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COMPANY HEALTH AND SAFETY POLICY

IN ORDER TO COMPLY WITH THE REQUIREMENTS OF SECTION TWO OF THE HEALTH AND SAFETY AT WORK ETC. ACT 1974, THE FOLLOWING STATEMENT CONTAINS THIS COMPANY'S POLICY FOR MAINTAINING THE SAFETY, HEALTH AND WELFARE OF IT'S EMPLOYEES AT WORK.

1.0. INTRODUCTION

Both the employer and the employee have a legal obligation to comply with the Health and Safety at Work etc. Act 1974 and it's regulations under which this policy has been compiled. It is therefore every person's responsibility to safeguard themselves, their fellow workers and their company, by observing the following policy and acting upon its recommendations, this policy is the direct concern of the Board and the manager responsible for health and safety is Michael Daly

Signed ..... Appointment .....

Date ..... Revision Date 20 September 2006

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2.0 Abbreviations and Definitions

Throughout this document the following abbreviations and definitions will apply.

Group: Construction Safety Services (NW) Limited. For the Region in which the work is to be carried out.

Company: WASP Limited

The Principle Act: Means the Health & Safety at Work etc, Act 1974.

C.O.S.H.H.: The Control of Substances Hazardous to Health Regulations 2002.

Competent Person: A person who has undergone formal training and has attained certification to an acceptable standard of expertise for the task allocated.

Contractor: Means a Contractor or Employer of Workmen who is undertaking any of the Operations or Works to which the Construction Regulations apply.

Site: Means any place where Building Operations or Works of Engineering Construction or both such operations and such works are being carried on.

Approved: Means, approved for the time being by certificate of the Chief Inspector.

Work Equipment: Means any machinery, appliance apparatus, tool or installation for use at work (whether exclusively or not).

Electrical Apparatus: Means all apparatus, machines and fittings in which conductors are used, or of which they form a part.

Lifting Equipment: Means work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it.

Part One **General Statement of Intent**

3.0 General Policy **The Company will:**

1. Be a Member of the Construction Safety Services (NW) Limited, for the region in which the work is to be carried out, thus have available the expert knowledge of the group's Health and Safety Advisers.

2. Promote an awareness of safety in general throughout the company and the personal responsibilities of all concerned.

3. Provide adequate Risk Assessments to enable the company to take the measures necessary to fulfil their legal obligation under the Management of Health and Safety at Work Regulations 1999.

4. Provide the necessary training at all levels to enable each person to carry out their duties in a safety and responsible manner.

5. Provide proper and safe work equipment, plant, and materials and where necessary adequate and suitable protective clothing.

6. Provide safe systems of work, Risk Assessments and method statements (where required), with a competent workforce and efficient supervision.

7. Observe and act upon advice and recommendations made by the Group Safety Adviser and the Health and Safety Executive.

8. Make provision when necessary for Health and Safety consultation between management and operatives, and where recognised trade union Safety Representatives and/or committees are in operation, the management shall consult and provide the means for consultation with the above Safety Representatives and committees.

9. Make all arrangements necessary to meet the requirements of this policy, and shall review the effectiveness of this policy by means of periodic consultation between all levels of management and operatives, and revise this policy as/when required.

10. Provide each employee with a copy of the company Health and Safety Policy and the employees shall be instructed in order to understand and appreciate their duties and responsibilities within this policy.

Signed …… Director

Date ……

Part Two Responsibilities/Organisation

4.0 Senior Management

A responsibility to:

1. Understand and appreciate their duties and responsibilities as stated within the company Health and Safety Policy, and to implement these requirements.

2. Appreciate it's objectives and to impress upon site management and staff the importance of it's implication.

3. Take notice and act upon the recommendations and advice made by the Group Health and Safety Adviser.

4. Ensure that all Risk Assessments/Method statements are adequate to enable him to develop the heath and safety plan and co-ordinate the activities of all contractors so that they comply with health and safety law.

5. Ensure that all work equipment complies with the current Provision and Use of Work Equipment Regulations 1998, and Electricity at Work Regulations 1989.

6. Provide and maintain in good order, sufficient plant, equipment and materials for the work being done.

7. Provide, where necessary, the proper levels of training and certification of operators for plant and equipment.

8. Provide, where necessary, assessment sheets for any substance subject to the COSHH Regulations 2002 or which may prove hazardous to health.

9. Provide and maintain in good order, adequate protective clothing and equipment. (PPE Regulations 2002.)

10. Provide and maintain in good order, adequate and suitable welfare facilities.

11. Encourage site tidiness and high standard of housekeeping to reduce the risk of accidents and wastage of materials.

12. Encourage correct working practices.

13. Pre-plan contracts in order to establish appropriate working methods, material purchases, and sequence of operation to minimise any potential hazard.

14. Always set a good personal example by adherence to the requirements of this policy.

4.1 The Principle Contractor (The Construction (Design and Management) Regulations 1994 amended 2000)

When the company is nominated as Principle Contractor, it will be the duty of Senior Management to ensure the following are complied with:

1. Develop and implement the Construction Phase Health and Safety Plan.

2. Arrange for competent and adequately resourced contractors to carry out the work where it is being sub-contracted.

3. Ensure the co-ordination and co-operation of contractors.

4. Obtain from contractors the main findings of their Risk Assessments (required by the Management of Health and Safety at Work Regulations 1999) together with details of how they intend to carry out high-risk operations safely.

5. Make sure contractors have sufficient information about risks on site, that their workers have adequate training, that contractors and workers comply with any site rules which have been set out in the Construction Phase Health and Safety Plan.

6. Monitor project health and safety performance.

7. Ensure there is a means for consulting and informing all workers on site.

8. Make sure only authorised people are allowed on site.

9. Display a copy of the notification of the project to the Health and Safety Executive F10 Rev)

4.2 **The Planning Supervisor.** (The Construction (Design and Management) Regulations 1994 as amended

When the company is nominated to act as the Planning Supervisor he will ensure that:

1. Designers comply with their Health and Safety duties, particularly the avoidance and reduction of Risks.

2. Designers co-operate with each other for Health and Safety purposes.

3. A Pre-Tender Health and Safety Plan is prepared before arrangements are made for a Principle Contractor to be appointed.

4. Advice is given to the client on the competence of designers and all contractors, if this is needed.

5. Advice is given to contractors and designers as necessary.

6. Advice is given to the client on the Health and Safety Plan before construction starts.

7. Notification of the project is given to the Health and Safety Executive.

8. A Health and Safety File is prepared and delivered to the client at the end of a project.

4.3 **The Designer**. (The Construction (Design and Management) Regulations 1994 as amended

When the company is nominated to act as a Designer, he will be responsible for the following:

1. Consider hazards and risks to those constructing and maintaining the structure when at design development stage.

2. Design to avoid risks to Health and Safety, of if that is not possible reduce them at source.

3. If risks remain, consider protective measures for workers.

4. Ensure the design includes adequate information on Health and Safety, and pass this information on to the Planning Supervisor so that it can be included in the project Pre-Tender Health and Safety Plan and make sure it is given on drawings or in specifications as relevant.

5. Co-operate with the Planning Supervisor, and where necessary, with other Designers involved in the project.

4.4 Purchasing/Buyer

A responsibility to:

1. Ensure that all work equipment purchased or hired for use by employees at the companies' place of work complies with the Provision and Use of Work Equipment Regulations 1998.

2. Ensure that upon receipt into the company any work equipment is checked for suitability.

3. Liase with senior management and with contracts managers to ensure that work equipment purchased is suitable.

4. When purchasing materials ensure that they arrive with all necessary health and safety documentation attached.

5. If it is necessary to purchase hazardous substances/materials, that every effort should be made to ensure that wherever possible the hazard in the product purchased is of the lowest possible rating, or that other hazard free substances are substituted.

6. Ensure that the health, safety and welfare of the end user are seriously considered wherever work equipment or materials are purchased.

A responsibility to:

1. Understand the company Health and Safety Policy and appreciate it's objectives, and to impress upon the operatives the importance of it's implications and ensure adherence to it.

2. Take notice and act upon the recommendations and advice given by the Group Health and Safety Adviser.

3. Ensure that all operatives are properly trained and certificated for the work equipment they will operate.

4. Ensure that all employees are provided with appropriate information

5. Ensure that all work equipment complies with the Provision and Use of Work Equipment Regulations 1998 and The Electricity at Work Regulations 1989.

