with the Regulations for their employees, unless arrangements have been made for sub contractors' employees to have the use of the Company's facilities. Sub contractors will be required to prove, when appropriate, that at least one of their workforce on site is a suitably trained first aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with the Regulations and current recommendations, and that information must be provided to the Site Manager and any other person who may be affected on site.

Sub contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

It is the policy of this Company that all operatives, sub contractors, visitors, etc. on the Company's sites will wear safety helmets at all times other than in specifically designated 'no risk' areas by the Site Manager. Sub contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

See also General Arrangements Sections of the Policy.

## Office Staff

Read and understand the Company Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor.

Find out from your Supervisor the position of the First Aid Box and who is responsible for it. Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to your Supervisor. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.

Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.



Section 3  
Arrangements



## General Arrangements

At the planning stage of a project the requirements of this Company Policy must be taken into account, along with any information contained in the pre-construction information.

### Tendering and Planning

Any aspects of work not covered by this Policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary a pre-contract meeting will be held and specific safety matters discussed.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

All sub contractors will receive a copy of the Company Health and Safety Policy Statement, any relevant health and safety plans and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub contractors.

### Contractors

**"Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact the writer should you require further information on any matter in connection with health, safety or welfare".**

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

### Suppliers

**"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998."**

All information received from suppliers will be passed to the Site Manager for implementation or reference on site.

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

### Training

Where operatives are required to carry out key tasks (e.g. forklift truck operation, supporting excavations, scaffolding, abrasive wheel mounting, etc.) they will be provided with the necessary training. Sub contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment.

The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

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The Contracts Manager will make any necessary notifications to the Fire Service, Ambulance Authority. The Health and Safety Executive (HSE) will be notified of construction works not already notified during the design phase of the project.

**Notifications**

Any alterations to premises that may breach the requirements of an existing Fire risk assessment will be notified to the appropriate fire authority prior to the commencement of such work.

The Contracts Manager will notify relevant authorities as required by specific Policy sections, e.g. underground and overhead services, explosives, demolition, etc.

The Contracts Manager will satisfy himself that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days planned duration or more by the CDM Co-ordinator. The Contracts Manager will ensure that details of the Client, the CDM Co-ordinator and the Principal Contractor are displayed as required by The Construction (Design & Management) Regulations 2007 (CDM 2007).

The Contracts Manager will notify Safety Services (UK) Ltd of all new sites using notification Form SS3, giving as much notice as possible. This also applies to new offices.

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All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of **The Health and Safety at Work Act 1974** and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note; **HSG151 Protecting the Public - Your next move.**

**Protection of Public**

Consideration will be given at the planning stage of any operation for the protection of the public. Where possible, barriers, fencing, screens, etc. shall be erected to prevent access by the public or visitors unless accompanied by a responsible person.

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The Contracts Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Policy for Health, Safety and Welfare are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate is issued for display.

**Documentation**

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be issued to site and, where necessary with the assistance of Safety Services (UK) Ltd following the Safety Adviser's initial visit.

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping at the completion of the contract. The Construction Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of three months.

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In accordance with **The Consultation with Employees Regulations 1996** and **The Safety Representatives and Safety Committee Regulations 1977** and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to ensure adequate consultation of employees.

**Joint Consultation**

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the law and the National Working Rule 7 (a) of the National Joint Council for the Building Industry Working Rule Agreements, or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules, where applicable.

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Employees are encouraged to bring to the attention of their Supervisor areas that in their opinion this policy appears inadequate. All such comments will be passed to the Directors for their consideration and review.

**Monitoring Policy**

This Policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

## Management of Health and Safety at Work

**The Management of Health and Safety at Work Regulations 1999 (with minor amendments 2003)** covers the outline requirements for the management of health and safety.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication:

**L21 Management of Health and Safety at Work**  
**HSG 65 Successful Health and Safety Management**

The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

**Planning  
Procedures**

Assess the risks to the health and safety of each employee and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See Planning Procedure on following page.

Safety Services (UK) Ltd may, on request, assist in the preparation of assessments required under this legislation.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. Where it is identified as being necessary, additional training or information will be provided for any employee.

Review meetings at all levels of management will be held to consider Health and Safety issues

The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

**Supervision**

The Site Manager will monitor operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The Company will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

**Safe system  
of work**

The Safe System of Work will usually be in the form of a Method Statement that will summarise the task, the sequence of operation, supervision and control of significant risks.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other sub contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Typical contents of Method Statements are given on the following page:

In the event that a situation occurs that could present serious or imminent danger to any person whether they are an employee or not the following procedure will apply:

**Serious &  
Imminent  
Danger**

Planned work that could be affected will cease; the supervisor will instruct the workforce on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be

cordoned off or access prevented until the danger has passed or the area can be made safe. Advice will be sought by the supervisor from senior management and/or other relevant external sources as necessary.

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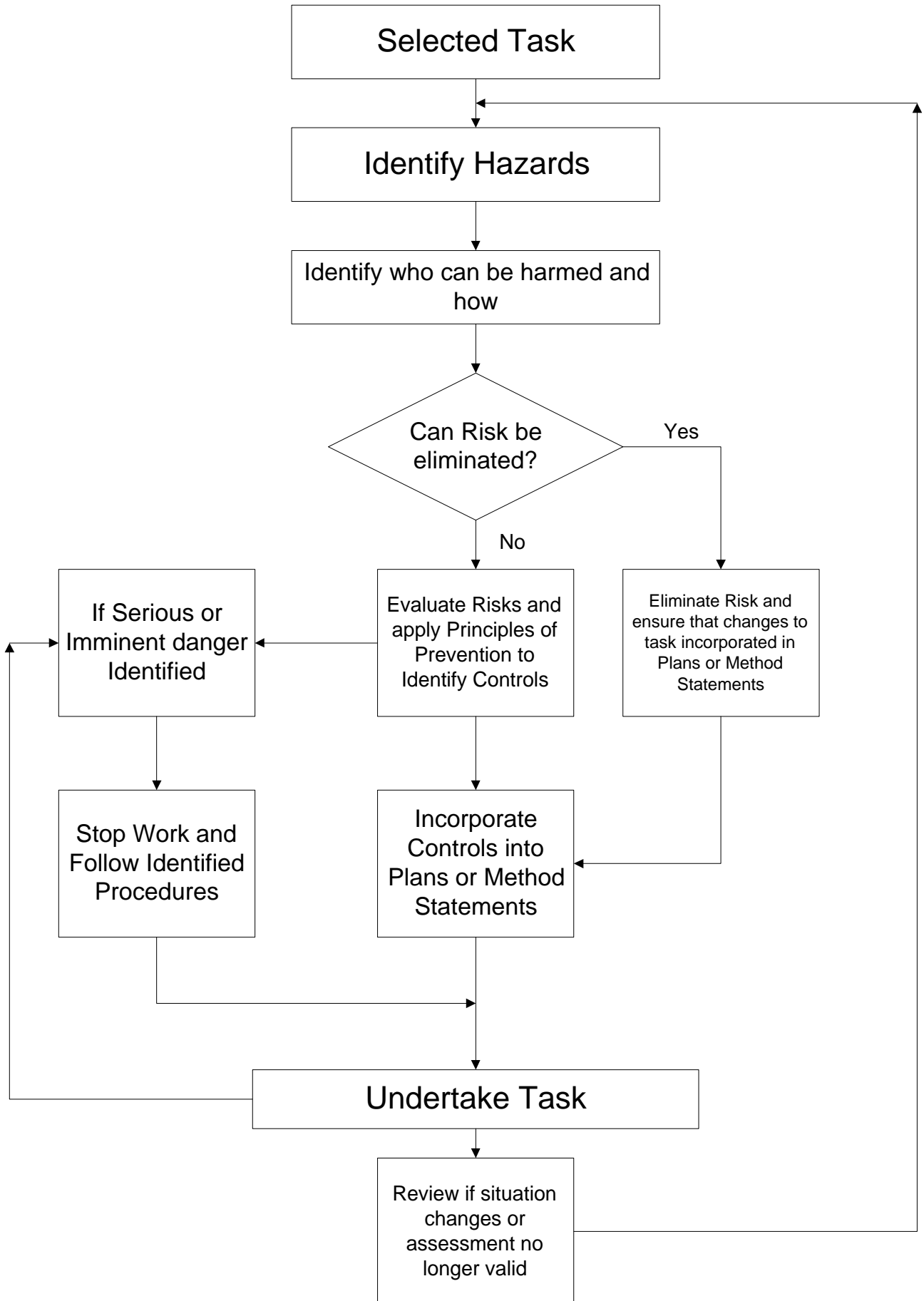
The contents of a Method statement should include the following, where relevant to the task being undertaken:

<b>Method Statement Contents</b>
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1. Description of the work being undertaken
2. Sequence of operation
3. Risks Identified, Minimised or Addressed
4. Controls to safeguard third parties and the public
5. Controls relevant to the work
6. Safe access, egress and work location
7. COSHH Assessments for the work including controls & PPE requirements
8. Manual handling Assessments relevant to the work
9. Noise assessments relevant to the work
10. Vibration assessments relevant to the work
11. Permit to work requirements
12. Lifting Plan requirements
13. Temporary Works considered and designed
14. Supervisors name and competency
15. Other competency requirements and evidence
16. Schedule of plant & equipment to be used (including certificates)
17. Minimum PPE requirements
18. Emergency procedures (including first aid) and what action to take in event of a problem
19. Method of induction of operatives into Method Statement and Risk Assessments

Method Statements should be developed to cover the activity in question and should be relevant to the nature of the task and the risks associated. Where tasks are of a complex nature more than one Method Statement may be required to avoid the document becoming too large and unwieldy.

# Risk Management Flowchart (Based on HSG 65)



## Management of Asbestos

### Definition

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2006 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:-

### Standards required

#### **The Control of Asbestos Regulations 2006**

Reference should also be made to the following Health and Safety Executive (HSE) publications;

**L143**            **Work with materials containing asbestos.** Approved Code of Practice and Guidance

**L127**            **The management of asbestos in non-domestic premises**

**INDG289**       **Working with Asbestos in Buildings**

This list is not exhaustive. For full details see "Asbestos" Section later in this Policy.

### Information

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2006**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

All employers also have a duty to ensure all employees who may encounter asbestos are provided with adequate training. This training will ensure that they understand the action to be taken on discovering asbestos (or suspected asbestos containing materials) so that they do not place themselves or anyone else at risk.

## Workplace Health, Safety and Welfare

**The Workplace (Health, Safety and Welfare) Regulations 1992** DO NOT apply to construction sites, reference should be made to **The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4** already referred to within this Policy. They do however apply to all other work places.

The **Workplace (Health, Safety and Welfare) Regulations 1992** cover the working environment, general safety, and facilities for washing, eating, changing and good housekeeping.

**Standards  
Required**

Work at height in the workplace is now covered by **The Work at Height Regulations 2005**

The Company's nominated Safety Consultants will provide advice on the requirements as requested.

All work will take into account the requirements of the above regulations.

**Planning  
Procedures**

The Office Manager, or person responsible for the offices, will ensure that the welfare and first aid requirements are provided.

The Office Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

**Supervision**

The Company will provide working conditions in accordance with the regulations, in particular:-

**Safe System  
of Work**

### Temperature

- All offices will be maintained at a minimum temperature of 16°C.
- Workshops will be maintained at a minimum temperature of 13°C.
- The temperature in all work places should be reasonable at all times.

### Ventilation

- All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

### Lighting

- Suitable and sufficient lighting will be provided and where possible this will be natural light
- In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

### Working space

- Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.
- Suitable workstations will be provided for each employee according to the nature of the work involved.
- Floors and traffic routes will be kept free from obstructions at all times.
- Effective measures will be taken to prevent persons being struck by falling objects etc.
- Wherever possible, files, boxes etc. will not be stored at high level.
- All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

### Workplaces

- Consideration will be given to avoiding work at height, where it is necessary arrangements will be implemented to reduce and control the hazards and risks. See Work at Height sections.

## Construction Health, Safety and Welfare

**The Construction (Health, Safety & Welfare) Regulations 1996** are revoked by The Construction (Design & Management) Regulations 2007 (CDM 2007) although the general principles are still the same and they are now included in Part 4 of the CDM 2007 Regulations

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The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4 set out the principles of protection in relation to excavations, traffic routes, welfare facilities, emergency procedures and protecting the public etc.

**Standards  
Required**

The above Regulations also now require that arrangements for dealing with foreseeable emergencies on construction sites include identification of people to implement the arrangements especially with regard to contacts with rescue workers and the fire brigade.

The arrangements for dealing with the various risk areas are contained in the relevant sections of this policy.

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The Project/Contract Manager will take into account all the relevant matters contained in these regulations when formulating his plan of works for each project.

**Planning  
Procedures**

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The Site Manager will ensure that prior to work starting or before a new person starts work on the site, that they receive an induction training session outlining the site specific hazards and control mechanisms relating to their area of working.

**Supervision**

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Project/Contract Management will monitor, with the assistance of Safety Consultants when necessary, the level of compliance to these requirements by both directly employed persons and any sub contractors appointed to the project.

**Monitoring**

## Construction Design and Management

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As principal contractors or sub contractors The Company will conform to The Construction (Design & Management) Regulations 2007 (CDM 2007).

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**L144 Managing Health & Safety in Construction – Approved Code of Practice**

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All work will be tendered for, negotiated and planned in accordance with the above standards.

**Planning  
Procedure**

Pre-construction information will be issued with tender documents or when it becomes available. All tenders must include sufficient financial resources to carry out the work safely and in accordance with this plan.

Where the company is appointed as principal contractor this Company will develop the Health and Safety Plan and relevant risk, noise, vibration, COSHH and manual handling assessments and will also include method statements from contractors carrying out the work. The Company will also ensure that sub contractors are competent, adequately resourced and provide assessments relevant to their work.

If the Company has any involvement with any design element on the project, then the Duties on the Designer under the above regulations will also apply.

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The Site Manager will ensure that the Health and Safety Plan is complied with throughout the contract both as principal contractor and in his role of supervising other contractors on behalf of the principal contractor. He will assist the Contracts Manager in developing the Health and Safety Plan who will arrange to pass any relevant information to the CDM Co-ordinator for the Health and Safety File.

**Supervision**

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The Safety Director will ensure that all the necessary precautions have been taken to comply with this legislation.

**Safe System  
of work**

Support will be given to the Site Manager to ensure that any necessary additions to the Health and Safety Plan and information for the Health and Safety File are passed to the CDM Co-ordinator.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the client, CDM Co-ordinator, principal contractor etc. These details will be highlighted in a notice prominently displayed on site.

## Control of Substances Hazardous to Health

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (with amendments 2003 & 2004)**.

**Standards  
Required**

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the construction industry, include:-

<b>L5</b>	<b>Control of Substances Hazardous to Health Regulations 2002: ACOP &amp; Guidance</b>
<b>EH44</b>	<b>Dust: general principles of protection</b>
<b>EH54</b>	<b>Assessment of exposure to fumes from welding and allied processes</b>
<b>L101</b>	<b>Safe work in confined spaces</b>
<b>GS46</b>	<b>In-situ timber treatment using timber preservatives</b>
<b>IND(G) 297</b>	<b>Safety in gas welding cutting and similar processes</b>
<b>IND(G) 233</b>	<b>Preventing Dermatitis at Work: advice for Employers and Employees</b>

No assessment should be carried out without reference to:

### **EH40 Occupational Exposure Limits**

Additional information is contained in Construction Summary/Information Sheets (Health and Safety Executive (HSE)).

All work will be planned to take the above standards into account.

**Planning  
Procedures**

The Company will provide written assessments for all those products that have been assessed as hazardous to health. Where necessary the Company will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

**Supervision**

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**, requires the Company to take the following steps to comply with the regulations:-

**Safe System  
of Work**

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
  - The hazardous properties of the substance
  - Health affects as identified by the supplier
  - The level, type and duration of the exposure
  - The circumstances of the work and amount of substance involved
  - Limits on exposure from statutory guidance
- Decide on the method of solving the problem, preferably by minimising exposure but considering:
  - The effect of preventative and control measures
  - The results of any health surveillance
  - The results of monitoring the exposure
  - Any other information relevant
- Implement the chosen method of solving the problem
- Check that the method is being implemented properly and monitor the outcome
- If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances

### **Marking of containers**

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In addition, any containers or pipes for substances hazardous to health used at work should be clearly marked with the nature of the contents and any associated hazards.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

### **Keeping of Records**

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

## Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, these include for example:-

**Standards  
Required**

**The Control of Asbestos Regulations 2006**  
**The Control of Lead at Work Regulations 2002**  
**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**  
**The Personal Protective Equipment at Work Regulations 1992**  
**The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**  
**The Work Place (Health, Safety and Welfare) Regulations 1992**  
**The Health and Safety (Display Screen Equipment) Regulations 1992**

Reference should also be made to the Health and Safety Executive (HSE) publications;

**EH40 Occupational Exposure Limits**  
**EH43 Carbon Monoxide (Revision)**  
**EH44 Dust: General Principles of Protection**  
**EH46 Man Made Mineral Fibres (Revision)**  
**HSG(88) Hand-arm Vibration**  
**HSG174 Anthrax: Safe working and the prevention of infection**  
**HSG70 The Prevention or Control of Legionellosis (including Legionnaires' Disease) (3<sup>rd</sup> edition)**  
**INDG84 Leptospirosis: Are you at risk?**

Further information on the requirements of the Regulations, is also covered elsewhere in this Policy and is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

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

Site Managers must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The Site Manager will ensure that: -

**Supervision**

- Protective clothing and equipment will be issued to operatives.
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substance are implemented.
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained.

