Health & Safety Policy

Contents

1 GENERAL STATEMENT OF POLICY

It is the policy of the Company to provide and maintain, so far as it is reasonably practicable, safe and healthy working conditions for all company employees and visitors to our premises and places of work, recognising the need for compliance with health and safety legislation that affects our business activities.

Specifically, the objectives of the policy are to:

1. Ensure that accidents and ill health arising from work activities are minimized by ensuring clear access or egress is provided around the place of work.
2. To check that contractors are competent for the type of work they will be engaged in, that they have appropriately trained or experienced persons for the tasks, and also to check the contractor's records for training, refresher training procedures, accidents and formal enforcement notices.
3. Provide and maintain plant, work systems and work places that are safe and without risks to health and keep appropriate records, reviewing these on a yearly basis.
4. Provide appropriate instructions, safety training and refresher training and supervision for all work activities, and keep records, reviewing these on a yearly basis.
5. Ensure suitable and adequate personal protective equipment is provided, as necessary, for activities within the Construction Industry, shop fit out and maintenance.
6. Ensure adequate resources are provided so that this Policy may be effective in the prevention of accidents, to investigate accidents and take appropriate action to prevent a reoccurrence.
7. Encourage all employees and contractors to adopt a positive health and safety attitude to their work activities, for them to report any known divergences and to encourage employees to recognise and guard against foreseeable hazards for their own safety or health, and for other persons not employed by the company.
8. Have suitable arrangements in place that disciplinary action may be taken against any employees disregarding health and safety for themselves or others. A similar arrangement will be implemented whereby employees can raise items of concern regarding health and safety with their supervisor.
9. Provide suitable information to employees and contractors, making them aware of their legal responsibility for themselves and the duty to care for others by not creating unsafe working conditions.
10. Consult with employees before changing or introducing any measure that will affect their Health and Safety.
11. Ensure regular reviews of this Policy and alter as necessary in accordance with changes to legislation or as an improvement to this Policy.
12. Ensure all employees are issued with a copy of Sections 1 and 2 of this Policy, and a full copy of the Policy is available within the office and with the Contracts Manager for employees perusal. To also make available applicable health and safety information, assessments or method statements as required.
13. Assess risks associated with identified hazards for work activities prior to the activity commencing, with copies of the Assessment being made available to employees and others involved in a project via the Contracts Manager/Workshop Site Supervisor. For contractors

engaged on our behalf we will ensure their assessments and, where appropriate, Method Statements are available before works commence.

14. To take all necessary steps to ensure a high level of health and safety is provided for young persons whilst working in our premises or premises under our control.

THE DIRECTORS consider this Policy to be a management function comparable in importance with production and finance and look to Directors and Managers, of all levels to ensure the Company Health and Safety Policy is observed by all staff members and to ensure procedures are implemented as defined in Sections 2 and 3 of this Health and Safety Policy.

Signed: Mick Reddan, Managing Director

Date: 1/6/2024

Date of Next Review: 1/6/2025

2 ORGANISATION OF THE HEALTH AND SAFETY POLICY

All levels of management and employees have an active part to play in health and safety standards. The Organisation Chart lists the relationship of the organisation functions of the Company to work activity operatives.

In particular the following persons have been given specific responsibilities to achieve the aims and objectives of the Policy.

2.1 Directors

1. Ensure the Policy is effectively administered, and adequate resources are provided to comply with the requirements of the Company Health and Safety Policy. Arrange for a yearly review of the Policy document, altering as necessary.
2. Ensure that all aspects of the Policy documents are implemented, including disciplinary action against staff or employees who fail to comply with this Policy or Statutory requirements.
3. Ensure that all tenders have allocated adequate resources for welfare facilities, safe working methods and equipment to avoid injury or health problems.
4. Ensure an effective communication link is maintained with employees and subcontractors, enabling them to bring to management's attention any concerns they have about health and safety matters. For use of mobile phones whilst on Company business refer to Section 3.13 Company Vehicle/Drivers.
5. Implement appropriate training for employees and staff members including site induction, Toolbox Talk Training sessions, use of firefighting equipment and ensure fire evacuation training is held on a regular basis
6. Suggest improvements in safety arrangements where appropriate and not allow their own actions to be of a lower standard than required of employees or staff members.
7. Ensure Sections 1 and 2 of the Company's Policy are distributed to all employees, with Sections 3 and 4 being displayed at Head Office, a copy with the Contracts Manager for perusal by employees when required.
8. Make arrangements for a competent person to be available to advise on health and safety matters relating to the Company's activities.
9. Arrange for Assessments to be prepared relating to our work activities in the Construction Industry, shop fit out and maintenance. Where appropriate, parents or guardians of young persons to receive a copy of any Assessments for work activities the young person is expected to be involved in. Where Method Statements are prepared, they are to be made available to operatives engaged in the activity.
10. Ensure the Company makes the necessary arrangements for the recording of employees' hours, accidents and near misses, undertaking health assessments and the keeping of those records for the statutory required period.
11. Ensure resources are available for providing personal protection equipment, for suitable welfare facilities and first aid requirements to be provided and maintained.
12. Have in place an appropriate maintenance scheme for all company owned equipment, ensuring managers are implementing this, and that the results of inspections or tests are

readily available and are reviewed yearly. Prior to hiring in Plant and equipment the hirer will be asked for information on its maintenance arrangements.

2.2 Director in Charge of Health and Safety

Mike Reddan has been nominated by the Directors as having overall responsibility for health, safety and welfare within the Company, assisted by our inhouse safety advisor and external consultant. These responsibilities and specific duties require him to:

1. Ensure that he is aware of revisions to legislation, to continually improve his knowledge and to develop safety procedures, using the best available knowledge and good working practices.
2. Ensure that Company management, staff or employees are provided with information on any changes to legislation that affects them, enabling this to be incorporated into Company work activities.
3. Follow up reportable accidents and near misses, prepare reports of the causes and put forward recommendations for future avoidance.
4. Make arrangements for a competent person to be available to advise Company management on health and safety matters, to ensure management is provided with information on changes to current and future legislation, and to recommend how these are to be incorporated into Company work activities.
5. Ensure our external Consultant is competent, with a sound knowledge of health and safety matters relating to our activities within the construction industry. The Consultant is not required to take responsibility for any aspect of the Company activities, only to advise as necessary.
6. Foster a positive health and safety culture to staff and operatives.
7. Make arrangements for parents or guardians of work experience trainees or young persons employed by the Company to be informed of the risks to the young person's health.
8. Ensure new and expectant mothers are aware of the risks to their health from the work activities of the workplace.
9. Arrange for the Company's Health and Safety Policy Sections 1 & 2 to be individually issued to each employee, ensuring also that a copy is displayed within the office. Arrange for a copy of Section 3 and 4 to be in the possession of Contracts Manager(s) for employees' perusal.
10. Ensure the Company makes the necessary arrangements for the recording of employees' hours, accidents and near misses, undertaking health surveillance and keeping those records for the statutory required period.
11. Where not provided by the Client or Principal Contractor, arrange for suitable welfare and first aid arrangements to be provided and maintained. These include toilets, washing facilities and a suitable area for eating and rest.
12. To allow adequate time for and implement appropriate training and refresher training for employees including arranging site induction, Tool Box Talk training sessions and fire evacuation is held on a regular basis.
13. To provide guidance on asbestos surveys required to be undertaken before structural or major improvement works commence.

14. Ensure new employees receive appropriate health and safety induction regarding the risks associated with our work activities and are informed of the risks associated with construction, a record is to be kept of the induction and when.
15. Make arrangements to prevent any person carrying out work who is seen to be under the influence of drink or drugs making them unfit to carry out their task safely.
16. Arrange for appropriate Risk Assessments to be prepared and issued to employees and others involved in a project prior to work activities commence, ensuring that these are revised as circumstances change. Site Specific Assessments are to take into consideration environmental and safety issues including other persons not employed by the Company. Contractors we engage on our behalf are to provide their own Assessments before work activities commence.
17. Arrange for the necessary protection equipment/systems to be available for the activities normally undertaken.
18. Ensure visitors to areas under our control or members of the public who may be affected by the activities are not at risk arising out of those activities, by implementing suitable protection systems.
19. Arrange for the necessary support and resources to be available that enables management and employees to implement the Safety Policy requirements.
20. Ensure appropriate insurance cover embracing both statutory and Company needs is provided and maintained.
21. Arrange for appropriate procedures to be implemented whereby any person who has a concern regarding health and safety can report it.
22. Arrange for an appropriate maintenance system be implemented, the results of inspection/tests being recorded.

2.3 Contracts Manager

Each Contracts Manager will be responsible to the Director in Charge of the Company's Health and Safety, for all related matters at work places under their control. These specific duties will include:

1. Arrange for a copy of the Company Health and Safety Policy and other related health and safety information, Site Rules, Notification Form, insurance details, safety posters and signs to be available at each place of work, ensuring employees and contractors are aware a full copy of the Policy is available with them for their perusal.
2. Arrange contractors employed to carry out work on the Company's behalf to be made aware of the hazards of the project and that any divergences of statutory provisions with their work activities are corrected immediately. To check before allowing Contractors to start work that they have read their own Company Statements and Risk Assessments.
3. Check that employees and sub-contractors are adequately trained and competent to discharge the duties required of them, refer to Section 3.1 Training and Site Induction and Section 3.20 Sub-Contractors Competence. When training is not adequate, make the necessary arrangements for the training to be provided.
4. Make themselves aware of and understand legislation requirements, Codes of Practice and guidance notes relating to works under their control.
5. Not allow any person to carry out an unsafe activity, ensuring that the appropriate corrective action is taken when the situation is observed and to set a personal example at all times.

6. Endeavor to establish an understanding with employees and sub-contractors staff of the need for working in a safe and healthy manner, encouraging them to report any divergences noted.
7. Regularly inspect work places and places of work under their control to ensure that: fire exits are clear, clean and unobstructed, suitable fire fighting equipment is available, suitable and adequate warning signs are displayed, equipment or plant has been regularly inspected or tested, necessary guards and appropriate control measures are fitted and in working order. Prepare a report following such a visit.
8. Ensure Method Statements are provided prior to activities commencing and revised as necessary when the circumstances change.
9. Ensure appropriate assessments have been carried out on the likelihood of fire, hazardous substances or work processes prior to activities commencing taking into consideration foreseen circumstances. Generic type Assessments will be issued, these being part of a Site Specific Assessment. For contractors engaged on our behalf the Contracts Manager is to check the controls of the Assessment etc are suitable for that project.
10. Ensure appropriate personal protective equipment is available and being used where necessary by employees and sub-contractors, for hazardous activities or products, and that a suitable storage box is available when the equipment is not being used.
11. Ensure a system of regular cleaning is established for places of work under their control.
12. Discuss safety performance at site meetings and meetings with sub-contractors.
13. Ensure suitable and sufficient welfare facilities are available for employees and visitors in accordance with Schedule 2 of the CDM Regulations, these being kept clean and in working order. Where these are shared facilities, where necessary ensure a Shared Welfare Certificate is implemented.
14. Arrange for provision of suitable equipment, plant or systems to control hazards associated with work activities. To check that plant and equipment provided is in good condition and suitable for the purpose required of it, with the appropriate guards etc. fitted.
15. Ensure information is available on underground services or buried services, these being located and pegged by hand excavation before machine excavation works commence, or have been located and suitably marked before cutting or drilling operations commence.
16. Arrange for all overhead services to be protected in accordance with service authorities' recommendations and statutory requirements, with appropriate warning signs being displayed in easily seen locations before works commences.
17. Arrange deliveries and stacking to avoid double and manual handling whenever possible and ensure that off-loading and stacking is carried out in a safe manner.
18. Ensure records are prepared for all accidents, incidents and near misses, weekly scaffold and excavation inspections and where necessary all reportable accidents are notified to the appropriate authority.
19. Ensure that the Safety Plan and general contract planning considers the requirements of the health, safety, and welfare of operatives, sub-contractors, visitors, staff members of the client and other occupiers with suitable separation of construction vehicles and pedestrians and what precautions / procedures are required for working at height. Refer to Sections 4.4 and 4.5.

20. Ensure suitable safety data is obtained when purchasing materials and suitable operating and maintenance information is available at the completion of a project.
21. Ensure that site managers/agents/supervisors under their control, comply with the requirements of the Company Health & Safety Policy, their own individual responsibility in this aspect, and clients' own establishment rules and requirements.
22. Ensure safety notices and information is available and displayed as necessary on site in a prominent location.
23. Ensure that reporting procedures for each site are agreed and in place before commencement of activities.
24. Ensure scaffolds and handrail barriers are inspected by a competent person at seven day intervals or every time they are altered or modified, with appropriate records of each inspection being issued to interested parties.
25. Where a workplace is considered to be a confined space, arrange for testing of atmosphere etc. and to ensure persons at risk are aware of the danger, of the precautions necessary and that arrangements are in place to prevent the danger.
26. Prepare for places of work under their control a safety induction list, and where appropriate provide Tool Box Talk training sessions, ensuring a record of the training carried out is kept with the trainee signing when received.
27. Arrange for appropriate Risk Assessments to be undertaken and issued to parents or guardians informing them of the risks associated with the young person's activities.
28. Before demolition, structural or major alteration projects commence, make arrangements for requesting a copy of the Refurbishment and Demolition Asbestos Survey. Where a survey report or Asbestos Management Plan is not available, make the necessary arrangements for a Survey to be carried out and the results included in any Method Statement and Site Specific Risk Assessments. These Assessments etc. are to be issued to other interested parties of the project. Ensure Asbestos Surveys and sampling are carried out by trained competent persons to HSG264 Asbestos Survey requirements, taking appropriate precautions to prevent the spread of hazardous fibres. Where works are of a minor nature (maintenance or remedial) arrange for a walkabout survey (Management type) be undertaken with any suspect material to have a sample taken for analysis.
29. Ensure an effective communication link is maintained between management and employees / sub-contractors. For use of mobile phones whilst on Company business refer to Section 3.13 Company Vehicle Drivers.
30. Refer to Arrangements Sections 3 & 4 of this Policy for Company Procedure on controlling hazards associated with work operations.

2.4 Site Supervisors, Foreman or Persons in Charge

The Supervisor is the Company's representative for health and safety on site or in the workplace and is responsible for day to day organisation and control of all persons, and their activities within the confines of that place of work. The main duties of the Supervisor are to:

1. Understand the Company Health and Safety Policy. Ensure persons are aware a copy is with the Contracts Manager and that its requirements are brought to the attention of all employees prior to their work commencing, permitting them to peruse the documents at a suitable time.