6. Provide information for the Health and Safety Plan about the Risk to Health and Safety arising from their work and the steps they will take to control and manage those risks.

7. Manage their work so that they comply with rules in the Health and Safety Plan and directions from the Principle Contractor.

8. Provide information for the Health and Safety File, and about injuries, dangerous occurrences and ill health linked to the work.

9. Report any defects in work equipment and ensure that such defective work equipment is not used.

10. Ensure the supply and issue of protective clothing and equipment, where required.

11. Encourage correct working practices, a high standard of housekeeping and general site tidiness.

12. Discourage horseplay, abuse of work equipment, welfare facilities and the wastage of materials.

13. Always set a good personal example by adherence to the requirements of this policy.

4.6 <u>Other Contractors, including the Self-Employed</u>

All Contractors have a role to play in the successful management of Health and Safety on the project. Their main duties will be to:

1. Provide information for the Health and Safety Plan about the Risk to Health and Safety arising from their work and the steps they will take to control and manage those risks (i.e. the risk assessment findings required by the Management of Health and Safety at Work Regulations 1999.

2. Manage their work so that they comply with rules in the Health and Safety Plan and directions from the Principal Contractor.

3. Provide information for the Health and Safety File, and about injuries, dangerous occurrences and ill health linked to the work.

4. Provide appropriate information to their employees.

A responsibility to:

1. Understand the Company Safety Policy, appreciate its objectives and observe its requirements.

2. Take notice and act upon any directive given by the Group Health and Safety Adviser.

3. Read and understand the requirements of all Health and Safety notices, documentation Risk Assessments/Method Statements and COSHH assessments.

4. Adhere to the requirements of all Health and Safety notices, documentation and COSHH sheets.

5. Always use the correct tools and equipment for the job, ensure such tools and equipment are used correctly and kept in good order.

6. Always use protective clothing and equipment where provided.

7. Report any defects in plant, machinery or equipment immediately and refrain from using such defective equipment.

8. Avoid taking any unnecessary risks.

9. Keep work areas tidy and keep wastage of materials to a minimum.

10. Refrain from horseplay and abuse of plant, machinery, equipment and welfare facilities.

11. Develop a personal concern for safety, and for safety of all fellow workers, particularly newcomers and young people.

4.8 Work Equipment Operators

A responsibility to:

1. Understand the Company Safety Policy, appreciate its objectives and observe its requirements.

2. Take notice of and act upon any directive given by the Group Health and Safety Adviser.

3. Ensure that any work equipment to be used is efficient and safe for use, and that guards and safety devices are in position and effective. That any routine maintenance necessary has been carried out.

4. Any defective work equipment must be reported immediately, defective work equipment must not be used.

5. Ensure that any electrical equipment is safe for use. All such electrical equipment must comply with the Electricity at Work Regulations 1989 and should bear or label indicating it is safe for use.

6. Report any electrical equipment where it exists as to its safety or serviceability, do not use and refrain from using any suspect equipment.

7. Take note of existing environmental conditions where electrical equipment is to be used, pools of water, water spray, rain, potentially explosive dust formations, gas and fume concentrations all presents an unacceptable hazard when using electrical equipment.

8. Always use the protective clothing and equipment provided.

9. On no account must improvisation be made which may entail unnecessary risks.

10. Refrain from horseplay and abuse of work equipment and welfare facilities.

11. Develop a personal concern for safety and the safety of others that may be affected by your actions. Refrain from using any machine where persons may be endangered by their own actions or lack of protective clothing.

4.9 Vehicle Drivers

1. Understand the company safety policy, appreciate its objectives and observe its requirements.

2. Take notice and act upon any directive given by the groups Health and Safety Adviser.

3. Once in use, the responsibility of a vehicle rests with its driver.

4. Always ensure that the vehicle to be used is in efficient working order, good general repair and safe. Any defects found must be reported immediately, defective vehicles must not be used.

5. Where a vehicle is to be driven on the public highway, the requirements of the Road Traffic Act apply.

6. Unless the vehicle is only required to travel on the public highway less than 6 miles a week, then the vehicle (Registration and Licensing) Regulation 1971 apply.

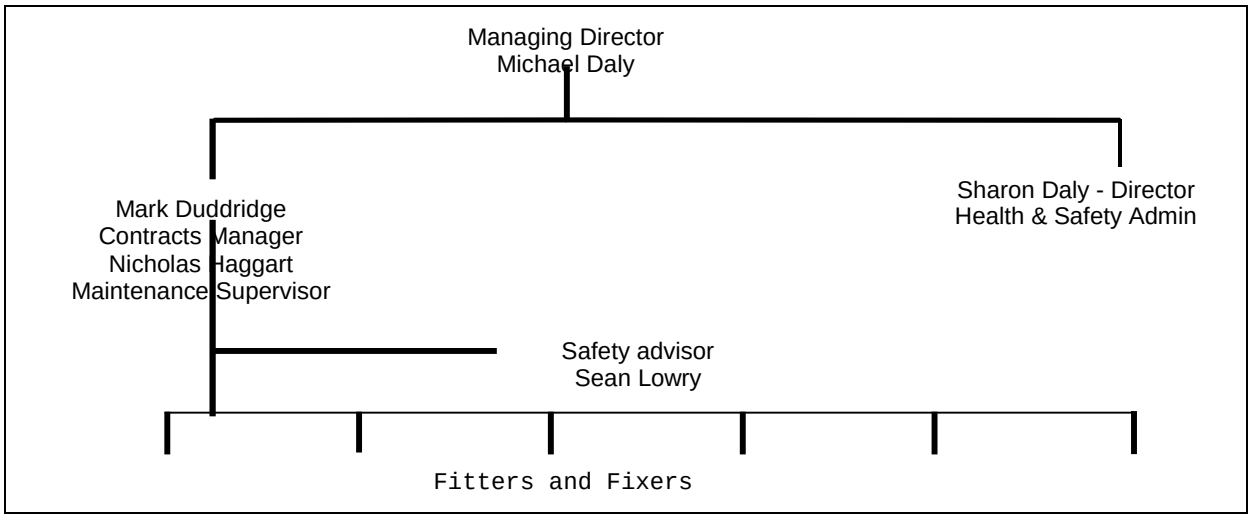
7. All persons travelling in vehicles must be properly seated and must wear the safety harness provided. Riding on the outside or on the back of an open vehicle is forbidden.

8. The vehicle driver must ensure that any routine maintenance necessary has been carried out before using that vehicle.

Part Three **Arrangements**

5.0 Organisation

Key personnel who are accountable to Senior Management for ensuring the detailed arrangements for Safe Working Systems are carried out, e.g.



Foreman:

Responsible to their respective Works Manager, and responsible for the operatives within their control.

Contracts Manager/Works Manager:

Responsible to the Managing Director and responsible for site or groups of sites which have been delegated to their control.

Managing Director:

The Managing Director is responsible for all personnel and activities within the company.

6.0 Communications

Site operatives are provided with a mobile telephone

7.0 Training

The Company will provide appropriate training through approved training establishments to Managers, Supervisors, and Operatives whose duties require them to undertake the following activities;

1. Work Equipment Operators.
2. First Aid.
3. Abrasive wheels.
4. General site safety awareness.
5. Manual Handling.

The Foregoing list is not intended to be comprehensive, but indicates that wherever training is required to ensure the Health and Safety of employee's or others the Company will provide the appropriate training.

8.0 Health and Safety Documentation

The Groups Safety Adviser to the Site Management will issue all Health and Safety documentation. e.g.

Report Forms - Accident Record Book
ISBN 0-7176-2493-5 - Health & Safety Law Poster

All records shall be kept on site during the life of the site and then at Head Office for reference as required by current legislation, which will then be responsible for the following:

1. Persons responsible for documents should ensure that all safety documents provided are kept in a clean and orderly manner and that they are available for inspection by the Main Contractors Safety Advisers or Enforcing Authority, upon request.

2. All Health and Safety forms, notices, documents provided to the person nominated to take charge of site, and those display, are legal documents and must therefore remain free from damage and defacement.