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc. as required, and records will be kept on site during the operations.

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

**Safe System  
of Work**

- External contact - corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.)
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.

This section covers health hazards generally, other sections of the Policy deal with specific health hazards.

## Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:-

**Standards  
Required**

**The Personal Protective Equipment at Work (PPE) Regulations 1992**  
**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**  
**The Control of Asbestos Regulations 2006**  
**The Control of Lead at Work Regulations 2002**  
**The Control of Noise at Work Regulations 2005**  
**The Confined Spaces Regulations 1997**  
**The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**

Other regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard.

Information on provision, maintenance and use of protective clothing or equipment, in accordance with the regulations, Health and Safety Executive (HSE) recommendations and current good working practices, is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

**Planning  
Procedures**

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment required is available for use on site.

The Contracts Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept.

**Supervision**

The Site Manager will ensure that before sub contractors' employees are set to work, they have been provided with any necessary protective clothing.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory or Company Policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by Safety Services (UK) Ltd, as required.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear, etc. and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting Company Sites.

**Safe System  
of Work**

All Personal Protective Equipments shall be:

- Properly stored in a well defined place
- Checked at suitable intervals
- Repaired or replaced if found to be defective
- If contaminated, removed on leaving the work area and kept apart from uncontaminated clothing and equipment
- Equipment that is contaminated must be either decontaminated and cleaned or, if necessary, destroyed.

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

## Safety Helmets

**The Construction (Head Protection) Regulations 1989** require the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets where a risk of head injury other than by falling exists. Issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are the only exemption from these regulations.

**Standards  
Required**

Safety helmets provided must be to **BS EN 397:1995**

Bump Caps provided must be to **BS EN 812: 1998** (although these are not usually suitable for use on site)

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

**Planning  
Procedure**

The Contracts Manager will ensure that Site Managers and sub contractors are aware of Company Policy and the requirements of **The Construction (Head Protection) Regulations 1989** of the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access points to working areas and can be supplied to site by Safety Services (UK) Ltd, as required by Site Managers.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Site Manager will ensure that signs and helmets for visitors are available and that sub contractors are aware of Company Policy. The Site Manager will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

**Supervision**

The Contracts Manager will ensure that it is a condition of the Sub Contract Agreement that all contractors will provide safety helmets to all their employees and that they are instructed in the requirements of this Company Policy.

The Site Manager will report any disregard of this policy by sub contractors' employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets that are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting must be replaced. The generally recommended lifespan for most safety helmets is three years. Certain helmets have an indefinite life span and need not be replaced in this period.

Safety helmets will be worn by all staff, sub contractors, employees, visitors, purchasers etc. at all times and in all areas of the site.

**Safe System  
of Work**

However, helmets need not be worn in the following areas if construction operations are not taking place in the following areas:-

- Site office and welfare facilities
- Sales area
- Areas where houses are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

## Manual Handling and Lifting

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

**Standards  
Required**

**The Manual Handling Operations Regulations 1992**  
**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**

The current Regulations require the following three steps: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed
- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

Where necessary, specific additional training will be provided by the Company. Advice and recommendations contained in advisory literature can be provided by Safety Services (UK) Ltd.

The Site Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

**Supervision**

The Site Manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials that could cause injuries.

The Company will ensure that all persons on site wear safety footwear and the Site Manager will caution any sub contractors employee wearing unsuitable footwear.

The Company must not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:-

**Safe System  
of Work**

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

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

## Consultation with Employees

**The Health and Safety (Consultation with Employees) Regulation 1996** apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under **The Safety Representatives and Safety Committees Regulations 1977**, the aim being to ensure that they are consulted by their employers on matters relating to their health and safety at work.

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The employer will consult with employees either directly or via representatives nominated by the employees.

**Procedure**

The consultation with employees will cover the following issues as a minimum:

- introduced measures that may affect employees health and safety
- arrangements for nominating safety representatives
- health and safety information required under this and other regulations
- planning and organisation of health and safety training
- the health and safety consequences of introduced technology in the workplace

The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

Employees will be encouraged to attend update meetings held by the company, additionally during toolbox talks and job inductions the opportunity for comment and discussion will be available.

Employees will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other employees.

## Working Time

**The Working Time Regulations 1998 (as amended)** DO NOT apply if you are self-employed, running your own business and are free to work for different clients and customers.

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The **Working Time Regulations 1998 (as amended)** place limits on the hours that workers can be required to work unless they have opted out. The limits on young workers cannot be opted out from although there are circumstances where they may work longer hours.

**Standards  
Required**

Details can be obtained from a DTI guidance document: DTI/Pub 6792/25k/07/03/NP also available from the DTI website: [www.dti.gov.uk](http://www.dti.gov.uk)

The Company's nominated Safety Consultants will provide advice on the requirements as required.

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All work will take into account the requirements of the above regulations.

**Planning  
Procedures**

The Manager responsible for the workers will plan work so that, as far as reasonably practicable, the average number of hours worked per week is no more than 48 for adult workers and 8 hours a day or 40 hours a week for young workers. (Note: There are certain permitted exceptions for young workers)

Working Time includes travelling, where it is part of the job, working lunches and job-related training.

Working Time does not include travelling between home and work, lunch breaks, evening classes or day-release courses. Also, Working Time limits do not apply if workers can decide how long they work.

Working time should be averaged over a 17-week period (or less if the period is lower) although 52-week periods can be used if mutually agreed.

If an individual worker agrees to work more than 48 hours a week he or she should sign an opt-out agreement, which they can cancel at any time. Giving a minimum of 7-days notice unless otherwise agreed. Records of workers opting out will be kept and updated as necessary.

### Night Work

A night worker is some one who normally works at least three hours at night; night-time is normally between 11pm and 6am. Night workers should not work more than an average 8 hours daily. There is no opt out for night work. The period for averaging is 17 weeks as before. A worker who works for more than one third of his time is a night worker. Occasional, or ad hoc, work does not make a worker a night worker.

As an employer, non-compulsory, free health assessments will be offered to night workers before they start working nights. This will take the form of a questionnaire and a medical examination. The latter is only necessary if there is any doubt about the worker's fitness for night work.

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The Manager, or person responsible, will ensure that working time is arranged so that workers can take the time off they are entitled to. They will also ensure check whether any exceptions or flexibilities apply and ensure the different provisions for young workers are included.

**Supervision**

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The Company will ensure the following working arrangements are implemented:-

**Safe System of Work**

#### **Daily rest breaks**

- Where a worker is required to work for more than 6 hours at a stretch, he or she is entitled to a rest break of 20 minutes.

#### **Daily Rest**

- Each worker is entitled to a rest period of 11 uninterrupted hours between each working day.

#### **Weekly Rest**

- A worker is entitled to one whole day off a week.

Days off can be averaged over a two-week period, meaning workers can take two days off a fortnight. Days off are in addition to paid annual leave.

#### **Young worker daily rest breaks**

- If a young worker is required to work for more than four and a half hours at a stretch, he or she is entitled to a rest break of 30 minutes.

#### **Young worker daily rest**

- A young worker is entitled to 12 hours uninterrupted rest in each 24-hour period of work.

#### **Young worker weekly rest**

- Young workers are entitled to two days off each week. This cannot be averaged over a two-week period and should normally be two consecutive days.
- There are exceptions to this that should follow the DTI guidance.

#### **Paid Annual Leave**

- Every worker – whether part-time or full-time covered by these regulations is entitled to four weeks' paid annual leave. Increasing to 24 days from 1 October 2007 and 28 days from 1 April 2009 (for workers that work a 5 day week, pro-rata for part time workers)
- A weeks' leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.
- This leave entitlement is not additional to bank holidays.
- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

## Welfare and First Aid

**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4** specifies minimum requirements for welfare facilities on sites. **The Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publications;  
**HSG150 Health and Safety in Construction**  
**CS18 Provision and Use of Welfare Facilities at Fixed Construction Sites**

**The Health and Safety (First Aid) Regulations 1981**, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

Reference should also be made to the Health and Safety Executive (HSE) publications;  
**L74 First Aid at Work**  
**INDG214 First Aid at Work - Your Questions Answered**

Safety Services (UK) Ltd may provide advice on the requirements on request.

All work will be planned to take into account the requirements of the above regulations.

**Planning  
Procedure**

The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts.

All necessary first aid equipment can be supplied by Safety Services (UK) Ltd, and be delivered to site as required.

The Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

**Supervision**

The following will be achieved as a minimum standard provision for First Aid; and advisory notices will be placed in suitable locations:

**Arrangements**

Category	Number employed at location	No of First Aid Personnel
<b>Lower risk</b> E.g. Offices, shops, etc	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional First Aider per 100 employed
<b>Medium risk</b> E.g. Light engineering, warehousing etc	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed or part thereof
	More than 100	One additional First Aider per 100 employed
<b>Higher risk</b> E.g. construction, use of dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional First Aider per 50 employed
	Where there are hazards for which additional first aid skills are necessary	In addition, at least one first aider trained in the specific emergency action
Together with suitable numbers of first aid kits to provide adequate cover. First aid rooms will be provided on large permanent or long term high risk locations. "The First Aid at Work" ACoP and Guidance will be referred to.		

# Health Surveillance

## Standards required

Health Surveillance may be required for harm caused by working with certain substances or process. **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos Regulations 2006, The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005 and The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

**HS (G)61 Health Surveillance at Work**  
**MS24 Health Surveillance of Occupational Skin Disease**

## Planning Procedures

Health Surveillance is required where there is the possibility of exposure causing harm.

All work will be planned to take the above standards into account.

Unless there is no doubt that the exposure would cause harm all exposures will be treated as requiring Health Surveillance.

In the event of Health Surveillance being required, the following procedures and who can carry them out will be applied:

- Self Checks:- those exposed to hazards are properly trained in how to look for easily recognisable signs and symptoms of disease
- A responsible person making basic checks for signs of disease:- Anyone trained to identify straightforward signs and symptoms caused by working with certain substances or process
- Enquires about symptoms, inspection and examination:- Usually an Occupational Health Nurse
- Clinical Examinations:- carried out or supervised by a doctor
- Biological Monitoring and Biological Effect Monitoring:- carried out or supervised by a doctor

The company accept that some medical surveillance has to be undertaken by HSE medical inspectors, or doctors appointed by the HSE

Health Surveillance will continue for at least as long as the individual is exposed to the risk or as prescribed in the relevant regulations.

The company will carry out Health Surveillance e.g. those regulations governing certain chemicals, lead or work in compressed air which expressly state the interval between examinations.

The company will comply with regulations i.e. **The Control of Asbestos Regulations 2006** that require employers to continue surveillance of people while still employed by them after exposure to the risk has stopped, to detect long-term disease, such as cancer, at an early stage

In the event that Health Surveillance shows the employees health being affected by their work appropriate action will be taken in the form of the following steps:-

- Prevent further harm by reducing or removing them from exposure to the hazard
- If required refer the individual for examination or treatment by a doctor
- Re-examine the company risk assessment
- Improve control measures

Employees exposed above stated levels will undergo medical surveillance, the health record of any such employee will be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

## Supervision

The Health Surveillance will be supervised by a competent person who will be aware of the hazards, risks and means of control. If this is by a specialist contractor they will be required to keep the company representative informed at all times about the surveillance and how it is progressing.

Where operatives are liable to receive significant exposure the employer is obliged under specific regulations to keep records for stated times i.e. of any air monitoring carried out for a period of at least 5 years for working with lead.

## Stress in the Workplace

The company is committed to protecting the Health, Safety and Welfare of our employees. We recognise that workplace stress is a Health and Safety issue and we are committed to identifying and reducing workplace stressors. **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999** and **The Workplace (Health, Safety and Welfare) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to excessive pressure or demand placed upon them.

**Standards  
required**

Reference should also be made to the following Health and Safety Executive (HSE) publications:

**HSG218 Tackling work related stress: A Managers Guide to Improving and Maintaining Employee Health and Well-being**

**INDG28 1 rev1 Work Related Stress**

All work will be planned to take the following standards into account:

**Planning  
Procedures**

- The Company will identify all workplace stressors and will conduct risk assessments to highlight and control the risks.
- Training will be provided to managers and supervisors in good management practices with regard to reducing stress in the workplace
- Confidential counselling will be provided either in-house or externally
- Adequate resources will be provided to enable implementation of the Company stress policy

Staff and their representatives will be consulted with respect to improving stress related work practices within the workplace.

Changes to working practices will be monitored to ensure they do not cause additional stress.

Regular review of risk assessments of procedures and work practices will take place to ensure stressors have not increased.

Managers are to take responsibility for implementation of company policy and the company will take responsibility for providing the necessary resources.

**Supervision**

Managers and supervisors will ensure good communication with staff if there are organisational and/or procedural changes.

The Company will ensure managers and supervisors are fully trained to discharge their duties and will monitor the workforce for signs of stress.

**The company will offer support to staff who are experiencing stress outside work e.g. bereavement or separation**

## Fire Precautions

Fire safety arrangements should be implemented in accordance with the Regulatory Reform (Fire Safety) Order 2005. These regulations revoke all previous fire safety legislation and require that duty holders assess the risks to the premises and personnel from fire and implement adequate controls.

**Standards  
Required**

The regulations do not apply on construction sites but the principles can be applied to site offices.

The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4 require duty holders to make adequate arrangements to protect workers from the risk of fire on a construction site,

Reference should also be made to the Health and Safety Executive (HSE) publications;  
**HSG 168 Fire Safety in Construction Work**

And a range of Home Office Guides have been published for existing premises.

Fire risk assessments will no longer be issued, Fire Risk Assessments should now be developed for all premises to ensure that significant risks are identified and removed or adequately controlled.

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Fire Risk Assessments must be undertaken to identify significant risks and necessary controls.

**Planning  
Procedures**

Fire extinguishers should be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

Further fire protection systems should be considered depending on the risks both to the occupants and also to business continuity and the effects on others.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

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## **Office**

<b>Safe System of Work</b>
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The Office Manager (or alternatively a person nominated by the company) will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits to be checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

## **Site**

The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:-

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

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At all locations a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. A manual of automatic fire alarm may be more appropriate in some circumstances

<b>Emergency Procedures</b>
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Written emergency Procedures must be displayed in prominent locations and brought to the attention of all persons at the location. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

## Bomb Threat/Emergency

Standards  
Required

The requirements of **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, The Workplace (Health, Safety and Welfare) Regulations 1992 and Regulatory Reform Order (Fire Safety) Order 2005** should be applied.

Bomb Threat  
Procedures

An Emergency Plan is in place and the identified controls and procedures will be compared with the results of Risk Assessments and amendments made as necessary.

### **Bomb Threats and Discovered Devices:**

Bomb threats over the telephone:- when this happens, the procedure for recording the threat will be put in place, immediately calling the Police, and assisting in the investigation will be put in place.

Letter bombs:- if a letter bomb is suspected, laid down procedure should be followed immediately.

If a device is suspected:- laid down procedures should be followed immediately.

### **Procedure:**

When a bomb threat is made by telephone, all pertinent information is to be recorded. Do not hang up the telephone (this is extremely important in conducting an investigation, or locating an actual device).

If a letter bomb is suspected, laid down procedures situated in the emergency plan will be followed.

Suspect objects are not to be moved or touched.

The directions of the senior police officer present must be complied with.

### **THE POLICE WILL ALWAYS BE CALLED. (NEVER ASSUME THE CALL IS A HOAX)**

Emergency  
Procedures

Risk Assessments must be undertaken to identify significant risks and necessary controls. The Emergency Plan in place has identified controls and are compared with the result of the Risk Assessments and amendments made as necessary.

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all employees. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access/egress from buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

### **Evacuation:**

Evacuation should be in accordance with pre-planned procedures and details of incidents should be carefully recorded.

Methods of communication between management and businesses in the immediate vicinity, in the event of emergencies, are agreed and confirmed amongst the parties at a local level.

Detailed attention is given to the routing of evacuations away from danger and to the maintenance of access for emergency vehicles.

Advice about the spread of blast and glass damage has been taken when identifying holding and assembly areas.

The building will not be reoccupied unless told to do so by the fire department or police.

## Company Offices

All offices and office facilities will be provided and maintained in accordance with **The Workplace (Health, Safety and Welfare) Regulations 1992**.