2. Ensure the work is planned, following the requirements of Risk Assessments and Method Statements and that account is taken of the ever-changing or unforeseen conditions as the work proceeds. To daily walk about the workplace checking that all systems are working and persons are not at risk.
3. Ensure that operatives under his control are made aware of being responsible for their own safety and the safety of others and that they are not permitted to take unnecessary risks. Also to check that they are experienced in that type of work operation and are trained to use that type of equipment.
4. Ensure before cutting or drilling works are commenced any buried services in that area are to be located and marked.
5. Ensure adequate temporary propping materials are available before excavation, structural or demolition works commence and where necessary are used during the work operation.
6. Cooperate with the company's visiting Health and Safety Consultant, HSE Inspector, and Client's safety representative, for any recommendations or instructions to be carried out immediately.
7. Ensure all accidents and near misses, including damage to plant or equipment, are reported to head office, and recorded in the accident book at the establishment and in the weekly/daily diary.
8. Ensure adequate fire control systems are in place, with a "Hot" permit system implemented by all persons on site, with all flammable products are stored and being used safely.
9. Ensure that C.O.S.H.H. and Risk Assessments are available prior to that type of work commencing and that the requirements of those Assessments are adhered to.
10. Maintain a clean and tidy site or place of work.
11. Set an example by wearing the appropriate protective clothing as required by statutory legislation and assessments.
12. Ensure drivers of mechanical plant are trained and authorised or are under the direct supervision of a competent person.
13. Check that contractors staff engaged in high risk activities are working in accordance with the agreed Health and Safety Plan, Method Statements and other statutory legislation. The Supervisor to check that the operatives have received and read their own company Assessments and Method Statements. The Contractor will not be permitted to start until they have.
14. Ensure scaffolds and lifting equipment are inspected by a competent person weekly and the appropriate forms are signed following the inspection. Scaffolds are also to be inspected each time altered or modified by the specialist installer. Scaffolds are also to be inspected at the start of a shift.
15. Ensure site induction training is given to all operatives before commencing their works on site or in the workplace and that the trainee signs the record form.
16. Ensure no "horseplay" or dangerous practical jokes and reprimand any person disregarding health and safety for themselves or others.
17. Ensure that adequate and suitable welfare facilities are provided for that place of work, and that these are kept in good order, clean and having suitable supplies.

18. Ensure that appropriate safety notices are prominently displayed, having available the Company Safety Policy, Insurance Certificate, Form F10, Health and Safety Plan and any associated Assessments, Method Statements or legislation documents.
19. Prevent, by advising them of the consequences of their actions, any person from carrying out work who is seen to be under the influence of alcohol or drugs and who is unfit to carry out their task of work safely.
20. Ensure materials are delivered, unloaded and moved with the minimum of manual handling, and avoidance of double handling.
21. Ensure an adequate supply of First Aid items is on site/workplace, within a clearly marked (white cross on green background) box, and that this is regularly checked and made to comply with the relevant regulations.
22. Arrange work operations to provide separation between pedestrians and construction machinery or vehicles, ensuring risks are kept to a minimum.
23. Ensure personal protective equipment provided is suitable for the purpose required, being readily available, suitable for the operative and is being used when required. When not required, PPE is to be returned to a storage box and if damaged to be returned for repair or replacement with new item(s).
24. Ensure that plant and equipment provided or brought on site is suitable for the work activity, having been maintained or tested as necessary, has the correct certification and is in good working order. Remove from site defective equipment or plant, which would compromise safe working.
25. Ensure all necessary information for the Health and Safety File is collected from contractors and passed to the Contracts Manager for distribution to the Principle Designer.
26. Arrange for appropriate tests to be undertaken and safety measures implemented before allowing works to commence in a confined space.
27. Not allow persons who have not been trained in the correct signals to act as banksman or slinger in a lifting operation.
28. Encourage employees and contractors to forward suggestions for maintaining and improving safety at the place of work, and make themselves available to receive any comments regarding health and safety issues. To ensure a response is provided or obtained from management within a short period.
29. Supervisors will be Appointed Persons to assess an accident or incident, to call for the emergency services and, where life threatening, carry out emergency first aid to the injured person.
30. Before removal of, or working with products which may have an asbestos content, a sample is to be taken (by trained and competent persons) and sent for laboratory analysis. We do not have that expertise or appropriate PPE to take the sample. Prior to any removal works an Assessment must be undertaken and be on site before work is permitted to proceed in the suspect area. Any work with asbestos containing materials need to be carried out under controlled conditions. Refer to Section 3.10 of this Policy document.
31. Refer to Arrangement Sections 3 & 4 of this Policy for Company Procedures on controlling hazards associated with work operations.
32. Ensure doors used for emergency escape are unlocked when the premises are in use.

2.5 Operatives and Sub-Contractors

Employees and labour only sub-contractors have duties under this Health and Safety Policy. These duties require them to:

1. Read and understand the company Health and Safety Policy and carry out their work in accordance with its requirements.
2. Cooperate with the supervisor's instructions.
3. Develop a personal concern for health and safety for themselves and others. Warn other employees, particularly new persons to that place of work, of the known hazards.
4. Report to the supervisor any defects noted in plant, equipment, scaffolding or any item which has an obvious health risk.
5. Use the tools or equipment appropriate for the type of work undertaken.
6. Not use untested electrical equipment.
7. Refrain from "horseplay" or other dangerous activities.
8. Ensure that unnecessary risk to health and safety is avoided.
9. Wear safety helmets and appropriate personal protective equipment at all times including where necessary safety footwear. Not abuse or misuse that which is provided. If damaged it is to be returned to the stores for disposal and replacement with other items. Replace PPE in a storage box when not being used.
10. Refrain from abusing the welfare facilities provided, and keep in a clean condition.
11. Report any personal injury sustained at work, even if the injury does not prevent a person from working.
12. Suggest safe methods of working and ways of eliminating hazards, being aware they are able to express their view on health and safety matters to their immediate Supervisor or the Site Supervisor.
13. Not use new types of equipment unless supervised or have undertaken a training course in the safe use of that equipment.
14. Request assistance or information on any unfamiliar work before attempting to commence.
15. Not repair electrical equipment or plant unless trained and competent.
16. Ensure all equipment provided is not abused or mistreated, is kept in good condition, and is sharp, with all guards in place before using, and is returned to the appropriate storage place on completion of a work operation.
17. Not erect, alter or dismantle scaffolds unless trained in that type of equipment. Not use scaffolds until inspected and the result recorded each time the scaffold is altered or modified.
18. Not travel on dumpers or other self propelled vehicles unless these are designed to carry passengers and have the necessary restraint harness.
19. Keep all hoist/lift gates closed except when loading or unloading.
20. Equipment or machinery must not be left running or unattended, and guards must not be removed whilst the equipment is not isolated from the power source.
21. Not be under the influence of drugs or alcohol likely to cause drowsiness or otherwise impair their ability to carry out a work operation safely.

22. Carry out works in accordance with Health, Safety and Welfare Statute Legislation requirements and not allow their work operation to create situations that cause hazards for themselves or others.
23. Not use makeshift equipment that is not designed for that purpose.
24. Keep clean the work activity area from rubbish, off cuts or materials stored for use. Keep waste bins emptied.
25. Not remain on vehicles being loaded or unloaded with loose materials unless a safe location has been provided by the manufacturers.
26. Not manually lift items which are too large to see over, or which are too heavy. Seek assistance and guidance before commencing the lift.
27. Not conceal firefighting equipment, emergency warning signage, obstruct egress routes, or move safety equipment without prior agreement of the supervisor.
28. Not enter a confined space without being informed it is safe to do so and wearing the appropriate P.P.E.
29. Not act as a signaller or slinger unless trained in the correct safety signals.
30. Not use a mobile phone whilst driving a company business vehicle. Refer to Section 3.13 Company Vehicles / Drivers.
31. Refer to Arrangement sections 3 & 4 of this Policy for Company Procedures or controlling hazards associated with work operations.
32. Not to remove suspected asbestos containing materials. Discuss with the Supervisor the way forward after referring to Section 3.10 of the document.
33. Once their condition is known, newly pregnant / expectant mothers are to inform their Manager in confidence. They should also take note of the Controls introduced for their health and safety and adhere to them at time proceeds.

2.6 Office Staff

In addition to that of an Operative, the main responsibilities include:

1. To report to the Director in charge of safety or department head any defects noted to equipment, plant, cables, plugs or switches and any hazards which are likely to cause an accident e.g. loose carpet or tiles to stairs, landing or passageways, fire doors not closing or opening correctly or loose shelving.
2. To immediately report to the Director or department head any irresponsible actions that are likely to endanger the health and safety of yourself or others, eg. materials or equipment that have been placed blocking emergency routes or exits, or fire exit doors that have been locked shut.
3. Develop a personal concern for health and safety for themselves and others.
4. Ensure that visitors egress from the building when required by the fire alert system.
5. Use equipment correctly.
6. Not to reach up to high level shelving or storage without using steps.
7. Avoid obstructing your vision when carrying a load. Arrange for assistance.
8. Not to repair electrical equipment unless trained and competent.
9. Not to reach into equipment to clear jammed paper without prior turn off from the electrical system.

10. Organise their work activities to ensure they have suitable rest periods from using display screen equipment. Adjust blinds to avoid glare on screens, adjust text, seating, foot and arm rests to give a comfortable working position.
11. Ensure doors used for emergency escape are unlocked when the premises are in use.

2.7 Young Persons/Work Experience Trainees

The Company considers work experience trainees and young persons as Company employees and will provide the same health, safety and welfare protection and facilities as other Company employees. The same responsibilities as noted in Section 2. “Staff members and Employees” will be brought to the attention of the trainee/young person before being permitted to commence work in our premises under the direct supervision of a competent person.

All staff members and employees responsible for work experience trainees and young persons must note that trainees are with the Company for work experience – most of them have had none before. They are expected to take instruction and follow example, observe and absorb the practices of the Company’s undertakings. Consideration must be given to their youth and inexperience. Mistakes, carelessness and even a degree of irresponsibility is to be anticipated.

Therefore, the level and quality of the information, instruction, training and supervision given to the trainees must take these factors into account and therefore be in very simple terms and with the use of examples in training.

3 ARRANGEMENTS OF THE COMPANY HEALTH & SAFETY POLICY

The foregoing Section 2 "The Organisation" deals mainly with the responsibilities of people. This section "Arrangements" are mainly on how these responsibilities are to be carried out as a Company Procedure.

These procedures do not seek to cover all aspects of the Statutory Regulations and duties for health and safety at work. For detailed information refer to the Company Risk and C.O.S.H.H. Assessments, Method Statements, Statutory Regulations and Approved Codes of Practice.

Each arrangement listed below has been formulated from the requirements of Statute Legislation or from health and safety guidance.

3.1 Training/Site Induction

- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Health & Safety (Consultations with Employees)
- Regulations 1996 Construction (Design & Management) Regulations 2015

All employees are given training appropriate to their responsibilities under various regulations, or development of their knowledge for their trade / occupation. Training will be provided for:

- Induction training for new employees, this will cover the Company procedures, health and safety requirements and awareness and responsibility of persons.
- Site Induction will be given to all employees and contractors when visiting a workplace for the first time. This may include the Client’s representatives’ rules for that place of work and information on known hazards of that workplace.

- On the introduction of new / existing machinery or equipment to the workplace or required for an activity.
- A change to employee position or work activity responsibility.
- Specific occupation requirements such as first aid, plant drivers, erection of tower scaffolds, electrical, gas installations.

Training will also be provided for using hazardous products, use of P.P.E, manual handling, working at height and asbestos awareness.

All training provided and records of past experience will be kept for each employee and reviewed annually. Refresher training will be provided as necessary to keep employees up to industry and safety best practice.

We will also check on the training of Contractors we use for activities, this will include requesting records of training for the persons they will send to workplaces under our control. For Contractors' Competence, refer to Section 3.20.

All new employees, operatives or contractors to the place of work or workplace will be provided with an induction prior to commencing work which will include the following:

1. Location of fire exits, firefighting equipment and emergency systems available.
2. The issue to, or bringing to the attention of, the operatives the requirements of the Company Health and Safety Policy.
3. Explanation of who has overall responsibility for safety at that workplace and any rules that need to be adhered to.
4. Advice on known locations of buried electrical and gas services or surface fixed.
5. Advice on locations of first aid boxes, first aider, emergency telephone numbers and the location of the nearest emergency hospital.
6. Advice on any known hazardous substances or work systems at that place of work including where asbestos containing materials may be.
7. Requirements for site cleanliness and locations of waste and rubbish disposal points.
8. Procedures regarding fire to be in accordance with Section 3.3 and 3.4 of this document.
9. Procedures regarding Security arrangements.
10. Employees and sub-contractors attending site induction training shall record they have received this, and on which day, by the signing of the Site Induction Record Sheet.
11. Smoking is not permitted within Company premises or vehicles.
12. Finally question the employee/contractor that they have understood the purpose of the induction process and they are satisfied by being made aware of the hazards of the project. Record the induction and receive a signature on the training sheet.

3.2 First Aid/Accidents & Reporting

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety (First Aid) Regulations 1981

All accidents, however minor and near misses, must be reported to the Supervisor and recorded in the accident book held in the office.

1. Any accident resulting in more than seven days off work or a visit to hospital must be reported to the Manager/Director in Charge of Safety. A report will be issued to the Health and Safety Executive within fifteen days thereafter. After 3 days off work the incident must be reported to Head Office.
2. Any major incident which includes falling scaffolds, falls from a scaffold, amputation, machinery overturning, escape of gas, vehicle accident (this does not include vehicles on public roads unless unloading or is damaged by other Company activities) any unintended collapse of a building or structure, collapse of lifting appliance etc. which may not result in an injury, must be reported to the Manager/Director in charge of Safety immediately.
3. Any fatality must be reported immediately to the Director in Charge of Safety. Nothing is to be removed, altered or repositioned other than to allow access or egress for the emergency services.
4. The Company will appoint a suitable competent person to be responsible for the first aid box.
5. First aid boxes shall include the necessary items to treat minor accidents. No medication will be stored or issued by the person in charge of the first aid box. Where required, a trained first aider will be in control of the first aid box and will organise treatment following any accident.
6. Accidents which are more than a simple cut shall be treated by personnel's own doctor or by hospital attendance.
7. The company will appoint for each project a responsible person in the event of an accident who will take control of the situation. He shall be responsible for:
   - taking control of the situation and giving instructions as necessary.
   - summoning an ambulance, door etc as necessary.
   - administering emergency first aid.

   Where we are working on a site where the risk of an accident is high or where we are the Contractor who is responsible for the workplace, we will arrange for one of our trained and qualified first aiders to be on that site. When we are working on or within a workplace where others are responsible, we will discuss safety arrangements which include first aid arrangements prior to any works commencing.
8. All accidents referred to in items 3.2.2 and 3.2.3 will be investigated by the Company Safety Adviser and Director in Charge of Safety, and most probably will be investigated by the Health and Safety Executive. A report will be required for this authority and the Company's insurance department. No person is to leave the site of an accident (unless they are injured) before being interviewed by the Director in Charge of Safety or the H.S.E. Inspector.
9. All nonreportable accidents are those that are not within the “3day” requirement will be investigated by the Manager. Where the accident is more than a simple cut or burn the Supervisor will be asked for information on how this happened and what can be learnt for future avoidance. If this is something that is likely to be repeated the Supervisors will be appropriately advised on how to avoid.
10. A full list of reportable and dangerous occurrences is available on H.S.E. Form 2508 held in the Office. The following is not conclusive but gives guidance on the type of injury that is reportable:

- The death of an employee, even if this occurs some time after the incident, but not more than one year afterwards
- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm, wrist, leg or ankle but not in the hand or foot
- Amputation of a hand or finger, thumb or toe or if any part is not completely severed
- The loss of sight in any eye or a penetrating injury to the eye
- Injury requiring immediate medical treatment or loss of consciousness, resulting from an electric source, whether or not caused by direct contact

11. The Accident Book recorded information must include:
    - Time and date of accident
    - Nature of the accident and location on that site
    - Name of injured person(s) address and occupation
    - The extent of injuries, whether these were treated at hospital or by own doctor
    - Signature of Supervisor or assistant recording the accident

    Please note under the Data Protection Acts, this information is held secure and away from persons who are not authorised to have access to personal information.

