

HEALTH AND SAFETY POLICY MANUAL



HEALTH AND SAFETY POLICY for Excelsior Land Ltd

Email: Katie@excelsior-land.com
Tel 01908 713200

This safety policy shall be observed by all Company employees, the self employed and those sub-contractors who are employed at any site or premises, controlled by Excelsior Land Limited (ELL). They must, as far as reasonably practicable, ensure their work is carried out safely and without risk to others.

Whilst not all of this policy needs to be read by all personnel, it is the responsibility of managers within the Company to ensure that the appropriate parts are brought to the attention of those personnel who are affected by it.

Date of Review: 01.10.23

Policy Review and Revision Record

Review No.	Date	Revision Details
1.	05/10/ 2016	New Policy
2.	15/05/2018	Reviewed and Updated
3.	01.01.2019	Reviewed and Updated
4.	02.07.2020	Reviewed and updated. Replaced “Excelsior Land Limited” with ELL
5.	02.11.2020	Reviewed and Updated
6.	12.08.2021	Reviewed and Updated
7.	20.01.2022	Reviewed and Updated
8.	20.07.22	Reviewed and Updated
9.	16.02.23	Reviewed and Updated
10.	01.10.23	Reviewed and Updated

Contents

Introduction

1 Policy Statement

- 1.1 Statement of Intent
- 1.2 Company Environmental Management Policy
- 1.3 Company Alcohol and Drugs Policy
- 1.4 Equal Opportunities in Employment Policy Statement

2 Organisation

- 2.0 Health and Safety Management Chart
- 2.1 Responsibilities and Duties of the Managing Director
- 2.2 Responsibilities and Duties of Site Managers/Foreman
- 2.3 Responsibilities and Duties of Operatives
- 2.4 Responsibilities and Duties of Office Manager
- 2.5 Responsibilities and Duties of Office Staff
- 2.8 Responsibilities and Duties of Sub-Contractors

3 Arrangements

- 3.1 Health and Safety Information for Employees
- 3.2 Health and Safety Training
- 3.3 Induction and Basic Training
- 3.4 Identifying Training Needs
- 3.5 Safety Talks for Operatives
- 3.6 Risk Assessments
- 3.7 Office Inspections
- 3.8 Site Inspections
- 3.9 Hazardous Substances
- 3.10 Use of Liquefied Petroleum Gases
- 3.11 Excavations
- 3.12 Underground Services
- 3.13 Work Near or Under Overhead Power Lines
- 3.14 Excavators
- 3.15 Small Dumpers
- 3.16 Use of Skips
- 3.17 Disposal of Waste
- 3.18 Compressors and Pneumatic Power Tools
- 3.19 Abrasive Wheels
- 3.20 Portable Electrical Equipment
- 3.21 Maintenance and Repair of Plant and Equipment
- 3.22 Manual Handling
- 3.23 Personal Protective Equipment
- 3.24 Fire Precautions on Site
- 3.25 Office Fire Precautions
- 3.26 Accident Investigation and Reporting

- 3.27 First Aid Facilities
- 3.28 Construction Design & Management Regulations
- 3.29 Introduction of New Substances, Machinery and Processes
- 3.30 Review of Health and Safety Policy
- 3.31 Display Screen Equipment
- 3.32 Driving Licences
- 3.33 Method Statements
- 3.34 Permit To Work System
- 3.35 Health and safety Questionnaire for Contractors
- 3.36 Sub-Contractors / Self Employed Workers
- 3.37 Asbestos
- 3.38 Contractors - Machines And Other Plant
- 3.39 Safety In Dealing With Members Of The Public - On And Off Site
- 3.40 Checklist Of Issues To Consider On Site
- 3.41 General Office Safety & Use Of Computers
- 3.42 Display Screen Equipment Policy
- 3.43 Workstation Set-Up (Guidance For DSE Users)
- 3.44 Work Related Upper Limb Disorders (WRULD's) In Offices
- 3.45 Asbestos Procedures
- 3.46 Young Children on Site
- 3.47 Portable Electrical Equipment
- 3.48 Working at Height
- 3.49 Access / Egress
- 3.50 Non English Speakers
- 3.51 Confined Spaces
- 3.52 Lead
- 3.53 Lone Working
- 3.54 Health Surveillance
- 3.55 Noise
- 3.56 Young Persons
- 3.57 Welfare and First Aid
- 3.58 Vibration
- 3.59 Fire Precautions
- 3.60 Respiratory
- 3.61 Dermatitis

Definitions

ELL: Excelsior Land Limited

Company: Excelsior Land Limited

Policy Statement

1.1 Statement of Intent

As the Managing Director of ELL it is my responsibility to ensure the Company complies with the Health & Safety at Work Act 1974 and all subsequent legislation, so far as is reasonably practicable, to ensure the Health, Safety and Welfare of all persons engaged in or near the Company's working operations. This includes employees, sub-contractors, visitors and the general public.

Good safety is good business and by having a positive safety culture within the working environment it will contribute to the continued success and sustainability of the Company within a highly competitive market.

To assist me in meeting my H & S responsibilities I have allocated H & S duties to designated personnel within the Company structure. All management within the Company already have allocated H & S responsibilities under the HASAW Act, and as part of the Company they are expected to discharge these duties and demonstrate their commitment to H & S as part of their normal day-to-day operations, as well as those additional duties required by the Company.

The Safety Management Systems within the Company will only be effective if followed by all personnel. These systems are to be complied with and any problems encountered are to be brought to the attention of the appropriate line manager.

All significant risks to personnel will be assessed and appropriate measures to control the risks will be developed. Safe Working practices and procedures shall be monitored continuously to encourage safe working throughout all work operations.

Adequate training shall be put into effect as required to ensure that all employees fully understand the requirements necessary to carry out their specific duties in a safe and efficient manner. Assessment of each work operation shall define the control measures necessary for each employee's duties.

Effective consultation between management and employees is to be actively encouraged with regard to matters of the Health, Safety and Well-being of all employees. The Company recognises that a key measure towards safe-working practices is effective communication.

The requirements necessary for the adequate supply of Personal Protective Equipment shall be reviewed on a regular basis.

An appropriate amount of finance shall be allocated to each contract to meet the specific requirements for Safe Working.

As a Company we have an excellent record of Safe Working due to our good working relationships between management and employees. This relationship did not occur naturally, a lot of work has gone into the building of the relationship, which, like Safe Working, must be nurtured continuously. Therefore, ELL will

continue to encourage safe working practices and procedures throughout to achieve the aim of keeping all employees free from incident and injury while working.

The Safety Management Systems developed within the Company will ensure the health, safety and welfare of those affected by the work activities of ELL, in particular, there will be provided for every employee of the Company:

- a safe system of work appropriate to the risks faced
- safe plant, machinery, equipment & tools
- a safe and healthy place of work, with suitable welfare arrangements
- safe arrangements for the use of handling, storage, and transport of articles and substances
- adequate safety training and instruction
- safe access and egress from working areas
- protective clothing and safety equipment to conform to statutory requirements
- specialist training given where appropriate
- appropriate first aid facilities
- adequate safety inspections
- adequate accident investigation, recording and reporting systems
- adequate procedures for use in emergency situations, fire, explosion etc

I will also take the necessary steps to ensure that the Company complies with all current legislation concerning the Construction Industry where it impacts on Company activities.

Safety is taken seriously by the Company, and as such, consistent failings by any personnel engaged in ELL's work activities in ensuring a safe and healthy work environment or non-compliance with agreed procedures will be subject to the normal disciplinary procedures which the Company has developed. Poor safety performance will not be tolerated.

Signed:

Dated: 01/10/23



**Managing Director
For and on behalf of ELL.**

1.2 COMPANY ENVIRONMENTAL MANAGEMENT POLICY

ELL employs the most up to date construction techniques and materials, consistent with achieving an optimum balance of cost, quality and speed of construction. The Company complies with accepted environmental standards and its work meets or exceeds Building Regulations and other requirements.