See section on Fire Precautions.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms will be checked monthly and test recorded. The nominated person will check all fire exits at the start of each day.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits etc. will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

## Communal Areas

Where work has to be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users and will take due care in accordance with the requirements of the pre-construction information.

The Site Manager will ensure that all work in communal areas is planned in advance so as to cause the least disruption.

Where passageways or staircases cannot safely be used while work is in progress the Site Manager will make arrangements for such work to be undertaken out of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area and not allowed to encroach into the area set aside for access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs at **all times**

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

## Visual Display Units

The safe use of Visual Display Units is covered in **The Health and Safety (Display Screen Equipment) Regulations 1992**.

**Standards  
Required.**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**L26 Display Screen Equipment at Work**

Plan display screen equipment work so that there are breaks or changes of activity.

**Planning  
procedures**

Assess all display equipment workstations and reduce risks that are discovered.

Ensure that workstations satisfy the minimum requirements that are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

The person responsible for office staff will ensure that the requirements will be adhered to.

**Supervision**

The Company will provide all information and training necessary to comply with the relevant regulations

**Safe System  
of Work**

The Company will provide appropriate eye and eyesight tests to "defined" users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

## Work Equipment

The following Regulations specifically cover the use of work equipment **The Provision and use of Work Equipment Regulations 1998**

**Standards  
required**

These regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:-

- The guarding of dangerous parts of machinery
- Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances
- Protection against explosion.

These requirements also cover

- Work equipment parts and substances at high or very low temperatures
- Control systems and control devices
- Isolation of equipment from sources of energy
- Stability of equipment
- Lighting
- Maintenance operations
- Warnings and markings.

The 1998 regulations replace the previous regulations and also introduce the following requirement:

The requirements imposed by these regulations on employers shall also apply to a person who has control to any extent of work equipment at work and includes managers and supervisors.

Also;

Where the safety of work equipment depends on the installation conditions or where it is exposed to conditions causing deterioration that is liable to result in dangerous situations:

- The inspection of specified equipment in specified circumstances by a competent person.
- The recording and keeping of the result; and
- That evidence of the last inspection accompany work equipment used outside the undertaking

And make provision for mobile work equipment in relation to:

- Its suitability for carrying persons and its safety features.
- Means to minimise the risk to health and safety from its rolling over.
- The safety of self propelled work equipment.
- The drive shafts of mobile work equipment.

The 1998 regulations repeal the remaining sections of the Abrasive Wheels Regulations and the Power Presses Regulations and include specific requirements on the examination and testing of power presses.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.

**Planning  
Procedures**

The Company will provide adequate information, instruction and training for all operators, supervisors and managers and will provide equipment that conforms to EC product safety directives.

**Supervision**

The Company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

**Safe System  
of Work**

## Noise

Noise is covered by **The Control of Noise at Work Regulations 2005** and also by **The Health and Safety at Work etc. Act 1974**.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**L108 Guidance on the Control of Noise at Work Regulations 2005**

**The Control of Pollution Act 1974** requires contractors to use the best practical means of controlling construction and demolition noise at the site boundary.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

The regulations require that hearing protection is considered if the noise level averaged over an 8 hour day exceeds 80dB(A); and that hearing protection is mandatory for average noise levels over 8 hours exceeding 85dB(A). Also, the maximum exposure with hearing protection should not exceed 87dB(A) (averaged over 8 hours)

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will in conjunction with any relevant sub contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the sub contractor or hire company, immediately.

**Supervision**

The Site Manager will ensure that supplies of ear defenders, or other hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

**Safe System  
of Work**

The HSE website [www.hse.gov.uk/noise](http://www.hse.gov.uk/noise) gives guidance and calculators for noise assessments and protection requirements.

## Site Tidiness

A number of regulations deal with the need for work places and accesses to be kept clear of debris and other materials, some examples are: -

**Standards  
Required**

**The Workplace (Health, Safety and Welfare) Regulations 1992**  
**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**  
**The Electricity at Work Regulations 1989**

**The Dangerous Substances and Explosive Atmospheres Regulations 2002** require that cylinders and containers be properly stored and removed from work places, when not in use, to storage.

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

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

Information on the requirements of the regulations and advice on current good working practices is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

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

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

**Supervision**

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, sub contractors operatives and occasional visitors to site will be disciplined by the Site Manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than three blocks high on a level base.

**Safe System  
of Work**

Particular emphasis is to be placed on instructions to all employees and sub contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

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

The Site Manager will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

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

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

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

# Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Site Manager (or Office Managers as appropriate) on the Accident Report form. This applies to injuries received by members of the public, visitors etc. as well as Company employees. Safety Services (UK) Limited should be advised of any accident involving hospitalisation or resulting in more than three days off work.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** the Health & Safety Executive must be notified by telephone immediately by the Site Manager (or Office Manager). Safety Services (UK) Ltd may also be notified as soon as possible.

Form F2508 should then be completed and sent to the local Health & Safety Executive within 10 days or to the Incident Contact Centre at Caerphilly (TEL: 0845-300-9923 or FAX 0845-300-9924 or E-MAIL riddor@natbrit.com)

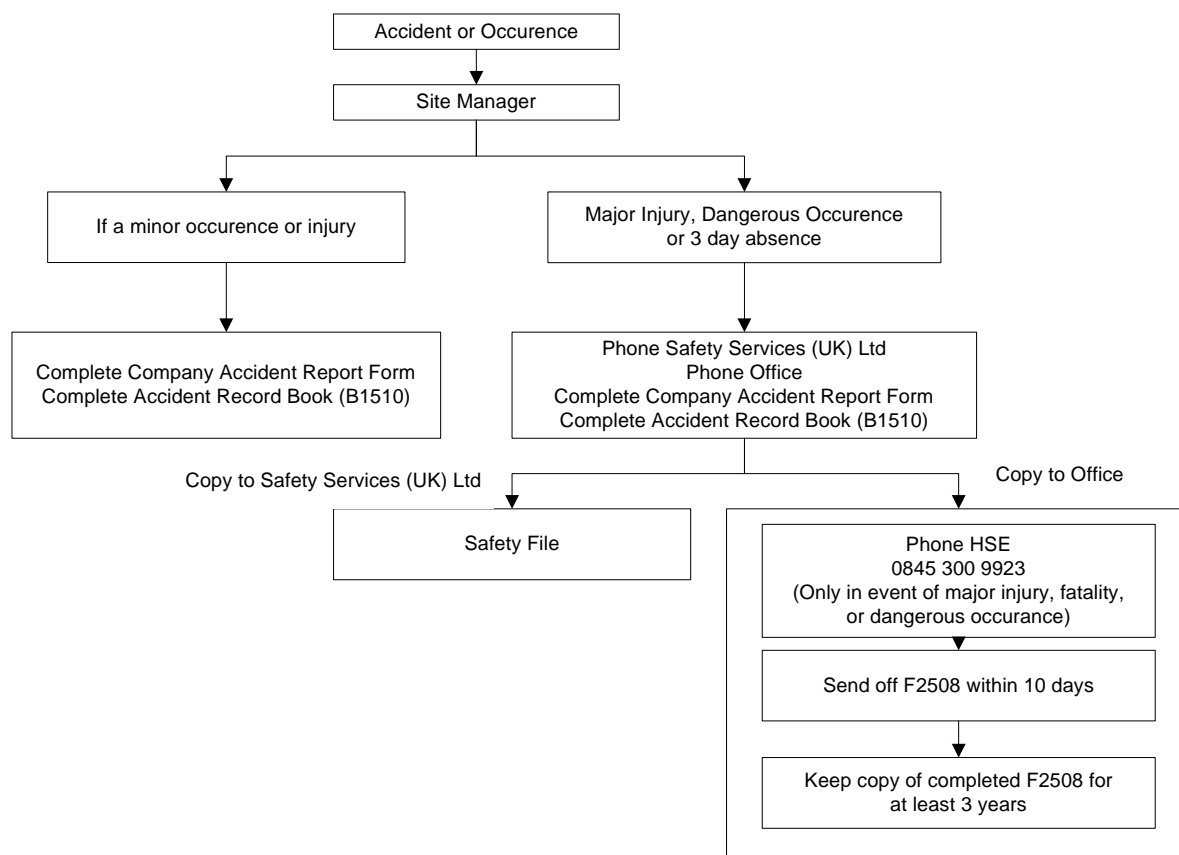
For an over 3 day injury there is no requirement to phone the HSE but an F2508 must be completed as above.

Accident Book B1510 or equivalent will be available at each site and office to ensure any injured employee can record details of his/her accident. All sections of appropriate pages must be fully completed.

Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company from the Department of Work & Pensions. This will be completed by the Company Secretary and returned to the Department of Work & Pensions as required.

Copies of all used notification forms will be kept for at least three years from the date of notification. The Company Secretary or Safety Director will keep these records. Safety Services (UK) Ltd may investigate all reportable accidents and forward a copy of the Investigation Report to the Company with any photographs, statements or other relevant material for use by Company Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers or legal advisers.

The Site Manager must investigate all accidents resulting in damage on site and details reported to the Company Safety Director.



## Site Offices

Site Offices will comply with the requirements of **The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4 and The Regulatory Reform (Fire Safety) Order 2005.**

Fire Risk Assessments should be developed for site offices and any necessary control measures identified implemented as necessary.

See section on Fire Precautions.

All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper not allowed to accumulate.

Any liquefied petroleum gas-heating appliance shall be used in accordance with the requirements of Company Policy. Reference should be made to the relevant section on liquefied petroleum gas in this Policy.

Any electrical installation shall be to the requirements of the Institute of Electrical Engineers (IEE) Regulations and shall be installed, tested, altered and maintained by qualified electricians only.

# Excavations

All excavation work will be carried out in accordance with **The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**, in particular Regulations 31 and 33.

**Standards  
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**HSG185 Health and Safety in Excavations; Be Safe and Shore**

which provides guidance on good practice and requirements when undertaking excavation work.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

Details of the ground conditions to be encountered in excavation work or the buildings or structures affected will be obtained from the pre-construction information by the Contracts Manager to enable work to be planned safely. This information will be passed to the Site Manager before excavation commences.

Training shall be provided to Site Managers required to carry out inspections of excavations.

Operatives involved in erecting support for excavations shall also require training. Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Site Managers will not permit excavation work to begin on site until all plant, materials and equipment necessary to carry out the excavation work safely, is available on site.

**Supervision**

No person is permitted to enter any unsupported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply or that there is no risk to any person from a fall or dislodgement of any material.

Where possible, the excavation support should be installed from ground level, otherwise precautions must be provided for safety of operatives installing support.

A competent and authorised person shall inspect daily, before any person carries out work, all excavations required to be supported, as noted above at the commencement of each shift, after any event likely to have affected the strength and stability of any part of the excavation or after any accidental fall of rock, earth or other material. At least one inspection report must be recorded in the site Excavation Report of Inspection in any seven days.

Access and plant must be routed away from the edge of excavations. Where necessary to prevent danger to any person, suitable precautions must be taken to prevent any person, plant, equipment or material from falling into any excavation.

**Safe System  
of Work**

Ladders, securely fixed, must be provided for access into excavation.

The main hazards associated with excavations are: -

- Collapse of the sides.
- Persons falling into excavations.
- Striking underground services (see separate section).
- Persons in excavations being struck by falling materials.
- Building of structures collapsing due to excavations flooding.
- Asphyxiation or poisoning due to ground conditions or fumes from plant.
- Plant running into excavations.

Where necessary, excavation supports, underpinning or shoring must be designed by specialists.

All personnel required to enter excavations must wear a safety helmet.

The safety of the public, particularly children, must be considered when excavations are left open outside working hours.

Where health hazards may be encountered, e.g. land fill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc., Safety Services (UK) Ltd may be asked for advice on precautions required, air sampling, monitoring etc.

If excavation is flooded or likely to flood, care must be taken to ensure that any water pumped out is disposed of in foul drainage or via soakaway, and is not allowed to pollute any watercourses.

# Hand-Arm/Whole Body Vibration

Vibration is covered by The Control of Vibration at Work Regulations 2005 (Statutory Instrument 2005 No. 1093) Provision and Use of Work Equipment Regulations 1998, The Health and Safety At Work Act 1974 and the Management of Health and Safety at Work Regulations 1999

Standards  
Required

Reference should also be made to the Health and Safety Executive (HSE) publications:

**HSG 88**            **Hand Arm Vibration**  
**HSG 170**        **Vibration Solutions**  
**INDG 175**       **Health Risks Advice from hand-arm vibration: Advice for employees**

Excessive use of hand held or guided vibrating tools and equipment can have a serious and lasting effect on the body. In general vibration can cause severe pain and numbness in the fingers, the sensation of pins and needles, loss of sense of touch, loss of grip strength and painful wrists. The above sensations/pains are more noticeable in cold weather with the digits blanching hence the term Vibration White Finger.

## Exposure limit values and action values

(1) For hand-arm vibration -

- (a) the daily exposure limit value is  $5 \text{ m/s}^2 \text{ A(8)}$ ;
- (b) the daily exposure action value is  $2.5 \text{ m/s}^2 \text{ A(8)}$ ,

(2) For whole body vibration -

- (a) the daily exposure limit value is  $1.15 \text{ m/s}^2 \text{ A(8)}$ ;
- (b) the daily exposure action value is  $0.5 \text{ m/s}^2 \text{ A(8)}$ ,

"daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

The degree of damage is dependant upon:

- The vibration levels of the equipment being used
- The length of time of use
- How awkward it is to use
- How tightly it is necessary to grip the tool
- How cold and wet the operator gets when using the equipment

In conducting the risk assessment, the employer shall assess daily exposure to vibration by means of-

- (a) observation of specific working practices;
- (b) reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions; and
- (c) if necessary, measurement of the magnitude of vibration to which his employees are liable to be exposed; and
- (d) the employer shall assess whether any employees are likely to be exposed to vibration at or above an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of-

- (a) the magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks;

- (b) the effects of exposure to vibration on employees whose health is at particular risk from such exposure;
- (c) any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints;
- (d) any information provided by the manufacturers of work equipment;
- (e) the availability of replacement equipment designed to reduce exposure to vibration;
- (f) any extension of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer;
- (g) specific working conditions such as low temperatures; and
- (h) appropriate information obtained from health surveillance including, where possible, published information.

Managers and Operators can reduce the likelihood of onset of Vibration Related Upper Limb Disorders by:

- Reducing the number of items of equipment that vibrates above the recommended safe level,  $2.5 \text{ m/s}^2$  or the total daily dose of  $5.0 \text{ m/s}^2$  (A8) (Average over an 8 hour day)
- Ensuring equipment is maintained in accordance with the manufacturers instructions
- Reducing the amount of time the operative uses the equipment for
- Use of suitable gloves
- Operator exercising the hands and fingers
- The operator being able to recognise the onset symptoms

A table of nominal values are appended to this policy.

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The Site Manager will ensure all work activities are planned to take the above standards into account.

**Planning  
Procedure**

The Site Manager must ensure that information on the vibration level of any plant or equipment, which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

Where operatives are required to work in situations where high levels of vibration are likely to be encountered, the Site Manager will ensure that full information is provided, before work commences, on the levels and frequencies of any vibrating tools or equipment.

Any measures to reduce vibration levels to below levels considered to be safe must be planned or, if this course of action is not practicable, suitable vibration protection measures taken by Managers and Operatives.

Regular monitoring of vibration levels and frequencies will be planned, if required.

Instruction and training will be provided to relevant Site Managers and Operatives as required to work with plant and equipment, which is likely to result in exposure to high vibration levels.

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The Site Manager will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturers instructions; are kept in good order and that any defects noted are reported immediately.

**Supervision**

The Site Manager will ensure that supplies of suitable gloves are made available for any operations, where it is not practicable to reduce the vibration levels to a safe limit in other ways. These will be issued to Operatives as required and must be worn at all times when Operatives are exposed to high vibration levels.