3.3 Fire Precautions

- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- Health and Safety at Work 1974 (Applicable to Environmental
- Hazardous Substances) (Amdt 2009)
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- The Electricity Works (Environmental Impact Assessment) (England and Wales) Regulations 2017
- Workplace (Health, Safety & Welfare) Regulations 1992
- Construction (Design & Management) Regulations 2015
- Regulatory Reform (Fire Safety) Order 2005

Fires are most commonly caused by cigarette ends, burning of paint, timber welding / cutting, fires out of control and children trespassing and using flammable products.

Other causes are faulty electrical equipment and defective heating appliances. The most vulnerable areas are workshops, materials stores, plant and equipment stores and sites where it is not possible to fully secure the boundaries.

The Contracts Manager/Site Supervisor is responsible for setting up and maintaining the fire precautions throughout the contract period and ensuring that persons are trained in the use of firefighting equipment and that all precautions are being adhered to.

The following precautions will be adhered to, thereby helping to reduce the risk of fires:

1. Every employee or sub-contractor staff must adopt safe systems of work to ensure that adequate fire precautions are taken, and that agreed emergency escape routes are not obstructed and are suitably marked with signs or illumination. Doors used for emergency escape must remain unlocked when the building is occupied.

2. All employees or contractor's staff shall make themselves aware of the locations of fire exits, fire fighting equipment, emergency escape routes, and designated fire reporting points which are to be located in clearly seen locations and easily accessible at each place of work and suitably marked with signs. As part of site induction persons will be informed of where these are.
3. All flammable liquids, materials and gases will be stored and used in accordance with the relevant statutory regulations. Suitable fire extinguishers shall be available nearby.
4. Flammable gases shall be stored in suitable contained areas, well ventilated and lockable. Single bottle of gas do not require to be locked away, but must be secure and not able to be turned on by unauthorised persons.
5. Flammable liquids or glues must be stored in fireproof containers, suitably marked. Up to 5 litres can be stored outside of a fireproof container away from sources of ignition.
6. Smoking or naked flames shall not be allowed where flammable liquids or gases are stored or being used. Smoking is not allowed within Company premises or vehicles.
7. Refuse and waste materials shall be regularly cleaned / swept up and removed from the workplace.
8. All hot work is to discontinue one hour before the close of the working day and an inspection made of the premises/working area prior to closing/locking up. It is the responsibility of the employee or sub-contractor to ensure the work area is inspected at the close of the activities each day.
9. Flammable products or substances shall not be stored in or next to the emergency routes and only used in well ventilated areas.
10. Unauthorised heaters or cooking appliances will not be permitted.
11. Electrical supplies must be installed by a competent electrician. Circuits shall not be overloaded.
12. Petrol for use as a fuel must be kept in a metal can or plastic container manufactured for that purpose and marked 'Petroleum Spirit – Highly Flammable'. Each container shall contain no more than 5 litres.
13. Before commencing cutting steel with an angle grinder or oxy-acetylene any nearby combustible material shall be removed or covered with a fire resistant material. A fire extinguisher shall be available nearby.
14. Labels and manufacturers' data sheets must be read before using a flammable product.
15. Efficient arrangements for calling of the Fire Brigade in an emergency shall be made.
16. Provision of a clearly marked fire exit routes from the workplace. All routes must be kept clear and free from obstructions.
17. When necessary, suitable fire detectors, alarm systems and suitable signage will be provided. This requirement may need to take into consideration other occupiers of the premises or nearby businesses such as in a shopping centre where communal service corridors are provided.
18. Fire-fighting equipment is to be located in easily seen positions indicated by the red colour background or nearby sign.
19. Bitumen boilers are not to be unattended when alight. Sub-contractors shall be made aware of this requirement.
20. Authorised rubbish fires must always be properly attended.

21. A Fire Risk Assessment has been carried out for employees and staff members to make themselves aware of its contents and to implement the controls into daily activities. Wherever possible an assessment shall be carried out on the likelihood of fire, the results of the assessment shall be made known to the Site Supervisor who will take these into consideration when pre-planning the work activities.

3.4 Fire Emergency

- Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety & Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)

The following instructions in the event of a fire will be displayed at all work places:

1. In the event of a fire, sound the alarm, shout "fire", leave the building or work place and assemble in the designated fire point.
2. Do not attempt to put out a fire where life is at risk. Only trained persons are to tackle anything other than a small fire.
3. Do not use water type fire extinguishers on an electrical fire.
4. Turn off electrical power at source before commencing any fire fighting.
5. Close all windows and doors.
6. An appointed person or deputy is to telephone the fire brigade.
7. Never enter the area of the fire to retrieve personal possessions. If during an exit you encounter thick smoke, try to get below it i.e. by crawling on the floor. If possible find another exit. Do not open doors which are hot to touch, this could be the only barrier between you and the fire.

3.5 Liquified Petroleum Gases (LPG)/Petrol/Compressed Gases

- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Health & Safety (Enforcing Authority) Regulations 1998

Petrol, LPG and Compressed Gases can be dangerous if not handled correctly. Its storage, transport and usage are controlled by specific safety regulations.

The following precautions will be taken when using these products:

1. The area in which hot work operations are to be carried out must be clear and free from combustible materials before operations commence.
2. Only cylinders or containers in actual use should be taken into the work area. Empty and stored bottles/containers are not to be left lying around the work place but kept in the vented store or returned to the supplier.
3. A suitable portable fire extinguisher must be nearby and ready for immediate use.
4. Cylinders are to be handled carefully, not dropped, bumped or laid on their sides and must only be used when in the vertical position, unless designed for that purpose.
5. Each appliance is to have a working control valve fitted. Appliances must not be turned on from the cylinder position.
6. All appliances must be turned off at the cylinder at the end of each work operation or day.
7. No appliance is to be moved when alight unless manufactured to do so.

8. Cylinders/containers must not be placed or used within a route which is used for access or emergency escape.
9. Adequate ventilation must be available when using LPG or any other gas for heating, cooking, cutting, welding, drying or other purposes.
10. When using LPG for heating and lighting the cylinder should be outside the building and protected against displacement and the weather. If not possible adequate ventilation and fire fighting equipment must be available.
11. Lighted blow torches must not be left unattended.
12. Cylinders shall not be used if the connector will not make a leakproof joint. Leaks are to be tested with soapy water, NEVER WITH A NAKED FLAME.
13. All cylinders are to be kept cool and if accidentally allowed to heat up, the gas turned off and taken outside and cooled down with water and the value slowly opened, making sure there is no naked flame nearby.
14. Bottles must be kept upright when transporting and the dangers from the TremCard noted. A dry powder fire extinguisher must be made available.
15. Bottles must not be left overnight in an unvented store or vehicle.
16. Gases must not be used at the edges of open trenches, manholes or in basement areas.
17. Fuel for vehicles shall be kept away from ignition sources, with can lids on and are not to be decanted into unmarked containers, or into vehicles or equipment when the power source remains active.
18. Petrol used as a fuel must be kept in an appropriate container manufactured for that purpose and marked ‘Petroleum Spirit – Highly Flammable’.

3.6 Electricity and the use of

- The Electricity Works (Environmental Impact Assessment) (England and Wales) Regulations 2017
- Low Voltage Electrical Equipment (Safety) Regulations 1989

Electricity is one of the safest forms of power if used correctly but can easily be a killer if misused. The installation or temporary supplies requires careful planning to prevent damage by vehicles or work operations.

Important considerations when supplying or using electrical power are:

1. The installation, alteration or disconnection of electrics is to be carried out by a competent trained electrician. No work is to be undertaken on "live" electrical systems unless other systems are not viable, and only then under controlled conditions using insulated tools, having protection mats and assistance. Tests must be carried out to ensure systems are "dead" and switches locked off especially before demolition works commence.
2. All generators shall be supplied and used with a localised and suitable earthing system and only used in well ventilated areas.
3. Long trailing leads shall be avoided wherever possible. Leads must not be allowed to lie in water or be in a position where they could be damaged by vehicles, work operations or cause a trip hazard. Cables that cannot be avoided being laid on the floor shall be protected against damage by a vehicle or work operation.

4. 110V power will be provided, wherever possible, at places of work. Any 240V power route and cables must be clearly marked and equipment must be protected by a R.C.D.
5. Damaged cables will not be used and will be withdrawn from the workplace.
6. In the case of an electric shock POWER MUST BE TURNED OFF BEFORE TOUCHING THE VICTIM.
7. Any electrical hazard or fault noted by an operative or self employed person must be reported to the Supervisor of that place of work.
8. The correct type of electrical equipment must be used when working in or about to enter an area where flammable products, liquids or gases are used or stored.
9. All electrical systems must be protected by an earth leakage circuit breaker and be able to be isolated easily. Breaker switches must not be held down or restrained in any way.
10. Adequate lighting shall be provided for work processes, avoid moving the temporary lights or changing a bulb or lamp when in use.
11. Electrical cables and equipment shall be regularly inspected and checked. Cables are to be held tight within the plug or equipment and must not be damaged.
12. Before replacement of light bulbs the equipment or cable must be isolated from the live power. Broken bulbs must be replaced or removed from equipment or cables. If the lights are at high level, the type of equipment used for access is to be assessed, for its suitability and problems that may arise from the location it is required to be used in. Where Contractors undertake this activity on our behalf, we are to request a copy of the Assessment before allowing work to proceed.
13. Fuses must be of the correct type and never substituted by nails, silver paper or wire etc.
14. Keep electrical distribution boards clear of obstructions and protect them against damage by work activities.
15. Overhead cables shall have the necessary warning system located above the vehicle route or where they can be damaged during work activities.

3.7 Equipment / Vehicles or Plant

- The Electricity Works (Environmental Impact Assessment) (England and Wales) Regulations 2017
- Provision and Use of Work Equipment Regulations 1998
- HS(G) 107 Maintaining Portable Electrical Equipment
- Workplace (Health, Safety & Welfare) Regulations 1992
- Personal Protective Equipment Regulations 1992 (Amdt 2002)
- Lifting Operations and Lifting Equipment Regulations 1998
- Working at Height Regulations 2005 (Amdt 2007)

Many injuries are caused by movement of vehicle/plant around restricted working areas and where vehicle/plant cross routes used by members of the public. Most can be avoided with early planning of vehicle/plant routes and separate pedestrian access to work areas, and the use of a banksperson assisting the driver by keeping other persons away.

Untrained persons, or those not under the direct supervision of a competent person, will not be allowed to operate plant or equipment. All risks associated with the use of such equipment must be brought to the attention of the user.

Generally, the contractors we engage to undertake work on our behalf will provide the equipment they use for the work activities. We will ask for information of their Company maintenance and inspection procedures before instructing them to proceed. These checks will mainly be carried out during the estimating / tendering stage. Where not concluded, the Site Supervisor will check that the provider has appropriately tested or inspected their own equipment and ask them to sign to say they have.

No person is to be allowed to use woodworking machinery until they have demonstrated their competence and received written authorisation or attended refresher training.

Electrical sourced equipment is not to be maintained whilst connected to the power supply, unless special arrangements are in place to prevent persons being entangled with moving parts.

All new equipment before being used for the first time shall have the relevant safety certifications or declarations with it, along with the operating instructions.

Company vehicles including vans and cars are classified as work equipment. When used on public roads these are also subject to the requirements of Road Traffic Acts. Refer also to Section 3.13 Company Vehicles/Drivers.

All plant and equipment will be regularly inspected, maintained and used by trained and competent persons. Electrical equipment will be regularly tested by trained, competent persons.

Adequate and suitable personal protective equipment when identified by the Assessment must be used.

Equipment or plant having vibratory action shall be assessed for its maximum safe usage time, it may result in persons using for short periods followed by a rest period carrying out non-vibratory work. Manufacturers / suppliers are to be contacted for their advice.

Access Equipment

Prior to working at height an assessment will be made on the need for this activity. Where this activity is required, we will take into consideration that all work equipment shall be selected from a type specified by the specific Risk Assessment. A copy of the Risk Assessment to be available before activities commence.

The following precautions must also be considered and action taken as required:

1. All company plant and equipment will be regularly inspected and maintained by trained and competent persons, the results recorded and kept at Head Office.
2. Ladders are for access and only used for work for a short duration when identified by the assessment and must be of an adequate length and strength for their intended purpose and prevented from slipping. They should also be a minimum of 1m above the working platform, tied at the top wherever over 3 metres in length and must be used at the correct angle of 1 to 4, i.e. for every 4 metres in height, 1 metre out at the bottom. Persons using are advised to have 3 points of contact with the ladder i.e. two feet and one hand.
3. Tower scaffolds, when selected by the Assessment, must be erected by trained persons in accordance with Best Practice requirements. Must not be climbed by the rails but by using

an additional ladder, or those supplied with the equipment. Towers must also not be used beyond the recommended base height ratio of 3:1 externally and 3.5:1 internally.

4. When selected and prior to using self-propelled work platform equipment a further assessment is to be undertaken to identify the risks and how to control them. This assessment will consider persons nearby, members of the public, materials falling, overhead obstructions and the work activity required of the equipment.
5. Self-propelled mobile work equipment is to be separated from pedestrians, this to be achieved by the erection of barriers or other suitable warning system such as signage, an earth bank or by stacked materials.
6. Mechanical work platforms must not be moved when in the elevated position unless manufactured for that purpose and operators wearing a safety harness. Operators of boom type work platform must always wear a connected safety harness.
7. Mechanical work platforms must not be overloaded or used as a crane.
8. Persons using elevated platforms must have a good head for heights, be in a good physical condition and have sufficient agility to climb in and out of the platform. For scissor lifts where persons are required to over reach, the operator is to wear a safety harness. For activities which only involve raising a person to a higher level a safety harness is not required but is beneficial.
9. Keep vehicles away from standing scaffolds.
10. Scaffolds are not to be used until inspected and a report prepared. Incomplete scaffolds must be clearly marked with appropriate signs. Refer to Sections 4.4 and 4.5 for temporary work platforms / scaffolds.
11. The supervisor must be informed if a defect is noted with equipment.
12. Stepladders can be used for short time work activities and are also used for access these should not be used unless having a handhold of at least 600mm and contact with three points i.e. feet and stomach. It is recommended that podiums are used, these having a top platform with handrails to three sides.

Hoisting

We generally do not undertake this type of activity. We engage contractors who do. As an organiser we note the following precautions must be considered and action taken as required:

1. Provision of an overhead warning system where operating under or near overhead cables or obstructions.
2. Lifting equipment is not to be used to pull items into place. All lifting operations are to be under the supervision of a trained and competent person.
3. Use the correct type of lifting equipment, ensure chains are not shortened or slings made by forming knots.
4. The lifting supervisor must be informed if a defect is noted with equipment.
5. Provide a stable and suitable base for hoisting equipment. Avoid positioning over recently filled excavations.
6. Consider the effect of weather on hoisting operations, including checking weather reports before organising work operation.