In particular;

- the development process will comply with the objectives of BS EN ISO 14001. All of the requirements of this BS will be fully addressed at the outset, namely;
 - emissions to air,
 - emissions to water,
 - waste management,
 - contamination of land,
 - uses of raw materials and natural resources,
 - local environmental and community issues.
- projects will be designed to standards which achieve an attractive working environment,
- materials for the external envelope and surfacing of any development will be carefully selected for low maintenance requirements throughout the useful life of the buildings,
- design and construction quality will comply with all relevant environmental and Quality Assurance standards,
- access arrangements will meet prescribed requirements,
- energy efficiency will be at the heart of design briefs, both in terms of construction and use, with thermal insulation standards exceeding the current Building Regulations and where applicable, environmental control systems which comply with the Government's Enhanced Capital Allowances,
- where applicable, landscaping and ecological schemes will be developed with the relevant parties,
- environmental design considerations will be in accordance with BS EN ISO 14001, specifically;
 - greenhouse effect,
 - stratospheric ozone depletion,
 - consumption of natural resources,
 - acid rain,
 - pollution of surface waters, both specifically and generally,
 - bioaccumulation of toxins,
 - local air quality,

- waste burden,
 - external noise,
 - pollution of soil and groundwater,
 - ecological habit,
 - visual intrusion.
-
- the use of recycled materials will be considered in all aspects of the development.

1.3 COMPANY ALCOHOL AND DRUGS POLICY

ELL is aware of the increased risk to Health and Safety caused by the influence of alcohol and drugs on individuals at work.

ELL requires that all employees and contractor's operatives must **not**:

- report for work if they are under the influence of alcohol
- consume alcohol whilst at work
- possess alcohol whilst at work
- use, possess, consume, store or sell illicit drugs whilst at work or to report for work having taken such drugs will result in disciplinary action being taken which may lead to summary dismissal or removal from site.
- **Any of the above will result in disciplinary action being taken which may lead to summary dismissal or removal from site.**

All management and supervisory staff are to be made aware that work performance and safety can be impaired by the taking of alcohol and/or drugs, including those medically prescribed or available without a prescription.

All management and supervisory staff have the authority of this company to refuse entry or access to work areas or equipment under their control to any individual who is suspected of being under the influence or unfit for work because of alcohol and/or drugs.

All operatives should also be aware that work for clients in safety critical areas could result in random testing being carried out.

Any operative taking prescribed or over the counter medicines that may impair their performance, ability to work or operate equipment must notify their supervisor immediately. Failure to notify potentially leads to an increased risk to themselves and others, which could result in disciplinary action and possible prosecution being taken.

Any manager or supervisor who suspects that an individual under their control is under the influence of alcohol and/or drugs is to remove that individual from potential harm (to themselves and others) and seek advice immediately.

Further advice on this matter can be sought from N & D Safety Group

1.4 EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

ELL will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful and unfair discrimination on the grounds of gender, race, disability, colour or ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity or age.

Programme of Action

The following sections outline the steps which the Company will take to develop and implement good employment and personnel practices in pursuit of its Equal Opportunity Policy:-

1) Recruitment, selection and Progression.

Advertising

All job adverts will include the following statement:-

ELL welcome applications from all sections of the community irrespective of race, colour, gender sexuality, age or disability"

ELL will take steps to ensure that :-

All sections of the community and the company workforce are fully informed of job opportunities within the company and are encouraged to apply.

The criteria for selection and progression are determined solely on the basis of the requirement of the job.

People are selected and appointed solely on the basis of their relevant assessable experience and ability.

All members of selection and interviewing panels will be trained in and expected to demonstrate an understanding of ELL Equal Opportunity in Employment Policy.

A complaints procedure is out lined in the staff hand book which is issued to all operatives.

2) Retention and Retraining

ELL will endeavour to retain and retrain as necessary employees who become disabled or whose disability deteriorates. These employees will be counselled to ensure that alternative job or retraining opportunities offered is in accordance with their wishes and the necessary procedures developed.

Retirement or dismissal on grounds of ill-health will only be considered in the last resort.

3) Terms and Conditions of Employment

Observance of ELL Equal Opportunity in Employment Policy is a condition of employment.

ELL will take whatever action is open to it, in the consultative and negotiating process, to ensure that nationally determined terms and conditions of service do not discriminate and are in line with its own Equal Opportunities Policy.

4) Dismissal and Redundancies

Employees with the responsibility of selecting other employees for redeployment, dismissal and redundancy will not discriminate in the process of selection on the grounds stated in this Equal Opportunities Policy.

Dismissal and redundancy decisions are not made on the basis of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity or age.

Members of the above groups will not have disciplinary action taken against them on the basis of performance or behaviour, which is overlooked when, committed by others.

5) Discipline

Acts of discrimination, victimisation and harassment as defined in this document, perpetrated by an employee of the company against other employees or clients will result in disciplinary action. This will also apply to employees who attempt to induce other employees to discriminate, victimise or harass.

Failure to comply with or adhere to this Equal Opportunities Policy will be treated as a disciplinary offence.

6) Grievance

ELL will treat seriously and take prompt action on any employee grievance concerning discrimination, victimisation or harassment.

ELL will encourage the development of appropriate support systems and procedures for employees who wish to pursue such grievances.

In addition to the grounds covered by the existing grievance procedure, an employee who considers that she/he has been subjected to discrimination, victimisation or harassment by another employee will have recourse to the grievance procedure.

Employees will retain the right to bring a case concerning alleged discrimination or victimisation to an Industrial Tribunal.

7) Implementation

The company will ensure that its Equal Opportunities Policy is implemented at all levels and locations within the Company. Overall responsibility for implementation of the policy resides with the Directors but responsibility for the day to day operation rests with all management staff. They must ensure that all employees and contractors are aware of the policy and understand their role in its implementation.

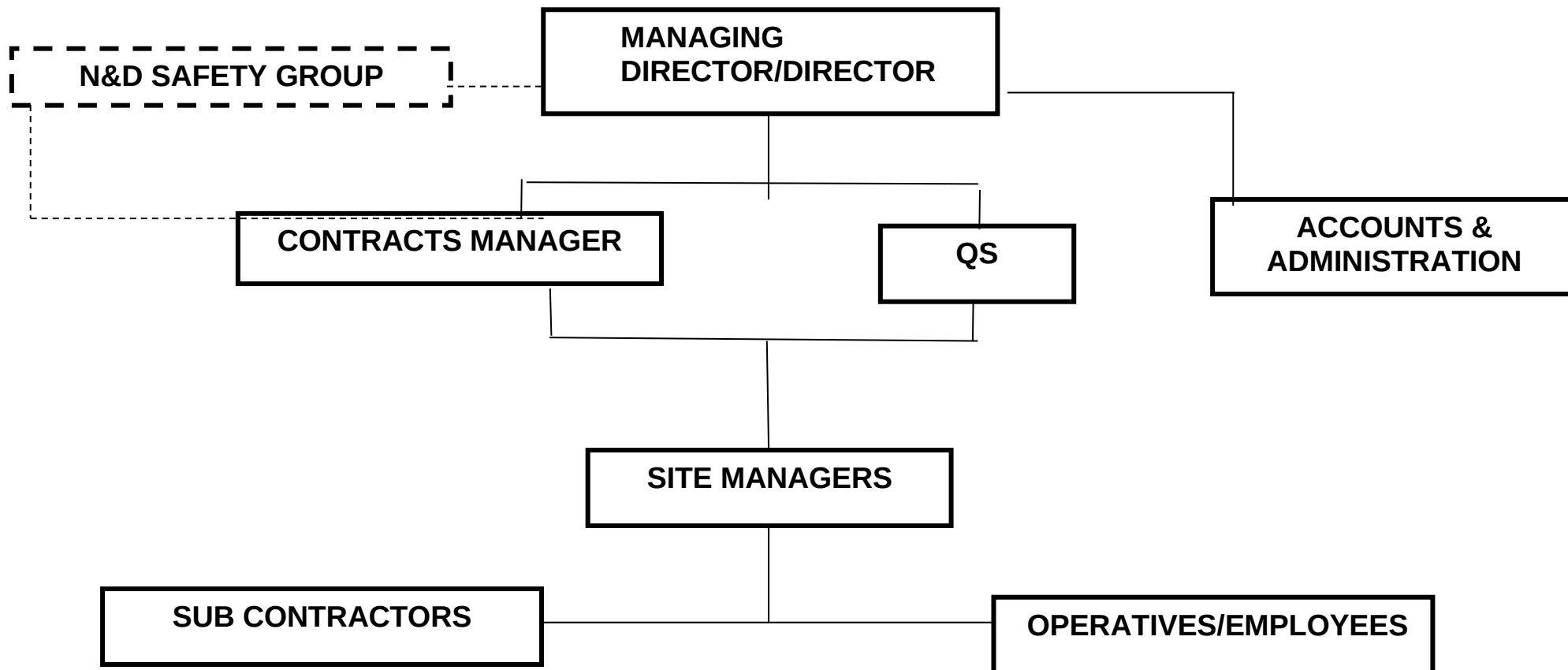
8) Monitoring

Monitoring is an essential and integral element of ELL Equal Opportunity in Employment Policy. The company will develop a comprehensive monitoring system in order to examine the effective implementation of its policy and to assess whether it is achieving its aim and objectives and to plan future priorities and strategies.