3. All documents must be made available to operatives on request. C.O.S.H.H. Assessments and Risk Assessments must be brought to the attention of all personnel, before the likelihood of their coming into contact with the assessed risk/substance.

9.0 Emergency Procedures

9.1 First Aid (The Health and Safety (First-Aid) regulations 1981)

Where required, suitable training and Certificated First Aid personnel will be on sites where the company conducts it's business. The appointed person will be responsible for the care and supervision of First Aid on site Each van carries a comprehensive first aid kit and the care and maintenance of this is the responsibility of the current driver. A checklist is submitted monthly. An accident/incident book is also carried in each van and it is the responsibility of the driver to enter details of any accidents/incidents in this. Reporting of these must then be made to one of the Directors in the office, or if they are absent, to one of their mobile phones.

9.2 Accident/Dangerous Occurrence (Site)

In the event of an accident/dangerous occurrence, the appointed person/first aide/site manager shall assess the extent of the accident/incident, then follow the following procedure:

1. In the event of an accident, treat the injured person and dispatch that person to hospital (if required).

2. In the event of a dangerous occurrence, do not touch, change or interfere with any substance, article, plant or structure further dangers may occur at that place, e.g. fire, explosion or further collapse which may endanger any person during rescue work.

3. In the event of a major injury or dangerous occurrence notify by telephone:-

a) Health & Safety Executive
b) Health & Safety Adviser (01925 425915)
c) A Director of WASP via the head office.
d) Enter details into the Accident Book
e) Complete the Company's Internal Report Form and dispatch that form to Head Office, at which the details will be transferred onto the Health and Safety Executive Notification Form F2508 (rev 96) within 10 days by one of the Directors.

9.3 Accident/Dangerous Occurrence (Head Office)

In the event of a major injury or dangerous occurrence, the Head Office shall be as that of the site procedures.

The person responsible for Informing the HSE will be one of the Directors of the Company.

9.4 Fire Precautions and Action (Guidance HSE Book HS(G) 168 Fire Safety in Construction Work)

Precautions:

1. All personnel must take note of and comply with any Fire Precaution Notices displayed in the Main Offices, or on Site.

2. Fire Doors will be marked as such and are to be kept closed. Under no circumstances will Fire Doors be wedged open.

3. Suitable and sufficient Fire Fighting Appliances will be located throughout the working area.

4. Emergency Fire Exits will be marked as such and under no circumstances locked during working hours. All emergency Fire Exits will be kept clear at all times.

5. All equipment's used to produce heat (Welding Torches, Soldering Irons etc.) must be switched off when not in use. Under no circumstances is such equipment to be left unattended whilst switched on.

6. All electrical equipment should be switched off when not in use, and disconnected from the mains supply at the end of each working day.

7. Flammable liquids or materials must not be stored in the proximity of any heat source, which may give rise to the production of Flammable Vapours or might provide a source of ignition.

8. The Storage of Flammable Liquids and materials should be kept to a minimum.

9. Storage areas for Flammable Liquids and Materials must be appropriately marked and meet the current Fire Regs.

10. No Smoking, designated area's are to be Strictly Adhered to at all times.

11 The formulation of a Fire Action Plan must be undertaken and it's implementation strictly enforced on site.

12. A suitable and sufficient Fire Risk Assessment must be undertaken

Remember

- Never store damp or wet dust sheets. They will gradually become hot by internal combustion and are liable to ignite.

- Never use wire brushes on steelwork near petrol tanks or in the vicinity of flammable liquids or gases; the slightest spark will ignite the smallest quantity of flammable gas or liquid.

- Never put a cigarette out on the floor of a wooden cabin or site hut.

- Never allow rubbish (oily rags, stripped wallpaper, etc.) to accumulate.

- Never burn rubbish on a windy day when a flying spark could travel, and always make sure the fire is well away from wooden huts.

- Never dry wet clothes too close to heat.

- Never leave heating appliances on when cabins are not in use.

- Always check your place of work for fire hazards, before leaving at night.

Would everything be safe if a children broke in.

9.5 Actions To Be Taken In The Event Of Fire

1. On discovering a Fire Shout **FIRE - FIRE - FIRE** and keep shouting until assistance has been summoned.

2. Set off the nearest Fire Alarm by breaking the glass and pressing the button.

3. Tackle the Fire if this is a feasible proposition using the nearest **Appropriate** Fire Fighting Appliance. Do not endanger yourself to save property.

4. Once assistance has arrived or if the Fire is too large to tackle, call the Fire Brigade by dialling 999, ask for the Fire Brigade, Give your Name, The address of the building and the approximate location of the Fire, e.g. Ground Floor, Second Floor, Wood Store etc.

5. Evacuate the building in an orderly manner by the nearest safety exit and report to your designated assembly point.

10.0 Highly Flammable Liquids (Dangerous Substances And Explosive Atmosphere Regulations 2002)

Volatile liquids, which have flash points (the point where sufficient vapour is formed capable of ignition) below 32 C, must be correctly stored in securely capped cans or steel drums. Methylated spirits, petrol and cellulose are liquids, which come into this category. They should only be kept in the smallest quantities and even then safely and securely locked away, from flammable liquids and other materials which are considered to be hazardous and particularly away from any source of ignition or heat.

Care must be taken to check for leaks in containers and to make sure the stoppers, lid or cap is securely returned after use. Spills should be avoided at all costs but if they happen, they should be immediately cleaned up.

If a liquid which gives off flammable or toxic vapours in any confined area section 14.1 of this safety policy applies.

Always ensure that there is adequate ventilation and ensure that the ventilation does not carry the vapours into an area where there is heat or the possibility of a naked light or ignition.

Remember

1. NEVER light a match or smoke in the vicinity of such liquids or gases.

2. PUT UP NO SMOKING signs and ensure that the signs are strictly obeyed.

3. NEVER store near corrosive materials.

4. THE SECRET IS. CHECK THE LABEL, STORE SAFELY REPLACE THE STOPPER, DO NOT SMOKE, AND ENSURE THAT THERE IS PLENTY OF VENTILATION.

11.0 Liquefied Petroleum Gases (Dangerous Substances And Explosive Atmosphere Regulations 2002)

Handle With Care

1. Disconnect after use if operation is to be discontinued for any length of time.

2. Replace valve cover (if fitted) to empty cylinders or those not in use.

3. Ensure that all connections are sound and clean before use, ensure that they are tight, using the correct spanner. NOT HAND TIGHT. Remember all threads are LEFT HAND THREAD.

4. Use a regulator between the appliance and the cylinder.

5. Use the correct equipment for the gas, e.g. Propane for Propane.

6. Have a light at the burner BEFORE turning the gas on.

7. Always re-light the pilot light if the cylinder has been turned off.

8. Position cylinders about 3m from burners, protect cylinders and pipes from damage by site vehicles.

9. Make sure cylinders being used with hand tools are secured so they cannot be pulled over.

10. Make sure the cylinders are stored OUTSIDE buildings and that rigid copper or iron pipes for permanent installations take in the gas supply.

11. ALWAYS store cylinders in an upright position, away from other materials, away from basements and drains, and out of direct sunlight or heat. Keep them in the open air on a solid area where the ground is impervious to the liquid and always keep full containers separate from empty ones.

12.0 <u>Health And Welfare Facilities</u> (The Construction (Health, Safety and Welfare) Regulations 1996)

It is incumbent upon the Main Contractor to allocate suitable Health and Welfare facilities at sites under their management. Where the Company has this obligation the following requirements will be adhered to:-

1. The Contracts Manager responsible for the site will allocate all Health and Welfare facilities required.

2. All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.

3. Toilets and Washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. They will be equipped with an adequate supply of hot/cold/warm running water for washing and adequate supply of towels for drying. Drinking water will be supplied and clearly labelled.

4. When in use, all site facilities will be maintained in a clean and tidy condition.

5. A person will be appointed to ensure that:

- Canteen floors are swept and mopped.
- Tabletops are washed after each use with Soapy Water.
- Cooking equipment is cleaned after use.
- Canteen waste is properly disposed of on a daily basis.
- The area around the site office, canteen and toilets are kept free from obstruction, waste material and rubbish.