7. Any person carrying out the duty of a banksman and slinger must be trained in the correct use of hand signals.
8. A clear, clean and safe working area is to be provided locally when using equipment or plant.
9. Ensure start and stop controls work correctly and attempts are not made to stop equipment other than the methods provided by the manufacturers.
10. All materials for hoisting must be secured to prevent part slipping or falling.
11. No person is to be lifted by a forklift truck unless they are in a carrier manufactured for the purpose and only then undertaken in exceptional circumstances, where the risk is less than that of other methods. The person(s) being lifted are to have a reliable means of communication with the equipment operator or other responsible person. The floor of any carrier is to be slip resistant. A reliable means of rescue is to be available.
12. We are to request the operator to check that pneumatic tyres fitted to mobile lifting equipment are to be at the correct pressure recommended by the manufacturers.
13. All equipment used for hoisting must be adequately braced or tied and examined weekly, and on no account must the lifting capacity be exceeded.
14. Mechanical work platforms must not be overloaded or used as a crane.
15. Any carrier must display the maximum number of persons to be carried. Any carrier not for lifting persons must be clearly marked indicating this restriction.

Vehicles/Plant

We generally do not use vehicles and heavy plant, we may engage contractors who do. As an organiser the following precautions must be considered and action taken as required:• (Refer also to Section 3.13 for drivers of company vehicles).

1. All plant and vehicles will be regularly inspected, maintained and operated by trained and competent persons. The supervisor must be informed if a defect is noted. Where contractors provide the equipment / plant the same requirements apply.
2. Where required by the Assessment adequate and suitable personal protective equipment will be used in the operation of plant or equipment. Assessments to consider the effects of vibration and the controls necessary for safe use.
3. Prevent overloading of vehicles, materials from falling off moving vehicles or loading of vehicles near pedestrian routes.
4. Provision of adequate lighting.
5. Having adequate vision above loads which also allows operators to observe other users of the work area.
6. Avoid transportation of loads which do not allow the operator complete control of the load.
7. Persons must not travel in a vehicle which is not designed to carry passengers. Where restraint straps are provided drivers are to ensure these are being used.
8. Any person carrying out the duty of a banksman must be trained in the correct use of signals, and ensure when vehicles are reversing no persons, including themselves, are in the danger area.
9. Ensuring start and stop controls work correctly and attempts are not made to stop equipment other than by the methods provided by the manufacturers.
10. Vehicles or plant must be turned off before refuelling.

11. Vehicles must not remain unattended without being locked or, at a minimum, the keys removed from the ignition.
12. Guards fitted for protection of operator are not to be removed or altered to provide a lower level of protection.
13. Excavators used for lifting purposes must be of a type which has check valves or similar and has a lifting position, not the teeth of the bucket.
14. Compressed air tools must not be connected or disconnected to or from a live hose.
15. Mechanical work platforms must not be moved when in the elevated position unless manufactured for that purpose.
16. Where vehicles and pedestrians enter the works from the same direction there must be separation of traffic routes, including separate entry and egress openings to the site, and where pedestrians cross the vehicle routes suitable barriers and signs are to be displayed.
17. Provision of adequate and suitable warning signs at all obstructions on traffic routes, pedestrian crossings, fuel storage, unloading areas, excavations etc.
18. Avoid traversing unsuitable gradients or difficult terrain.
19. Adequate ventilation or extraction must be provided when using mechanical plant internally or in confined spaces.
20. When using vehicle or plant, keep the working area safe. Where this is not possible such as in demolition, suitable barriers and signs are to be provided.
21. Locate buried services by hand before using mechanical equipment.
22. Keep vehicles away from standing scaffolds and overhead cables.

Tools/Equipment

The following precautions must be considered and action taken as required:

1. All equipment and plant used by our employees and the contractors will be regularly inspected and maintained by trained and competent persons, the results being recorded and kept in head office. For hired in plant / equipment, we will use only from Companies who check all equipment before issue.
2. Electrical equipment will be regularly tested by a trained and competent person, the results being recorded.
3. Where deemed necessary by the Assessment adequate and suitable personal protective equipment will be required and used in the operation of plant or equipment. Assessments to consider the effects of vibration and the controls necessary for safe use.
4. Provision of adequate lighting.
5. Operatives of electrical tools and equipment are to inspect daily, cables and trailing leads, switch action and correct operation of safety guards. The supervisor must be informed if a defect is noted with equipment. When the equipment is owned by contractors, the Supervisor of that Company is to be informed.
6. Ensuring start and stop controls work correctly and attempts are not made to stop equipment other than by the methods provided by the manufacturer.
7. Ensuring blades are sharp and capable of carrying out the work without being forced.
8. Abrasive wheels are to be changed only by trained persons, are not to be of a type that is unsuitable for the machine, and must be rated at a higher speed then the equipment.

9. Tools and equipment must be suitable by design and manufactured for the actual work it is required to do.
10. Guards fitted for protection are not to be removed or altered to provide a lower level of protection, especially riving knifes or from guards to power saws.
11. A clear, clean and safe area is to be provided when using equipment.
12. Cartridge tools are to be stored away to avoid unauthorised use and are used only by trained persons, cartridges issued only on a need to use basis, and all those unused to be returned to the locked store.
13. Avoidance of using mechanical powered equipment/tools in non-vented areas, such as roofs, basements or inspection chambers. Where possible use compressed air or electrically powered.
14. Tools or equipment must be turned off before refuelling.
15. Where possible use a dust collection system when cutting of boarding.

3.8 Hotwork

- Health and Safety at Work 1974 (Applicable to Environmental
- Hazardous Substances) (Amdt 2009)
- Gas Safety (Installations & Use) Regulations 1998
- Hotwork HS(G)5
- The Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Health & Safety (Enforcing Authority) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005

Fires that develop overnight are mostly caused through hotwork processes, by burning of paint, timber, welding or flame cutting, soldering, brazing, application of hot applied bitumen coatings and roof felting.

Every employer, employee and sub-contractor must adopt safe systems of work to ensure that hotwork processes are controlled.

The following precautions are required to prevent fires from starting:

1. Gas and electric service locations being noted before activities commence.
2. Refuse and waste materials are to be regularly cleared and removed from the work area.
3. A Hotwork Permit system will be adopted to provide written information of where hotwork has been carried out that day. An appropriate type of fire extinguisher must be available near to the work position. All hotwork is to discontinue one hour before the close of the working day and an inspection made of the premises/working area prior to closing/locking up.
4. Fire resistant materials shall be used as a barrier to prevent overspread of flame or sparks.
5. Cavities behind the work areas are to be checked for flammable materials from sparks or flame.
6. Welding / cutting shall be carried out only by trained and competent persons.
7. Gas pipework shall be installed and connected by trained, competent and Gas Safe Registered persons.

8. Adequate warning signs shall be suitably positioned at the working area where passing persons may be affected by over spark or welding process.
9. Gas bottles must be used in a vertical position and kept away from the naked flame or heat.
10. Refer to Section 3.3 Fire Precautions.

3.9 Hazardous Substances/Dust

- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- C.O.S.H.H. Regulations 2002/2003/2004 Amdt
- Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 and 1996 amendment (Amdt 2009)
- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- Personal Protective Equipment Regulations 1992 (Amdt 2002)
- Workplace (Health, Safety & Welfare) Regulations 1992
- Dangerous Substances and Explosive Atmosphere Regulations 2002

The purpose of this section is to indicate the hazards presented by the wide range of materials and substances in use or encountered within the Construction Industry i.e. resin, acid, mineral oils, adhesives and paints (this list is not conclusive). When contractors are engaged on our behalf the same precautions will be necessary.

Many other processes cause hazards i.e. welding, chemicals, pre-treatment or burning of timber, insulation, cutting of concrete, micro-organisms etc.

The main procedure for providing information is covered by the C.O.S.H.H Regulations which require:

- avoid using hazardous products, where a safer version is available, use that product
- assessment of the hazards and risks to health
- provision of control measures
- correct use of controls
- regular monitoring
- information and training of persons in the correct use of the control systems
- keeping records

In addition to the foregoing the following precautions must be considered:

1. Read content labels on containers before opening or attempting to use a substance or product.
2. Avoid skin contact.
3. Read safety data sheets and Assessments and adhere to their recommendations. If these are not available do not use the product.
4. Beware when using of long established products. Manufacturers often change the formula to improve a product, which may require more careful handling than before.
5. Use the control systems that the Assessment recommends.
6. When recommended by the Assessments or where deemed necessary use personal protective equipment correctly. When the PPE is required to be maintained we organise this

with an appropriate Company to undertake on our behalf. We ourselves do not maintain the PPE.

7. Store hazardous products only as recommended by manufacturers' data sheets.
8. Use in well ventilated areas wherever possible as vapours are not always visible.
9. Open containers or jar in the open air where possible.
10. Do not decant products into an unmarked container or bottle. Containers or bottles require the correct label to be applied and be easily readable.
11. Keep dangerous substances under lock and key.
12. Clean up spillages immediately with equipment appropriate for the purpose.
13. Keep dust down and clean up regularly with equipment appropriate for that purpose.
14. Check that others are not in danger from the product in use, keep them away from the relevant work area. Provide information to them as to why it is important they keep away from that area.
15. Do not use control measures which are faulty or not designed for that purpose.
16. Transport only in the correct way by keeping containers upright and not allowing contents to spill.
17. Hazardous substances or bacteria can be breathed in, penetrate the skin, swallowed or transmitted from other persons.
18. Be aware that some products are a catalyst/sensitiser for asthma and what might trigger the attack e.g. hardwood dust, vehicle spraying, flour, grain, hay, soldering flux, epoxy resins (this list is not conclusive).
19. Be aware of fumes, especially in closed or poorly ventilated areas. Some products have a solvent base which require high ventilation or breathing equipment.
20. Avoid concentrations of pigeon droppings within roofs or other enclosed areas.
21. Avoid water where rats frequent.
22. Know emergency procedures.
23. Inform the supervisor when feeling ill after using a product. If visiting a doctor, taking note of the product in use.
24. Wash before drinking or eating food.
25. Smoking is not allowed in the workplace.
26. Avoid, during demolition works, flame cutting in a confined space or inadequately vented area.

It is important that when assessing the use of a product that the hierarchy controls are considered, that is to avoid wherever possible the use of products with a high hazard content, look for products that can achieve similar results that have a lower risk level.

3.10 Asbestos Containing Materials

- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- Environmental Protection Act 1990
- Control of Asbestos Regulations 2012
- Personal Protective Equipment Regulations 1992 (Amdt 2002)
- L127 Managing Asbestos
- HSG 264 Asbestos Surveying

Asbestos Containing Materials (ACM) have been widely used in the past by the Construction industry for insulation, fire boarding, sheet materials, sprayed fire protection coatings. When required to be removed or disturbed this can only be undertaken by a specialist licenced Contractor.

Many existing buildings have ACM within or on them and it remains a problem for maintenance, alterations or demolition works. Where encapsulation is not an option and it needs to be removed this must be undertaken in controlled conditions. If not bound in a matrix then the ACM must only be removed by a licenced Contractor.

Asbestos is a long term exposure problem that causes major health problems over 20 years after exposure to the dust or fibres. Any person involved in ACM works is to wear appropriate coveralls, masks, goggles and to be in a separate area with the removed materials double bagged for specialist disposal. We are not licenced to remove or work with ACM.

All persons who may work with or disturb ACM must attend an Asbestos Awareness Training Course, the content and attendances must be recorded and persons will be required to attend further training sessions every 12 months. These persons are also to undertake health surveillance every 3 years. Written records are to be kept for all persons who work with or disturb the ACM, this to include information on when, where and who was involved.

What to do if ACM is found

- If materials are discovered which are suspected to have an asbestos content, we will cease work in that area, inform the Client, keep other persons out of the area, report to the Manager and seek advice. Our operatives are not to return to the area until it has been established that the hazardous materials are not present.
- If disturbed, prevent other persons from gaining access to the area, clean yourself by using damp cloths to sponge down the contaminated clothing (do not remove and shake off the dust) and Health & Safety Policy Reddan exposed skin and dispose of the damp cloths in a separate polythene bag. If proved to be an ACM the cleaning items will need to be disposed of as asbestos waste. Seek advice from the Safety Director.
- Specialist cleaning of the area may be required, be aware of dust being spread to other areas by the opening of windows or doors and persons using electric or powered tools/equipment.
- Do not hoover up the dust, it requires a special type of dust collector.
- As soon as possible undress, have a shower including hair, put contaminated clothing and towels in a plastic bag for specialist cleaning or disposal.

Where ACM's may be found

- Boiler and pipework lagging/insulation.
- Electrical switchgear flash panels.
- Rope seals to glazing bars.
- Fire protection of steel or doors.
- Sprayed insulation to concrete.
- Cladding of walls and ceilings.
- Gaskets or anti-vibration brackets to ductwork or equipment.

Most of these ACM's usually are of a type whereby a licenced Contractor is required to work with or remove it. Other types of ACM's can be found bound in a matrix, these include:

- Asbestos cement roof sheeting
- Asbestos cement wall cladding
- Asbestos cement rainwater pipes and drainage
- Asbestos cement flue pipes
- Floor tiles or glue
- Artex or similar coatings
- Toilet seats or cisterns
- Bitumen pads under sinks
- Paper attached to fibre insulation

Most of these can be worked or removed by unlicenced Contractors, however most of these are 'notifiable' and must only be worked with under controlled conditions and the removed material disposed of in sealed bags as special waste.

Asbestos Regulations

There are 3 categories of asbestos work – Licenced, Notifiable and Non-Licenced (NNLW).

- Licenced requires licenced Contractors to work with, remove or encapsulate the ACM's involving asbestos coatings, asbestos insulation board and any ACM that is friable i.e. has loose fibres and the work is not of a short duration.
- Notifiable Non Licenced Material which usually includes ACM bound in a Matrix and can be removed or worked with by non-licenced Contractors.
- Non-Notifiable Materials are those which are of low intensity, where the risk assessment concludes the exposure does not exceed the control limit, the work is non•-continuous maintenance activity and is non-friable and is bound in a Matrix, for encapsulation of ACM in good condition or for collecting samples. We are not competent for we would not know when we are exceeding the control limits, therefore we expect to notify all ACM works.
- The Notification form is available in electronic format only and has to be undertaken before the works commence, an appropriate method statement and risk assessment will be required but not sent with the Notification.
- Request information from the Client re a Management Plan which should refer to suspected ACM's and possible locations.
- Before demolition, structural or major alterations works commence, a Refurbishment and Demolition Asbestos Survey needs to be carried out. Where this is not available seek instructions to organise a Refurbishment and Demolition sampling survey to be carried out, the results issued to all interested parties in the project. The results of the survey must be taken into consideration when preparing Method Statements and Risk Assessments. For minor works the Asbestos Management Report backed up with a Management Asbestos Survey is the minimum required.
- BEWARE of ceiling tiles that have a bevelled edge, generally these tend to be asbestos of a grade that we are not permitted to work with. We must also be vigilant and realise that

fittings fixed to these types of ceilings will have the hazardous dust laying on the top edge and where the cable hole has been formed.

It is to be noted the Regulations were revised from 6 April 2012, these revised guidance notes are prepared as part of the Company Health and Safety Policy. You will be required to confirm that you have read them and when.

3.11 Personal Health

- Noise at Work Regulations 2005
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992 (Amdt 2002)
- C.O.S.H.H. Regulations 2002/2003/2004 Amdt
- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- Public Health Act 1961
- Workplace (Health, Safety & Welfare) Regulations 1992
- Health & Safety (First Aid) Regulations 1981
- Supply of Machinery (Safety) Regulations 1992 (Amdt 2011)
- Working Time Regulations 2009 (Amdt No 2)
- Construction (Design & Management) Regulations 2015

Personal hygiene is particularly important when working with materials which may be an irritant or cause obnoxious or flammable vapours. The work process may be noisy, vibratory, dusty or liquids may be split.