9) Reviewing the Policy

No policy document is static and must be subject to changes. It is the intention of the company to keep this policy, instructions and procedures etc., under constant review to ensure its commitment to equality of opportunity is adopted and implemented.

2.0 MANAGEMENT STRUCTURE FOR THE IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY



2 Organisation

2.1 Responsibilities and Duties of the Managing Director Are To:

1. Be directly responsible for ensuring the Company's Health and Safety Policy is maintained and implemented effectively.
2. Continually review the effectiveness of the policy and ensure that any necessary changes are made so the policy is maintained in line with the Company's development
3. Ensure written arrangements are prepared for the management and monitoring of the Company's Health and Safety Policy.
4. Ensure the Company's Health and Safety and Safety Management Systems are implemented throughout the Company and are revised and kept up-to-date, and that changes are brought to the attention of all employees.
5. Ensure that everyone knows and understands the statutory health and safety requirements that affect the Company's operations.
6. Ensure that tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of the CDM Regulations.
7. Ensure that effective arrangements are made for proper liaison between the Company, its contractors, and others on site.
8. Ensure that adequate insurance cover is arranged.
9. Ensure that financial resources are provided, that are sufficient to meet the requirements of the Company Health and Safety Policy.
10. Provide the necessary support to enable management and employees to implement all aspects of the Health and Safety Policy.
11. Set a personal example by observing company work procedures and wearing appropriate protective clothing when visiting sites.
12. Reprimand any employee who fails to carry out his health and safety duties in a satisfactory manner.
13. Ensure that the Company's Health and Safety Policy is revised and kept up-to-date, and that it is brought to the attention of all employees.
14. Ensure that all significant risks are actively managed throughout the company's activities by implementing risk control measures to reduce eliminate or reduce risks to as low a level as is reasonably practicable.

15. Allocate Health & Safety responsibilities to the following personnel and ensure that they are effectively implemented:
 - Contract Managers
 - Site Managers
 - Accounts & Administration
 - Quantity Surveyors
16. Ensure that N&D Safety Group is made aware of all factors affecting Health and Safety within the Company.
17. Ensure that tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of the CDM Regulations.
18. Ensure effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger as and when required.
19. Ensure that an accident report and investigation procedure is in place and that all accidents and dangerous occurrences are analysed to determine causes and so help to prevent recurrence.
20. Meet the requirements of the Construction (Design & Management) Regulations
21. Ensure that tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training
22. Ensure that appropriate training is provided for all employees.
23. Set a personal example by observing company work procedures and wearing appropriate protective clothing when visiting sites.
24. Ensure that effective arrangements are made for proper liaison between the Company, its employees, its contractors, and others on site.
25. Ensure the competency of all sub-contractors before they are engaged in site work activities.

2.2 Responsibilities And Duties Of Site Managers Are To:

1. Comply with and to ensure that those for whom they are responsible also comply with the Health and Safety arrangements that apply to the task being performed.
2. Be familiar with current legislation applicable to the work on which yourself and site operatives are engaged and insist that safe systems of work are observed and monitored regularly
3. Ensure that you keep up to date with Company Policies on Health & Safety Matters from meetings attended. If you are absent from a meeting you are to familiarise yourself with the points discussed.
4. Ensure their employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised. All scaffolds must be inspected every seven days and the results recorded in the register Form F91 Part 1 Section A. All scaffold inspections will be carried out by a competent person; this will normally be verified by production of a Scaffold Certificate issued by the CITB.
5. Ensure that the Construction, Design and Management Regulations are adhered to from pre contract stage to completion of the project.
6. Ensure that the following ELL Company policies are adhered to:
 - CPP
 - CEMP
 - Site Traffic Management Plan
 - Working at Heights
 - Working in Excavations
 - All RAMS and COSSH
7. Comply with such elements of the Health and Safety arrangements as are applicable to the tasks being performed.
8. Follow the method statements and risk assessments applicable to the tasks being undertaken.
9. Ensure that all operatives, sub-contractors, visitors on the sites wear safety helmets at all times other than in areas specifically designated as “no risk” areas by site management, and that signs are erected on site warning that safety helmets must be worn.
10. Ensure that detailed Safety Method Statements are obtained from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition roofing, entry into confined spaces etc. The Safety Method Statement must be agreed before work begins and copies kept available on site so that compliance with the agreed Method Statement can be checked and maintained.

11. Contribute effectively to the completion of work activity risk assessments as required
12. Incorporate health and safety instructions as a matter of routine and ensure they are followed at all times
13. Ensure that operators including sub contractors are not allowed to undertake tasks which have not been planned, and for which no risk assessment has been undertaken
14. Ensure that new employees, including apprentices and 'Young Persons', are adequately supervised at all times and comply with safety and health precautions. Commend operatives who, by action or initiative, eliminate hazards
15. Report any defects affecting the safety of plant, tools or equipment and ensure that the defect is rectified before the particular plant, tool or equipment is taken into use again.
16. Carry out all work with the minimum of risk to people, equipment and materials
17. Ensure the Health and Safety Executive Officer if on site is accompanied and act on their requirements or advice immediately
18. Ensure that you co-operate with the N & D Safety Group consultants and take appropriate action on their recommendations to meet compliance or if unable to do so, refer the matter to the next higher level of Company management
19. Release employees for training when required
20. Ensure that Sub-Contractors comply with their Method Statements
21. Maintain an effective communication link with both the workforce and management throughout the project
22. Ensure that Toolbox talks (specific to the site) are given on a regular basis and before any major task involving high-risk activities, for which you have the controlling influence
23. Discourage horseplay and reprimand those who consistently fail to consider their own well being, and that of others around them
24. Ensure that all personnel on site act in a responsible manner at all times and do everything that is reasonably practicable for the safety and health of other personnel and themselves

25. Ensure that where additional risks appear which have not been planned for that an adequate risk assessment is carried out and appropriate control measures are introduced prior to the commencement of the task. This information must then be passed on to your line manager
26. Ensure that operators on site have appropriate fire fighting equipment as necessary and that first aid packs are up to date and in good order
27. Ensure that adequate welfare facilities are established on site and maintained throughout the duration of the project
28. Maintain the site in a tidy state
29. Inform the Managing Director without delay if the safety performance of a sub-contractor is unsatisfactory, having first taken appropriate steps to ensure the offending activity is in safe order.
30. Take extra care over the training and supervisory needs of young or inexperienced workers.
31. Be responsible for ensuring that appropriate first aid equipment is readily available.
32. Ensure that any injury sustained, damage caused, or dangerous occurrence on site is investigated and reported as may be necessary under the requirements of RIDDOR. Details of the event must always be recorded in the accident book.
33. To record and report all accidents and incidents, and where necessary conduct an accident investigation.
34. Set a personal example
35. Reprimand any employee who fails to carry out his health and safety duties in a satisfactory manner
36. Ensure that copies of the Company Health and Safety policy are displayed where they can be easily seen by all employees.
37. Ensure that employees understand their allocated responsibilities for health and safety.
38. Insist that planned safe working methods are followed in observance of Codes of Practice
39. Ensure that an adequate system of maintenance exists and operates to keep premises, plant and work equipment in safe condition.
40. Determine most appropriate means of access equipment for specific tasks.