13.0 <u>Risk Assessment</u> (Management of Health and Safety at Work Regulations 1999)

The Management of Health and Safety at Work Regulations 1999, states that:

Every employer shall make a suitable and sufficient assessment of:

1. The risks to the health and safety of his employees to which they are exposed whilst they are at work; and

2. The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

A risk assessment has three purposes:

1. The first is to identify all the things, which may cause harm to your employees and others (the hazards).

2. The second is to consider the chance of that harm actually befalling anyone in the circumstances of your particular case, and the possible consequences, which could come of it (the risks).

3. The third is to enable you to plan, introduce the monitor preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control.

Before suggesting practical guidelines to tackle the formal procedure of assessment, a brief summary of key points in the regulations will help in gaining a better perspective.

1. Assessments must be adequate. They must be sufficient to guide employers judgements about the measures they should take to fulfil their legal obligations.

2. Assessments must cover all the risks to the health and safety of employees to which they are exposed at work.

3. Assessments must cover risks to non-employees who may be affected by what the employer does.

4. Whenever new or changed risks are encountered the employer must revise his original assessment. A regular review is advised as part of good management practice.

5. Where employers employ more than 5 or more employees the assessment must be in writing.

A specimen copy of a risk assessment form is at appendix 1 this document.

14.1 Young Persons Health and Safety (Young Persons) Regulations 1997

Where young persons (less than 18 years of age) are employed the risk assessment shall take particular account of:

1. The lack of experience, lack of awareness of risks and immaturity of young persons.

2. The fitting out and layout of the workplace and the workstation.

3. The nature, degree and duration of exposure to physical, biological and chemical agents.

4. The form, range and use of work equipment and the way in which it is handled.

5. The organisation of processes and activities.

6. The extent of the health and safety training provided or to be provided to young persons.

Where it is not possible to guarantee the safety of a young person from all the possible risks from the above that young person should not be employed.
There is also a requirement that wherever this company employs a young person then the following information is to be given to the parent of the young person:

1. The risks to his health and safety identified by the assessment.

2. The preventative and protective measures.

15.0 C.O.S.H.H. (Control of Substances Hazardous to Health Regulations 2002)

The Company uses a range of materials, such as paints, wood treatment chemicals, adhesives and many more. Some of these substances have a potential for causing ill health, but if handled properly and with due regard for the risks involved the chances of harm can be minimised.

Management Action Plan

1. Identify the problem.

2. Assess it, measure it, get some idea of the scale.

3. Decide on a method of solving the problem.

4. Implement the chosen method of solving the problem.

5. Check that the method is being implemented properly.

6. Check that the method works and monitor the outcome.

The aim is the protection of health, in which everyone has an interest in ensuring success. While planning the approach, the operatives shall be consulted.

The Risk

The risk is a measure of how likely the hazard is to cause actual harm:

1. A high risk would result from, spraying paint in a small room with the doors and windows closed, which you could expect to result in a lot of solvent vapour being breathed in.

2. A low risk would be brushing paint outside on a breezy day where any solvent vapour given off, as the paint dries will be blown away, and hardly any breathed in by the operative or anyone else.

Procedure

1. Appropriate COSHH Assessment sheets will be compiled for all contracts by Head Office.

2. The COSHH assessment sheets are to be obtained by the site agent, from head office.

3. COSHH Assessment Sheets will be provided as appropriate, to the Main Contractor - Site Agent - Site Foreman -before any delivery of materials to site.

16.0 Safe Systems of Work

The Company shall ensure that Safe Systems of Work are provided and supplied to all personnel who will require the information held therein, to undergo a given task in an adequate, appropriate and correct manner in relation to Health and Safety. Specific Hazard data sheets/method statement shall be provided during all hazardous operations.

Safety Systems of work shall be provided for all potentially hazardous or dangerous operations, e.g.

- Confined Spaces
- Burning operation
- Roof Work (Protection of leading edges)
- Ladder work/operation (Footing and Securing of Ladders)
- Transportation of flammable liquids etc.
- Applications to known hazardous substances (spraying paint etc.)

16.1 Safe Places of Work

The Company shall ensure so far as reasonably practicable, that an adequate safe place of work is achieved and maintained, with correct and adequate training and supervision. The aim of the Company is to complete a given operation with a high standard of safety in compliance with existing legislation.

16.2 Method Statements

Shall be provided prior to hazardous operations e.g. Steel Erection, Roof Work etc. by the Construction Manager or Supervisor in charge of the particular task. This will apply to sub-Contractors who must also give notice in writing to our Company Head Office immediately on receipt of an order or instruction which they know will require a Method Statement by themselves. The Construction Manager/Site Supervisor prior to the work being carried out will approve Method Statements.

17.0 Visitors to Site

The safety and well being of visitors to the Company must be considered at all times. The following actions must be undertaken to ensure visitors are accounted for and protected from danger.

1. Visitors must be escorted at all times whilst on the Company's premises.

2. Protective clothing must be made available to the visitor where necessary.

3. Visitors must not be allowed to touch or operate any work equipment unless this is the specific reason for their visit.

17.1 Exclusion of the Public from Site (Guidance HSE Book HS(G) 151 Protecting the Public)

When required, a fence will be provided to enclose the site. The fence will be at least 2m high and difficult to climb. Where this is not possible, e.g. on a partly occupied housing site, special precautions, particularly in the case of children, to:-

1. Protect them from the dangers of excavations, including shallow ones filled with water, holes or openings and badly stacked materials.

2. Prevent tampering with vehicles and plant, electricity supplies, gas cylinders and hazardous chemicals.

3. Prevent access to higher levels, by removing all access ladders to scaffolding.

18.0 Manual Handling (The Manual Handling Operations Regulations 2002)

A quarter of the accidents reported each year is associated with manual handling. Employers are required to carry out a suitable and sufficient assessment of the risks from manual handling operations.
The factors to be considered in making an assessment are listed below:

1. The tasks Do they involve:

- holding or manipulating loads at distance from trunk
- unsatisfactory bodily movement or posture especially
  - ⇒ twisting the trunk
  - ⇒ stooping
  - ⇒ reaching upwards
- excessive movements of loads, especially
  - ⇒ excessive lifting or lowering distances
  - ⇒ excessive carrying distances
- excessive pushing or pulling of loads
- risk of sudden movement of loads
- frequent or prolonged physical effort
- insufficient rest or recovery periods
- a rate of work imposed by a process

2. The loads Are they:

- heavy
- bulky or unwieldy
- difficult to grasp
- unstable – or with contents likely to shift

- sharp – hot or otherwise potentially damaging

3. The Working Environment Are there:

- space restraints preventing good posture
- uneven, slippery or unstable floors
- variations in level of floor or work surfaces
- extremes of temperature or humidity
- conditions causing ventilation problems or gusts of wind
- poor lighting conditions

4. Individual Capability Does the Job

- require unusual strength, height etc
- create a hazard to those who might reasonably be considered to have a health problem
- requires special information or training for its safe performance

5. Other factors

Is movement or posture, hindered by personal protective equipment or by clothing.

19.0 Personal Protective Equipment (PPE) (Personal Protective Equipment at Work Regulations 2002)

The use of personal protection in the form of clothing or equipment should be considered as a last resort.

The Personal Protective Equipment Regulations 2002, require all PPE to carry a 'CE' mark to indicate that it has been certified by independent inspection bodies as satisfying basic safety requirements. The company wherever necessary will purchase and supply to employees the correct type of PPE to protect them from hazards that can not be engineered out. Assistance will be sought from employees in the choosing of PPE to ensure that it meets the requirements.

Each individual will be given their own PPE which must be carried in the appropriate van and be readily accessible at all times. The wearer should also inspect it before use to ensure that it is clean and not defective. Maintenance must be carried out in accordance with manufacturer's instructions and schedules, which will include where appropriate, examination, testing and record keeping. PPE inspection sheets are to be submitted monthly and the office informed immediately if a replacement is required.

19.1 Eye Protection

Eye protection/Goggles are provided as part of PPE and must be worn whenever it is deemed that there is a hazard to eyes.

19.2 Hearing Protection (The Noise at Work Regulations 2005)

Exposure to high levels of noise over long periods can cause damage to hearing. To prevent those persons using noisy work equipment or those in the vicinity of the extreme noise should be protected.
Excessive noise is classed as over 80dB(A). As a rough guide where it is necessary to shout over a distance of 1m or less in order to be heard, then the noise level may be excessive.