In general, personal protective equipment or barrier creams should be the last method of control considered for prevention of occupational health problems. Those occasions when PPE is to be worn will be identified by the Risk, COSHH or Manual Handling Assessments.

Irritants can cause dermatitis, cancer and poisoning – the causes need to be controlled.

The following list provides information on preventative measures available:

Dust

1. For dusty operations an adequate supply of ventilation or extraction, preferably at the source, shall be made available.
2. Masks or respirators shall be of a type suitable for the work processes and be used correctly, be suitable for the operative and returned to the store box on completion of the activity.
3. Dust in confined spaces from grinding, drilling, cutting including the movement of bagged materials can result in the potential risk of explosion. Protection can be provided with adequate ventilation.
4. An Assessment shall be made from the safety data sheets with recommendations of the type of controls necessary to prevent problems. Such recommendation shall be read and followed carefully.
5. The amount of dust caused by cutting of timber, concrete or blocks with high speed blades should be removed by extraction if possible or damping down. The correct type of respirator

or mask shall be worn whenever the “well ventilated area” is not removing the dust build-up.

6. When working away from or it is not possible to provide extraction systems, personal protective clothing and the correct type of mask shall be worn when cutting, planing or sanding hardwoods and many of the softwoods.
7. High speed cutting will cause dust, whenever possible carry out this activity outside.
8. Refer to section 3.10 regarding asbestos products and dust arising therefrom.

Solid or Liquid Irritants

1. Where the Assessments require the wearing of personal protective equipment this shall be of a type suitable for its purpose.
2. Smoking, drinking or eating must not occur when using any hazardous product.
3. Protective clothing and barrier creams shall be worn where irritants to come into contact with skin.
4. Avoid spillages or splashes, clean up immediately.
5. Any containers receiving decanted products must be labelled correctly.
6. Protective clothing or equipment shall be worn when working with wet concrete or mortar. Continual wearing of wet clothes shall be avoided.

Manual Handling

Many injuries are sustained to the lower back whilst manually lifting materials or equipment incorrectly. Although mechanical lifting should be used whenever practicable, much of the industry's work will need to be manually handled. Pushing, pulling, twisting or movement of any item are all manual lifting operations. Injury can be avoided by taking elementary precautions, such as:

1. The lifting operation shall be assessed before the works commence.
2. The heaviest side of the load must be nearest the body
3. Bend the legs to lift or lower, not the back.
4. Avoid lifting and twisting the body at the same time.
5. Avoid lifting anything beyond an operative's capability.
6. Lifting operations shall be arranged for when operatives are least fatigued.
7. Where possible, heavy loads shall be broken down into lighter packages.
8. When team lifting, one person shall take charge of the lift.
9. Avoid sharp edges or awkward shapes pressing into the body.
10. Gloves shall be worn when handling rough products.
11. Devices shall be provided to make the lifting of a load easier.
12. Walkways shall be kept clear of obstructions.
13. Lifts shall be arranged to avoid changing grip whilst being moved with rests taken before changing grip if necessary.
14. When moving loads clear vision must be ensured.
15. Loads shall not be lifted above shoulder height. Use intermediate platform to gain height.
16. Avoid lifting from the floor to above in one movement. Arrangement for a rest platform at approximately mid-chest height.

Employers must assess the risk of injury from any hazardous manual handling that can not be avoided and then reduce the risk of injury as far as reasonably practicable. All Employees must avoid the need for hazardous manual handling. All employees must:

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided for their safety.
- Co-operate with their employer on health and safety matters.
- Inform the employer if they identify hazardous handling activities.
- Take care to ensure that their activities do not put others at risk.

ASSESSING AND REDUCING THE RISK OF INJURY

Do the tasks involve:

- Holding loads away from the body trunk?
- Twisting, stooping or reaching upwards?
- Large vertical movement?
- Carrying long distances?
- Strenuous pushing or pulling?
- Unpredictable movement of loads?
- Repetitive handling?
- Insufficient rest or recovery time?
- A work rate imposed by a process?

Are the loads:

- Heavy, bulky or unwieldy?
- Difficult to grasp?
- Unstable or unpredictable?
- Intrinsically harmful, e.g. sharp or hot?

Does the work environment involve:

- Constraints on posture?
- Poor floors?
- Variations in levels?
- Hot/cold/humid conditions?
- Strong air movements?
- Poor lighting conditions?
- Restrictions on movement or posture from clothes or Personal Protective Equipment (PPE)?

Does the work activity:

- Require unusual capability?
- Endanger those with a health problem?
- Call for special information or training?

An appropriate assessment shall be carried out for all lifting operations beyond a simple activity, such as picking up rubbish.

Noise

Noise on construction sites is usually caused by machinery, breaking out, hammering, or wood cutting which generally build up a level of noise that is harmful. Excessive noise can cause permanent damage to hearing. Every practical step shall be taken to control it, such as:

1. Erect barriers to screen off a noisy operation.
2. Make sure machinery is regularly serviced.
3. Organise the work so that noisy operations are spread over a period of time.
4. Keep away from areas designated 'A Noise Zone'.
5. Use less noisy equipment.
6. Wear ear defenders when carrying out works near noisy work operations where other control measures are not able to reduce the noise to a level that is recommended as safe.
7. Use ear muffs or defenders of the correct type for the particular noise hazard.
8. Look after ear defenders and store in a container when finished with them.

Head and Foot Protection

Safety helmets are to be worn for operations wherever there is a risk of head injury. This does not only mean working below other persons, it includes working next to machinery, when any work is being carried out overhead, even if it is inside a building.

There are only a few circumstances that safety helmets are not required. Suitable signage is to be displayed in clearly seen locations. If safety helmets are damaged, scratched, painted or covered in concrete these must be replaced as they are not suitable for head protection. Avoid leaving helmets in the full sun i.e. on the back shelf of a car.

Safety footwear is to be worn wherever there is a risk of foot injury, this includes when using of axes and chainsaws. Footwear is to be of a type suitable for the purpose it is intended e.g. waterboots for wet or excessively muddy conditions.

Vibration

There are many work operations which need vibratory equipment. Excess vibration can cause loss of balance, blurred vision, loss of concentration or induced white finger. Most of these conditions can be avoided if work is organised to have many rests from that operation and using of suppressed vibratory equipment.

If tingling is experienced after 5 to 10 minutes of continuous vibratory work, health surveillance will be required. Vibratory work activities to be assessed to identify which work equipment causes the problems. Check with manufacturer or supplier of equipment the levels of vibration given by their equipment.

Eye Protection

Blindness is probably the greatest hardship anyone can suffer. Eye protection is advisable in many situations and for many processes is required by statutory provisions. Eye protection must be worn for:

1. Striking of masonry or hardened nails by hand or power tools.
2. Using compressed air equipment.
3. Drilling, cutting or breaking of brick, block, concrete, masonry, plaster, stone or similar materials.
4. Cutting of metal.
5. Welding.
6. Using abrasive wheels.
7. Application of wood treatments or other spirit based liquids or acids.
8. Demolition works.

Work related stress/illness

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demands placed upon them". Sometimes these pressures can be unacceptable tension between the demands of work and the individuals' life outside work.

Stress can also strike people in jobs that are unsatisfying and repetitive as well as those who have excessive workloads.

Work related stress may not in itself be an illness, but it can lead to both physical and mental ill health. The physical effects can include: headaches, increased heart rate, dizziness, aching neck and shoulders, low resistance to infection, poor concentration and insomnia.

For most persons these symptoms last for short periods and do not cause long term ill effects. However, long lasting pressure can result in serious health problems including heart problems, high blood pressure, back pain, ulcers and mental health problems such as depression.

Stress can also be caused by other factors involving family life, transport, financial problems or family illness. These can be compounded by problems at work.

Different people respond to pressure in different ways, there is no easy way of predicting what will cause high levels of stress at work. However, it is recognised that some common causes apply. These include:

- Work Overload - having too much work to do, working excessively long hours, too much to complete in available time or with unrealistic time allocation.
- Physical working environment - working in buildings that are poorly maintained, over crowded, untidy, uncomfortable to sit or work within. Poor ventilation, excessive noise, too much heat or cold, poor humidity or using unsuitable machinery or equipment such as making do.
- Job Design - the job may require continual physical or intellectual effort or frequent contact with members of the public. Lack of a challenge with repeatable and monotonous tasks.v
- Organisation - poor organisation such as the way work is organised, not taking into account the behaviour of employees, where information is only held by a small group thereby

keeping others in the "dark", employees have no incentive to improve, being treated with contempt by supervisors/managers, poor career prospects.
- Communication - poor systems of communication, lack of feedback about performance.
- Confrontation - individuals not agreeing to each others opinion, banter getting out of hand, harassment, bullying, discrimination.

The factors leading to stress need to be controlled, these will include:

1. It is important for a person to bring to management's attention in writing (or if you feel it is easier by speaking) where they believe they are starting to feel the effects of stress.
2. Seek advice from your doctor, occupational nurse or support from the employees representative, you may need appropriate referral onto others.
3. Management to assist in managing stress by looking at work practices, workloads and making suggestions of how improvements can be made.
4. Employers to assess the risk, review as often as necessary.
5. Supervisors to prevent banter getting out of hand. Bullying to be stopped and harassment to be curtailed.
6. Employees to be informed of what targets are necessary and why, asking for their opinion of how they could be achieved. To follow up any changes to ensure they are having the effect that was intended.
7. Employer to provide appropriate training to supervisors and managers enabling them to recognise the signs of stress.
8. Employer to provide training to employees encouraging them to improve their knowledge and scope of work they are able to carry out.
9. Problems need to be solved not worried about.
10. Employees need to be realistic. If the job cannot be changed to help them over the problem, a different type of work may need to be undertaken.

Working with Lead

Care must be taken when handling, burning or cutting lead based or coated materials, proper use of PPE must be made. All works to be in accordance with current regulations. Other precautions include:

- Ensure personal hygiene standards are at the highest degree. Running warm water must be available, soap and suitable wipes or cloths.
- Eating, drinking or smoking is not permitted in lead contaminated areas.
- Anyone exposed to lead at work is required to be seen regularly by an approved Doctor in order that blood levels can be monitored.
- Fresh water for drinking is to be available for persons working close to the burning of lead, with disposable cups provided to prevent cross contamination.

Leptospirosis (Weil's Disease)

When work involves coming into contact with sewerage or water contaminated by rats, special precautions are to be taken, these include:

- Avoid cuts and scratches coming into contact with polluted water, wear appropriate gloves.

- Avoid splashes on to skin
- Wash thoroughly after each work period. Wash before eating or smoking.
- Do not eat or smoke in a contaminated area.

If you develop an illness which starts like severe influenza consult your Doctor immediately.

Blood Diseases

Derelict buildings are a haven for vagrants and drug users, be aware that hypodermic needles could be about. Never pick them up without suitable hand protection, where possible use a shovel and dispose of into a metal or hard plastic container, such as a bucket. Health & Safety Policy Reddan There is a high risk that blood borne infections could be received through inoculation. If you are unlucky to receive an inoculation by this source, seek advice from your Doctor.

Smoking

Smoking is not permitted within premises or Company vehicles.

3.12 Offices

- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- Display Screen Regulations 1992
- The Electricity Works (Environmental Impact Assessment) (England and Wales) Regulations 2017
- Provision and Use of Work Equipment Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Workplace (Health, Safety & Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Enforcing Authority) Regulations 1998

Many accidents take place within offices. Usually these are minor injuries which are avoidable if the following precautions are taken:

1. Floors, including stairways, access routes and washrooms are to be kept clear, clean and free of obstructions.
2. Electrical and equipment trailing leads shall be positioned to avoid trip hazards.
3. Emergency exits must be kept clear at all times and unlocked when the premises are in use.
4. With the exception of any computer or other specific equipment requiring a 24 hour supply to be maintained, all electrical equipment is to be turned off/disconnected when the office is not in use.
5. Electrical equipment is to be regularly inspected or tested as required by the Electricity at Work Act 1989, carried out by competent, trained persons.
6. If storage shelving is above shoulder height, hop-ups, podiums or a pair of steps suitable for the purpose shall be used to gain height to remove an item from the shelf.
7. No loads shall be lifted beyond a person's capabilities. Assistance shall be sought.
8. Avoid obstructing of vision when carrying a load.

9. Running shall be avoided.
10. Smoking is not to be undertaken within the premises. Designated areas outside only are to be used. Smoking is also not permitted in Company vehicles.
11. Items or clothing shall not be put onto electrical or gas heaters.
12. Users of VDU's are to organise their work to alternate with other tasks to give periodic rest breaks from the VDU, to also minimise eye strain by avoidance of overhead glare from lights or windows. Any adverse reaction (e.g headache, backache or eye strain) are to be reported to the supervisor. Arrangements will be made for employees to have an eyesight test (the cost being covered by the Company) and where necessary suitable corrective spectacles will be provided.
13. VDU operators should adjust seating and foot rests to avoid uncomfortable positioning.
14. Any employee who discovers she is pregnant must discuss the use of VDU and general safety with the Manager. This will be discussed in confidence.
15. Electrical equipment is to be used safely. Photocopiers are to be turned off before removing jammed paper.
16. Fire fighting equipment must not be obstructed, and must be returned to its correct location.
17. Unnecessary risks to health and safety shall not be taken at any time.
18. Filing cabinet drawers shall be opened one only at a time.
19. Drinks are to be kept away from PC's and positioned where the risk of knocking over is minimal.

3.13 Company Vehicle Drivers

- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- Road Transport Acts
- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Highway Code
- Provision and Use of Work Equipment Regulations 1998

Not all accidents with vehicles happen whilst the vehicle is being driven on the public highway. Many happen on site, within workshops or when loading or unloading. Many of these can be prevented by taking the precautions as follows:

11. Making regular inspections of the vehicle for obvious defects and ensuring these are corrected without delay.
12. Ensure the vehicle is regularly serviced in accordance with manufacturers' recommendations.
13. Checking tyres, wipers, oil and lights weekly.
14. Not taking medication or alcohol which affects driving ability.
15. Ensure the vehicle's road handling is not affected by overloading of the storage/carrying area.
16. Use chocks to assist when securing loads to avoid movement.
17. Not climbing the load. Use of a ladder (arranging for someone to "foot it") or other access methods.
18. Cleaning footwear before access into the vehicle.

19. Clean headlights and windows.
20. Take with you a mobile phone for emergency use. Take care not to display personal items. You are a potential victim for mugging.
21. During the journey to or from the premises you are not to use hand held mobile telephones whilst driving the vehicle, or when stationary in traffic or parked on a public highway with the engine running. Use a hands free system. Calls to be kept short and to the point.
22. Using a mobile phone includes text messages and dialling out. If a call is received you are advised to let the answer system take the call and you telephone back when you are parked safely and legally.
23. Do not travel with:
    - The load not secured firmly in place.
    - Leave site without checking that loose items are within the body and wheels etc are clean.
    - Overload the vehicle or the weight not disturbed evenly over the body of the vehicle.
    - Load equipment only on the rear wheels.
    - The tachograph is not to be disconnected. If a fault arises you are permitted to record the information on the back of the disc.
    - Travel with long items overhanging without having a flag or warning sign attached at the end.

    It is to be noted the tachograph recording is a legal requirement and failure to use / record this correctly will result in the driver and company being penalised.

24. Smoking is not permitted in Company vehicles.
25. Do not remain within or on a vehicle whilst it is being loaded or unloaded with loose material.