41. The monitoring and checking activities required by the Company Safety Management Systems are completed.
42. Periodic site inspections are carried out and recorded.

2.5 Responsibilities of Employees (Operatives)

As employees you also have duties under Health & Safety at Work etc. Act and the Management of Health & Safety at Work Regulations to both act responsibly and safely and also to co-operate with management in discharging their responsibilities under the law.

Whilst HSE/EHO's can prosecute individual members of staff in certain circumstances (max. penalty £20,000 or 6 months imprisonment), this is relatively unusual. In most cases, the Company's internal disciplinary procedures will be applied.

As an employee your responsibilities are to:

1. Co-operate with your employer by carrying out all instructions given to ensure the safety of yourself or others who may be affected by your actions including the wearing of protective clothing issued, i.e. safety helmets, goggles, ear defenders and masks, etc.
2. Take reasonable care of your own health & safety and that of others and refrain from any act that could injure yourself or other people.
3. Refrain from interfering with, or recklessly misusing, anything provided for your, or other people's health and safety.
4. Refrain from horseplay or practical jokes.
5. Realise that employees as well as, or instead of the employer, could have legal proceedings taken against them in the event of a contravention of the HASAW Act being proven.
6. Co-operate with the MD and QS, and bring to their attention any matter regarding your own or other people's safety.
7. Inform the MD or QS of any hazards you see which have the potential to harm yourself or others.
8. Use the correct tools and equipment for the job and keep them in good condition
9. Work to Client's safe directions and observe company/site rules, where relevant
10. Report defects in any work equipment, or any obvious health risks to your manager
11. Develop a personal concern for health and safety – for themselves and others, particularly young people
12. Avoid improvising which entails unnecessary risk
13. Warn new employees of known hazards

14. Refrain from horseplay and the abuse of welfare facilities
15. Find ways of eliminating hazards
16. Do not operate site vehicles or equipment for which you do not have authorisation

2.6 Office Managers Responsibilities

The responsibility of the Office Manager is to ensure:

1. All staff in their department have a reasonable knowledge of the Health and Safety Legislation relevant to their particular type of work.
2. All staff act in a responsible manner at all times and do everything that is reasonably practicable for the safety and health of other persons and themselves.
3. That adequate assessment is carried out of the risks from slips, trips and falls within the working environment.
4. That adequate assessment is carried out of any other risks to personnel within the working environment.
5. All staff who have been classed as 'users' of Display Screen Equipment (DSE) have been adequately assessed for risks to their Health & Safety, and that appropriate risk controls have been implemented and recorded.
6. That adequate First Aid facilities are available and that a sufficient number of competent personnel are appointed as First Aiders, and that a record of all First Aid equipment's, their locations and refill dates /inspections is maintained.
7. All staff are informed of what action to take in the event of FIRE and other emergency situations. Practices are to be carried out periodically and arranged in conjunction with the appropriate personnel and Fire Wardens.
8. All staff are to be conversant with fire fighting equipment, know its location and have been suitably trained in its use.
9. Competent personnel are to be appointed as Fire Wardens where necessary.
10. You are familiar with the Company's policy on office safety. (See "Policy on General Office Safety and use of Computers")

2.7 Responsibilities and Duties of Office Staff

1. Study the Company's Health and Safety Policy and carry out your work activities in compliance with its requirements.
2. Ensure that the clothing and footwear that you wear at work is suitable and safe.
3. Do not carry out any work activity which may be hazardous to your health and safety and for which you have not received training or instruction.
4. Report all electrical faults and defects in equipment to your immediate Foreman at once. Do not attempt to repair or service any equipment without authorisation.
5. Report any problems related to the use of Display Screen Equipment such as tingling in the fingers or hands, backache, headaches, eye strain etc
6. Ensure that passageways, floors, and doorways are kept clear and unobstructed at all times.
7. Never attempt to lift articles or materials, on your own that are heavy and could cause you an injury. Always get help.
8. Do not improvise or climb when reaching to a high shelf, always use steps or designed hop-up.
9. Report hazards and ways of improving working methods.

2.8 Responsibilities and Duties of Sub-Contractors

1. Comply with the Company's Health and Safety Policy and must ensure their own Company Policy is made available on site whilst work is carried out.
2. Carry out all work in accordance with the relevant statutory provisions taking into account the safety of others on the site and the general public.
3. Make an assessment of the risk associated with any substance, process or work activity on site, which will be hazardous to health and safety. The results of the assessments must be provided to a Director before work commences.
4. Ensure that any material or substance, which has health, fire, or explosion risks, is not to be brought on site without the authorisation of the Foreman. When authorisation given, the material or substance must be used and stored in accordance with the appropriate Regulations and current HSE recommendations, and information must be provided to any other person on site who may be affected.
5. Ensure that their employees are not permitted to alter any scaffold , or use or interfere with any plant or equipment on the site unless authorised. All scaffolds must be inspected every seven days and the results recorded in the register Form F91 Part 1 Section A. All scaffold inspections will be carried out by a competent person; this will normally be verified by production of a Scaffolder Certificate issued by the CITB.
6. Ensure that all plant or equipment brought onto site is safe and in good working condition, and fitted with appropriate guards and safety devices and with any necessary certificates available for checking.
7. Assessments of noise levels of plant, equipment or other operations to be carried out by the Contractor before work commences.
8. Ensure that power tools or electrical equipment of greater voltage than 110 volts is not brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition.
9. Ensure that their employees comply with any safety instructions given by the management team.
10. Ensure that Sub-contractors are informed of any hazards existing on the site.
11. Ensure that work places are kept tidy and all debris, waste materials etc., is cleared as work proceeds.

Arrangements

3.1 Health and Safety Information for Employees

It is not necessary for the employer to explain the law in detail to his employees. The information required may be presented, in the form of posters and leaflets, listing the key points of health and safety law. The regulations require employers to display a copy of the Health and Safety Law Poster where it can be easily seen by employees.

Copies of the poster with the address of the appropriate enforcing authority written on will be displayed on the notice board on site and in the main office.

3.2 Health and Safety Training

The company acknowledges that its efficiency is directly related to its ability to systematically identify, formulate and evaluate the health and safety training of its employees.

It is the personal and specific responsibility of the Site Manager to ensure that the training and development needs of their subordinates and staff are meaningfully considered and actioned, with the support of the Managing Director, who has responsibility for health and safety training.

3.3 Induction and Basic Safety Training

All new employees including trainees will receive basic first day induction and safety training from Site Managers/Foreman.

3.4 Identifying Training Needs

The sources of safety training needs are seen as:

Health and Safety training is to be provided at the following times for both managers and employees if it has been deemed necessary by their line manager based on a training needs analysis:

- prior to commencement of work with the Company
- when their work responsibilities change
- when new risks are introduced or when existing risks increase
- when their skills have not been used for a considerable time

3.5 Toolbox Talks / Safety Talks for Operatives

Safety talks are ten to fifteen minute sessions, conducted by the immediate Manager/Foreman or anyone with a specific knowledge of the subject being addressed and given to all operatives.

The topics of the talks should be selected to deal specifically with the actual site circumstances and the safety hazards likely to be encountered by the operatives.

The safety talks should be held on a regular basis, perhaps on a particular morning. Feedback comments on safety hazards should be noted on the attendance form, and the matters investigated and corrected before the next talk takes place.

The names of those attending should be entered appropriately on the form by the Site Manager conducting the talk. An attendance record should be filed.

3.6 Risk Assessments

Statutory duties are placed on employers and the self-employed under the requirements of the Management of Health and Safety at Work Regulations these may be summarised as follows:

- Assessment of significant risks to the health and safety of employees and others who may be affected by work activities, including contractors, part time and temporary staff.
- Significant risks must be recorded in writing and those groups of employees or others especially at risk must be identified.
- Procedures and systems of work must be specified for the elimination of minimising of the risks.
- Risk assessments must be reviewed and changed if circumstances have significantly changed.
- The provision of health surveillance where there is an identifiable disease or adverse health condition relating to the work concerned.
- The design and establishment of emergency procedures to be followed in the event of serious or imminent danger.
- Co-operate with other employers where work areas are shared and exchange information with them on protective measures and the risks associated with each others activities, and pass this information to employees who may be affected.
- Provide training, and periodically repeat it, for employees in regard to:
 - The duties and tasks assigned to them.
 - Induction on first being employed.
 - New work or further responsibility.
 - Changed work processes or methods of work.