To combat noise that cannot be reduced at source, it will be necessary to wear hearing protection. This comes in various types from earplugs to ear muffs, it is important to ensure that the level of protection (attenuation) afforded is sufficient for the hazard.

It is important to remember that hearing protection only works, if they are worn. All individuals should ensure that they protect their hearing by wearing the hearing protection issued to them.

Where there is doubt as to whether or not hearing protection is required, seek the assistance of the group health and safety adviser.

The main differences from the Noise Regulations 1989 and the recently introduced Noise at Work Regulations 2005 (which came into force on 6th April 2006) are as follows:

The two action values for daily noise exposure have been reduced by 5 decibels to 85 dB and 80 dB

There are new exposure limit values of 87 dB (daily exposure) and 140 dB(peak noise) which take into account the effect of wearing hearing protection and must not be exceeded

There is a specific requirement to provide Health Surveillence where there is a risk to health

19.3 Foot Protection

The company will ensure that all personnel operating on their sites wear the correct foot protection, dependent on the assessed risk.

Safety footwear worn on our sites must conform to the following standards.

BS EN 345 Specification for safety footwear

BS EN 346 Specification for protective footwear

BS EN 347 Specification for occupational footwear

19.4 Head Protection

The company will ensure that all personnel operating on their sites have head protection available to them and that it conforms to BS EN 812.

The company will further ensure that where there is a foreseeable risk of head injury from falling or swinging objects, or striking the head against something then head protection will be worn,

19.5 Miscellaneous PPE

Where other PPE is required for work activities, this company will ensure that it complies with the relevant EN standard.

Types of PPE that may be required are:

- Wet weather clothing
- Cold weather clothing
- Hot work clothing
- High visibility clothing
- Respiratory protective equipment
- Safety harnesses

20.0 Health Hazards

The following are hazards to health and this company will ensure by the provision of adequate welfare facilities that these hazards do not cause a health problem.

This section should be read in conjunction with paragraph 14.

20.1 Tetanus

When breaking new ground construction workers are at risk from organisms infecting wounds. Workers are to be encouraged to arrange an appropriate course of immunisation with Tetanus Toxoid through their doctor.

20.2 Leptospirosis (Weils Disease)

Work in any situation where there is likely to be contamination by rat urine, notably in rivers, sewers or in rat infested premises, present a particular risk of infection. Workers involved in this type of work should be aware of the symptoms and carry the leptospirosis information card, available from the companies safety adviser.

20.3 A.I.D.S./Hepatitis

Where refurbishment work is carried out in high drug abuse areas there is a slight risk of infection from discarded needles or razor blades. In such cases, heavy duty gloves and overalls should be worn as protection against cuts and suspected items should be removed with tongs and placed in puncture proof bins for disposal.

20.4 Vibration White Finger (Control Of Vibration At Work Regulations 2005)

Persons working with vibrating tools should be aware of the risks from this condition, and all efforts will be made to reduce vibration exposure.

20.5 Ionising Radiation (The Ionising Radiation Regulations 1999)

Harmful effects from excessive exposure to ionising radiation have been recognised for years. There are strict legal requirements in the Ionising Radiation Regulations 1999. The widespread use of radiography for non-destructive testing has led to excessive exposure.
Wherever radiation is to be used on site, a competent person should be present to ensure that adequate radiation exclusion zones are set up and checked before the source is exposed.

20.6 Dermatitis

Is a reaction of the skin to harmful substances coming into contact with it. The prevention is simple, ensure that contact with the harmful substance is avoided by using alternative substances or protective clothing, good hygiene and barrier creams are also an effective means of prevention.

20.7 Noise (The Noise at Work Regulations 2005)

High levels of noise can cause hearing damage when the worker is subjected to it over the working day and a period of time.
The regulations lay down three action levels, all action levels are based on average noise levels to which the employee is exposed to over an 8-hour working day.

First action value for daily exposure over an 8 hour working day is 80 dB(A)

Second action value is an exposure of 85 dB(A)

There are now two action values for peak noise at 135dB and 137dB

There are new exposure limit values of 87dB (daily exposure) and 140 dB (peak noise) which take into account the effect of wearing hearing protection and which must not be exceeded

Ear protection is provided to each individual and if any particular site is deemed to be uncomfortably noisy, then this protection must be worn.

There is a specific requirement to provide health surveillance where there is a risk to health

20.8 <u>Lead</u> (The Control of Lead at Work Regulations 2002)

Lead can enter the body in many forms, dust fumes or vapours. Exposure to lead can cause the following:

- Headache
- Fatigue
- Constipation becoming severe
- Abdominal pain
- Anaemia
- Weakness of extremities due to damage to the peripheral nerves (wrist drop)
- Possible brain damage at high concentrations
- Lead line of the gums

The level of exposure is the deciding factor. Wherever lead is encountered in the workplace, the company will assess the possible exposure level and take the necessary precautions to protect its workers.

The lead in air standard is normally averaged over an eight-hour time weighted period. The current lead in air standards are:

Lead (except tetraethyl lead) 0.15mg/m^3

Tetraethyl lead 0.10mg/m^3

Exposure should be considered significant where:

1. Persons at work are exposed to levels of airborne lead which are liable to be in excess of half the lead in air standard.

2. There is significant risk of ingesting lead.

3. There is a risk of skin contact with concentrated lead alkyls.

The possibility of lead in the workplace and its risk will be assessed as part of the pre-construction phase of any project.

20.9 <u>Asbestos</u> (The Control of Asbestos at Work Regulations 2002)

The Company recognises that work with Asbestos and certain materials containing Asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be effected by such work is protected.

A dangerous environment can be prevented if the correct precautions are carried out.

When being cut or shaped, Asbestos products and Asbestos cement products will give off considerable dust and it is in the air borne Asbestos fibres within the dust that present a health hazard.
The amount of air borne asbestos fibre is dependent on the type of material, its age, how it is handled and whether or not the work is undertaken inside or outside a building.

If asbestos is found whilst working, site staff are to stop work immediately and report it to the Main Contractor or Property Owner. Work is not to continue until all asbestos has been removed by others and clearance has been obtained from the Main Contractor or Property Owner.

20.10 Stress

HSE's 1995 survey estimated that 279,000 people throughout Britain believed they suffered from work-related stress/anxiety/depression. Costs were estimated at around 80 million lost days at work.

The companies policy on stress is at Appendix 2.

20.11 Alcohol/Drugs

The companies policy on alcohol and drugs is at Appendix 3.

21.0 Provision of Scaffolding (Working At Height Regulations 2005)

As work may be required to be done at heights which cannot be reached from the ground, means will be provided to raise the operative to a suitable working level and a work platform will be built from which the job can be completed safely. The variety of scaffold equipment available is sufficient to erect a platform to suit every kind of work that needs to be done. It is vital that all working platforms should be properly constructed, provide adequate space for operative, tools and materials.

21.1 Mobile Scaffolding Tower.

There are a number of different types of prefabricated towers available. The manufacturer should provide an adequate instruction manual or erection guide for his particular type. The supplier of hirer should pass this information onto the user of the tower. No attempt should be made to erect a tower without this information. The manufacturer's erection guide/instruction shall be closely followed. If information on the maximum height to least base ration is not available, assume a lower ratio of about 2 : 1. Where the scaffold is sheeted or is likely to be exposed to strong winds or where the base is too small for the height of platform needed, the tower must be rigidly connected to the structure it is serving by means of ties. Ties will also be essential if the tower is to be used for heavy drilling, water jetting or similar operation, or if it is necessary to lift materials and equipment up the outside of the tower.

Access

The platform shall be provided with a safe means of access on the narrowest side of the tower. **Do Not Climb The Frame Unless It Has Built-In Ladder Sections With Rungs No More Than 300 mm Apart And The Stiles Not More Than 480 mm Apart.** If the frame can be used, climb it from the inside. If not, use internal ladders or stairways fixed firmly to the tower.

Checks To be carried Out before Tower Is Used.

- Swivelling castors with brakes are secured to uprights.
- Foot ties as close to wheels as practicable.
- Horizontal members fixed to uprights with load bearing couplers (except on working lift).
- All bracing connected to horizontal members with right angle couplers.