- 
- Carry out a written vibration assessment Appendix 2 to establish levels and frequencies of vibration for individuals using items of plant and machinery. A table of nominal vibration values is attached at appendix 1.
  - Give advice on vibration control measures
  - Follow the control hierarchy to reduce the likelihood of exposure
  - Plan to Regularly monitor vibration levels and frequencies for known high sources

**Safe System  
of Work**

Table of Nominal Vibration Values

Tool description	Hand Vibration Value (m/s <sup>2</sup> )	Time to reach EAV 2.5m/s <sup>2</sup> Minutes	Time to reach ELV 5.0m/s <sup>2</sup> Minutes	Notional noise output dB(A) at 1 metre range.
Medium duty air breaker	14.5	14	57	110
As above with anti-vibration	3.5	245	>16 hr	107
Heavy duty air breaker	17.5	10	39	110
As above with anti-vibration	2.8	383	>24 hr	110
Heavy duty electric breaker (30kg)	13	18	71	104
Heavy duty electric demolition hammer (11kg)	14	15	61	103
As above with anti-vibration	8	47	188	98
Medium duty demolition hammer (7kg)	9	37	148	98
As above with anti-vibration	7	61	245	98
Light duty demolition hammer	14	15	61	103
As above with anti-vibration	6	83	333	97
9 kg Rotary hammer drill	14	15	61	101
6 kg Rotary hammer drill	11	25	99	98
4 kg Rotary hammer drill	10	30	120	98
3 kg Rotary hammer drill	10	30	120	98
Hilti TE 2 M hammer drill	9	37	148	101
Hilti TE 5 hammer drill	10	30	120	101
Hilti TE 15 hammer drill	11	25	99	101
Hilti TE 72 impact hammer drill	9	25	148	110
Bosch hammer drill GSB range	11	25	99	109
Bosch hammer drill GBH 2 range	11	25	99	101
Bosch hammer drill GBH 4 DSC	11	25	99	102
Bosch hammer drill GBH 5 DCE	10	30	120	108
Bosch hammer drill GBH 8 DCE	14	15	61	103
Bosch hammer drill GBH 10 DC	13	18	71	104
4 kg Rotary drill	2.5	480	>24 hr	81
Hilti 110 Drill SR 16	< 2.5	480	>22 hr	83
Hilti Screw Driver ST 18	< 2.5	480	>22 hr	80
Hilti Screw Driver SU 25	< 2.5	480	>22 hr	80
Bosch Drill GWB 10 RE	3	333	>22 hr	80
Bosch Screw Driver GSR 6-25 & 40 TE	3	333	>22 hr	79
Bosch Screw Driver GSR 6-20 TE, 8-6KE & 8-16KE	3	333	>22 hr	82
Bosch Screw Driver GMB 10 SRE	3	333	>22 hr	81
Bosch Drill/Screw driver GBM 1 – 13-2 range	3	333	>22 hr	81
Bosch Drill/Screw driver GBM 13	3	333	>22 hr	98
Bosch Drill/Screw driver GBM 16-2 RE	3	333	>22 hr	99
Hitachi Angle Drill	5	120	480	98

Tool description	Hand Vibration Value (m/s <sup>2</sup> )	Time to reach EAV 2.5m/s <sup>2</sup> Minutes	Time to reach ELV 5.0m/s <sup>2</sup> Minutes	Notional noise output dB(A) at 1 metre range.
100/125 mm Mini-grinder	5	120	480	101
175/225 mm Grinder	5.5	99	397	108
2 stroke 300 mm cut-off saw (Stihl)	7.5	53	213	107
REMS Tiger	22	6	25	104
REMS Tiger with guide support	12	21	83	104
Matika Portable Band Saw 2160W	3	333	>22 hr	105
Matika Portable Cut Off Saw 2414B	3	333	>22 hr	110
150/225 Circular saw	2.5	480	>24 hr	103
Hilti Jig Saw WSJ 110 EB	< 2.5	480	>24 hr	83
Hilti Jig Saw WSJ 110 ET	< 2.5	480	>24 hr	83
Single blade wall chaser	3	333	>22 hr	111
Double blade wall chaser	4	188	>12 hr	111
450mm Petrol floor saw	7.5	53	213	105
350mm Petrol floor saw	4.5	148	>9 hr	100
Single head scabblers	20	8	30	103
Triple head scabblers	15.5	12	50	103
Belt sander	2.5	480	>24 hr	84
Orbital sander (Bosch)	4	188	>12 hr	82
Orbital sander (Makita)	5	120	480	81
Orbital sander (Hitachi)	3	333	>22 hr	76
Orbital sander (Metabo, less Sr 4321)	3	333	>22 hr	80
Orbital sander (Fein, less MSf 636-1)	6	83	333	81
Orbital sander (Atlas Copco)	3	333	>22 hr	97
Disc sander	2.5	480	>24 hr	100
2-stroke chainsaw	6	83	333	102
Chainsaw (Husqvarna 340 - 371)	5	120	480	111
450mm petrol compaction plate	7.5	53	213	95
300mm petrol compaction plate	10	30	120	105
Hand Held Electric Threader REMS – Amigo	2.5	480	>24 hr	83
Hand Held Electric Threader REMS – Amigo2	2.5	480	>24 hr	82
Bench Threading Machine REMS - Magnum	2.5	480	>24 hr	83
Bench Threading Machine REMS – Tornado	3	333	>22 hr	83
Bench Threading Machine REMS – Gigant	3	333	>22 hr	83

Note: This table is only a guide. Action must be taken to protect persons from HAV risks where daily exposure exceeds 2.5m/s<sup>2</sup>

Also refer to OPERC website for additional vibration magnitude measurements

**Vibration Risk Assessment**

**Contract**

**Assessment Number**

**Operation:**

Activity	Vibration (Ave) (m/s <sup>2</sup> ) L <sub>1</sub>	(L <sub>1</sub> ) <sup>2</sup>	Duration of exposure (hours) t	Partial Dose d <sub>1</sub> =(L <sub>1</sub> ) <sup>2</sup> x t
Sum of partial doses = Σ d <sub>1</sub> =				
Daily dose A(8) = SQRT(Σ d <sub>1</sub> /8) =				m/s <sup>2</sup>

**Activity**

Should include the duration for all activities associated with the use of vibrating tools within the work pattern i.e. the time spent actually using the tool, breaks and other activities completed as part of that work pattern.

The risk from exposure increases with the level of vibration and the length of exposure, both within the working day and in the long term. To recognise this as an equivalent 8-hour “dose” of vibration A(8) is used.

The nominated value, recommended by the Health and Safety Executive, A(8) = 2.5 m/s<sup>2</sup> is thought to be the exposure which results in a 10% risk of contracting Vibration White Finger (VWF) after 8 years exposure (this is still a significant risk).

Where the daily dose significantly exceeds the A(8) = 2.5 m/s<sup>2</sup> level it must be demonstrated that:

- It was necessary to complete the work in this manner.
- All reasonable steps have been taken to reduce the risk of VWF.

**Control measures to be implemented.**

- e.g.
- Use alternative method that avoids or reduces vibration
  - Select low vibration equipment
  - Rotate job to reduce exposure times
  - Encourage hand & finger exercise
  - Toolbox talks on avoiding risks

## Underground Services

Regulation 34 of **The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4** requires precautions to be taken to prevent danger from electricity cables.

**Standards  
Required**

Other services, if damaged by excavation work, could also be a hazard, e.g. water flooding trench, gas-causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and, in all cases, the costs involved in repair, must be taken into account.

Reference should also be made to Health and Safety Executive (HSE) publication;  
**HSG47 Avoiding Danger from Underground Services**

All work will be planned to take the above standards into account. The Contracts Manager will obtain full details of all underground services from the service authorities, e.g.: -

**Planning**

- Electricity Board
- Local Authority - street lighting cables
- Gas Board
- Water Authority - mains water, sewers
- British Telecom
- Television Relay Companies
- Adjacent Private Owners and any other local special circumstances

Where there are a large number of existing services, e.g. in a town centre, then a permit to work system for excavation work will be prepared.

A detailed Method Statement is to be prepared, for works near underground services, by the relevant contractor or utility company.

Before any excavation work commences, the Site Manager will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes, or that trial holes are carefully excavated along the line of the proposed trench, or area of excavation.

**Supervision**

Full consultation must be carried out at all stages with representatives of the various service authorities, to agree precautions required.

All Site Managers, machine operators and banksmen will be instructed in the procedures to be followed. Any sub contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system, if applicable.

Any service installed as temporary supplies, or as part of the permanent works, will be accurately plotted on a site plan by the Engineer/Site Manager and will be physically marked along its route by means of timber stakes and notices.

The sub contractors involved must provide service location equipment, for use on site, in accordance with the above standards, training must be provided, to supervisory and key operatives, in the use of the equipment.

**Safe System  
of Work**

# Demolition

All Regulations which apply to construction work also apply to demolition work but in particular **The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4** (Regulation 29) applies to demolition work.

**Standards  
Required**

Reference should also be made the British Standard;  
**BS 6187 Code of Practice for Demolition**

which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure is being demolished.

Reference should also be made to the Health and Safety Executive (HSE) publication;  
**HSG29 Health and Safety in Demolition Work**

which covers preparation and planning, legislation, working methods, health hazards. The recommendations in these Guidance Notes will be applied to work carried out by the Company.

Further information and advice on the requirements of the code of practice is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

All preliminary procedures required by the code of practice and Guidance Note  
**HSG29 Health and Safety in Demolition Work**

will be carried out by the Contracts Manager in conjunction with the specialist contractor, if used, who will draw up a Method Statement and a programme of work detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work, etc. This Method Statement and programme will be issued to the Supervisor responsible for the work on site.

The Site Manager appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, etc. which may apply on site.

**Supervision**

The Contracts Manager will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out.

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

The Contracts Manager will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

**Safe System  
of Work**

All operatives on demolition sites will be required to wear safety helmets and protective footwear.

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

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

- The location and disconnection of any services into the site. Confirmation of disconnection in writing must be requested from the appropriate Service Authority.
- The existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc. on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.
- Where the building or structure to be demolished contains unusual, or possibly hazardous, design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire-damaged building, cantilevered balcony, etc. then advice must be obtained from a qualified Consultant Structural Engineer.
- On all sites where demolition work of any kind is to be carried out, Safety Services (UK) Ltd may be involved at the earliest stage to assist in the preparation of Method Statements, etc. and will also be asked to carry out any sampling and monitoring of hazardous substances, where necessary.

## Plant on Site

The following regulations contain requirements to be complied within the provision, maintenance, operation and use of plant on site.

**Standards  
Required**

**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**  
**The Lifting Operations and Lifting Equipment Regulations 1998**  
**The Provision and Use of Work equipment Regulations 1998**

Health and Safety Executive (HSE) Guidance Notes contain a number of specific recommendations in the **Plant and Machinery Series (Prefix PM)**. These will be referred to where applicable. Other Guidance Notes also contain recommendations that affect the use of plant on site. In particular;

**HSG151**      **Protecting the Public - Your next move**  
**GS6**         **Avoidance of Danger from overhead electrical lines.**

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

**BS 6031**      **Earthworks**  
**BS 3010**      **Safe Use of Cranes**

These and all other British Standards will be referred to and complied with whenever relevant.

Codes of Practice have also been prepared by interested trade bodies.

Information on the requirements of the regulations, and any other aspect of plant safety contained in advisory literature is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager will take all aspects of the work into account, to ensure that sufficient information is provided to the hire company or sub contractor to enable the correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banksmen are provided.

Safety Services (UK) Ltd may advise on training requirements and arrange or provide training as required.

The Contracts Manager in conjunction with the Site Manager will determine whether any preparatory work is required for the installation, or use, of plant on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes, fuel storage, road crossings etc.

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

**Supervision**

Any defects noted will be reported to the sub contractor or hire company immediately.

The Site Manager will ensure that only authorised operators are permitted to operate any item of plant. Where any doubt the competency of an operator exists, the Site Manager will report to the sub contractor or hire company, immediately.

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

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

Weekly thorough examinations are required for aerial cableways, aerial ropeways, crabs, cranes, draglines, excavators, gin wheels, hoists, overhead runways, piling frames, pulley blocks, sheer legs and winches.

All necessary testing and Thorough Examination Certificates will be requested and checked by the Site Manager and all items of plant requiring weekly inspections by the operator, or other competent person, will have the inspection recorded in the Site Register, regardless of any register kept by operator or plant hire company.

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

Plant operators will not carry out work with a machine for which it was not intended.

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Hazards with the use of plant arise out of: -

**Safe Systems  
of Work**

- Unskilled operation
- Incorrect use
- Poor maintenance
- Reversing unsupervised
- Defects in machine unchecked
- Noise (see separate section)

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

Plant operators must not drink alcohol or be under the influence of alcohol or drugs during the working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc.) will be required to wear safety helmets.

Persons not undertaking construction works, i.e. members of the public or children must not be permitted to enter working areas while plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

## Transport on Site

All transport on site, including dumpers, tipper lorries, tractors, tankers etc., will be provided, maintained, operated and used in accordance with **The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4** and **The Provision and Use of Work Equipment Regulations 1998**.

**Standards  
Required**

The Road Traffic Acts and associated legislation will also apply when transport is required to be used on public roads. Reference should also be made to Health and Safety Executive (HSE) publications;

**HSG144 The Safe use of Vehicles on Construction Sites**

**HSG136 Workplace Transport Safety**

**INDG148L Reversing Vehicles**

**L64 Safety Signs and Signals**

Which give information on the precautions and procedures required to prevent accidents.

Mobile work equipment is covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to work equipment.

The Contracts Manager will arrange for transport to be provided, taking into account the work to be done and the above standards. He will endeavour to segregate vehicles from pedestrian traffic where possible.

**Planning  
Procedure**

Where necessary, discussions will take place with the Local Highway Authority, Police etc. on road crossing, traffic management etc. Temporary access roads, fuel storage, maintenance facilities for transport on site, will be planned.

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

**Supervision**

The Site Manager will ensure that only authorised licensed drivers are permitted to operate any site transport. No person under 18 years old is permitted to operate any transport and there is a minimum age of 21 years for certain types of transport. Where any doubt of competency of any operator exists, the Site Manager will refer this to the Contracts Manager or sub-contractor as appropriate.

The Site Manager will ensure that any necessary preparatory work required to ensure transport is used safely on site, e.g. access roads, traffic control measures etc., is carried out as planned.

The Site Manager must ensure that any defect notified to him by drivers during operations on site is reported immediately for repair and that, where the defect could affect safety on site, the items of transport taken out of use until repairs are carried out.

Hazards associated with the use of transport on site are: -

**Safe System  
Of Work**

- Incorrect use
- Speeding
- Poor maintenance (i.e. lack of checking - water, oil, fuel, lights, tyres and brakes daily)
- Unsupervised reversing
- Carrying of passengers where no proper seat is provided
- Undue care when refuelling
- Overloading or insecure loads
- Incorrect or improper towing
- Transport in close proximity to pedestrian traffic

All operatives required to enter specific high-risk areas as designated by the Contracts Manager will be provided with high visibility waistcoats or belts.

Transport drivers must not consume any intoxicating liquids or drugs during the workday or shift.

# Asbestos

## Definition

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2006 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:-

## Standards required

### The Control of Asbestos Regulations 2006 SI 2739

Reference should also be made to the following Health and Safety Executive (HSE) publications;

L127	<b>The Management of Asbestos in Non-domestic Premises</b>
L143	<b>Work with materials containing Asbestos</b>
HSG189/2	<b>Working with Asbestos Cement</b>
HSG210	<b>Asbestos Essentials Task Manual</b>
HSG213	<b>Introduction to Asbestos Essentials</b>
HSG 227	<b>Managing Asbestos in premises</b>
HSG 247	<b>Asbestos: The licensed contractors' guide</b>
HSG248	<b>Asbestos: The analyst's guide for sampling, analysis and clearance procedures</b>
INDG188	<b>Asbestos Alert for Building Maintenance, Repair and Refurbishment Workers</b>
INDG223	<b>Managing Asbestos in workplace buildings</b>
INDG255	<b>Asbestos Dust Kills – keep your mask on</b>
INDG289	<b>Working with Asbestos in Buildings</b>

## Information

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2006**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

## Planning Procedures

All work will be planned to take the above standards into account.

Under the 2006 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

The Contracts Manager will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contracts Manager will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe removal. Qualitative tests will be carried out to determine the type of asbestos and to set the 'control limits' (equivalent to maximum exposure limits under COSHH).

A method statement and risk assessment must be prepared before removal starts.

The enforcing authority must be notified of any work involving asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Site Manager as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to the Site Manager immediately.

The Contracts Manager will instigate a monitoring programme throughout the removal process, closely liaising with the specialist sub contractor.

All operatives will be given training, advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

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The employed specialist contractor will strictly carry out the supervision of the removal of asbestos only.

**Supervision**

The contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, the company is obliged to keep monitoring records for a period of at least five years, and for at least 40 years if the Action Level is also likely to be exceeded.

Operative exposed to asbestos at or above the Action Level must undergo medical surveillance.

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No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. The Site Manager will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

**Safe system of work**

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Site Manager must be informed immediately and the procedures outlined in 'Planning' above will be put into effect. The Site Manager will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment. Disposal of contaminated clothing and equipment that cannot be decontaminated must also be arranged.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not removed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labelled containers.

No employee/contractor will resume work in the contaminated area until a clean air certificate / certificate of reoccupation has to be issued by the specialist licensed removal company.

### **Allowed activities**

Almost all work with asbestos containing materials will require work to be done by licensed contractors/specialists; there are some circumstances where this does not apply, this includes:

Work where exposure is sporadic and of low intensity

The risk assessment shows that the exposure of any employee to asbestos will not exceed the control limit (0.6 f/ml [10 mins] or 0.1 f/ml [4 hrs])

The work involves:

- Short, non-continuous maintenance activities
- Removal of materials where the fibres are firmly held in a matrix
- Encapsulation or sealing of asbestos-containing materials which are in good condition
- Air monitoring and control, and collection and analysis of samples to ascertain whether a specific material contains asbestos.