Employees also have statutory duties to:

- Use those items provided by the employer in compliance with the instructions and training given. This would include work equipment, dangerous substances, means of transport, plant and safety equipment.

- Inform the employer of any dangerous work conditions or any matter that is considered to be a shortcoming in his employer's health and safety arrangements.

The Assessment of Risk

The assessment of risk is a careful examination of what could cause harm in work activity, and to then decide if sufficient precautions have been taken to prevent that harm. The aim is to make certain that no one gets hurt or becomes ill.

More detailed guidance on Risk Assessments can be found in the Company Safety Management System (SMS), Part 2 Section 1 Risk Assessment. Below are the principles of risk control taken from the SMS

PRINCIPLES OF RISK CONTROL

1. **ELIMINATE** Risk / Activity wherever reasonably practicable
2. If not, then **REDUCE / CONTAIN** Risk
 - Engineering controls (separate by enclosure, re-design, etc.)
 - Work re-organisation /safe systems of work
 - 'Admin'. controls (i.e. notices / signs, co-operation with contractors, etc.)
3. Provide **INFORMATION, INSTRUCTION, TRAINING** (to change behavior), plus **SUPERVISION** (to ensure it keeps happening!)
4. Supply **PPE ONLY AS A LAST RESORT**
(Note: unless the simple answer is STOP, the best strategies usually involve a series of controls at one, or even all, of the levels in the hierarchy)

then

5. **DEAL WITH RESIDUAL RISK**
(as above)
6. Formally **REVIEW & RE-ASSESS** when there is significant change
7. **MONITOR** into the future
8. **AUDIT**

3.7 Office Inspections

The Office Manager will arrange for office inspections to be carried out on a regular basis and details recorded.

3.8 Site Inspections

The Site Manager/Foreman will inspect the site prior to any work commencing and thereafter conduct daily walkabouts with the aim of detecting hazards and implementing remedial action.

Site Managers/Foreman are to ensure they maintain the following inspection registers during projects:

- Scaffold Inspections
- Plant and Lifting Equipment Inspections
- Excavation Inspections

Random Site Safety inspections will also be carried out by N&D Safety group and the findings reported back to the Site Manager/Foreman and the Managing Director.

3.9 Hazardous Substances

The Control of Substances Hazardous to Health Regulations set the requirements for the Company in the control of people's exposure to hazardous substances arising out of work activities.

People can be exposed to hazardous substances either in handling them or by directly using them. When hazardous substances are supplied to the company the manufacturers and suppliers have a duty to provide safety information in the form of a safety data sheet and a safety label on the container that describes the nature of the hazard.

Project Sites

The control of hazardous substances on site will be the responsibility of Site Managers/Foremen. In all cases where there is the risk of breathing in fumes, vapours and dusts or chance of direct contact with the skin or eyes an assessment must be carried out and necessary steps taken to prevent injury.

Site Management Managers are to:

- Arrange a written Risk Assessment, for substances, processes, health hazards etc. normally used or encountered on the site, and this information will be made available to all Company Personnel, and subcontractors etc. who may be affected.
- Ensure all operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.
- Ensure, if possible, arrangements are made for an alternative, less hazardous material to be specified.
- Arrange for any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc to be planned before work commences.

3.10 Use of Liquefied Petroleum Gases

Prior to starting work, the required quantities of LPG, including any contractor requirements will be ascertained to ensure that sufficient and suitable storage arrangements are available. A minimum quantity of LPG will be held on site.

Where LPG cylinders are stored on sites, the storage area is at ground level and readily accessible to facilitate the prompt removal of cylinders in case of an emergency. Where possible, storage areas should be in the open air, protected from unauthorised access by a mesh fence at least 2m high with 2 means of exit via gates which open outwards. There should be sufficient shelter to prevent exposure to extreme weather conditions. Where there are only small quantities, eg less than 400kg, these can be stored in lockable wire cages with only one exit provided there is no risk of someone being trapped in the cage. All cages are to clearly marked 'Highly Flammable' along with display notices prohibiting smoking and no naked lights. All cylinders are inspected daily and correct PPE is worn when handling cylinders.

Effective ventilation will be provided in areas where LPG is in use and a dry powder extinguisher will be made available. Equipment using LPG will be subject to a planned maintenance programme. Empty cylinders will be treated as full, though they will be segregated from full whilst in storage. Appropriate safety signs and warnings at the storage areas.

The Site Manager/Supervisor will:

- Ensure storage facilities are maintained to the specified standard.
- Check to ensure that LPG equipment is being used safely and those cylinders not in use are removed from the work place.
- Check that fire extinguishers are available for use.
- Inspect hot work at the end of work periods to ensure that the risk of fire is effectively controlled.

Training and Instruction

Operatives using LPG will be given training. This will include the approved method of leak detection, fire precautions and the use of fire extinguishers.

3.11 Excavations

Training and Equipment

Sufficient numbers of trained operatives, competent supervision and sufficient and suitable plant must be available for trench support before work starts. Suitable monitoring equipment and personnel trained in its use will be required where known exposure to toxic substances or lack of oxygen may occur. Location of existing services must be complete before work starts, also information obtained on ground conditions.

Protection Measures

Sides of excavations with the potential of collapse must be supported. Where flooding risk exists, cofferdams/ caissons will be installed with pumps of suitable capacity. Substantial barriers will be erected around excavations greater than 2m deep. Where poor ventilation is identified the atmosphere will be continually monitored. Stop barriers will be used to prevent vehicle entry. Spoil and materials will be stacked at least 1.5m from the edge of excavations. Ladders will be provided for safe access/egress. Cable location devices and local authority drawings will be used to trace buried services prior to commencement of work. Suitable signs and barriers (not barrier tape) will be provided to warn of the work.

The Site Manager/Foreman will:

- Take account of prevailing conditions including weather, traffic and existing structures.
- Provide suitable PPE as required and ensure its correct use.
- Inspect excavations daily or before each shift if over 1.2m deep.
- Record thorough examinations weekly.
- Ensure personnel selected are capable, fit and experienced unless under direct supervision.
- Ensure COSHH assessments are to be made of substances likely to be found or produced during the work.

3.12 Underground Services

All groundwork to be planned in advance and full details of underground services will be obtained in advance from the relevant authority, including Television Relay companies and private property owners.

Location of Services

Cable or pipe locators and plans must be available before work starts. It will never be assumed that any land is free from underground services, nor will plans be assumed to be accurate. Location devices will be used and safe digging practices will be employed. Trial holes will be dug, and hand digging employed to confirm locations. Physical indications such as junction boxes and manholes will be taken into account. The lines of services will be marked, using paint, pegs, etc. All services will be assumed to be live until proven otherwise. Services crossing excavations will be supported, and those services in concrete will be isolated before breaking operations begin. The Site Manager/Foreman will ensure that services are located and marked before further work begins. Consultation will be held with relevant authorities to agree precautions before work begins. All staff, machine operators and sub-contractors will be fully briefed before they begin work. All temporary services will be properly marked.

3.13 Work Near or Under Overhead Power Lines

There must be pre-contract discussion with Electricity Company to agree diversions or safe clearance distances needed, and any other safety measures.

Work which will require plant to be in vicinity of lines will be identified and safety measures introduced.

Barriers and solid goalposts will be erected as agreed with Electricity Company; the full requirements of HSE Guidance Note GS6 must be complied with. Appropriate warning signs will be displayed.

Operations involving movement of long metal objects (such as ladders and scaffold tubing) in the vicinity of overhead lines are to be subject to specific authorisation and supervision.

Movements of visiting vehicles and plant must be safely controlled, and barriers and warning signs continuously monitored to ensure they remain intact and in place. Instructions will be written for the purpose of briefing drivers on overhead hazards and crossing points.

All crane operations in the vicinity of overhead lines must be supervised continuously, also all crane movements. Permit-to-work system may be required for some tasks beneath lines.