Drivers of Company vehicles are required once a year to have their licence checked and be tested on their knowledge of the highway code.

3.14 Housekeeping/Waste Disposal

- Environmental Protection Act 1990
- Control of Pesticides Regulations 1986
- Environmental Protection (Duty of Care) Regulations 2003
- Control of Pollution (Special waste) Regulations 1990 (Amdt 2001)
- The Controlled Waste (Registration of Carriers and Seizure of and Disposal of Waste) Regulations 1992

During pre-planning of the activity, consideration will be taken into account with the works being carried out with the least damage to the environment or nuisance to the adjoining property occupiers. This can be achieved by:

1. Diesel or fuel storage drums in suitable secure area having bunds and regular inspections for leakage, these being ` kept away from drains or water courses. Having suitable spillage equipment available.

2. Noisy operations will be organised to be carried out during the most suitable time for others and where possible barriers will be erected around the noise zone.
3. Making contact early in the project with those affected by work activities.
4. Ensuring warning signs, lighting etc. is provided and is in suitable locations.
5. Ensuring waste skips are covered to prevent dust or paper blowing out of the site area.
6. Waste to be carried away only by licensed waste carriers to an approved and registered waste station or tip with a record kept of the transaction. Paper and boxes should be separated from general waste, to enable them to be recycled.
7. Hazardous waste to be removed by a licensed waste carrier within sealed unit/skip to an approved and registered special waste disposal area.
8. Wetting down dusty operations before work commences and frequently during the work activity. Where possible remove dust by the usage of dust extraction/bags.
9. Materials selected into types that can be recycled, that are safe to re•use, or to be disposed of.
10. Pesticides only applied by trained persons.

3.15 Consultation with Employees / Sub-contractors

- Health & Safety (Consultation with Employees) Regulations 1996
- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Safety Representatives & Safety Committees Regulations 1977 and 1996 amendment
- Health & Safety (Safety, Signs & Signals) Regulations 1996
- Health & Safety (First Aid) Regulations 1981
- Construction (Design & Management) Regulations 2015

In the promotion of health and safety, employees are required to be consulted/informed about activities which have an effect on their health and safety whilst at work. The information is to include:

1. Any measures of the workplace which have a hazardous manner, requiring certain controls.
2. The name of the competent person appointed to provide/assist in health and safety duties.
3. Organisation and planning of health and safety training.
4. The name of the employees' elected representative if such a person is appointed.
5. The health and safety requirements and consequences of new technology being introduced into the workplace.
6. Nothing of a personal nature about other employees is to be disclosed without their permission. Disclosure about the interests of the company which may harm the business is not included for consultation.
7. The supervisor being available for employees, staff members and sub-contractors for comments/expressing their views regarding health and safety matter on that site/workplace.
8. The Supervisor via site induction will provide information about the proposed project, the hazards involving the environment, rules of the Client and Principal Contractor, reporting procedures, emergency and accident procedures and what is expected of them regarding information from their Company and from themselves which will enable the works to be co-ordinated with others. Prior to this induction, the Contracts Manager will have discussed the requirements with the sub-contractors representative.

3.16 New Employees and Young Persons

- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- Health & Safety (Young Persons) Regulations 1997
- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)

New employees and especially young persons are at risk from workplace activities due to their inexperience and lack of knowledge. These can be overcome by:

1. Explaining to the new employee what they are required to undertake, who they are directly responsible to and when and how to report their presence.
2. Providing a copy of this Health & Safety Policy, explaining its purpose and what their responsibility is.
3. Ascertain what disability impediment or illness that they may have, which could prevent them carrying out certain operations or the wearing of personal protective equipment.
4. Warning the new employee of any prohibited actions or hazards of the workplace e.g. designated noise zones.
5. Arranging for any necessary training.
6. Indicate where the first aid facilities are located, explaining the procedures in the event of an accident, the necessity for recording accidents, however trivial it may appear at the time.
7. Prior to a young person commencing work, an assessment of the risks relating to their experience is required to be undertaken.
8. Parents or guardians are required to be informed of the risks associated with the work and how it will be controlled.

3.17 Protection of the Public

- Workplace (Health, Safety & Welfare) Regulations 1992
- Protect the Public HS(G) 151
- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- Construction (Design & Management) Regulations 2015

The hazards of work activity is not restricted only to work places. Children and other members of the public are also killed or injured because activities are not adequately controlled and the risks not recognised during the planning of an activity. To avoid these accidents various actions need to be undertaken:

1. Work activities need to be planned taking into account movement of materials, plant and pedestrians, environment issues and prevention of unorganised collapse of a structure or part thereof.
2. Identify the hazards associated with work activities and risks are to be assessed.
3. Warning signs installed on the boundary of the site area.
4. Fence type barriers to the boundary of the site area.
5. Prevent materials falling onto the public areas.
6. Prevent unauthorised use of plant or equipment.
7. Prevent children displacing materials, climbing ladders etc.

8. Prevent the unintentional collapse of structures.
9. Not lift materials above public areas during the periods when the public are expected to be using the premises/roadway.
10. Warning signs located inside the site entrance warning drivers of vehicles leaving the site.
11. Provision of separate entrances for pedestrians and vehicles.
12. Prevent plant being allowed to slew into public areas.
13. Provide barriers alongside each excavation and to prevent materials being ejected into public areas.

3.18 Removal of Rubbish

- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)

During the pre-planning of the project, consideration will be taken into account of how the excess materials and rubbish will be removed from the upper floors. "Bombing" is not permitted. Many of the projects undertaken by the company do not have the facility for materials to be removed via hoists, crane or other mechanical methods. To understand the problems relating to the removal of rubbish etc. the following need to be considered:

1. Is there a goods lift nearby, is it used by others?
2. Will the lift need to be protected internally?
3. How will the rubbish be moved from the work position to the lift?
4. What will prevent the spillage of materials?
5. Can a chute be utilised? Is it possible to place a waste skip below a chute? Will the rubbish be of a suitable type for the skip?
6. Will the skip need to be enclosed to prevent rubbish/dust from causing a problem?
7. Can the chute be supported adequately? Will it need special supports?
8. Can the chute be accessed easily?
9. If the chute became jammed how could it be unblocked?
10. If a chute or lift is not feasible, what other method of removing is available.
11. To bag the material is one option; however, will the rubbish easily cut the bags or person carrying it? Are waste bins more suitable?
12. Is there any other option than manual carrying of the rubbish?

3.19 Working in Occupied Premises/Co-ordination and Co-operation with Occupiers

- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- Construction (Design and Management) Regulations 2015
- The Electricity Works (Environmental Impact Assessment) (England and Wales) Regulations 2017
- C.O.S.H.H. Regulations 2002/2003/2004 Amdt
- Manual Handling Operations Regulations 1992

- Provision and Use of Work Equipment Regulations 1998
- Health and Safety (Safety, Signs and Signals) Regulations 1996
- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- The Regulatory Reform (Fire Safety) Order 2005

Prior to working in occupied premises it will require careful planning, otherwise someone could be put at risk for their health or safety. We therefore discuss the occupiers' requirements, conditions of work activities and the risks arising out of these activities.

The risk could arise from the occupants normal business/trade, vehicle movement, obstructing pedestrian routes, overhead working, storage of materials, security or the environmental aspects of the premises.

The hazards that may need to be considered and controlled are as follows:

1. What is the occupier's business? Does it involve chemicals? Does it involve flammable products? Is there any health risk?
2. What are the vehicle movements each day, what times do these happen?
3. Are members of the public involved?
4. What Client's rules are there that we will have to contend with?
5. What are the emergency facilities? How will this involve us?
6. Are there any obstructions, overhead or otherwise?
7. What will be our access? Will it be shared with others?
8. Where will vehicles park to unload, or stand during the day?
9. What emergency escape routes are near our activity area? Will our activities block those routes? What arrangements will be needed to provide alternative routes?
10. Will existing electrical systems be affected? Will we be working near to live services?
11. Will the noise of our works affect others? Will we need to take additional precautions?
12. What barriers or hoardings will be required? Will these present problems to the occupiers, will the barrier need to be dustproof?
13. What is the structure? Does it have any hazardous materials? Will we be affected? Have we received a copy of any associated report or survey?
14. Are there are record drawings or other associated information available?
15. What work permits will be required?
16. Has an asbestos survey been carried out/is the Asbestos Management Plan available?
17. What has or what is the building being used for, what precautions will be need to be taken in addition to the aforementioned?
18. Has a Principle Designer been appointed?
19. We need to agree emergency requirements and first aid, to establish where the fire exit / routes are, what we are not to do, who to contact, where the first aider is or do we need to provide our own.
20. What welfare facilities are there? Will we be able to use them or do we provide separate facilities.
21. We will, as necessary, attend meetings with other contractors or clients' representatives involved with work in other areas of the building. This will agree common routes of access,

deliveries, work platforms, etc, emergency procedures and activities we are undertaking which may affect others nearby.

3.20 Appointment of Sub-Contractors/ Competence Checks

- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- Health and Safety at Work 1974 (Applicable to Environmental Hazardous Substances) (Amdt 2009)
- Construction (Design & Management) Regulations 2015

Sub-contractors appointed by the Company will be under two headings:

- to assist our employees to undertake their duties
- to undertake work activities of a specialist nature not undertaken by our company

Where these are engaged as item a, we expect that the persons engaging them will undertake checks on their competency and any training they have undertaken. Our site supervisor to also check with the person their capability before allowing them to commence work activities. Where the subcontractors do not have company health and safety paperwork they are required to work in accordance with this document and our risk assessment requirements.

Where these are engaged as item b, we expect their company to ensure the person is competent and trained, to provide equipment that is safe to use, their supervisor co•ordinating with our supervisor and works will be undertaken in a safe manner. We will check the competence of the contractors. Refer to Section 3.20.2.

Site Induction

We will provide so far as is practicable the necessary advice, assistance and training to enable their employees to carry out their work in reasonable safety. Prior to each operation or those of its sub-contractors, the Site supervisor will convene a Health and Safety Information meeting with the relevant operatives.

All operatives when first visiting the site will be given the appropriate induction into the site problems and relevant requirements of protection of others from their works in accordance with the requirements of legislation and general health and safety matters, prior to being allowed to commence their work activity. A record will be kept on the date of the induction, who received it and who gave the induction.

In addition to the site Induction all contractors are to establish their own Toolbox Talks so that each employee or self-employed person receives a health and safety briefing at least once a fortnight. Contractors' Supervisors are responsible for conducting these briefings and a record of the time, date and who attended is to be passed to our Site Foreman. Toolbox Talks may be held on site.

Contractors' Competence

Before appointing any Contractor, the person making the appointment on our behalf will be reasonably satisfied that those being appointed are competent for health and safety matters.

Generally, we will select and appoint from our list of known parties who have previously demonstrated their competence, adequate resources and ability to co-operate in complying with health and safety law. Unknown parties will be vetted prior to appointment to ensure so far as is reasonably practicable that they will achieve these requirements.

Prior to any works commencing on site a pre-commencement meeting will be held with the contractor and ourselves to discuss health and safety matters. For this meeting the Contractor will be required to have with them or have pre-issued to our Head Office the following:

- Copy of the Company Health and Safety Policy.
- Copy of the Organisation and Arrangements sections from the Policy, intimating how they work safely generally
- Details of qualifications and experience relevant to the task they will be required to perform on site.
- Provision of a sample Risk Assessment for similar work that is proposed for this project.
- Generic Risk Assessment for the work being undertaken on this project.
- Generic COSHH Assessments for materials proposed to use on this project.
- Method Statement for the overall work activity the Contractor undertakes.
- Confirmation of insurance liability cover.
- Details of previous monitoring of work activities and past performance.
- Record of provision of protective clothing.
- Record of maintenance of equipment.
- A record will be kept of the items discussed at this meeting.
- Records of employees asbestos awareness training.

We will, on receipt of this information together with the completed questionnaire form, make a judgement on the competence of the Contractor. If we are of the opinion that they are competent, we will proceed with placing an order for the work. If nearly competent we would offer to assist them in gaining the additional knowledge required.

If the contractor is a current holder of the Constructionline, CHAS, Safe Contractor or other recognised audit scheme, we will take this as acknowledgement of their competence for health and safety matters.

At least 3 working days prior to works commencing on site, the Contractor will provide Risk Assessments and Method Statements for the work being carried out on this project. This information is to include where relevant:

- The actual method proposed for working at high level
- Handling of materials from delivery vehicle to installed position
- Working with hazardous products, processes or materials and how the hazards will be controlled for their own employees and others

Where the Contractor has a design input or responsibility, drawings and Design Risk Assessments are to be issued to ourselves for passing on to other designers, Client's Representative and the Principle Designer at least 7 working days prior to work commencing. Adequate copies are to be issued for passing on to these other interested parties of the project.

We are to monitor the health and safety performance on site and report where divergences occur.

Material Supplies

Generally, we will select and appoint from our list of know suppliers who have previously demonstrated their ability in providing adequate information in complying with health and safety law. New suppliers will be vetted prior to appointment to ensure so far as is reasonably practicable that they will achieve these requirements.

Machinery and Other Suppliers

Generally, we will select and appoint from our list of known suppliers who have previously demonstrated their ability in ensuring so far as is reasonably practicable that machinery and other plant is properly selected, used and maintained, and that operator training is provided. New suppliers will be vetted to appointment to ensure so far as is reasonably practicable that they will achieve these requirements.

3.21 Risk Assessments

- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)

The Management of Health and Safety at Work Regulations require an assessment of all risks associated with work activities, usage of plant and equipment taking into consideration staff members, employees and others on the premises and in the work place.

A risk assessment is a careful examination of what could harm people within a workplace. It is a legal requirement to assess risks and appropriate information to be passed onto interested parties. A risk assessment is part of the technique for preventing accidents and has five purposes:

- To identify the hazards which may cause harm
- To consider the possible risks and likelihood actually arising out of the hazard
- To introduce controls to adequately manage or prevent injury or accident
- To introduce monitoring of preventative measures
- To ensure persons are trained in the control measures

Definitions

- **Hazard** - It is anything that has the potential to cause harm, ill health, damage to property or plant, production loss or increased liabilities.
- **Risk** - It is the likelihood of harm that would arise out of a hazard taking into consideration the severity of the injury or incident created by or during work activities.
- **Control** - a process that helps identify, assess, and manage risks to ensure an organization can achieve its objectives while minimizing potential losses or disruptions.

How To Assess Risk

1. Look for the hazards

   Look around the workplace and assess what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect

several people. Assess accident and ill health records and record what items or hazards have caused previous accidents.

2. Decide who might be harmed and how

Who visits / works in the areas? Young workers, trainees and the general public are all people who may be at particular risk as they wouldn't know the general day to day hazards. Don't forget cleaners, visitors, sub-contractors, or people you share the workplace with.

3. Evaluate the Risks and decide whether existing precautions are adequate

Consider how likely each hazard could cause harm. This will determine the need to do more to reduce the risk. Each hazard, even after all precautions have been taken, leaves some amount of risk, either high, medium or low. The Company's aim is to make all elements of risk, low / small.

If high risks remain with all precautions taken apply the following principles.

- Investigate a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Re-organise work to reduce exposure to the hazard as far as it is possible
- Issue personal protective equipment

Generally risk assessments are carried out by each person as part of their daily routine. We tend not to recognise this for nothing is written down. For example drivers leaving their home premises look before opening the vehicle door for pedestrians and movement of other vehicles, they temporarily wait till it is clear before accessing the vehicle. Their first assessment of the day has now been completed. Can you identify the hazard?