A safe system of work must be planned and clearly explained to the employees involved.

## Lead at Work

**The Control of Lead at Work Regulations 2002 (As amended 2004)** with their approved Code of Practice aim to protect people at work exposed to lead by controlling that exposure. Lead is defined as being lead (including alloys, any compounds of lead and lead as a constituent of any substance or material) that is liable to be inhaled, ingested or otherwise absorbed.

**Standards  
required**

Reference should also be made to the following Health and Safety Executive (HSE) publications;  
**COP2 Control of Lead at Work Approved Code of Practice, Regulations and Guidance**  
**EH29 Control of Lead: Outside Workers**

Contact with lead or lead based products is likely to occur in processes which disturb old existing lead installations such as weather proofing or coated surfaces which may have been treated with a lead based product.

**Planning  
Procedures**

All work will be planned to take the above standards into account.

Unless there is no doubt as to the existing surface finishes, all surfaces will be treated as a potential hazard and samples will be taken for testing prior to work commencing.

In the event of lead based surface finishes being present, the following principles of prevention will be applied:

- If possible work on the surface will be avoided
- If work has to be undertaken, the risks will be assessed
- Including:
  - Consideration of the hazardous properties of lead
  - Information of the health affects provided by the supplier
  - The level, type and duration of exposure
  - Circumstances of work and amount of lead involved
  - Activities such as maintenance where there is a potential for a high level of exposure
  - Relevant exposure limits, action levels and suspension level
- The method of work will be planned to minimise exposure to the lead. Including preventative and control measures. The results of relevant medical surveillance and monitoring. Whether the exposure to lead is likely to be significant and any other relevant information.
- Use equipment or substances that reduce the exposure to lead, particularly if production of dust or fume cannot be avoided. E.g. Use of local extraction equipment and ventilation systems.
- Ensure that all workers are informed as to the control measures and procedures prior to work commencing. This will include compliance monitoring and health monitoring.
- Ensure the correct PPE and RPE is provided and correctly used. That it is removed on leaving the work area. That it is returned to any accommodation provided for it after use and that any PPE used is decontaminated and cleaned or, if necessary, destroyed after use.

Work will only be undertaken by operatives who have been trained in the processes to be carried out.

The following types of work are liable to result in significant exposure to lead and assessment of the risk and a competent person shall undertake control measures required.

- High temperature lead work above 500°C (including welding, burning and cutting)
- Work with lead compounds giving rise to lead dust in air
- Abrasion of lead giving rise to lead dust in air, e.g. dry disc work, grinding, cutting by power tools, sanding etc.
- Spraying of lead paint and low solubility lead compounds
- Removal of existing lead coated surfaces including lead paint
- Work with low solubility inorganic lead compounds

The work will be supervised by a competent person who will be aware of the hazards, risks and means of control.. If this is by a specialist contractor he will be required keep the Site Manager informed at all times about the work and how it is progressing.

**Supervision**

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor or operatives.

Where operatives are liable to receive significant exposure to lead the employer is obliged to keep records of any air monitoring carried out for a period of at least 5 years. Employees exposed above this level must undergo medical surveillance, the health record of any such employee must be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

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Hazards associated with working with lead are: -

**Safe System  
of Work**

- Inhalation of lead dust, fume or vapour
- Ingestible lead in the form of powder, dusts, paints or paste
- Absorption of lead through the skin when it is in the form of lead compounds, paint or paste

Specialist contractors or suitably trained operatives will be employed to handle all cases where lead dust, powder, vapour or paint is likely to be created or disturbed.

In cases where lead does not exist as dust or a vapour but rather as solid material and its application is for roofing etc, Operatives will still be required to work in accordance with the agreed method of working and must be competent to do so. Protective clothing will be worn particularly coveralls and gloves. The requirements for monitoring and health surveillance will still apply.

Operatives will not be allowed to eat, drink or smoke whilst working with lead or afterwards until hands and face have been washed. No person will be allowed to eat, smoke or drink in areas contaminated with air borne lead or in the immediate vicinity of solid lead.

The Company will supply all the washing facilities outlined in the Code of Practice to ensure cleanliness with minimum of delay.

## Use of Solder

Exposure to solder fume from resin-based fluxes containing colophony (or rosin) can give rise to respiratory irritation and in some people it may also cause respiratory sensitisation.

**Standards  
required**

The company where reasonably practicable, will use a flux that does not contain colophony or is rosin-reduced.

Reference should also be made to the following Health and Safety Executive (HSE) publications;

- **The Health and Safety At Work etc. Act 1974**
- **Management of Health and Safety at work Regulations 1999.**
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**
- **HSE leaflet IND(G)249L - Controlling health risks from rosin (colophony) based solder fluxes**
- **HSE leaflet IND(G) 248L - Solder fume and you**

Resin-based fluxes containing colophony (or rosin) can give rise to respiratory irritation and in some people it may also cause respiratory sensitisation. Sensitisation means that after an initial period of exposure, breathing problems such as asthma may occur which are triggered by very low levels of colophony or its degradation products produced during heating or soldering. Exposure of skin to colophony can also result in the development of allergic contact dermatitis. Therefore:

**Planning  
Procedures**

All work will be planned to take the above standards into account.

Alternatives to soldering including mechanical jointing, conductive adhesives or processes using new technical developments will be used where reasonably practicable will be considered:-

### **Controls**

Fume Control, achieved by means of effective local exhaust ventilation (LEV) will be used where required

Various types of exhaust ventilation system may be used including:

- exhaust nozzle fitted to the iron
- captor hood
- individual fume control units
- exhaust ventilated benches

Personal protective equipment – will be used only as an additional measure when prevention or adequate control by other means is not reasonably practicable. Respiratory protective equipment issued will be suitable for the purpose, capable of controlling adequately the exposure to colophony fumes and be of a type approved by HSE or conform to a standard approved by HSE.

Other precautions - washing facilities, prohibition of smoking, eating or drinking in the working area will be initiated.

Maintenance of exhaust systems and respiratory protective equipment will be formalised and suitable records kept.

The work will be supervised by a competent person who will be aware of the hazards, risks and means of control.

**Supervision**

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Where there is a likelihood of symptoms occurring in the individual workplace, a health surveillance programme will be established in consultation with an occupational health physician.

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**Health  
Surveillance**

Hazards associated with working with solder are: -

**Safe System  
of Work**

- Inhalation of fumes

Suitably trained operatives will be employed.

Local Exhaust ventilation will be used where reasonably practicable

Operatives will still be required to work in accordance with the agreed method of working and must be competent to do so.

Personnel Protective Equipment will be worn. The requirements for monitoring and health surveillance will apply.

Operatives will not be allowed to eat, drink or smoke whilst in the area of soldering taking place.

The Company will supply all the washing facilities outlined in the Code of Practice to ensure cleanliness with minimum of delay.

## Highly Flammable Liquids

Highly Flammable Liquids are defined in **The Dangerous Substances and Explosive Atmospheres Regulations 2002 as amended 2004** and must be stored and used in accordance with those regulations. This section also applies to liquids, which are not highly flammable, as defined in the regulations, but can be a fire hazard, e.g. gas oil.

**Standards  
Required**

**The Petroleum (Consolidation) Act 1928** and the **Petroleum Mixtures Order** may apply to the storage of petrol and products containing petroleum on site or other premises.

Guidance documents and Codes of Practice give advice on the requirements necessary to comply with the regulations and will be complied with on the Company sites. These include:

**HSG51 The Storage of Flammable Liquids in Containers**

Information on the requirements of the regulations and the Guidance Notes will be provided by Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Contractor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Site Manager will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in storage facilities until required for use.

**Supervision**

The Site Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Site Manager will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that any defects are noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

Safety Services (UK) Ltd may be asked for advice when there is any doubt about precautions required, or where Highly Flammable Liquids are used in large quantities or in unusual situations.

**Safe System  
of Work**

## Hot Work

Every year fire kills and seriously injures workers, clients, member's of the public and destroys millions of pounds worth of property and equipment, not all of which is covered by insurance. Many of such fires are preventable with forethought. The effects of fire include heat and smoke damage and possible collapse of premises and is not confined to the building being worked on but also can affect equipment and site facilities.

Fire safety is particularly relevant during renovations when walls, floors, ceilings, roofs and some supporting parts of the structure are removed allowing the rapid spread of smoke and heat/flames throughout the premises and the collapse of structures.

The principle legislation that requires the Company to ensure site fire safety includes:

**The Regulatory Reform (Fire Safety) Order 2005, The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4, The Health & Safety (Safety Signs & Signals) Regulations 1996, The Management of Health and Safety at Work Regulations 1999 and generally the Health and Safety at Work etc. Act 1974.**

In construction a major cause of fire is "Hot Work" which includes welding (gas and electric), cutting, brazing, grinding, soldering, paint stripping with blow lamps etc. sealing plastics by hot gun, pitch/tar work (roofs and roads) so attention to fire safety is a site/trade wide responsibility.

To ensure site fire safety "Hot Work" must be undertaken by competent persons in controlled working environments ensuring all fire safety precautions have been met. This is usually confirmed by a Permit to Work (Hot Work Permit) system.

Reference should be made to the following Health and Safety Executive (HSE) publication:

**HSG 150 Health and safety in construction.**

**HSG 168 Fire Safety in construction work.**

**Fire Prevention on Construction Sites** (The Joint Code of Practice on the Protection from Fire of Construction)  
**GS29/3 Health and Safety in Demolition Works part 3: Techniques**

The Site Manager is responsible for fire safety on site and will take the above legislation and guidance into account during planning and operation of the site. The Site Manager is particularly responsible for:

**Planning  
Procedure**

- Assessing the degree of fire risk in relation to the envisaged site activities.
- The review of the risk assessment as the site develops or activities change
- Ensuring that a fire safety plan is formulated and produced
- The regular updating of the fire safety plan as and when this becomes necessary either by the marking up of controlled site drawings or by the appending of relevant information to the fire safety plan
- The control of the Permit to Work (Hot Work Permit) system

The Site Manager may appoint a Site Fire Safety Controller (SFSC) to manage site fire safety on his behalf.

The Site Manager/SFSC may appoint a suitable number of fire wardens to ensure prompt and safe evacuation of the site in the event of an emergency.

The Hot Work Permit, attached at Appendix A:

- Is the controlling document to confirm suitable checks have been completed and adequate fire safety precautions are in place prior to Hot Work starting
- Will be for a specified time period limited so as to control adequately the risk from hot working
- To ensure that all equipment, apparatus and materials are in a safe condition prior to works, during the works and at close of business each night

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The Site Manager/SFSC will:

**Supervision**

- Ensure all employees, contractors and visitors to the site are trained in the requirements of the site safety plan.
- Monitor and ensure that employees, contractors and visitors put the fire safety plan into practice
- Undertake daily checks on all fire escape routes, signage, fire fighting equipment and alarm devices - See also checklist Appendix C to this policy
- Ensure site security personnel, especially those employed during silent or non-working hours are familiar with site fire procedures as described in the fire safety plan
- Ensure that during an alarm or fire related incident that there is a safe evacuation of site to the specified muster point and to identify from a nominal roll that all persons known to be on site are identified as having vacated the premises

When issuing a Permit to Work the Site Manager/SFSC will ensure they personally undertake a check on all fire escape routes, signage, fire fighting equipment and alarm devices pertaining to the area where the hot work is to take place and complete the Safety Checklist appended to this policy at Appendix B.

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The Site Manager/SFSC is responsible for the issue of the permit to carry out hot works on site. Prior to issue of the permit, the Site Manager/SFSC will:

**Safe System of Work**

- Ensure that if hot work is to be completed in a premise covered by a fire sprinkler system that it suitably protected against accidental discharge.
- Ensure all persons undertaking hot work are competent to do so
- Ensure that the area of the proposed works will be as clear as is reasonably practicable of any and all combustible materials
- All fabric, fixtures and fittings, which by their nature cannot be removed, are adequately protected against the risks from combustion by the use of sheathing, shrouding or other adequate, suitable means
- All equipment to be used has been checked and is serviceable
- Suitable fire appliances are readily available for use
- If required, adequate barriers and signage are in place to prevent unauthorised persons entering the area
- If required, a suitable number of fire marshals are available to watch for fires in hidden locations i.e. through walls, in voids etc.
- That hot work ceases at least 1 hour before the end of normal work
- That any fire safety devices that have been covered, disconnected or turned off are uncovered reconnected or turned on
- That a personal fire safety check is completed before signing back the permit from the worker

- Appendix A

### HOT WORK PERMIT

ISSUING COMPANY:

Site:

PERMIT NO \_\_\_\_\_

**B PROPOSAL** (To be completed by the person responsible for carrying out the work)

BUILDING: \_\_\_\_\_

EXACT LOCATION OF PROPOSED WORK: \_\_\_\_\_

NATURE OF HOT WORK TO BE UNDERTAKEN: \_\_\_\_\_

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

COMPETENT PERSON SIGNED: \_\_\_\_\_

NAME (BLOCK CAPITALS): \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

**B AGREEMENT** (To be completed by the company Fire Safety Officer or other nominated person) This Hot Work Permit is issued subject to the following conditions:

TIME OF ISSUE OF PERMIT: \_\_\_\_\_

TIME OF EXPIRY OF PERMIT\*: \_\_\_\_\_

A FINAL FIRE CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE: \_\_\_\_\_

ADDITIONAL CONDITIONS REQUIRED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (BLOCK CAPITALS): \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

**C FIRE WATCH** (To be completed Site Manager/SFSC in conjunction with the person responsible for the work before returning permit to the issuer)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other side of walls) have been inspected and found to be free of fire following completion of work.

TIME INSPECTION COMPLETED: \_\_\_\_\_ (This must be at least 1 hour after work was completed)

SIGNED: \_\_\_\_\_

NAME (BLOCK CAPITALS): \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

\* It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.

**NB:** Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

**HOT WORK PERMIT CHECKLIST****FIRE PROTECTION**

1. Where sprinklers are installed they have been isolated (in work area only).
2. Where fire detection systems are installed, they have been isolated (in work areas only).
3. A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
4. At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
5. Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

**PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK**

6. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
7. Flammable liquids have been removed from the areas.
8. Floors have been swept clean.
9. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
10. Protection (non-combustible or purpose-made blankets, drapes or screen) has been provided for:
  - Walls, partitions and ceilings of combustible construction or surface finish
  - All holes and other openings in walls, partitions and ceilings through which sparks could pass
11. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
12. Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

**EQUIPMENT**

13. Equipment for hot work has been checked and found in good repair.
14. Gas cylinders have been properly secured.   
(The person carrying out this check should tick the appropriate boxes)



# Lasers in Construction

The current primary standard for laser radiation safety in the UK is;  
**BSEN 60825-1 Safety of Laser Products Part 1: Equipment Classification**  
requirements and users guide.

**Standards  
Required**

Further information is given in the document

## **Safety in Use of Lasers on Site**

(Chartered Institute of Building Services Management, Technical Information Services)

The laser hazard classification scheme rates lasers in increasing degrees of radiation hazard as Class 1, 2, 3A, 3B or 4, according to the measured quantity of laser radiation emitted.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

Only competent operators should use and install this equipment, arrangements should be made to minimise access to the work area by persons not directly involved in the work process if there is a risk of laser light entering the eye.

If lasers of Class 2 or above are to be used specialist advice should be sought.

Installation and use will be supervised by a competent person who will also warn any person entering the work area of the risks associated with laser light.

**Supervision**

Ensure the correct covers are fitted to the equipment.

**Safe Systems  
of Work**

Minimise the risk of stray reflections and ensure that the laser light cannot escape from the working area and affect other persons working nearby.

For lasers of Class 2 and above warning signs will be positioned to advise of their use.

All electrical equipment should be inspected, tested and maintained as required by **The Electricity at Work Regulations 1989**.

Personal Protective Equipment may be required, refer to manufacturers instructions for further guidance.

# Work at Height in Construction

The Work at Height Regulations 2005 applies to all work at height activities.

**Standards  
Required**

Reference should also be made to the following Health and Safety Executive (HSE) publications:

**INDG401 The Work at Height Regulations** a brief guide

And **Question & Answer brief for the construction industry** published by the HSE

**HSG150 Health and Safety in Construction** until further guidance is available as the best practice approach in this guidance is still generally valid.

And other relevant publications depending on the particular circumstances

**It must be noted that the 2m rule no longer applies, the hazards and risks must be assessed and suitable controls put in place regardless of the height, although the same principles should be applied for work over 2m as before.**

All work will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager in conjunction with the Principal Contractor will consider the hazards and risks associated with the particular activity to ensure that the work is planned with consideration for the following:

- To avoid or minimise Work at Height as far as reasonably possible
- Edge protection, barriers or a scaffold to provide a safe place of work
- Mobile work platforms e.g. Mobile Elevating Work Platforms (MEWPs)
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the workplace
- Where necessary, suitable access equipment
- Protection of fragile surfaces

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

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

**Supervision**

The Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions.

Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.

Materials must not be dropped or thrown down from heights, other than by means of a chute, or suitable safe method.

The main hazards associated with work at height are: -

- Falls from unprotected edges
- Falls through incomplete or fragile surfaces
- Materials or tools falling from heights
- Contact with overhead electric cables (see separate section)
- Falls from ladders and other access equipment

All personnel required to work near or below any work at height must wear safety helmets.

Access to the workplaces at height must be prevented to unauthorised persons, particularly children, outside of working hours.

All work at height of short duration or relatively low height should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected.

# Scaffolding

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

**Standards  
Required**

Reference should also be made to British Standards publications:

**BS EN 12811-1: 2003 Scaffolds – Performance Requirements and General Design.**  
**BS EN 12811-2: 2004 Temporary Works Equipment – Part 2: Information on materials.**  
**BS EN 12811-3: 2002 Temporary Works Equipment - Part 3: Load testing**  
**BS 2482. Specification for Timber Scaffold Boards**

Reference should also be made to the NASC publication SG4:05 “Preventing Falls in Scaffolding and Falsework” altering and dismantling scaffolding” and TG20:05 “Guide on tube and fitting scaffolds” has certain pre-designed arrangements of safe heights for Basic scaffolds as unclad, sheeted and with debris netting

Information on the requirements of the Regulations and the British Standards Code of Practice is available from The Stationery Office and the British Standards Institute.

All work involving the erection and use of scaffolding will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager will arrange for full details of the use and loading of the scaffold to be erected, to be provided to the scaffolding contractor.

Supervisors required to inspect scaffolding and operatives erecting, altering or dismantling scaffolding must be adequately trained.

Before accepting a scaffold erected by a competent scaffolding contractor for use by the Company employees, the Site Manager will obtain a handing over certificate from the scaffolding contractor.

**Supervision**

In addition, all scaffolds from which a person could fall 2 metres or more **MUST** be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall two metres or more, and recorded in the Scaffold Report of Inspection. For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

If requested Safety Services (UK) Ltd may undertake the inspection and provide the report.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder. All materials will be properly stored and maintained on site.

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

The Site Manager will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Scaffolders working on company sites should hold Construction Industry Scaffolders Registration Scheme (CISRS) cards and be supervised by a competent CISRS card holder. All scaffolds must be tied or otherwise supported in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Scaffolders will be expected to follow their Method Statements and guidance from relevant industry standards throughout the process of working on a scaffold. If the scaffold to be erected is over 4m in height, the requirements of the Guidance SG4:00 will apply and safety harnesses should be worn and used in accordance with the guidance.

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

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

# Aluminium Mobile Tower Scaffolding

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005**. Equipment should also comply with the requirements of **The Provision and Use of Work Equipment Regulations 1998** and associated Approved Code of Practice.

**Standards  
Required**

See also **Construction Information Sheet 10 (CIS10) Tower Scaffolds (Revision 4)**.

Reference should also be made to British Standards publications:

**BS EN 1004:2005**      **Mobile access and working towers made of prefabricated elements. Materials, dimensions, design loads, safety and performance requirements**

Information on the requirements of the Regulations and the British Standards Code of Practice is available from The Stationery Office and the British Standards Institute.

All work involving the erection and use of tower scaffolding will be planned to take the above standards into account.

**Planning  
Procedure**

The Manager or Supervisor should ensure that the correct type and size of tower is selected, taking advice and guidance from the tower supplier as necessary.

Supervisors required inspecting scaffolding and any person erecting, altering or dismantling scaffolding must be adequately trained.

The scaffold tower should be erected by competent persons or supervised by a competent person.

**Supervision**

In addition, all scaffold towers from which a person could fall 2 metres or more **MUST** be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall two metres or more, and recorded in the Scaffold Report of Inspection. For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

If requested Safety Services (UK) Ltd will undertake the inspection and provide the report.

Only competent persons will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold tower erected on Company sites or for use by Company employees.

The user should ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

All scaffold towers should be erected in accordance with the manufacturer's instructions and the requirements of any method statement.

**Safe System  
of Work**

The method of erection should be such that no person has to stand on a platform without guardrails around them; especially when erecting, modifying or dismantling the tower.

This will require the use of either "Advanced Guardrail Systems" or "Through the Trap" methods to ensure that this requirement is achieved.

## Step-Ladders, Trestles and Stagings

All stepladders, trestles and stagings will be provided and used in accordance with **The Work at Height Regulations 2005**.

**Standards  
Required**

Only equipment constructed in accordance with **BS 1129 (Wood) Industrial Class 1**, **BS 2037 (Aluminium) Class 1** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** shall be used.

Further information on the requirements of the regulations and recommendations of Guidance Notes is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

Suitable work equipment should then be selected that considers the activity, duration, hazards and risks, so that the work can be undertaken safely.

The Contracts Manager will ensure that the required numbers and types of equipment will be provided, taking into account the work to be carried out and the above standards.

Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by a competent person before use to ensure that there are no defects and will be checked, at least weekly, while on site.

**Supervision**

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

The Site Manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The Site Manager will ensure that proper storage is provided for stepladders, trestles or stages, undercover where possible.

The main hazards associated with stepladders, trestles and stagings are:-

**Safe System  
of Work**

- Unsuitable bases, e.g. unlevelled equipment, inadequate packing pieces, loose material etc.
- Unsafe use of equipment (on scaffold platforms, roof etc, where special precautions are not taken)
- Overloading and overreaching
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.2m where 38mm boards used)
- The use of a trestle and staging without edge protection where there is risk of injury as a result of a person falling. Regardless of fall height.

# Ladders

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

**Standards  
Required**

Only ladders constructed in accordance with **BS 1129 (Timber) Industrial Grade** and **BS 2037 (Aluminium)** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** will be used.

Further information on the requirements of the Regulations and recommendations of Guidance Notes is available from Safety Services (UK) Ltd as required.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

The Contracts Manager will select correct access for the type of work and duration.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

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

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

Ladders must be checked by the Site Manager before use, to ensure that there are no defects, and will be checked at least weekly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Site Manager will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

**Supervision**

The Site Manager will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp, etc.

The main hazards associated with ladders are: -

**Safe Systems  
of Work**

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc.)
- Using ladder where safer method should be provided
- Using ladder with defect
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4 or 70°).
- Insufficient overlap of extension ladders
- Undertaking two handed work operations

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

## Roof Work

**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4** will apply to the work activities in general and;  
**The Work at Height Regulations 2005** also applies to work on roofs.

**Standards  
Required**

Reference should also be made to the following Health and Safety Executive (HSE) publication  
**HSG33 Health and Safety in Roofwork**  
Together with appropriate industry guidance.

**Roofing and Cladding in Windy Conditions** published by the National Federation of Roofing Contractors provides useful information.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager in conjunction with the Contractor will plan the following arrangements:

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

- Edge protection barriers or a scaffold to prevent falls
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.
- Protection of fragile roof materials/rooflights

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work on roofs.

The Site Manager will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced.

**Supervision**

The roof surface must be checked at the commencement of work after rain, frost or snow.

Adequate supervision must be provided to ensure that the safe systems of work are followed.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

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

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights
- Falls through fragile materials

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roofing operations must wear safety helmets.

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

Where special roof shapes, additional hazards, materials containing asbestos, or other unusual factors are involved, Safety Services (UK) Ltd may be involved at an early stage.

All roof work, no matter how small, e.g. small areas of flat roof on porches etc, will be carried out to the above standards.

## Glazing and Handling Glass

The following standards relate to work activities associated with glazing and handling glass;

**Standards  
Required**

**The Health and Safety at Work etc. Act 1974**  
**The Work at Height Regulations 2005**  
**The Workplace (Health Safety and Welfare) Regulations 1992**  
**The Management of Health and Safety at Work Regulations 1999**  
**The Control of Substances Hazardous to Health Regulations 2002**  
**The Provision and Use of Work Equipment Regulations 1998**  
**The Personal Protective Equipment at Work Regulations 1998**

Reference should also be made to the following Health and Safety Executive (HSE) leaflet;  
**IND(G) 212(L) Glazing and Workplace Health and Safety**

Reference should also be made to the following British Standard;  
**BS 8213 Windows, Doors and Rooflights Code of Practice for Safety in Use and During Cleaning**

Most accidents caused as a result of glazing and glass-handling activities are through:

**Planning  
Procedure**

- Falls whilst gaining access
- Contact with falling materials
- Cuts and lacerations caused by contact with edges of glass or sharp tools
- Injuries related to incorrect manual handling

The work must be planned to meet the above legal requirements and to prevent these types of accidents.

A competent person will select a suitable means of access and protective equipment, assess and plan any manual handling operations and ensure all necessary resources are made available.

A competent person will liaise with the client to ascertain the means of access available for the glazing operations.

When available means of access have been identified any additional means of access will then be established.

A competent person will regularly monitor the work activities to ensure the safe methods of work are acceptable and adhered to.

**Supervision**

Any necessary changes to the work activities will be planned and the safe method of work will be revised accordingly.

The Safety Director will ensure all necessary resources and precautions are taken to ensure the legislative requirements are met.

**Safe System  
of Work**

- Identify the facilities/resources made available by the client
- Identify the safest means of access available
- Properly select, maintain and use the necessary equipment. Including suitable equipment for lifting and carrying glass
- Ensure employees are fully conversant with the safe method of working
- Ensure employees are competent to carry out the proposed work activities
- Regularly monitor the work activities and improve the methods of work if and when necessary
- Isolate/section off any equipment/working area to avoid the potential for injury caused to either employees or third parties

## Electricity on Site

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

**Standards  
required**

Further information is available from Health and Safety Executive (HSE) Guidance Notes;

**HSG107 Maintaining Portable and Transportable Electrical Equipment**

**HSG85 Electricity at Work - Safe Working Practices**

**GS6 Avoidance of Danger from Overhead Electrical Lines**

**GS38 Electrical Test Equipment for Use by Electricians**

**HSR25 Memorandum of Guidance on Electricity at Work Regs 1989**

**HSG141 Electrical Safety on Construction Sites**

### **The Low Voltage Electrical Equipment Regulations 1989**

All work will be planned to take the above standards into account.

**Planning  
Procedures**

All electrical work will be planned and carried out by qualified electricians.

The Contracts Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Contracts Manager, in conjunction with the Site Manager and electrical contractor, will plan the temporary electricity supply and distribution on site, in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

The employed specialist contractor will strictly carry out the supervision of all electrical work only. This contractor will keep the Site Manager informed at all times about the work and how it is progressing.

**Supervision**

The Site Manager will supervise all other operatives as a consequence of the advice given to him by the specialist contractor.

The Site Manager will discipline (and possibly dismiss) any unauthorised operative caught tampering with mains electricity supplies.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

**Safe System  
of Work**

All electrical supplies to tools and equipment used on site will be taken from a 110V (CTE) source. 240V supplies should not be used unless there are exceptional circumstances and additional precautions are taken.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately who will seek the advice of a qualified electrician.

## Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or other workplace:-

**Standards  
Required**

**The Electricity at Work Regulations 1989**  
**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**  
**Personal Protective Equipment at Work Regulations 1992**  
**The Provision and Use of Work Equipment Regulations 1998**

Guidance on the safe use of electricity on construction sites is found in the following publications:-

**The I.E.E. Regulations for the Electrical Equipment of Buildings, Section H.**

Reference should be made to British Standards:

**BS 7375**      **Code of Practice for Distribution of Electricity on Construction and Building Sites**  
**BS 7430**      **Code of Practice for Earthing**  
**BS 4363**      **Distribution units for electricity supplies for construction and building sites**  
**BSEN 60309**   **Plugs, Sockets and Couplers for Industrial Purposes**

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

Reference should also be made to the following Health and Safety Executive (HSE) publications:

**PM 29**          **Electrical Hazards from Steam/Water Pressure Cleaners**  
**PM 38**          **The Selection and Use of Electric Hand Lamps**  
**HSG141**        **Electrical Safety on Construction Sites**

Information on the requirements of the regulations and advisory literature is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account and all electrical equipment on the Company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

**Planning  
Procedure**

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The Contracts Manager must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110V (CTE) shall be used on sites, unless special arrangements are made. In circumstances where higher voltage equipment is to be used, precautions including protective breakers and if necessary, abrasion resistant or armoured cable may be required. Each circumstance should be considered on its own merits. Lower voltage or intrinsically safe tools, lighting etc., may be required in damp or confined situations. Safety Services (UK) Ltd may be consulted in these situations if there is any doubt or concern.

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

**Supervision**

The Site Manager will ensure that all sub contractors equipment is in good condition and tested. Immediate action will be taken against any person or sub contractor abusing or incorrectly using electrical equipment on site.

The Site Manager must ensure that all power leads are installed clear of access ways and preferably above head height.

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

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

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

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

**Safe System  
of Work**

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

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

A competent electrician will carry out regular inspections of all electrical equipment on site.

Safety Services (UK) Ltd may provide any advice required on the safe use of electrical equipment on site and will report immediately any defects noted in electrical equipment during site inspection visits.

## Overhead Electricity Cables

**The Electricity at Work Regulations 1989** gives requirements for temporary electrical installations on site.

**Standards  
Required**

Reference should also be made to the following Health and Safety Executive (HSE) publication;  
**GS6            Avoidance of Danger from Overhead Electric Lines**

gives guidance on the precautions to be taken and will be complied with on Company sites, or is expected to be complied with on sites on which Company employees are required to work.

Reference should also be made to British Standards;

**BS 5744        Code of Practice for Safe Use of Cranes (Overhead/Underhung Travelling and Goliath Cranes)**  
**BS 7121        Safe Use of Cranes**

also gives advice on precautions which will be complied with.

Information and advice on the requirements of the Regulations, Guidance Notes and Code of Practice is available from Safety Services (UK) Ltd, as required.

All work where overhead cables exist will be planned to take the above standards into account.

**Planning  
Procedure**

At pre-contract stage, the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions etc. with the Electricity Board.

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

The Site Manager will ensure that the necessary protection is erected in accordance with the above standards. The protection provided will be checked by the Site Manager, or other responsible appointed person, at regular intervals and maintained.

**Supervision**

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

The main hazards are contact with or being in close proximity to the cables, by plant or vehicles, or by operatives handling long objects, e.g. scaffold tube, ladders etc. The fact that electricity can "arc" across gaps must always be taken into account.

**Safe System  
of Work**

Where work is to be undertaken, beneath, close to or involves the diversion of electricity cables, the cables may need to be made dead and a Permit to Work system operated. In these cases Safety Services (UK) Ltd may be consulted for advice at an early stage.

## Compressed Air Power Tools

The following Regulations apply to the use of compressed air equipment on site:-

**Standards  
Required**

**The Personal Protective Equipment at Work (PPE) Regulations 1992**  
**The Provision and Use of Work Equipment Regulations 1998**

Reference should also be made to the following Health and Safety Executive (HSE) publication;

**PM17 Pneumatic Nailing and Stapling Tools**

gives advice on precautions required with this equipment. Various safety publications give advice on the safe use of compressed air tools and equipment and these recommendations will be applied on Company sites.

Information on the requirements of the regulations, and any advisory literature applicable, is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

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

The Site Manager will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays etc.) and noise control measures and that instructions have been given to the operative in the correct use of the equipment to reduce noise, injuries, damage etc.

**Supervision  
Required**

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

The Site Manager will ensure that any defects in the compressor, hoses or tools are reported immediately to the plant manager or hire company.

The Site Manager will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

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

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

**Safe System  
of Work**

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

## Cartridge Tools

The following Regulations apply to the provision and use of cartridge operated tools:-

**Standards  
Required**

### **Personal Protective Equipment at Work (PPE) Regulations 1992 Provision and Use of Working Equipment Regulations 1998**

Reference should also be made to the following Health and Safety Executive (HSE) publications;

**PM 14            Safety in the Use of Cartridge Fixing Tools**  
**BS 4078        Code of Practice on Cartridge Fixing Tools**

Information on requirements of the regulations and the Guidance Note and Code of Practice, and any other advisory literature, is available from Safety Services (UK) Ltd, as required.

All work requiring the use of cartridge tools will be planned to take the above standards into account.

**Planning  
Procedure**

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

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

Suitable storage facilities must be provided where cartridges are stored on site and a suitable record kept of cartridge issue and return.

The Site Manager will ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site. No person under the age of 18 years will be trained or allowed to use cartridge tools.

**Supervision**

The Site Manager will ensure that, where necessary, all cartridges are stored on site in the storage facilities provided.

The Site Manager will ensure that all cartridge tools brought on site by sub contractors are of the low velocity, indirect type and that operatives have been suitably trained in their use and be in possession of the appropriate certification.

Suitable and adequate protective clothing will be provided for use with cartridge tools and operatives are reminded that they must co-operate with the Company and use such clothing when provided.