3.14 Excavators

The choice of equipment will be assessed with regard to ground conditions and local operational requirements. A planned maintenance programme must be in operation for all excavators.

Operation

When using the backhoe on 180 Degree Machines the bucket must be lowered to the ground. At least 600mm clearance to be allowed for tail swings on 360 Degree Machines.

No persons must be allowed to stand or work within operating radius without the operator's permission. Loads must not be slewed over personnel, vehicle cabins or huts. Overhangs are not to be created on high work faces. Wheels/tracks are to be at 90 degrees to the work face. Travel and operations on a gradient must be controlled to ensure machine stability. A banks man is to be used where driver's vision is impaired or operating in congested areas.

Training and Supervision

Certification of drivers must be checked. Drivers must be over 18 years old. Trenching and deep excavation work must be supervised to ensure the stability of machine and excavation, and that persons do not work within the swinging radius of a backhoe. Vehicles must be checked by drivers before use and secured afterwards. Management must ensure speed restrictions are enforced, and monitor use on sloping ground. Noise levels are to be monitored and assessed as may be necessary.

3.15 Small Dumpers

Small dumpers must be subject to a planned maintenance programme. Stop boards must be installed at excavation sides where dumpers are operating. Adequate ventilation must be provided when dumper is operating in confined areas. Adequate lighting must be provided for dumper operations in poor visibility. Traffic routes used by both pedestrians and vehicles must be wide enough to allow dumpers pedestrians to pass safely. Pedestrian access to vehicle routes should be limited or prevented where practicable.

Handbrake must be applied when loading, tipping or parked. Drivers to wear safety helmets and dismount during loading. Passengers must not be carried unless additional seat is fitted. Dumpers are not to be left unattended with engines running. A banks man is to be used where driver's vision is impaired or operating in congested areas. Daily driver checks must include brake testing. Vehicles must not be driven at excessive speeds; only in accordance with site conditions. Extra care must be taken when working on slopes, especially when crossing the gradient. Dump skips are to be kept clean, to facilitate unloading free-flowing materials.

Driver training to CITB standard is required and certification of drivers must be seen and examined. Drivers must be over 18 years old. Vehicles must be checked by drivers before use and secured afterwards. Speed restrictions must be firmly enforced by site management. The operation of dumpers on sloping ground must be monitored. Hearing and head protection must be provided for dumper drivers.

3.16 Use of Skips

Site management must discuss requirements with the local authority when planning to use a skip. Restrictions may be imposed by the authority and contractual arrangements need to be clarified to ensure that responsibilities are met.

Skips must be marked with the name of the suppliers, and must be provided with adequate lighting and signage if sited on the public highway. Skips will be placed on firm level ground where possible. A safe means of access will be provided if tipping into a skip is necessary. When used in conjunction with a debris chute, suitable measures will be taken to ensure that dropped materials do not bounce out.

Site management must monitor skips arrival and use, and to reject those which do not comply with the above. Sufficient numbers of skips must be made available to allow the separation of controlled waste as required by the above standards. Lifting arrangements must be checked before lifting.

Skips must not be loaded over the safe working loads of lifting appliances. Site Manager/Foreman will monitor use of skips to ensure that transfer notes are completed accurately.

Training

The correct use of skips and control of waste disposal must be covered in operative induction training. Sub-contractors will be made aware by site management of their duty of care with regard to waste disposal.

3.17 Disposal of Waste

Planning will include waste disposal procedures for items of controlled waste which are foreseen during the project. The collection and disposal of waste will only be contracted to authorised and registered contractors. Proof of the waste collectors authorisation and registration should be obtained before contracts are awarded. When in doubt, the local authority's Waste Disposal Officer will be contacted.

Skips and containers will be clearly marked to indicate restrictions on the disposal of particular kinds of waste.

Site Management will:

- Ensure that building and other controlled waste is placed in suitable containers, so that transfer notes can be completed accurately as regards the containers' contents.
- Monitor the disposal of waste into containers to ensure that unauthorised disposal is prevented.
- Ensure that waste material is only passed to registered carriers, and transfer notes are completed before its removal from site, and copies kept on site for record purposes until contract completion.

3.18 Compressors and Pneumatic Power Tools

COSHH and PPE assessments will be carried out and forwarded to site before work begins. Assessments of foreseen noise will be carried out; local authority will be informed if adjacent area is likely to be adversely affected. Compressors will be subject to a planned maintenance schedule and thorough examination.

Personal Protective Equipment

An assessment of PPE requirements will be carried out before use of a pneumatic tool or compressor is authorised on site; this will include hearing, eye, head and

foot protection as appropriate for the work and machine. PPE will be worn as directed.

Air Receivers

Air receivers will be identified by serial/plant number and be fitted with pressure gauge, safety valve, drain point and access for cleaning. The safe working pressure will be identified on all air receivers and will not be exceeded.

General Safety

All guards and covers will be fitted to moving parts of compressors, especially on V-belts and pulleys. Cutting tools provided will be kept sharp and be held securely in their fitment. Continuous monitoring of noise will be carried out, and where the action levels are likely to be exceeded full assessment will be made. If work takes place in areas of poor ventilation, action will be taken to prevent a build-up of lubricating oil mist. Air hoses will not be used for cleaning down, except under supervision. Hose connections will be checked regularly for security and damage. Strict supervision will ensure that there is no horseplay with compressed air.

Operative Selection and Training

Selection may be required of operatives who have experience of the work and are physically fit. Operatives will be trained in the use of pneumatic tools and the precautions necessary. Training will include the findings of COSHH and noise assessments and any necessary actions. Foremans will receive the same basic training, and in safety supervision.

3.19 Abrasive Wheels

In compliance with POWER Regulations, all persons required to mount abrasive wheels, including portable tools, must be trained in accordance with the Schedule to the Regulation. A certificate of appointment should be provided with the appropriate employees name being entered in the Abrasive Wheels Register, all entries in the register must be signed and dated. Sufficient operatives must be trained to change abrasive wheels and discs and be available at the workplace.

The correct wheels for the type of machine, speed and materials to be cut will be ordered and made available at the workplace. Abrasive wheel machines must be subject to a planned maintenance programme. Special permit to work clearance will be obtained before using these machines in potentially explosive or flammable areas.

An assessment of PPE requirements will be carried out before use of an abrasive wheel is authorised; this will include hearing, eye, head and foot protection as appropriate for the work and the machine. PPE will be worn as directed. Loose clothing and ties will not be worn by operators.

Disc cutters will only be used when standing on a firm, level base. Operators will ensure that all persons are kept away from areas where sparks or dust are directed. Equipment and disc/wheels will be visually checked for damage before

use by operators, ensuring operating speed is indicated. Users will not use undue pressure, and will use the right disc/wheel.

3.20 Portable Electrical Equipment

All portable electric equipment, both office and site, will be identified individually and be subject to planned maintenance. An inventory of all portable appliances and records of tests and inspections will be kept in the Portable Appliance Test Register.

Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions.

All equipment found to be defective will be switched off and reported immediately.

Site equipment will be visually inspected before use. Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards. Damaged lamps on festoon leads will be replaced, and only moulded socket holders will be used on sites. Only equipment operating at 110 volts or less will be permitted on site. Higher voltages must be authorised in writing by management prior to use.

Sub-contractors must be made aware of the above policy in the use of electrical equipment. Trained first-aider(s) must be available on site at all times when electrical equipment is in use. Site management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, residual current devices or similar. The use of electrical equipment will be monitored to ensure safe use. Site management will ensure that only trained and competent persons test, repair and maintain portable electrical equipment.

3.21 Maintenance and Repair of Plant and Equipment

The Provision and Use of Work Equipment Regulations require that our plant and equipment are maintained so that their performance does not deteriorate to the extent that they put people at risk. Therefore all plant and equipment will be frequently checked to ensure that safety related features are functioning correctly. The frequency of checks will depend on the plant and equipment concerned and the degree of risk involved, and could be each day, every month or even longer.

The Director and Site Manager/Foreman will ensure that maintenance work is only carried out by someone who is competent to carry out the task according to the anticipated technical difficulty, and who will have received adequate information, instructions, and training relative to the work. The competent person must be made aware of his responsibility and be willing to accept it.