- Spacing of uprights minimum 1.2m Maximum 2.5m unless specially designed.
- Working platform; least base to height ratio external 3 : 1 internal 3.5 : 1
- Working platform : Size within base dimension
  : Close boarded and evenly supported
  : Guard-rails and toeboards.
- Correct fittings used.
- Ladder access properly secured clear of ground lashed with wire.
- Ballast properly positioned and secured where necessary.
- Do not overload.
- Security of stacked material - Brick guards if necessary.
- No riding on scaffold (mobile) when being moved.
- Board on ladder, when not in use.
- Wheels locked correctly when tower is in use.
- Plan brace at base, every alternate lift and under working platform.

Moving the Tower

Before attempting to move a mobile tower check that there are no power lines in the way or obstructions or holes in the ground. Only push the tower from the base and **Do Not Allow People Or Materials To Remain On The Platform.**

22.0 Safe Use of Ladders

Work, such as the removal of cast iron guttering, extensive high level painting, or any work which cannot be comfortably reached from a ladder shall not be undertaken from a ladder. The risk involved calls for a better method (mobile scaffold tower etc.).
Ladders are a means of access/egress not a work platform.

1. The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.

2. The top of the ladder shall be securely fixed to the structure, fixed to the structure so that it cannot slip. While lashings etc. are being secured the ladder shall be footed.

3. Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:

   (i) Fitted with Non-slip feet.
   (ii) Based on a firm level surface, which is not slippery.
   (iii) Erected at a safe angle (1 : 4)

4. Where it is not practicable to lash the ladder a person should foot the ladder until the user has returned to the bottom. However, Footing is not considered effective for ladders longer than 5m.

5. Different grades of ladder are available. Make sure that the ladder in use is the correct strength for the work to be carried out.

Class 1	The heaviest duty, is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light , e.g. domestic use.	BS 2037

6. Before using a ladder inspect the ladder to insure it is in good condition. Do not use a damage ladder. (Cracked stiles and rungs).

7. The ladder shall be of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.

8. Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.

9. Never carry heavy items such a propane cylinders etc. up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (Gin wheel etc.)
10. Any Work At Height is subject to Risk Assessment , anything other than short term working and where 3 points of contact cannot be maintained, safer alternative means of access shall be considered. Where ladders and step ladders are to be used for work at height, their use must be justified by means of a written risk assessment.

Stepladders

Stepladders and folding trestles shall not be used for any degree of side loading. The top platform shall not be used for work (unless it is designed with special handholds).

23.0 Electricity (Guidance HSE Book HS(G) 141 Electrical Safety on Construction Sites)

Unlike most other hazards, which can be seen, felt or heard there, is no advance warning of danger of electricity.

ELECTRICITY CAN KILL

- Electricity and electrical installations on site shall be treated with the utmost care and be under the control and supervision of experienced competent persons.

- The Local Electricity Board or Site Generator shall supply electricity where public supply is not practicable or uneconomic.

- Written application to the Local Electricity Board shall be as soon as possible at the planning stage.

- When a Generator is used, attention shall be given to sitting in order to minimise noise and fumes.

- Private generating plant must be installed in accordance with BS 1017.

Portable Electric Tools (Provision and Use of Work Equipment Regulations 1998)and Electricity at Work Regulations 1989)

There is a constant risk of electric shock whilst on site. Therefore, 110V systems, tools, temporary lighting and other equipment should be used at all times.

Where this is not practicable, Residual Current Devices shall be provided for use with 240v main supply.

Routine inspection and preventative maintenance are essential. Inspection results should be recorded.

All tools and equipment shall be inspected by a competent person for signs of damage or deterioration and removed from service if found to be unserviceable.

24.0 Roof Work (Guidance HSE Book HS(G) 33 Health and Safety in Roofwork, Working At Height Regulations 2005)

As a high-risk activity, it is important that any roof work operation is pre-planned. As falls are the major cause of accidents, precautions must be taken, either to prevent an operative from falling or, if that is not practicable, to prevent the fall from leading to serious injury.

The particular hazards of each job and the best means of overcoming them must be considered so that a safe method of work can be established.

With complex jobs, a detailed written method statement shall be prepared.

The system of work should take into account,

a) The person carrying out the work.

b) Others who may be effected by the work (other employees or members of the public)

Suitable equipment shall be provided to give safe access to the roof (Ladders, Tower Scaffolds, Independent Scaffold, Mobile work platforms etc.).

Appropriate precautions against falls will be determined by the type of roof and the nature of work to be carried out. Roofs with a pitch of less than 10 shall be considered to be flat. Toeboards at least 150 mm high, and guard-rails at not more than 470 mm above the top of the toeboards and 950 mm to top of guard rail.

Non-fragile sloping roof perimeter edge shall be protected by either

a) Barriers and platform shall be high and strong enough to stop an operative who is rolling or sliding down the roof slope and so positioned that they will stop a fall from the roof.

b) An intermediate guard-rail or other barrier shall be needed where a person needs to kneel or crouch near the edge.

c) A barrier at the gable edge shall also be considered.

Fragile roofs. Before any roof is used as a means of access or as a place of work during any operation, whether its construction repair, maintenance, it is essential to identify parts covered with fragile materials and decide on the precautions to be taken.

The appearance of some roof coverings is misleading and can give a false sense of security to those that are working on or passing across them. Although such coverings may be capable of carrying a significant distributed load and appears solid, they will not in fact carry a concentrated load such as the applied by the heel of a person walking or by a person stumbling and falling. For example, asbestos and non-asbestos cement sheeting is liable to shatter without warning under a person's weight, even when newly installed, and it will usually become more brittle with age.

Never Walk Along the Line of Roof Bolts above the Purlins

Other materials which must be regarded as fragile include, Plastic sheeting, Corrugates steel sheeting (rusty), Glass (including wired glass) and starboard slabs, In some circumstances, wood wool slabs may also be liable to fracture and these should be regarded as fragile.
When work is carried out on this type of roof, Roof ladders or crawling boards shall be provided. The number of boards or ladders required will depend on the nature of the work, the type of roof and the access to it and the number of persons carrying out the work.

Never Step Onto a Fragile Roof to Move a Board or Ladder

When required, Safety Harnesses, belts and nets shall be provided. Ensure that suitable anchorage points capable of withstanding any anticipated shock load are available. When nets are provided the manufacturer's advice shall be sought which it is to be used.
When work from a roof may endanger the public by falling materials, brick guards/fans or other similar precautions shall be provided.
Where necessary, specific training shall be given to cover such matters as:

- Requirements for roof edge protection.
- Safe use of scaffolding and mobile towers.
- Working on fragile roofs.
- Precautions at the leading edge.
- Means of access to roofs.
- Safe use of safety harnesses, belts and nets.
- Use of lifting appliances (Hoists, Gin wheels etc.).
- Safe working with LPG and bitumen.
- Health risks, e.g. asbestos, dermatitis etc.

Roof Work Internally

In order to gain access to paint some internal roof areas it is often necessary to 'rig' his own temporary scaffold. This normally takes the form of lightweight staging laid on the bottom members of roof trusses or placed on scaffold poles tied

25.0 Work Equipment (Provision and Use of Work Equipment Regulations 1998)

Work Equipment means: any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).

The scope of work equipment is extremely wide. It covers 'tool box tools', dumpers, lift trucks, circular saws, excavators, lifting slings etc.

Safety Procedures

When plant is constantly moving on or around a site, or being relocated, the factors, which create hazards, and cause accidents may be more difficult to anticipate and eliminate. This is a good reason for restricting the movement of site traffic to fixed routes and access points.

It should be borne in mind, that fixed plant may deteriorate and can develop faults. Following the same procedures in the same location, or doing repetitive work with the same equipment, does not exclude the unplanned event or occurrence, and can lead to a lack of awareness on the part of operatives, to carelessness and accidents.

The importance of safety instruction and on-site planning for safety must be emphasised by the site agent.

Operatives of Plant and Equipment

Employees must take reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions. They must co-operate with the management to enable him to discharge his duty under safety legislation, and not to misuse or recklessly interfere with anything provided in the interests of health and safety.

25.1 Lifting Operations

All lifting operations and lifting equipment are regulated by the Lifting Operation and Lifting Equipment Regulations (LOLER). Lifting equipment is also covered by the Provision and Use of Work Equipment Regulations.