Assessment Procedure

It's the same with work activities; first the hazards need to be identified in a more formal method, these being written down to inform others. The risks associated with the hazards are also noted and the assumed severity of the incident. At that stage controls need to be introduced which will reduce the risk level and if possible eliminate them, at the same time recognising that some training is required for person implementing the controls. The control measures need to be monitored to regularly check these are effective, if not other measures would need to be introduced.

Generic Type Assessment

The person in charge of a particular area will usually be required to produce the risk assessment with help from persons experienced in the activity. Once assessments are complete these need to be made available to those who would be affected by the activity, such as the supervisor and work persons.

It is possible for some activities and using of plant or equipment for a generic type assessment to be raised, such as for erecting a mobile tower scaffold. In most cases the work tends to be of a standard nature. The only problems that differ relate to environmental issues, such as obstructions, weather and actual location. It is therefore possible to use generic type assessments for some activities but these should be grouped together under an assessment relating to site specific problems.

Site Specific Assessment

These Assessments need to be prepared once the situation is known and not wait until the activity is about to commence, for persons involved need to be informed and in certain circumstances some specialist controls may need to be introduced which may not be readily available. Where the work activity is adequately covered by Generic type Assessment(s), it may only be necessary to group these together under a Site Specific type, covering environmental issues, weather, access, other persons and occupiers' own activities.

Assessments need to be revised if the circumstances change. It is recommended any generic types are reviewed yearly.

The risk assessment process must concentrate to eliminate the trivial and highlight the significant, these then are given the appropriate attention necessary.

3.22 Construction Legislation

- Construction (Design & Management) Regulations 2015

Construction (Design and Management) Regulations 2015

The requirements of the regulations generally apply to most of the work activities we undertake, except when the work is of a minor nature or for a domestic client.

CDM Applies

CDM becomes active where a project will require one of the following:

- Where the project is expected to last 30 days or more.
- Where the total person days is expected to be 500 or more (a person day is defined by meaning anyone working on or visiting the site whatever the time period, for example the plumbing supervisor visits to discuss arrangements with the site agent this is deemed to be a person day).

The parts of CDM that come into effect is the requirement for the issue of the notification form, appointment of the Principal Designer, and the issue of the Health and Safety File document.

Notification

Where the project is expected to last 30 days or more a notification form F10 is required to be issued to HSE, a copy of the completed form is to be displayed in an easily seen location by those affected by the works and members of the public.

Designers

All designers will as far as it is possible in their design scheme reduce the hazards from a high level down to low level or where possible eliminate them. This is not always possible for buildings have roofs and working on them cannot be eliminated however the need for access should be designed to be minimal, for example, avoid the use of roof mounted fans, if a different system can be used such as in-line fans which are easy to reach from inside.

Any designs work for our activities must take into consideration future maintenance, such as installing control valves or isolators in such a way that they are easily reachable above a suspended ceiling and do not require specialist access equipment unless absolutely necessary.

For all design work we are required to prepare a Designers Hazard Identification sheet or Designers Risk Assessment. The purpose of these sheets is to inform other persons where we have reduced risk levels and of those that remain which will require specific activities during construction or for future maintenance.

Designers have the duty of informing clients where CDM is activated and the consequent need for appointing specialist advisors, such as the Principal Designer.

Clients

Clients under CDM have duties which include:

- Not permitting a design to proceed without the appointment of a Principle Designer
- Not to allow works to commence on site without an adequate Construction Phase Plan being in place.
- To appoint Principal Designers, and a Principal Contractor.
- To allow adequate resources for the work activities including time.
- Provide information on services, their own procedures which may effect others and on any applicable rules.

Principle Designers

Principle Designers have duties for notifiable projects only which include:

- Preparing and issuing the notification form F10.
- Preparing and issuing the Pre Tender Construction information.
- Co-ordinating health and safety issues during the design stage.
- If required by the Client, check and comment on the Construction Phase Health and Safety Plan.
- Issue the Health and Safety File to the Client.

Principal Contractor

Only as Principal Contractor on notifiable projects our duties include:

- Preparing a Construction Phase Health and Safety Plan.
- Arranging for information to be obtained from other contractors and sub-contractors.
- Co-ordinating the works including health and safety matters.
- Passing appropriate information on designs we are involved in to the Principle Designer.
- Passing appropriate information on activities on site to the Principle Designer.
- Passing appropriate information on completion of the project to the Principle Designer for the Health and Safety File document.
- Ensuring suitable welfare facilities, separation fences / hoardings and suitable temporary work platforms are provided, before works commence and remain in good order for the duration of the project.

Contractors

Under CDM all contractors have duties which include:

- Co-ordinating works with other contractors.
- Providing adequate information regarding their works and health and safety matters.
- Provide adequate and suitable information for the Health and Safety File.
- Where they have a design duty, to arrange for the design to reduce the risks to a low level (refer to designers duties).

The aim of the CDM Regulations is to plan the works before activities commence on site, by doing this accidents will be reduced and or eliminated.

Construction Site Liaison

At the commencement of a new project, the contracts manager establishes with the Client the name of the person within his company who will act as health and safety liaison. It is then agreed that all matters affecting health and safety will be passed only between the contracts manager and that person.

It is further established that they each take responsibility for conveying health and safety matters to their staff and colleagues. With regard to minor works / maintenance, the operative is given by the helpdesk administrator, a contact name at the location of the work.

The operative then makes contact with that person and explains the nature of the work and any aspects of health and safety that they should be aware of.

3.23 Procedure for Communicating with Workers whose First Language is not English

We recognise that within the construction industry changes are taking place with persons applying for vacancies on projects under our control, with English not being their first language.

We have considered the implications regarding health and safety awareness and how to communicate these requirements and job specific instructions to the potential worker, by providing information in a way that can be understood by those with little understanding of English.

Our Site Supervisors/Contract Managers when interviewing new recruits will endeavour to establish:

- Prior work experience of the applicant
- The nature of the work
- The language awareness of the applicant
- If there are other persons on site who can speak the same language
- The understanding of safety notices
- Have they passed the Health and Safety Test

The interviewer, when talking with the applicant, will slow down their speaking rate and with gesture and English ask the person to infill an application form which can be taken away for them to read and understand what is being asked of them. We will use this form and from the interview define the level of English needed for the job and how we will be able to supervise the person on the site.

Our Supervisors and Managers will be trained in the effectiveness of communication, this taking into consideration:

- Using short sentences in simple language that the second language person can understand
- Demonstrating tasks and actions
- Use gesture to clarify meaning
- Check back for understanding after an instruction or explanation
- Use of pictorial illustration
- Use of other workers to assist/support those with little English
- Give instructions by speaking slowly. Where possible the instruction will be given the day before, so that workers have time to ask what needs to be done the next day
- Use language that is technical but commonly used on the job, avoiding slang or jokes
- Having available a copy of the Health and Safety Test Book and other pictorial guides

At induction our Supervisors and Managers will request persons whose first language is not English to remain behind to receive additional information which includes asking the worker if they understand what is required and which parts of the site they must not go to or items they must avoid. Pictorial guides will be used where possible to demonstrate areas of the site persons are not permitted and where they are. At this stage the person will be introduced to the person who will help them to understand the requirements of the site.

3.24 Environmental Policy

Reddan are committed to protect the natural environment as far as it is within its power reasonable so to do. This Policy sets out our intentions and principles towards the environment in which we operate. The environment is taken to mean the surroundings and conditions including people, animals, plants, air, climate, water, the land (soil), landscape and material assets.

As a responsible contractor, we recognise the ever increasing need to take into account the environmental effects both direct and indirect of all of our activities, therefore the Company will adopt the following procedures and ensure that these are brought to the attention of its employees.

1. We shall purchase motor vehicles which use lead-free petrol and encourage staff using their own cars on firm's business to use lead-free petrol wherever possible.
2. We will endeavour not to use chemicals whose discharge would damage the environment.
3. The Company shall dispose of all waste via registered waste collectors, currently the Local Authorities' Contractors.
4. The Company shall purchase recycled paper or paper manufactured from sustainable forests and other environmental friendly products where an equivalent choice is available.
5. The Company shall communicate with our Clients guidance on costs in use and life cycle costing enabling its clients to make value judgements on environmental issues.
6. Shall make known our requirements on environmental issues to staff members and employees.
7. Minimise the environmental impacts by adopting best solutions when using plant, equipment, recycling or re-use of materials.
8. Ensure our delivery vehicles use only "environmentally friendly diesel".
9. The nominated Director, Mike Reddan has overall responsibility for the Policy.

The Directors consider the environmental policy to be important and therefore have introduced this as back up to the main Company Health and Policy Statement in Section 1. Many of the items in this Policy are linked to the Health and Safety items 3.14 and should not be read in total isolation.

3.25 Safety Standards and Maintaining Safety Standards

- Health and Safety at Work Act 1974
- Construction (Design & Management) Regulations 2015

Site Supervision

The Site Supervisor will be available at all times or at the earliest opportunity for discussions with any operative or sub-contractor who may wish to bring their health and safety concerns to the attention of management.

Each and every site based operative is responsible for their own safety and for that of others. The Site Supervisor will be responsible for the daily co-ordination of the works on site and, where necessary off site, compliance with legislation and any other reasonable instructions given by the Contract Administrator, Contracts Manager, Safety Advisor or visiting HSE Inspector. His duties include complying with the Company safety procedures and, in particular, ensuring adequate documentation is received from contractors and sub-contractors (i.e. Risk or COSHH Assessments. Method Statements and Safety Policies). Compliance with these documents is the responsibility of the sub-contractors.

Arrangements for Monitoring

The monitoring of the standards set by legislation and the Pre Construction Information Pack will be carried out by our Management Team to ensure these standards are achieved. The Site Supervisor, Contracts Manager and Safety Officer will be responsible for monitoring the on-site activities.

Standards will be continuously monitored, on a daily basis, by the Site Supervisor. Any non-compliance with safety rules and standards will be brought to the attention of the Contractor or employee immediately.

On a weekly basis, the Contract Manager will carry out a more formal inspection which will be recorded on a simple checklist, maintained as a record and the offending Company informed of their failure to adhere to legislative requirements. On a monthly basis, at management meetings, we will discuss the implications of what was noted by the monitoring or other inspections.

All employees and Contractors are encouraged to monitor health and safety standards on the project and to bring any matters of concern to the immediate attention of the Site Supervisor.

The monitoring is to review such matters as:

- Compliance with Legal Requirements and Health and Safety Rules developed within the Health and Safety Plan.
- Incidents whether causing injury or near miss.
- The performance of different trades, contractors, materials, suppliers, machinery and other plan suppliers allied to their selection so that lessons learn in terms of the standards that were set and those actually achieved were taken forward.

4 WORK PROCESSES

4.1 Demolition and Structural Alterations

- BS 6187 Code of Practice for Demolition
- Lifting Operations and Lifting Equipment Regulations 1998
- Construction (Design & Management) Regulations 2015
- Control of Asbestos at Work Regulations 2006 (Amdt 2012)
- Provision & Use of Work Equipment Regulations 1988
- Personal Protective Equipment Regulations 1992
- Health & Safety on Demolition Work GS29/4 Construction (Head Protection) Regulations 1989
- Health & Safety (Safety, Signs & Signals) Regulations 1996
- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- Working at Height Regulations 2005 (Amdt 2007)

Demolition is a dangerous operation that is not undertaken by our companies, these being carried out by an experienced contractor engaged on our behalf under the control of a competent supervisor.

Before demolition works commence the following precautions must be considered in the planning of the activity and where necessary ensure these are being adhered to during the work period:

1. Where the work is scheduled to be more than 30 days, a Principle Designer must be appointed by the Client. During our first meeting we will inform the Client of this requirement, for we cannot proceed without a Health & Safety Plan being available and where projects are over 30 days duration a notification has to be sent to HSE.
2. We are to ensure that record drawings are requested on underground services, pipework, the structure and reports or surveys on the possibility of asbestos products, contamination, hazards from previous usage and what may have been on the area previous to the existing structure or hard standings.

   Where these are not available it must be agreed with the Client who will undertake to provide these and what pre demolition surveys must be undertaken to establish the makeup of the structure. Some of the surveys may require forming openings, drain surveys resulting in opening inspection covers, for these could cause disruption to the establishment's current usage and need to be prior agreed when and how.

   Also to be requested is a copy of the planning permission or other known requirements of the Local Authority, environmental agency or other legal bodies.

3. Before the demolition works commence, the building shall be inspected for hazardous products or substances. These shall be removed by the correct method as required by Statutory Regulations.
4. A method statement is to be prepared, issued and agreed before any demolition works commence. It must include details of precautions to other site operatives or members of the public.

5. Barriers are to be provided to prevent unauthorised entry into areas where persons are likely to be struck by falling materials.
6. Works shall be protected by hoardings, scaffold and temporary barriers etc and where necessary temporary shoring erected to prevent unauthorised collapse of the structure.
7. Adequate warning signs are to be erected around the area of demolition works.
8. Suitable guard rails, scaffolding and barriers to prevent falls from high level are to be provided. Where this is not possible safety harnesses or some other means shall be provided to prevent falls.
9. All operatives must wear appropriate and adequate personal protective equipment. Safety helmets must be worn during any demolition works.
10. Warning signs shall be displayed where fragile materials are near to work operations or access is required over them.
11. Mechanical equipment used for demolition works shall be of a type suitable for that purpose and under the control of a competent and experienced operator, tested and inspected as required by Statutory Regulations.
12. All services shall be disconnected before works commence.
13. Floors must not be overloaded with demolition materials.

4.2 Confined Spaces

- Construction (Design & Management) Regulations 2015
- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Construction (Head Protection) Regulations 1989
- Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- C.O.S.H.H. Regulations 2002/2003/2004 Amdt
- The Confined Spaces Regulations 1997
- Section 30 of the Factories Act 1961

Where work is in deep excavations, pits, tunnels, manholes, tanks and any other closed area and where there is very poor or no ventilation, this is deemed to be a confined space.

Confined spaces require various controls/precautions to prevent hazards causing death. Where this situation arises we arrange for a specialist contractor to undertake the work or provide suitable advice to allow the work to proceed. Precautions are necessary, these to include:

1. Ventilation is required to ensure a healthy atmosphere by pumping in fresh air or the wearing of breathing apparatus. Oxygen must not be used to dilute contaminated air, it may cause a flammable problem.
2. Emergency systems must be in place to recover a person incapacitated i.e. belts, ropes, retrieving apparatus such as a hoist, oxygen, trained persons.
3. Testing of the atmosphere must be carried out where there is a doubt.
4. Only authorised persons are to enter a confined space.
5. Pumps are to be available to remove ingress of water.
6. Every effort must be made to prevent fumes or gases entering confined spaces.

7. Internal combustion engines must not be used in a confined space.
8. Work is to be planned before entering a confined space.
9. No attempt should be made to rescue someone in difficulty when they are in a confined space unless trained and suitably protected.
10. Breaking into and working in a sewer manhole shall be subject to the confined space requirement.
11. Only work that is authorised or controlled under a work permit should be allowed.