Routine maintenance of lubrication inspection and testing will be based on the recommendations of the equipment manufacturer and will also take into account specific legal requirements, such as the requirements for hoists, lifts, scaffolds etc.

Lifting Operations and Lifting Equipment Regulations will be complied with regarding the safety of lifting devices and associated equipment.

Every lifting appliance and all its associated equipment:

- Must be well constructed of sound material and free from patent defect it must possess adequate strength for its intended purpose.
- Must be properly maintained.
- Must be inspected at least once every week by a competent person who must submit a signed report on the prescribed form.

Where the work is not expected to last for more than six weeks reporting requirements in respect to hand powered lifting devices will be fulfilled if the person in charge of the site, being a competent person, carries out the inspection and submits a report within a week to his employer, who then enters the details on the daily diary.

No chain, rope or lifting gear should be used to raise, lower or suspend a load, unless it has been thoroughly examined at least once within the previous six months. Chains, ropes and lifting gear not in regular use need only be examined when necessary. A written report of the examination must be prepared and signed by the person carrying out the examination.

All guards whether fixed or automatic, must be constantly maintained and kept in position when the machine is in motion. Automatic guards must be regularly maintained and properly adjusted and constructed so that they fall to safety. The site manager or delegated person will check all fixed and automatic guards daily to ensure that they are in position and operational. Extra vigilance is necessary to ensure that workers do not 'fix' mechanical guards so that they are inoperative.

A record of plant and equipment maintenance will be kept on site that will provide information for future planning and previous action taken.

3.22 Manual Handling

The Manual Handling Operations Regulations were introduced with the intention of reducing the incidence of injuries at work caused by the manual handling of loads. Where reasonable practicable hazardous handling operations should be avoided and a suitable and sufficient assessment made of the manual handling operation. Where the assessment shows there is a significant risk of injury; consideration will be given to the safety and practicality of the use of a machine e.g., fork lift truck or other lifting equipment.

While the use of a machine may reduce manual handling hazards it may introduce new and different hazards, any hoist lift chain or rope is used for handling activity such equipment must be maintained in a safe condition and is subject to certain testing and examination.

The maximum weight of concrete blocks on site is to be 20 kgs.

3.23 Personal Protective Equipment

Personal protective equipment (PPE) are items of equipment and clothing which are intended to be worn by a person at work and designed to provide protection against risks to their health and safety.

PPE is to be used as a last resort and steps should first be taken to prevent or control the risk at source, for example, by making machinery or work processes safer.

Protective clothing includes for example: aprons, gloves safety footwear, safety helmets, high visibility jackets, and clothing to protect against adverse weather conditions.

Protective equipment includes for example: eye protection, safety harnesses, respirators, and ear defenders.

Assessment of PPE

PPE must be suitable for the specific process for which it is provided. Prior to selecting it must be ensured that an assessment has been made to ascertain if the proposed PPE is suitable. Suitable means that PPE is:

- Appropriate for the risks involved and the conditions.
- That the ergonomic and state of health of the person wearing it has been taken into account.
- That it fits the wearer, and when more than one item of PPE is being worn that different items are compatible with each other.
- Complies with national and European standards.

Site Foreman will establish what PPE will be required on site and where necessary they will complete the PPE.

Hazards on site where PPE will be required:

Head injuries, eye injuries, foot injuries, cuts and scratches, weather, temperature (hot and cold), falls from height, excessive noise, respiratory (dust, fumes).

Standards

PPE has always had to comply with established standards, for example eye protection has to be made to BS 2092. These principles are now extended within the European Community. From the 30.6.95 all PPE has had to carry the CE mark, which indicates that the product has been made to harmonised European Standards. The Accountant and Site managers will ensure that all purchased PPE carries the CE mark.

Issue of PPE

When PPE is issued on a permanent basis to employees a record will be kept of the issue and of any instructions given to the wearer on care, maintenance, storage and correct use. PPE should be visually examined on issue by the person issuing it and by the person receiving it. Employees should be reminded of their duties of:

- Wear PPE as directed.
- Maintain it in good condition.
- Report any loss or damage.

Accommodation

Accommodation must be provided for PPE so that it can be safely stored and kept when not in use. Accommodation includes pegs for helmets and clothing, carrying cases of eye protection and containers for PPE carried in vehicles.

Sites

The Site Manager/Foreman will also ensure that signs relating to the wearing of helmets, eye protection, and ear defenders are ordered and displayed on site, and that everyone on site is made aware of the rules and requirements for the wearing of safety helmets, eye protection, ear defenders etc. The site manager will also ensure that suitable PPE is available before work commences.

PPE Site Rules

- All operatives will wear suitable safety helmets and safety footwear whilst on site.
- Operatives must obey the instructions of any sign or notice stating that PPE is to be worn.
- Operatives must when necessary wear hearing defenders, eye protection, respiratory protective equipment, safety belts or full harness and where necessary be instructed in maintenance and safe use of PPE.
- All management, visitors, sub-contractors and employees must wear safety helmets whilst on site, other than in areas designated in writing as being where the risk of head injury is negligible.
- All persons issued with PPE must immediately report losses or defects to their Foremans at once.
- Directors and Manager/Foreman will set a good example by wearing safety helmets and footwear etc., whilst on site.

3.24 Fire Precautions on Site

Planning

Site planning and safety rules will include the supply and maintenance of fire fighting equipment, control of hot work, and emergency procedures in the event of fire. Smoking on site will be controlled as necessary as will the build up of

flammable materials such as in waste skips. Means of escape and emergency vehicle access will be maintained during all stages of construction.

Adequately signed fire emergency exit routes will be established, and kept free of obstruction. Access to the site work areas will be restricted especially out of working hours. Smoking restrictions will be strictly enforced where flammable materials are used or stored. Contractors will be notified of the restrictions.

Hot work and use of naked flame appliance will be controlled as necessary, including the use of permit to work systems as necessary. Temporary electrical systems and changes in electrical systems made necessary by contract conditions must comply with best standards, and will be reviewed by a competent person.

An emergency fire and evacuation procedure will be designed for every contract, and continuously reviewed as necessary. Suitable storage facilities will be provided. Records will be maintained of routine fire inspections and the maintenance and testing of fire fighting equipment.

Training

All site operatives will be instructed in fire and evacuation procedures on induction. Operatives using highly flammable materials or carrying out hot work will be trained in the necessary fire prevention measures.

3.25 Office Fire Precautions

Planning and safety rules will include fire detection provisions, supply and maintenance of fire fighting equipment and emergency procedures in the event of fire. Smoking will be controlled as needed. Combustible waste materials will be regularly removed from the building, and an adequate means of escape will be maintained at all times.

Fire Action ‘Discovering the Fire’

(The following will be adjusted for each Company location)

Whoever discovers a fire will:

- Telephone the emergency services by dialling 999
- When the exchange operator answers, ask for the **FIRE SERVICE** and give the telephone number _____
- When connected to the Fire Service state slowly and distinctly :
- This is ELL, **State Address:** _____
- Leave the building by the nearest safe exit and proceed to the assembly point.
- Notify the senior manager that they have summoned the fire service.
- Not re-enter the building until told it is safe to do so by the Senior Fire Officer.

Fire Action 'On Hearing the Alarm'

On hearing the alarm everyone will leave the premises by the nearest safe route and assemble at the designated assembly point at the front of the building.

Fire Appliances

Fire appliances will be maintained in efficient working order. Portable fire extinguishers will be examined once annually by a competent person in accordance with the manufacturers instructions, and marked with date of examination by the examiner.

Once every month the equipment will be inspected to ensure that it is not obstructed and is readily available. All inspections and examinations will be recorded in the Fire Log Book.

Fire Log Book

The following details will be entered into the office Fire Log book:

- Weekly : Means of Escape Inspections.
- Monthly : Check Fire Appliances.
- Annual : Examination of Fire Appliances.
- Fire Training.
- Fire Drills.

3.26 Accident Investigation And Reporting

It is the policy of the Company to investigate and record the details of all accidents and to ensure that the enforcing authorities are appropriately notified of certain kinds of injuries, occupational diseases and dangerous occurrences. The Company's insurers will also have to be informed of any accident, occupational diseases or dangerous occurrence which is thought likely to result in an insurance claim.