Note: Even if an item is not covered by the above definition, Section 2 of the Health and Safety at Work etc. Act requires the provision and maintenance of plant and systems of work that are safe and without risks to health. It should also be noted that compliance with a minimum standard might not be construed as doing all that is reasonably practicable.

Organisation of Lifting Operations

Every lifting operation will be:-

1. properly planned by a appointed person (competent person)
2. appropriately supervised
3. carried out in a safe manner

The appointed person shall have adequate practical and theoretical knowledge and experience of planning lifting operations
The appointed person will draw up a plan that will state how the lift will be carried out. The plan will be in place before the work is carried out and will clearly identify what needs to be done, with what, by whom and when.

Selection of lifting equipment

Lifting equipment will be carefully selected to be suitable for the operation it is to carry out. This will be done through the Risk Assessment process. Some of the factors that will be considered are:

1. the load to be lifted
2. where the load will be lifted from and to

3. how often the lifting equipment will be used
4. the time of the operation
5. the environment in which the equipment will be used
6. the number of operative that will be involved
7. the ground conditions
8. proximity to hazards eg. Overhead cables, railway lines, access/egress

When it is necessary to lift people the equipment selected will be specifically designed for the purpose.

Receiving equipment onto site

When Lifting equipment arrives on site it will be checked to ensure that it is the equipment that was selected during the planning stage
When hiring equipment a copy of the Thorough examination will be obtained from the hire company before work commences. This should be reflected in the hire agreement. All other inspection will be carried out by the driver.

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25.2 Use Of Abrasive Wheels (Guidance HSE Book HS(G) 17 Safety in the use of Abrasive Wheels)

1. The Contract Manager shall be responsible for selection and supervision of equipment to be used.

2. Operatives shall be instructed and trained in the use of equipment.

3. Approved notices shall be displayed where cutting or grinding operations take place. (Forms 2345, 2347).

4. All Abrasive Wheels shall be mounted by a competent person and shall be suitable for the type of work carried out.

5. A list of entitled operatives qualified to mount and fit wheels/disc, shall be kept by the site agent.

6. All flat wheels and discs shall be fitted with two blotters.

7. All wheels/discs shall be marked with maximum running speeds in RPM.

8. All wheels/disc shall be fitted with the correct size guard. Guards must be correctly adjusted and secured.

9. Correct locking nuts shall be used.

10. Grade 1 Impact eye protection/goggles shall be supplied for operatives when using wheels/discs.

11. The working area shall be kept clean and tidy at all times.

12. When wheels/disc are not in use they shall be locked in adequate storage facilities provided.

13. Defects shall be reported immediately to the Site Agent/Supervisor.
NEVER USE DEFECTIVE EQUIPMENT

25.3 Cartridge Operated Tools

Cartridge tools are potentially lethal if used recklessly or incompetently. Proper training (by HILTI) and continual care in their issue and use is therefore essential.
All tools shall incorporate a safety device, which prevents them being fired unless the muzzle is pressed hard against the work face. Cartridge tools must not be used in areas where a flammable atmosphere may exist.

Cartridges

Cartridges are designed for specific manufacturers of tools and are not interchangeable, even when of similar type or appearance. BS4078 require the strength of the cartridges to be marked on packaging and each cartridge to be colour coded to indicate strength. However the colour code is not universally followed, and colour coding along must never be relied on as an indication of strength. Cartridges shall be retained in the packaging, which identifies their strength, and not carried loose. Both cartridge and fixing nails are available on plastic strips, and where possible, supply of cartridges/fixings shall use this method.

The colour code set out in BS4078 is as follows:

- Extra Low Brown
- Low Green
- Low/Medium Yellow
- Medium Blue
- Medium/High Red
- High White
- Extra High Black

Attempting to fix into unsuitable materials with cartridge tools is dangerous. Before firing the first fixing, a simple test shall be made by driving a fixing of the intended type into the base materials with a hammer.

Fixings are generally either drive nails, eyelet nails or threaded studs. Designed to penetrate wood, steel and concrete, they have special characteristics of strength, hardness, shape and size, which fit them for the purpose. Ordinary nails and screws must never be used as substitutes.

26.0 Confined Spaces, Unhealthy Atmospheres, Dangerous Substances and Environmental Control (Confined Spaces Regulations 1997)

Confined space is a general term used for any enclosed workplace that has limited access and poor natural ventilation. i.e. sewers, manholes, bored piles, trenches, tanks, pits, shafts, chambers, tunnels, work with certain adhesives, solvents, brazing, welding and cutting certain metals, rubbing down and burning old lead paint, handling lead, lead products etc. Even a room that may eventually become occupied could all too easily become potentially hazardous if the air within the confined space becomes deficient in oxygen or contaminated by dangerous dust, fumes, gas or vapour.

It is essential therefore that wherever work is to be carried out in any confined space, that adequate ventilation will be provided and maintained. That suitable and adequate means of access to and egress from the confined space will be provided and maintained.

It may be found necessary that the air in certain confined spaces will require monitoring before work commences and at regular intervals during work procedures.
When planning work in any confined space the possibility of a lack of oxygen must be considered. Normal oxygen content in air is 21%, at 19% air is considered to be oxygen deficient and dangerous to life, at 23% it is considered to be oxygen enriched and an additional fire hazard.

Before any confined space working is allowed the environment to be worked must be tested by a **competent person** for:

1. Lack of oxygen.

2. Contaminates.

According to the test results the competent person should issue a Permit to work detailing all necessary precaution.

When painting in confined spaces the main risks which can occur arise from the presence of flammable gases, fumes and vapours and ignorance of the precautions to be taken can lead to accidents which may be fatal or cause permanent damage to health. The risks may not only occur as a result of the painting process but from dangerous concentrations of gases and vapours from sources both inside and outside the confined space. Therefore the Site Agent must take adequate steps to monitor work being carried out during painting of confined spaces.

Entry into Tanks and Vessels

Because of the risks involved in entering the confined space inside an enclosed vessel or pipe. It is essential that no person enters the tank or vessel, etc., and that no work proceeds until adequate steps have been taken by a qualified person to give authority for the work to commence. (Permit to enter)
If there is a likelihood of a dangerous atmosphere inside the confined space, then it will be essential to test the atmosphere by the use of special equipment.

Working with Flammable and Toxic Materials

If the work process involves the application of a material which has flammable or Toxic properties and the working area is enclosed or restricted in some way, then no work must be contemplated until the risks likely to be involved have been defined and precaution taken. A concentrated build up of vapours from materials of this kind, which might escape from containers or remains in the atmosphere after application, is likely to be invisible and extremely dangerous. In the case of flammable materials, it is generally essential to remove all possible sources of ignition from the working area. Regard should also be given to the possibility of ignition from a spark from a light switch or thermostat etc.

26.1 The Essential Precautions

The precautions, which are most essential in confined space working, are as follows:

1. Carry out a job specific risk assessment.

2. Prepare a permit to enter.

3. Establish sufficient means of mechanical ventilation according to the nature of the hazard anticipated. Beware of the ventilation carrying the vapours to another area where a danger could be created.

4. If it is impossible to provide adequate ventilation, then the use of breathing apparatus and respirators will be essential.

5. Keep the minimum amount possible of the hazardous material in the working area at any one time.

6. In the case of flammable materials, eliminate or remove all possible sources of ignition. Enforce No Smoking throughout the area.

7. It is essential that whilst any person is working inside tanks or vessels that they also wear a suitable and approved harness or belt (temperature and flame resistant), firmly connected to a lifeline which is in the charge of a responsible person safely positioned outside the area at all times. In all confined spaces working, a clear route of exit must always exist and a responsible person must be in attendance at all times with a clear instruction of what to do in the case of an emergency.

8. Personal hygiene is vital in controlling the absorption of dangerous materials. Operatives will thoroughly scrub their hands before eating or drinking and at the end of a working day.

9. Suitable and sufficient rescue arrangements must be in place before work in confined spaces is undertaken.

Note:

Persons expected to work under these conditions will be physically and mentally suitable, No person under the age of eighteen years or over the age of fifty years will be considered suitable.

27.0 Lone Workers

When it is necessary for unavoidable reasons to send a worker to a task alone then the following actions will be taken.