**Safe System  
of Work**

Persons found misusing cartridge tools will be disciplined and could be dismissed.

Safety Services (UK) Ltd may be asked for advice where there is doubt on precautions required, or difficulties experienced in obtaining training from cartridge tool manufacturers.

## Woodworking Machines on Site

Woodworking machines on site will be provided, installed, maintained and used in accordance with **The Provision and Use of Working Equipment Regulations 1998**.

**Standards  
Required**

Information on the precautions and safe use of woodworking machines is provided in a series of Health and Safety Executive (HSE) Guidance. The following Health and Safety Executive (HSE) Guidance Notes applies to the provision and use of equipment on site:-

**L114 Safe Use of Woodworking Machinery**  
**PM 17 Pneumatic Nailing and Stapling Tools**

Other guidance is also available of a more general nature.

The Contracts Manager will ensure that all machines provided, or purchased, for use on site, comply fully with the above standards. He will ensure, in conjunction with the appropriate sub contractor, that the following arrangements are planned: -

**Planning  
Procedure**

- Barriers and covering for machines are provided to prevent unauthorised access to the machine and weather protection for operator
- Suitable level base providing good footing is available in working area of machine
- If appropriate, extraction facilities are provided
- Training is provided for operators

The Site Manager will ensure that all machines provided are installed in accordance with the planned arrangements, that all safety devices, guards etc. are available and fitted and that protective clothing or equipment, e.g. ear defenders, eye protection, respirators etc. are provided

**Supervision**

The Site Manager will not permit any unauthorised person or young person under 18 years of age, to operate any woodworking machine.

The Site Manager will ensure that the working area around any woodworking machine is kept clean, tidy and with sufficient space for working maintained. Any defects in machines, floors, barriers, lighting arrangements etc., noted or reported, must be attended to immediately and work stopped if the defect could affect safety. All cutters will be sharpened, as required, and check that guards, push-sticks are correctly adjusted or used.

The Site Manager will not permit any machine to be used for work for which it is not designed, or which is prohibited by regulations.

Chain saws may only be operated by fully qualified persons e.g., tree surgeons.

The main hazards associated with woodworking machines on site are: -

**Safe System  
of Work**

- Contact with cutters due to guarding, push-sticks not provided
- Workpiece being ejected due to blunt cutters
- Unsafe working methods, safety devices inoperative
- Falling into machine due to slippery or uneven floor, debris etc.
- Loose clothing becoming entangled in moving parts
- Fires due to build up of chips, sawdust etc.
- Health hazards due to dusts, resins from certain woods or fumes from adhesives
- Insufficient lighting
- Noise

# Abrasive Wheels

The following regulations cover the provision and use of Abrasive Wheels:-

**Standards  
Required**

**The Provision and Use of Work Equipment Regulations 1998**  
**The Personal Protective Equipment at Work (PPE) Regulations 1992**

Reference should also be made to the following Health and Safety Executive (HSE) publications;

**HSG17 Safety in the Use of Abrasive Wheels**  
**EN166 Industrial Eye Protection**

Information and advice on requirements of the regulations and advisory literature is available from Safety Services (UK) Ltd as required.

All work will be planned to take the above standards into account.

**Planning  
Procedure**

The Contracts Manager will ensure that any abrasive wheel machine, hired or used by any operative will be provided and maintained in accordance with the regulations.

All operatives will be trained, in accordance with the Provision and Use of Work Equipment Regulations 1998, which have repealed the Abrasive Wheels Regulations. Although there is no longer a specific requirement for operatives to undergo a certificated course of training in the mounting of abrasive wheels and discs, it is strongly recommended that the original standard of training under the Abrasive Wheel Regulations be applied.

There is also a requirement under the Provision and Use of Work Equipment Regulations 1998 for operatives to be trained in the safe use of abrasive wheel equipment.

The Site Manager will ensure that any operative required to change discs or wheels on abrasive wheel tools, has been trained and appointed in accordance with the regulations.

**Supervision**

The Site Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection, and other protective equipment, is available and issued when required.

The Site Manager will ensure that the required statutory notices are prominently displayed.

Any person required to use an abrasive wheel machine, or tool, must be suitably trained to the standards of the above regulations.

Supervisory staff will ensure that any abrasive wheel machine, or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

The main hazards associated with abrasive wheels are: -

**Safe Systems  
of Work**

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc.
- Dusts inhaled from certain types of materials
- Loose clothing tangled in disc
- Electric shock
- Noise, fire and explosion

Any doubt as to the precautions required, or where unusual circumstances are to be encountered, Safety Services (UK) Ltd may be consulted at an early stage.

**The Management of Health and Safety at Work Regulations 1999** regulates the major part of safety management.

**Standards  
Required**

If young persons (those under 18) or children (those under minimum school leaving age) are to work on site (as employees, trainees or on work experience), reference should be made to the requirements of **The Management of Health and Safety at Work Regulations 1999**.

These regulations require employers to protect young persons from any risks at work and they must undertake risk assessments under the above Regulations, which specifically address:

- The inexperience
- Immaturity
- Lack of awareness of existing risks of young persons in relation to the mental, physical and psychological demands of the task

Employers may not employ young persons where the work;

- Is beyond their physical or psychological capacity
- Involves exposure to toxic or carcinogenic substances, or substances, which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect
- Involves harmful exposure to radiation
- Involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- Involves a risk to health from extreme temperatures (hot or cold), noise and vibration.

The regulations also require certain information to be given to employees and to the parents/guardians of children, including copies of risk assessments and details of control measures.

The regulations **do not** apply to;

- Occasional or short-term work in a family undertaking where the work is not considered harmful, damaging or dangerous to young persons
- Domestic service within a private household

NB: Regulations such as **The Provision and Use of Work Equipment Regulations 1998** and **The Lifting Equipment and Lifting Operations Regulations 1998** have removed age limits for operations such as slinging, using abrasive wheels power presses and woodworking machinery. The risk assessment process above will now be required to assess whether the implementation of in house or site rules are appropriate for particular operations or processes.

- Other requirements related to young persons are contained in **The Working Time Regulations 1998**.
- **The Children (Protection at Work) Regulations 1998** regulate the hours of work of those under minimum compulsory school leaving age:

Reference should also be made to the following Health and Safety Executive (HSE) publications;

**L21                    The Management of Health and Safety at Work Regulations 1999**

**HSG165            Young People at Work: A Guide for Employers**

Safety Services (UK) Ltd may be able to assist in the preparation of assessments required under this legislation.

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The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

**Planning  
Procedures**

Assess the risks to the health and safety of each young person and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See flow chart on following page.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. There is a legal obligation to provide this assessment to any under 18 year old or their parent if requested.

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The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

**Supervision**

The Site Manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment and that adequate supervision is provided.

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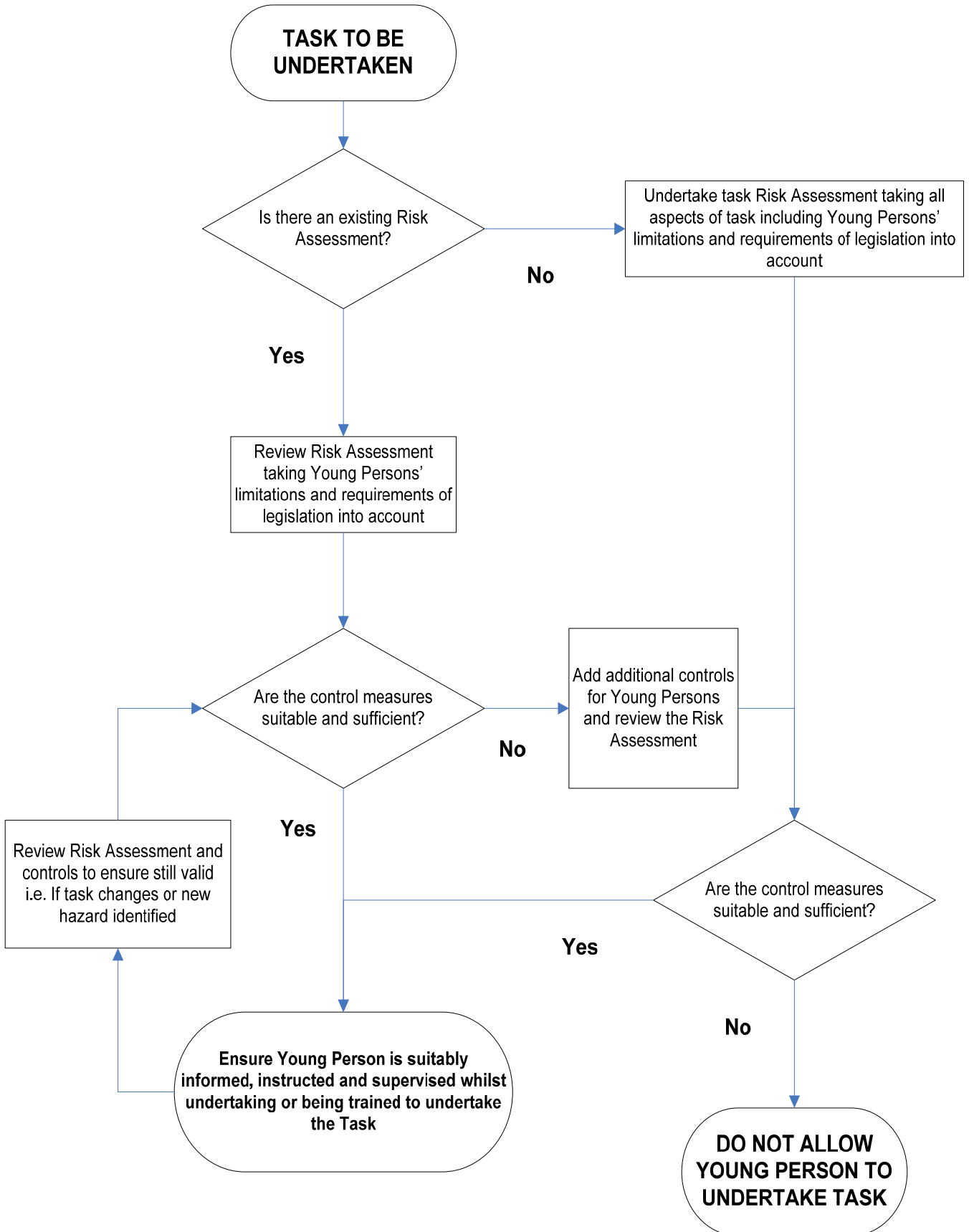
The Company will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

**Safe system  
of work**

Allowance may need to be made for the provision of;

- extra training and supervision
- modification to the workplace or equipment
- the provision of information to employees
- The provision of information to the parents or guardians of those below minimum school leaving age. Etc.

# Young Person Risk Assessment Process Flowchart



## Homeworking

The Health and Safety at Work Act and the Management Regulations places duties on employers even if the employee is involved in homeworking. Homeworkers are those people employed to work at home for an employer (usually on a regular basis)

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**The health and Safety at Work Act 1974**  
**The Management of Health and Safety at Work Regulations 1999**  
**The Display Screen Equipment Regulations**  
**The Manual Handling Regulations**  
**The Control of Substances Hazardous to Health Regulations**  
**The Provision and Use of Work Equipment Regulations**

**Standards  
Required**

May apply to homeworkers either in full or in part; the requirement to assess the risk and ensure that adequate controls are in place still applies even though the homeworker is not working in an employers premises.

For guidance see HSE publication "Homeworkers –Guidance for employers and employees" INDG226

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Risk assessments should be carried out of the work activities carried out by homeworkers to decide whether enough steps have been taken to prevent harm to them or anyone else who may be affected by their work.

**Planning  
Procedures**

If the risk assessment does not identify any significant hazards or the risks identified are low then further action may not be necessary unless the circumstances change.

Assessments should include all equipment and materials that are provided by the employer, the homeworker is responsible for any equipment that is their own and also for electrical supplies and sockets etc that are part of their home.

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Homeworkers will by their nature tend to work alone and with minimal supervision if any; employers should ensure that they have arrangements in place to check that the homeworkers are safe and that any issues identified are addressed.

**Supervision**

Supervision could include contact by telephone or other remote means and will not necessarily mean visiting the homeworker

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The Employer will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

**Safe system  
of work**

Allowance may need to be made for the provision of;

- extra training and supervision
- first aid information
- the provision of information to employees
- the provision of additional equipment to assist with handling or using any item of employer supplied equipment.

Homeworkers should also be made aware of the need to report any accidents that occur while homeworking and of the requirements to report any accident, disease or dangerous occurrence under the RIDDOR 95 Regulations.

## Driving

**Standards  
Required**

The use of a company vehicle for company business is covered under **The Provision and Use of Work Equipment Regulations 1998. Road Safety Act 2006 (Commencement No. 4) Order 2008**

Company drivers will be assessed to ensure they are competent drivers and have a current licence for the type of vehicle they are to drive.

Company drivers will be given adequate information and resources to ensure they can carry out their role safely and effectively.

Company vehicles will be maintained and serviced in accordance with the manufacturers' recommendations.

All accidents occurring while driving for the Company will be reported to the relevant manager to ensure the accident is reported in the correct manner.

Seat belts must be worn when fitted in the vehicle.

Smoking is not allowed by any staff in any Company vehicle.

No person is allowed to travel in the box section of any vehicle.

Whilst offloading, hands and feet are to be kept clear of the tail lift.

Ensure all loads are secure and in particular ensure that they will not fall when the vehicle door/ shutter is lifted.

Under no circumstances should mobile telephones be used whilst driving unless a suitable hands-free arrangement is in place. Where possible hands-free kits will be supplied and should be used if it is necessary to use whilst a vehicle is in motion and it is safe to do so.

## Mobile Telephones and In-Car Technology

**The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003** apply to the users of mobile telephones when driving.

**Standards  
Required**

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

The user must exercise proper control of the vehicle at all times. Never use a hand held mobile phone or microphone when driving. Using hands free equipment may also distract the users' attention from the road, and should only be used when on the move if it is considered safe to do so. It is far safer not to use any telephone while driving - find a safe place to stop first.

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

## Cleaning Operations

Although there are no specific regulations to cover cleaning operations particular attention needs to be paid to;

**The Control of Substances Hazardous to Health Regulations 2002 as amended 2003 & 2004**

**The Provision and Use of Work Equipment Regulations 1998**

**The Management of Health and Safety at Work Regulations 1999**

**The Electricity at Work Regulations 1989**

**Personal Protective Equipment at Work Regulations 1992**

**The Work at Height Regulations 2005**

**Standards  
Required**

All cleaning operations need to be planned in accordance with the above standards, all equipment, substances and methods of work will need to be planned to reduce risks to employees and others who may be affected by the Company's acts or omissions.

**Planning  
Procedure**

All equipment and substances will be properly selected, maintained and used by competent personnel only.

If the Company employs the services of sub contract cleaners they have a duty to ensure the competence of the contractor and to give the contractor adequate information, instruction and training in order to enable them to understand any inherent risks present in the workplace and to undertake their activity safely.

The Site Manager will ensure all persons are competent to carry out their works and that adequate supervision and resources are made available at all times.

**Supervision**

The Site Manager will ensure that all necessary information required for a safe method of work is made available to all relevant persons.

The main hazards associated with cleaning operations are:-

**Safe System  
of Work**

- Exposure to hazardous substances
- Slips, trips and falls
- Electrocutation from faulty electrical equipment
- Cuts to hands and other parts of the body
- Lifting injuries

## Clinical Waste, Needle and Syringe Handling

### **IF THERE IS A RISK OF THE PRESENCE OF CLINICAL WASTE, DISCARDED NEEDLES OR SYRINGES**

Arrangements will be made either with the local authority or other sensitive waste-handling organisation for the removal

#### **If Possible You Should Not Remove Needles or Syringes Yourself**

**Do not panic or worry**

**Public Safety Note** (If public presence is likely)

- Keep children away from the discarded needles and syringes
- Under no circumstances should children pick up needles or syringes. They should be taught by an adult to recognise needles and syringes and understand that they are dangerous and not to be touched.
- Children should always tell an adult if they find a needle or syringe.

#### **Only if it is unsafe to leave for collection by an arranged collector**

- Find a suitable container
- Take the container to the syringe
- Try and get a rigid plastic container with a screw top lid to place the needle or syringe in.
- Do not use glass bottles as they may shatter, or drinks cans as they may be squashed.
- If you can, place something protective on your hands like rubber or thick leather gloves
- If at all possible, do not touch the needle or syringe. Use something like tweezers or tongs to pick the needle or syringe up.
- If you have to pick the needle up with your hands, or if you are using something like tweezers, pick them up by the blunt end. Do not touch the sharp point with your hands. Do not put the cap back on or re-sheath.
- Place the sharp end of the needle into the container first.
- You can place more than one needle or syringe into a container, but do not overfill.
- Make sure the container is tightly sealed.
- Do not place the container in the regular waste, down the toilet or drain, it must be disposed of by incineration as clinical waste. Keep the container in a safe place until collected by Environmental Health or take to a pharmacy who will arrange for its incineration.
- Wash whatever you have used to handle the items in an antiseptic detergent.