4.3 Underground and Overhead Services

- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Provision and Use of Work Equipment at Work Regulations 1998
- Gas Safety Regulations (various)
- Electricity at Work Regulations (Various)
- Telecommunications Acts (Various)
- New Roads and Street Work Act 1991
- Overhead Services HS (G) 6 Construction (Design & Management) Regulations 2015

Buried services are mainly out of site, out of mind until the time comes for excavation works to commence, cutting walls or floors for chases and opening or drilling into the structure. Many deaths and fatal injuries can be avoided by taking various precautions similar to the following:

1. Work must be planned. Record drawings must be organised to be issued by the statutory authority before works commence.
2. Arrange for and carry out a search with a cable detection system, look about for services to equipment etc.
3. Buried services must be found and marked for internal works request for record drawings, mark locations of suspected buried services before drilling or cutting of walls and floors.
4. Some cables have a low voltage and do not show up easily with cable detection equipment. A different type with a transponder may be required to locate these and buried pipework.
5. No attempt shall be made to repair a damaged buried service. The statutory authority shall be called out and all personnel kept well away.
6. Overhead services must be protected from damage by machinery. Temporary warning barriers are required below and beside overhead services, this may involve safety zones requiring no or restricted access, or the use of slewing restrictors, or some other method of preventing machine parts entering the safety zone.
7. Scaffolds shall not be erected near an overhead service cable without prior arrangements made for its disconnection, or temporary protection by the statutory authority, or provision of agreed safety zones.

4.4 Temporary Work Platforms

- Health & Safety at Work Act 1974 (Amdt 2002 applicable to Environmental Hazardous Substances)

- Construction (Design & Management) Regulations 2015
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992 EN12811 – 1
- Technical Guide for Working Scaffolds Construction (Head Protection) Regulations 1989
- Health & Safety (Safety, Signs & Signals) Regulations 1996
- Working at Height Regulations 2005 (Amdt 2007)

Special rules apply to erection of scaffolds at high level that includes provision of systems to protect persons working on, nearby or where members of the public pass under. We are not experienced to undertake this type of work, we therefore use specialist contractors. During the planning stage the type of scaffolds etc for the activity will be selected with the use of Assessments to establish time durations and suitability. Precautions considered will include:

1. Safety helmets are to be worn nearby, on or within the area of the scaffolding or where there is an overhead working platform.
2. Ladders for access are to be a minimum of 1.1m above a working platform unless suitable hand holds are provided, restrained at the top and bottom, and are not to be defective with access and egress locations being clear and clean.
3. The working platform shall be fully boarded with toe boards and two handrails where ever there is a risk of falling and a person being injured. No person is to alter or remove any component unless authorised to do so.
4. Scaffolds and towers are to be only erected by competent and trained persons in accordance with Best Practice Guides. Inspected after each alteration or modification and the result recorded in writing form.
5. Where members of the public are nearby, debris netting is to be provided to the open edge and bottom level working platform.
6. Scaffolds are to be adequately braced in both directions.
7. Standards must be vertical, ledgers horizontal and fixed to standards with 90 degree couplers.
8. The foundation of the scaffold must be of an adequate strength to support the load. Excavations near the base should be avoided.
9. Sole plates and timbers must be used on unsound ground. Bricks or blocks are not to be used.
10. Scaffolds partly erected, dismantled or under alteration shall have warning notices displayed and access blocked.
11. Scaffolds must not be overloaded, nor used as a loading tower unless erected for that purpose.
12. All scaffolds must be tied to the structure or adequately braced. Ties are normally to be through window openings. Suitable other types are available for where this is not possible. Ties are not to be removed unless directed by the scaffolder.
13. All working platforms are to be inspected after each alteration and within 7 days thereafter and records produced before work activities being allowed to commence.
14. Access holes for ladder positions on loading areas must be as small as practicable.

15. In poor weather conditions, boards should be tied down or otherwise restrained and be inspected after each event.
16. Where a scaffold is required on footpaths or roadways, application shall be made to the local authority for a permit.
17. Loose materials are not to be stacked above guard rail height.
18. Mobile towers/working platforms must only be erected and operated by trained persons in accordance with Best Practice guides.
19. Mobile elevated working platforms or towers are not to be moved with a person on the platform unless the platform is at its lowest position.
20. Mobile towers must not be climbed externally via the framing. A separate ladder is to be provided if an internal one is not part of the manufacturer's supply.
21. Trestle or ladder type scaffolds must not be used over 4.5m high. Boards or staging used with trestles are to be supported adequately and the working platform should be a minimum of 600mm wide with handrails (2) and toeboard.
22. Any requiring support from the structure or forming a temporary working place must be designed before erection.
23. Erected formwork and the supporting system is to be inspected by a trained and competent person before loadings are applied.
24. Ladders shall be of a type suitable for their intended purpose, be footed or securely placed to prevent slippage. Ladders over 5m long must be tied and not rely on being footed.
25. Warning signs are to be erected around the work area wherever it is not apparent that people are working overhead.
26. Working platforms and gangways are always to be kept clear with a minimum width of 600mm and kept clean to avoid trip hazards.

4.5 Roof Work/Working at Height

- Health and Safety at Work Act 1974 (Amdt 2002 applicable To Environmental Hazardous Substances)
- Construction (Design & Management) Regulations 2015
- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment Regulations 1992
- Working Safely on Roof Works HS (G) 33
- Health & Safety (Safety, Signs & Signals) Regulations 1996
- Working at Height Regulations 2005 (Amdt 2007)

Working on roofs and at height results in a substantial number of fatal and serious injuries each year. These can be prevented as most of them are caused by the same common reasons. Where possible, it should be considered if the work could be carried out at low level or how the activity can be minimised. If not, assessments on the type of equipment selected for working at height are to be provided before works commence. The Assessment precautions will include the following:

1. Can the bulk of the work be undertaken at low level or from a safe structure, thereby reducing the risks of falling.
2. Consider collective methods of preventing falls rather than something for one person.
3. Ladders are to be a minimum of 1.1m above the roof level, securely tied, not defective and be pitched at the correct angle.
4. Safe access to the ladder position at the bottom and at roof level shall be ensured.
5. When working on sloping roofs suitable roof ladders or crawling boards are to be used.
6. Walking on fragile roof coverings where no adequate walkways are provided is to be avoided. Fragile roof lights must be adequately covered or suitable barriers erected around them to prevent walking on to them, warning signs to be installed in easily seen locations. All walkways will require a handrail to one edge and in certain circumstances two handrails.
7. On flat or low pitched roofs guardrails, barriers or other suitable restraint systems are to be used to prevent falling from the open edge.
8. Care must be taken when walking on slippery surfaces of existing roof coverings.
9. When laying sheet roof coverings adequate walkways are to be provided from the storage or access position to the work position.
10. Materials are to be stacked in such a way so as not to cause a danger to other persons working below, and tied down to the roof structure when high winds or poor weather is expected.
11. Crawling ladders or boards must be fixed to the roof via ridge hooks that do not rely on the ridge tile.
12. Access to sloping roofs over 10 degree pitch must only be by persons who are physically capable.
13. Access around or on a roof shall be of a minimum width of 600mm with two guard/hand rails of 1000mm high.
14. Walking on valley gutters where fragile materials are on both sides must be provided with suitable guard rails or the fragile materials covered to prevent falling through.
15. Adequate warning signs stating “People working above” shall be provided.
16. Hoisting of materials to high level shall be with equipment manufactured for that purpose and operated by a trained person. Hoisting equipment is to be regularly inspected and tested. Damaged equipment is not to be used.
17. Materials removed are to be carefully lowered or via a purpose made Chute, not “bombed”.
18. Be aware that when removing existing coverings, the support may become less stable and there will be a requirement for temporary walkways. Have suitable walkway materials to hand.
19. Temporary coverings of any rooflight or opening in the roof shall be suitable, of adequate strength, fixed and not easily displaced and have a warning sign “Beware opening below do not remove” or something similar. Where it cannot be covered a suitable barrier will be required.
20. When fall prevention systems are considered, the first consideration is to be a fall prevention and not fall arrest. For fall arrest systems an emergency rescue has to be part of the planning of the activity.

4.6 Structural External and Internal Walls

- Health & Safety at Work Act 1974 (Amdt 2002 applicable to Environmental Hazardous Substances)
- Construction (Design & Management) Regulations 2015
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999 (Amdt 2006)
- Construction (Head Protection) Regulations 1989
- Provision and Use of Work Regulation 1998
- Personal Protective Equipment Regulations 1992
- Safe Erection of Structures GS28/1.4
- Working at Height Regulations 2005 (Amdt 2007)

Safe erection of wall claddings/structure require to be planned during tender periods as the type of working platforms require to be addressed at an early stage of the construction period. The Assessment to identify the type will be prepared for further consideration prior to each trade commencing. The following items will also need to be considered:

1. Access to the workplace.
2. Access around the workplace.
3. Existing environmental problems.
4. Mechanical hoisting requirements, offloading positions for materials and how these will be transferred to the working position.
5. Type of working platform to be suitable for the location of the working area, to have two handrails or other method of preventing falls by persons or materials. Prominent warning signs will be displayed when the risk of falls from height will cause a personal injury.
6. Access under working platforms and what precautions may be necessary.
7. Personal protective equipment will be necessary and worn by erectors and persons in the area below.
8. A working sequence is to be agreed before works commence.
9. Materials not to be stacked above the handrails.
10. Adequate warning signs provided around the work area.
11. Lowering of excess materials or rubbish via hoists or chutes.
12. Protection for the public or other people passing by.

4.7 Mechanical & Electrical Service Installations

- Health & Safety at Work Act Regulations 1974 (Amdt 2002 Applicable to Environmental Hazardous Substances)
- Construction (Design & Management) Regulations 2015
- Construction (Head Protection) Regulations 1989
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989

- Gas Safety (Installation and Use) Regulations 1998
- Management of Health & Safety at Work Regulations 1999 (Amdt 2006)
- C.O.S.H.H. Regulations 2002/2003/2004 Amdt
- Personal Protective Equipment Regulations 1992
- Working at Height Regulations 2005 (Amdt 2007)

These installations are usually carried out by sub contractors therefore before the work activities commence a meeting will be held to lay down procedures for site safety, site rules and induction, method statements, risk assessment, who will be in charge on site for the safety operations of their work. The precautions that will be considered include the following:

1. Fire stand points and locations of fire exits.
2. Storage and use of hazardous substances or gases.
3. Access for equipment into required location.
4. Working platforms for high level installations.
5. Handling of materials including fixing.
6. Preventative measures for others whilst welding.
7. Working in poorly vented areas.
8. Access into and working on cable or pipe ducts.
9. Disconnection of live services.
10. Connection of services to live outlet.
11. Working with live equipment and the need for suitable warning signs.
12. Allowance for future maintenance of equipment.
13. Storage and movement of materials to working areas.
14. Hot working and permits if required.
15. Waste disposal.
16. Working with hazardous materials.
17. Hazardous materials in existing building.
18. Work operations of the existing premises and existing environmental problems.
19. Testing of systems.
20. Temporary electrical systems and prevention of trailing leads being easily damaged or causing trip hazards and to be 110v.
21. Record drawings for layout of cable and pipe routes. Being aware of buried services in floors and walls before drilling or cutting operations commence.
22. Connections by trained competent persons.
23. Keeping existing systems live and in safe working order.

4.8 Testing/Commissioning & Handover

- Electricity at Work Regulations 1989
- The Gas Safety (Installation & Use) Regulations 1998
- C.O.S.H.H. Regulations 2002/2003/2004 Amdt
- Workplace (Health, Safety & Welfare) Regulations 1992
- Construction (Design & Management) Regulations 2015

- Personal Protective Equipment Regulations 1992
- Provision & Use of Working Equipment Regulations 1998

To ensure the health, safety and welfare of the client/customer, staff, visitors or other contractors employed to carry out work on their behalf, it is essential that all service installations are carried out be competent persons and suitable checks are undertaken prior to handover. A methodical approach is required similar to those based on the following:

1. Gas Systems
    a. Check to be made on emission of dangerous fumes
    b. Check to be made on gas connections/fittings
    c. Check to be made on faulty materials or workmanship by application of a pressure test on the pipework
    d. Mark up gas pipework with appropriate warning signs
    e. Check to be made on the air flow of the vent system
    f. Operating instructions to be handed to the occupier
2. Water & Heating Systems
    a. Drinking water systems to be cleaned chemically and checks made
    b. Check to be made on pipework for leakages
    c. Vent pipes to be checked for effectiveness
    d. Check operation of water heater, boiler, taps and wastes
    e. Check temperature of hot water
    f. Operating instructions to be handed to occupiers
    g. Record drawings of installation to be prepared and issued
    h. Conformity to EC requirements will need to be confirmed
3. Electrical Systems
    a. Installation checks to be made on wiring
    b. Completion checks to be made
    c. Fire Alarm check is to include audible sounders effectiveness
    d. Emergency lighting to be checked
    e. System operating instructions to be handed to occupier
    f. Record drawings of installation to be prepared and issued
    g. Trip devices to be checked for effectiveness
    h. Warning signs to be installed in appropriate locations
    i. Conformity to EC requirements will need to be confirmed.
4. Ventilation, Extraction & Cooling Systems
    a. Extraction systems to be checked for effectiveness
    b. Cooling systems to be checked for coolant or gas leakages
    c. Suitable warning signs to be in easily seen locations
    d. Ventilation systems to be checked for effectiveness in all areas
    e. Installation checks to be made on electrical systems
    f. Operating instructions handed to occupier
    g. Record drawings to be prepared and issued
    h. Conformity to EC requirements will need to be confirmed

4.9 Use of Ladders

- Working at Height Regulations 2005 and Amdt 2007
- Provision & Use of Working Equipment Regulations 1998

When selected as a method of gaining access to high level, the Assessment will include the following:

1. Secure ladders against slipping by tying at the top. Alternatively, secure at the sides or at the foot. A footed ladder to prevent slipping is effective only with ladders less than 5 metres long and only if a person or a suitable weight is standing or placed on the bottom rung.
2. Ladders should extend at least 1 metre above the landing place or the highest rung in use, unless there is a suitable handhold to provide equivalent support.
3. Arrange ways of carrying tools and materials up and down so that both hands are free to grip the ladder.
4. Use a ladder stay or similar device to avoid placing ladders against a fragile surface e.g. plastic gutters.
5. Never place ladders where there is a danger from moving vehicles or electricity lines.
6. Make sure ladders have level and firm footing – never use bases such as oil drums, boxes or planks. Do not support ladders on their rungs.
7. Extending ladders should have an overlap of at least three rungs.
8. Set ladders at the most stable angle – a slope of four units up to each one out from the base.
9. Check ladders regularly for defects. Never use damaged or home made ladders. Take them out of use and destroy or repair them.
10. When using, keep three methods of contact with the ladder such as the feet and one hand or the feet and the stomach, keeping the body between the stiles. Do not over reach.

4.10 Use of Step Ladders

- Working at Height Regulations 2005 and Amdt 2007
- Provision & Use of Working Equipment Regulations 1998

When selected as a method of gaining access to high level, the Assessment will include the following:

1. Step ladders should extend at least 1 metre above the landing place or the highest rung in use, unless there is a suitable handhold to provide equivalent support.
2. Arrange ways of carrying tools and materials up and down so that one hand is free to grip the ladder.
3. Never place step ladders where there is a danger from moving vehicles or electricity lines.
4. Check step ladders regularly for defects. Never use damaged, take these out of use, destroy or repair them.
5. Avoid leaning step ladders against walls or racking.
6. Open legs to full extent, erected on a sound base.
7. When using, keep three methods of contact with the step ladders, such as described for ladders at Section 4.9.10. Do not over reach.