1. A specific risk assessment will be undertaken to highlight the hazards to the lone worker.

2. A level of supervision to be agreed before the job commences.

3. Suitability of the individual to the task is to be assessed.

4. Is specific training for the individual required.

5. Is specific access equipment required, can it be handled by a lone worker ?

6. Is the lone worker medically fit for the project ?

7. Are women specifically at risk from lone work ?

8. Are young workers specifically at risk from lone work ?

9. Communication for the lone worker to be set up and checked regularly.

10. Checks should be carried out to ensure that the lone worker has returned to base on completion of task.

28.0 Refurbishment and Maintenance of Buildings

Before work commences within any building, a thorough investigation of the areas where work is to be undertaken will be made by a competent person to establish whether or not any asbestos material is present

Types of asbestos material likely to be found within most buildings more than ten years old is likely to be:-

1. Sprayed coatings for fire or thermal insulation

2. Asbestos insulation lagged around steam pipes and boilers

3. In-fill or pre-formed slabs for thermal, fire or acoustic purposes

4. Asbestos insulating boards

5. Corrugated flat sheeting or cladding

6. Certain textured finish

7. Certain roof felts and floor tiles

The most common types of asbestos which occur for commercial and industrial use are:

a) Crocidolite (known as Blue Asbestos)

b) Amosite (known as Brown Asbestos)

c) Chrysotile (known as White Asbestos)

Because there are often mixtures of different types of asbestos **COLOUR MUST NEVER BE USED FOR POSITIVE IDENTIFICATION.** If there is any doubt, analysis by a specialist will be made.

The removal of asbestos material other than asbestos cement material will be undertaken by a licensed specialist contractor.

If Crocidolite (Blue asbestos) is found then the Health & Safety Executive will be notified by the Contracts Manager responsible for the work.

Personal hygiene will be considered paramount when working with any type of asbestos material.

1. Operatives will thoroughly wash hands and face before eating, drinking and at the end of the working period.

2. All waste material and debris will be removed from site as soon as possible.

3. All dust will be carefully removed by a suitably designed vacuum cleaner.

4. Dust and waste material will be clearly labelled.

5. All used disposable protective clothing will be disposed of as asbestos

29.0 Office Safety (The Workplace Health Safety And Welfare Regulations 1992)

Whilst the office environment is not a high-risk workplace, there are hazards to be faced and the correct layout, access/egress, ventilation, lighting and fire-precautions can prevent accidents in the office.

The following precautions should be observed in office environments and all staff working in the office should be aware of hazards and strive to reduce all possible hazardous situations.

- Ensure you are aware of the location of the fire exit and all fire fighting appliances.

- You should be aware of the location of the first aid box and the first aider.

- Where flammable substances are used in the office they should be stored in a suitable container or locker.

- All steps, stairs and the floors of corridors and offices should be kept clear of obstruction and in good repair.

- Where full glass doors are used then they should be marked to indicate their presence.

- All electrical installations must be installed and inspected regularly by a competent person, where electrical leads show signs of wear or defect they should be reported and the electrical appliance taken out of service for repair. Electrical leads should not be left where they can form a tripping hazard.

- Lighting levels should be adequate for the work being carried out, if in doubt check with your supervisor.

- If you are a Display Screen Equipment user ensure that your workstation is adequate for your comfort and that an assessment that complies with the Display Screen Equipment Regulations 1992, has been carried out. If in doubt ask your supervisor.

- Ensure that filing cabinets can not topple over, they should only allow one draw to open at a time.

30.0 Associated Contractors, Sub-Contractors and Others

In order that the Statutory Health and Safety Commitments made in the Policy are fully met, it is a requirement of this Company that all Contractors, Sub-Contractors and others associated with any of the Company's undertakings fulfil their legal obligations regarding their own Health and Safety Responsibilities.

All Contractors, Sub-Contractors and others therefore, as well as ensuring the Health and Safety of their own employee's and the safe conditions of their own plant, machinery and equipment etc. Must identify and provide information appropriate to any likely hazard, which might affect persons on site, or in other areas including members of the public. Such information must be made freely available and brought to the attention of this Company's representatives before commencement of any work.

31.0 Handling of Glass/Glazing

The main hazards associated with work with glass include:-

Cuts caused by contact with broken glass or the unprotected edge of panels.

Falls when handling large panels at high levels.

Planning Procedures

All work involving the handling of glass will be carried out in accordance with the relevant standards.

The Contracts Manager will ensure that the following arrangements are planned to ensure safety when handling glass:-

Instruction for supervisors in safe storage and working procedures and in emergency treatment for bleeding.

Suitable storage areas, racking and facilities.

Secure arrangements for transporting glass safely.

Protective clothing and equipment for use when handling glass panels e.g. gloves, josters.

Equipment for collection and disposing of broken glass e.g. brush, pan, eye protection, bin, waste skip.

Correct tools for glazing.

Proper access equipment to reach working positions safely.

Adequate first aid facilities.

Control Measures

1. Soft packings must be used under the edges of glass being stored.
2. Stacks of glass must be stored at the correct angle.
3. Storage facilities must be sheltered from wind as far as possible.
4. Safe access and working areas must be provided and maintained.
5. Correct tools must be used for glazing – plastic hammer etc.
6. Gloves must be worn when unprotected edges are being handled.
7. Stacked sheets will be checked for cracks (vents) before moving.
8. Sheets of glass will be stacked in order of use.
9. Cullet is to be disposed of properly – not by hand.
10. Eye protection must be worn when handling cullet.

Company Stress Policy

The company is committed to helping and supporting employees that are affected by work induced stress, the company will carry out this policy with proper regard to confidentiality, job security, promotion prospects and all other benefits.

This policy applies to everyone in the organisation, regardless of status or seniority.

Recognition

Many of the outward signs of stress in individuals should be noticeable to managers and colleagues, look in particular for changes in a persons behaviour, such as deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism or reduced performance. Those suffering from stress may also smoke or drink alcohol more than usual or even turn to drugs. They might also complain about their health, for example they may get frequent headaches.

Tackling Stress

To enable this company to combat stress in the workplace it will:

- Show that it takes the problem of stress seriously and be understanding towards people who admit to being under too much pressure.
- Encourage managers to have an open and understanding attitude to what people say to them about the pressures of their work and to look for signs of stress in their staff.
- Ensure that staff have the skills, training and resources they need, so that they know what to do, and are confident that they can do it and receive credit for it.
- If possible provide some scope for varying the working conditions and flexibility and for people to influence the way their jobs are done. This will increase their interest and sense of ownership.
- Ensure that people are treated fairly and consistently and that bullying and harassment aren't tolerated.
- Ensure good two-way communication, especially at times of change. Don't be afraid to listen.

The company will adopt the HSC guidance on stress as and when the legislation is published.

Drugs and Alcohol Policy

The company cannot condone the misuse of substances such as illegal drugs or alcohol on its premises and will endeavour to work with external agencies, including health agencies, support groups and the local police to find positive solutions and provide any necessary support.

- The company is therefore committed, as far as is practicable to those employees who either have a personal drug problem themselves or whose lives are affected by the drug misuse of a partner or relative.

- Encouraging any employee with a drug related problem to seek help at the earliest opportunity.

- Carrying this out with proper regard to confidentiality, job security, promotion prospects and all other benefits.

- Recognising its legal obligations as identified in relevant pieces of legislation, including the Misuse of Drugs Act 1968 (revised 1971 and 1993), the Medicines Act 1968, the Drug Trafficking Offences Act (1986; 1994) and the Intoxicating Substances Supply Act (1986).

This policy applies to everyone in the organisation regardless of status or seniority. It also relates to contractors working on the companies premises.

If an employee is clearly suspected of being under the influence of drugs or alcohol they should be escorted of company premises. This is to ensure both their own safety and the safety of others.

The company will:

- Facilitate time off for advice and treatment in accordance with the normal employee absence/sick leave arrangements.

- Assess the severity of incidents and carry out normal disciplinary procedures if behaviour endangers others or is considered to be seriously affecting the individual.

- Maintain confidentiality an accordance with company policy.

- Make employees aware of the existence of this policy.

- Make provision for appropriate training, both for those involved in specifically implementing this policy and for company staff as a whole.