#### **Advice If You are Injured By a Discarded Needle or Syringe**

**FOR IMMEDIATE ADVICE ON NEEDLESTICK INJURY RING NHS DIRECT 24 HOUR HEALTH HELPLINE: 0845 4647**

- Do not suck the area, but encourage the injury to bleed freely for at least two minutes.
- Wash the area gently with running tap water and if possible, soap.
- After two minutes bleeding, try to stop by applying light pressure, and apply a clean dressing.
- Seek medical advice from your doctor or hospital emergency department as soon as possible.
- Retain the syringe for your doctor/hospital emergency department.

#### **Disposal Points for Discarded Needles or Syringes**

Many pharmacies have disposal bins and will accept discarded syringes and needles from members of the public ensure they are handled as above before taking to a pharmacy.

## Waste Removal

The following regulations cover waste removal:-

**Standards  
Required**

**The Hazardous Waste Regulations 2005**  
**The List of Wastes Regulations 2005**  
**The Environmental Protection Regulations 1991-1994**  
**The Waste Management Licensing Regulations 1994 (as amended)**

All waste disposal must be via a "licensed waste contractor" approved by the Environment Agency.

All waste will only be disposed in a suitable specified waste disposal site.

All waste removal movements will be recorded on a recognised consignment note.

**The Control of Pollution Act; Duty of Care Regulations** gives you responsibility for all your waste until its final disposal site. This requires you to prevent uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds or the spread of waste materials by high winds by netting over waste collection skips). As you have a responsibility to ensure your waste is handled by competent, responsible contractors it is important that you only use licensed contractors.

Any hazardous waste as defined by the List of Wastes Regulations 2005 must be disposed of in accordance with the Hazardous Waste Regulations 2005 and the consignment note procedure followed.

All Waste Disposal will be properly planned taking into account the type of waste that requires disposal.

**Planning  
Procedure**

Any hazardous wastes activities will need careful planning to reduce the risks of exposure to an approved level.

Producers of hazardous wastes may need to be registered with the Environment Agency and allocated a registration number before consignments are collected. (Check this with your Waste Collection Contractor in advance)

Controlled waste (your general waste) must not be stockpiled or treated (including bonfires) on sites or at premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regulations Section 33).

All hazardous waste will be assessed to ensure all safety precautions are taken and that the waste is only removed to a licensed disposal site.

The monitoring and supervision of all waste removal will be undertaken by a competent person only.

**Supervision**

The competent person will ensure all resources are made available and all necessary steps are taken to ensure the waste is disposed of properly.

The competent person will ensure that the consignment note is properly used and passed on to all relevant persons/organisations.

The waste consignment note must describe the:-

- transferred waste
- state whether the waste is loose or contained
- state the quantity of waste being transferred
- state the name and address of the producer
- state the name and address of the carrier, his registration number and issuing authority
- state the place of transfer
- state the date and time of transfer
- contain signatures of both the producer and carrier

All transfers of hazardous waste will be undertaken in suitable enclosed containers.

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A safe method of work will be drawn up by a competent person for all waste removal operations. The safe method of work will contain the following information:-

- Type of waste (Hazardous, non-hazardous etc.)
- Location of waste
- Location of suitable disposal site
- Competence of waste removal operatives
- Issue of waste consignment note
- Necessary special precautions (PPE, Wheel Scrubs etc.)
- Amount of waste requiring removal
- Notification to necessary authorities (if and when required)
- Who is likely to be exposed to any hazards/risks
- Control measures for reducing the hazards/risks

Further information on waste removal can be obtained from Safety Services (UK) Ltd.

## Alcohol, Drugs and Medication

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The following legislation relates to the use of Alcohol, drugs and medication at work

**Standards  
Required**

**The Mis-Use of Drugs Act 1971**  
**The Health and Safety at Work etc Act 1974**  
**Road Traffic Act 1998**  
**Transport and Works Act 1992**  
**Management of Health and Safety at Work Regulations 1999**  
**Data Protection Act**

Reference should also be made to the following Health and Safety Executive (HSE) publication;

**INDG240 Don't Mix it: A guide for Employers on Alcohol at Work**  
**INDG91 Drug Misuse at Work**

The risk posed by the use of alcohol and drugs affects, not only the safety the individual, but also the safety of others, both employees and non employees. The Company recognises its duty under the above legislation to ensure suitable controls are in place to manage the risks. The Company has adopted a zero tolerance attitude towards non compliance. Individuals working whilst under the effects of intoxicating liquor or non prescribed drugs/medication may be subject to instant dismissal. This policy is applicable to all company employees at all levels and will be enforced accordingly. The Company recognises that arranging support for the affected employee may be more appropriate, in certain circumstances, than dismissal and aims to take a responsible approach.

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**Planning  
Procedure**

The use of intoxicating liquor or non prescribed drugs/medication is prohibited at all times whilst on site and during the working day. To this end possession of such items on site is also strictly forbidden. Any employee suspected of either taking or possessing intoxicating liquor or non prescribed drugs/medication will be removed from site with immediate effect and, subject to an investigation, may be liable for dismissal. Furthermore anyone found in possession of, or dealing in drugs, will be reported to the Police.

Where the company has reason to suspect that an employee is under the influence of intoxicating liquor or non prescribed drugs/medication at the commencement of work, the company shall make suitable arrangements to have that employee prevented from starting work. Where such circumstances arise the company shall request of the employee a program of suitable testing by a competent medical practitioner.

Where an employee approaches the Company and voluntarily admits to a dependency, the Company will take a responsible approach and refer the individual to a relevant body for professional help and guidance. Under these circumstances no disciplinary action will be taken, until a full assessment has been undertaken. The employee may be offered alternative work and subject to health surveillance before being allowed to return to full time work on completion of the assessment.

Where such surveillance is undertaken, information will be stored and communicated in accordance with relevant legislation and the Data Protection Act. 98

Where an employee is prescribed medication which may affect their performance at work, they must notify their Supervisor immediately. An assessment of the risks will be undertaken, giving due regard for the type of work being undertaken and the potential risk to others within the area. A record will be kept of all such notifications.

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**Supervision**

It is a responsibility of all employees to report those who they know, or suspect, are not complying with this company policy. Those in supervisory or managerial roles have a responsibility to take action as soon as an allegation is made.

# Smoking

Smoking is now banned in almost all enclosed or substantially enclosed public places and workplaces.

There are specific exemptions that are covered later in this section

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The following legislation relates to Smoking (It should be noted that this legislation is not made under the Health and Safety at Work etc Act 1974 and will be enforced by authorities other than the HSE)

**Standards  
Required**

**The Health Act 2006**

**The Smoke-free (Premises and Enforcement) Regulations 2006**

**The Smoke-free (Signs) Regulations 2007**

**The Smoke-free (Exemptions and Vehicles) Regulations 2007**

**The Smoke-free (Penalties and Discounted Amounts) Regulations 2007**

**The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007**

**The Smoke-free Premises etc. (Wales) Regulations 2007**

**The Smoking (Northern Ireland) Order 2006**

**Smoking, Health and Social Care (Scotland) Act 2005**

**The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006**

A range of guidance documents, posters and information is being published by national bodies including:

'What you need to know about the new smoke-free law' – Wales

'From 1 July 2007 England will go Smoke-free' – England

'Clearing the air for a healthier Scotland'

See also the following websites:

England	<a href="http://www.smokefreeengland.co.uk/">http://www.smokefreeengland.co.uk/</a>
Wales	<a href="http://www.smokingbanwales.co.uk/english/">http://www.smokingbanwales.co.uk/english/</a>
Northern Ireland	<a href="http://www.spacetobreathe.org.uk/">http://www.spacetobreathe.org.uk/</a>
Scotland	<a href="http://www.clearingtheairscotland.com/">http://www.clearingtheairscotland.com/</a>

These sites give details of the free guidance, information and signs that can be obtained free of charge.

**Requirements  
and Penalties**

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Under the ban it is an offence to smoke – or permit others to smoke – in enclosed public places or work premises. People will still be allowed to smoke outdoors and in private homes, as well as in certain residential premises such as care homes, army barracks and prisons.

It is the duty of any person who controls or is concerned in the management of smoke-free premises to cause a person smoking there to stop smoking.

Additionally, the ban includes all public transport and any vehicle used as a workplace by more than one person – regardless of whether they are in the vehicle at the same time – it will have to be smoke-free at all times. This applies even if all persons who use or travel in the vehicle smoke.

Employers or duty holders should display approved signs at each entrance to their premises that states “No Smoking. It is against the law to smoke in these premises” and includes the international no smoking symbol. Signs must be at least A5 in size.

Signs with the symbol only can be displayed if:

The premises are located in other smoke-free premises that carry the A5 sign and the entrance is not intended for public use; so long as at least one A5 sign with the required wording is displayed at one of the building's other entrances.

Vehicles will be required to display a 70mm diameter sign with the international no smoking symbol on it.

Companies that fail to prevent smoking can be fined up to £2500 individuals smoking in prohibited areas could be fined up to £200 (although there are also lower fixed penalty fines)

Failure to display a sign could result in an on-the-spot penalty of £200 which could rise to £1000 if the case goes to court.

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Employers should ensure that all employees are made aware of the requirements of the smoking ban and that it is a breach of company rules to smoke in premises and/or company vehicles.

**Supervision**

If members of the public, visitors or customers are likely to be present then company procedures should be established and communicated so that staff know what they should do. A suggested procedure is attached in the following flowchart.

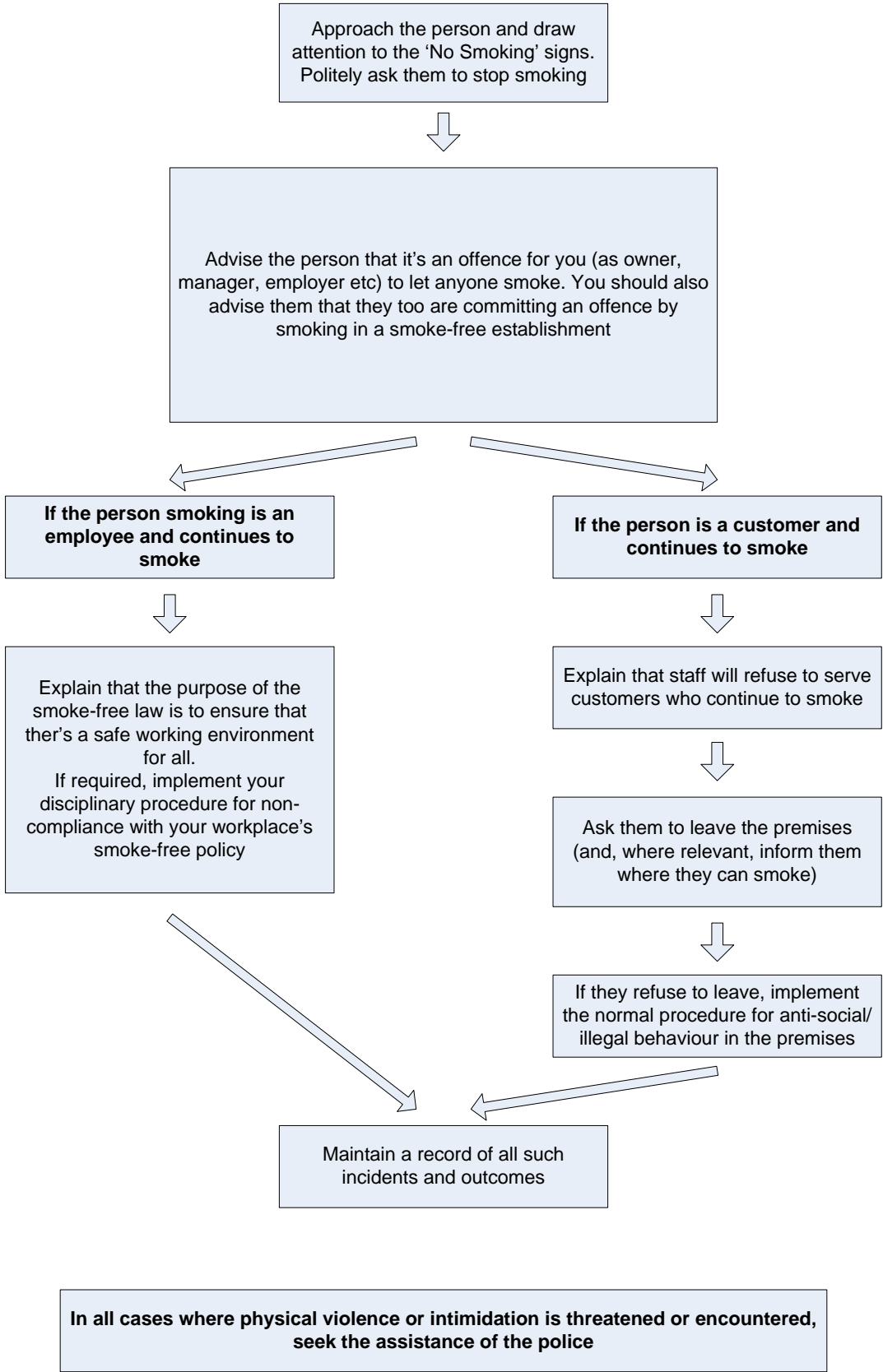
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Many people will use the new smoking law as an opportunity to stop or cut down on their smoking. Taking a positive and supporting role should be considered.

**Support**

There is no obligation to provide a smoking shelter however if a decision is made to provide one, employers should ensure that it is not enclosed or substantially enclosed (it cannot have walls that enclose more than 50% of the space; the roof does not count)

# Action to consider if someone ignores the smoking ban



## Lone Workers

There are some situations where there is a serious risk to a person if he is injured whilst working alone, because he/she is unable to summon help.

Under **The Health and Safety at Work etc Act 1974**, there is a duty on every employer to ensure, so far as is reasonably practicable, the health safety and welfare at work of all his employees. This duty, therefore, applies to lone workers. It is necessary for the employer to consider in some depth the hazards and risks of the work involved and to take steps to minimise the hazards and so reduce those risks so far as is reasonably practicable.

With any lone worker situation, the common-sense approach should be taken relative to the inherent risks involved. A Risk Assessment should be developed to ensure that suitable and sufficient controls are implemented. If the risks cannot be adequately controlled then lone working should not be allowed or undertaken. Consideration should be given to the suitability of the person in relation to their medical condition and the availability of emergency procedures and facilities.

A system of regular telephone calls is one way of reducing the risks to lone workers and all employees who find themselves in such a situation should comply with the company regulations as detailed.

In addition to **The Health and Safety at Work etc Act 1974** there are a number of specific legal provisions which specify systems of working which require more than one person. These include:

- Work in Compressed Air Regulations 1996;
- Diving at Work Regulations 1997;
- Control of Substances Hazardous to Health Regulations;
- Carriage of Explosives by Road Regulations 1996;
- Electricity at Work Regulations 1989

There are other provisions which require work to be done under “the immediate supervision of a competent person” or similar wording, which would suggest that the work, although carried out by one person, must be done in the presence of another.

Reference should be made to the HSE Books leaflet: **INDG 73 “Working alone in safety”**

## Protection of the Public

All resources will be made available at all times to prevent incidence/accidents when working adjacent to areas occupied or used by the public.

All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner.

All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

If a member of the public is injured as a result of the Company's activities this should be reported to the local enforcing authority.

## Working in Occupied Dwellings

Where work undertaken by the company involves working in or on an occupied residential dwelling, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

## Working in Occupied Premises

Where work undertaken by the company involves working in or on occupied premises, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

## Working Outdoors

**The Construction (Design & Management) Regulations 2007 (CDM 2007) Part 4**, in particular Regulation 43 applies to work outdoors and requires that consideration is given to ensuring that workers are protected, so far as is reasonably practicable, from adverse weather. This is generally assumed to be poor weather conditions, although these days consideration should also be given to hot weather conditions also.

**Standards  
Required**

In non-construction situations the generalities of the **Health and Safety at Work Act 1974** will apply.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

**INDG337 Sun Protection – Advice for employers of outdoor workers**  
**INDG147(rev1) Keep your top on – Advice to outdoor workers**

All work will be planned to take the above into account.

**Planning  
Procedure**

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- Provision of plenty of drinking water for hot conditions
- Provision of protective clothing suitable for extremes of temperature, either hot or cold
- Suitable shelter for extreme conditions
- Adequate heating and a means to heat food and drinks in cold weather
- Advice on the use of sun screens and if appropriate the provision of the same

**Supervision**

The site manager will advise employees and operatives to take breaks from work in the shade, if possible, on hot sunny days.

All employees and operatives should be encouraged to check their skin regularly for unusual spots or moles that change shape, size or colour. Medical advice should be sought if they have any concerns.

Welfare facilities will be established that are suitable for the location. See section on Welfare.