Accident Investigation

The objectives of the accident investigation will be :

- To enable prompt remedial action to be taken.
- To prevent recurrence.
- To assist in planning and future resource allocation.
- To provide feedback information.

The Managing Director will be responsible at the office for the investigation, reporting and where appropriate the notification of office and site accidents and dangerous occurrences to the enforcing authorities. The detailed circumstances of the accident or dangerous occurrence will be recorded on the Accident Report Form or Dangerous Occurrence Form, and the form sent immediately to the office.

The Manager/Foreman on sites will be responsible for investigating and reporting the detailed circumstances of the accident or dangerous occurrence and recording on the Accident Report Form, and the form sent immediately to the Managing Director at the office.

Wherever possible the person having the accident will make the entry in the Accident Book. When this is not possible the entry may be made on their behalf by their immediate superior.

3.27 First-Aid Facilities

First aid facilities will be provided for the treatment of employees who are injured or become ill while at work. The facilities required on site will depend upon the type of work and the numbers of personnel involved in the work, as a minimum at least one trained first aider will be on hand at each site.

First-Aid boxes will be provided at the following locations :

- The Office
- All Construction Sites

First-aiders will provide first aid treatment :

- For minor injuries not requiring further medical intervention.
- Immediate treatment of more serious injuries or illness pending their referral to a Casualty Department or General Practitioner.

All cases of treatment the following details will be recorded :

- The name of the casualty.
- The date and time of the treatment.
- Details of the injury sustained and the treatment given.

The Site Manager/Foreman will establish first aid facilities before work starts, and will take into account the possible needs of sub-contractors.

Training of First Aiders

All first aid training will be undertaken by an organisation that has been approved by the Health and Safety Executive.

Under no circumstances must any medication (pills, mixtures, creams, sprays, etc.), be contained within first-aid boxes or kits, or dispensed for any reason by a first-aider or appointed person.

3.28 Construction Design and Management Regulations

The Construction Design and Management Regulations came into force on the 06 April 2015. They replace the Construction (Design and Management) Regulations 2007.

The key aim of CDM 2015 is to integrate health and safety into the management of the project and to encourage everyone to work together to:

Whatever your role in construction, CDM aims to improve health and safety in the industry by helping you to:

1. sensibly plan the work so the risks involved are managed from start to finish
2. have the right people for the right job at the right time
3. cooperate and coordinate your work with others
4. have the right information about the risks and how they are being managed
5. communicate this information effectively to those who need to know
6. consult and engage with workers about the risks and how they are being managed
7. improve the management and planning of a project from the very start;
8. Identify hazards early on, so they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed;
9. target effort where it can do the most good in terms of health and safety; and discourage unnecessary bureaucracy.

Notification

(1) A project is notifiable if the construction work on a construction site is scheduled to—

(a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or

(b) exceed 500 person days.

(2) Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

The information that has to be sent to the HSE is set out in Schedule 1 to the CDM 2015. A form F10 revised can be used and is available from HSE's website and can be completed on line at ([www. Hse.gov.uk/forms/notification/f10.pdf](http://www.Hse.gov.uk/forms/notification/f10.pdf))

3.29 Introduction of New Machinery, Substances and Processes

The Managing Director will ensure:

- That any new or hired machinery or equipment is suitable from a safety viewpoint and complies with all statutory requirements and current recommendations and will arrange for regular servicing and maintenance.
- That a risk assessment is carried out of any new substance, process, or work activity hazardous to health and safety, and that appropriate control measures, training and personal protective equipment has been provided.

Sites

At sites the Manager/Foreman will ensure the above.

3.30 Monitoring And Review of Company Safety Policy

The Company acknowledges that in order to maintain the Health and Safety Policy in an effective condition, it must, as often as maybe appropriate, review and where necessary revise the Health and Safety Policy.

The Managing Director will ensure that an annual review of the Policy is carried out, and revisions made to reflect changes that may have been made in organisational responsibilities, and work activities.

All employees will be expected to bring to the notice of their immediate Superior any areas where the Company Health Safety Policy appears to be inadequate. The suggestions will be passed to the Managing Director for consideration.

3.31 Display Screen Equipment

It is the Company's policy in compliance with the Health and Safety (Display Screen Equipment) Regulations, to assess and so far as is reasonably practicable, reduce the risks in display screen work.

The principal risks associated with display screen work relate to physical problems, ranging from temporary fatigue or soreness in the limb to chronic soft tissue disorders like carpal tunnel syndrome. Some keyboard operators have suffered occupational cramp. Medical evidence shows that using display screen equipment is not associated with damage to the eyes or eyesight; nor does it make existing defects worse.

3.32 Managers, Foreman & Employee Safety Training Records

The Managing Director will ensure that training records are kept for all employees.

3.32 Driving Licences

Driving Licences will be checked on a regular basis and at least once per annum. Employees are required to report any driving convictions to the Site Manager immediately.

3.33 Method Statements

Method statements for all main work activities have been reviewed and upgraded. Site operatives are expected to comply with the stated working practices within these method statements, any problems identified with the method statements should be brought to the attention of the Site Manager.

3.34 Permit to Work System

If a Permit to Work system is necessary this is to be controlled by the Site Manager/Foreman.

3.35 Health & Safety Questionnaire

When establishing the health & safety competency of contractors the Company Health & Safety questionnaire is to be used.

3.36 Asbestos

The Company Policy & Procedures guide on asbestos is to be observed by all Site Management and Operatives. Site Managers/Foreman are to bring this policy to the attention of any sub-contractors engaged in work where asbestos is known or likely to be present.

3.37 Sub-contractors / Self employed workers

1. ELL will, so far as is reasonably practicable, provide safe access and egress for such individuals, and ensure that premises, plant and substances provided for their use are safe and without risk to health. The Company will seek the formal, active co-operation of Contractors or other occupiers of premises used or owned by the Company in identifying and controlling any shared risks.
2. Contractors and self-employed persons, whilst on Company premises, must:
 - take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with Company employees in discharging the Company's health & safety responsibilities
 - comply with the Company's Safety Policy, safety regulations and safe systems of work in respect of health & safety matters
 - report all accidents and dangerous occurrences to the site Foreman /manager who will, in turn, report such incidents to the manager responsible for co-ordination
 - refrain from any practice that could endanger themselves or others
 - take care of welfare facilities, i.e. rest areas, toilets and ablutions
 - understand that, as an individual they could have legal proceedings taken against them for any contravention of any of the relevant Acts whether or not an accident has occurred
 - report any accident to their employer so that a record can be kept
 - inform ELL Site Managers/Foreman of any risks which may arise to other personnel on site (including the general public) through their activities
3. Submit their Safety Policy Statement, Accident Record, Method Statement, Risk and COSHH assessments, when tendering for work including 'Hot Work' which may be carried out.

4. This policy will be brought to the attention of relevant Contractors, who will be expected to inform and monitor the activities of their staff in this regard. Likewise the relevant information from the Contractors Health and Safety Policy must be passed to the responsible Company Manager responsible for the project. This exchange of information must also include actions in times of emergency, and agreement over the implications of sharing power, access & egress and other facilities. Copies of their up date Employers/Public Liability Insurance Policy will also be required from the Contractor.
5. The manager responsible for the Contractor should ensure that they can demonstrate high standards of safety through suitable and sufficient risk assessments and/or method statements. They should further demonstrate that the employees they send to Company sites are fully competent for the tasks they are working on, and that they will comply with the agreed safe system of work.
6. The manager responsible for the Contractor should also maintain adequate liaison while the Contractor is on site. Where necessary, minutes, or other documentation, should be recorded to show how significant decisions were reached. Regular inspections of the Contractors activities must also be carried out. If it is a different person, the local manager for the area where the contractor is working must be kept informed of any findings.
7. If a Contractor is observed to be working unsafely, they must be told to stop work the moment it is safe to do so, the manager should then inform the contractor's management of the unsafe practice and insist that they personally intervene and correct the situation. Under no circumstances should a Company employee give health and safety advice to a Contractor, in so doing they could be accepting liability on behalf of the Company for any subsequent problems.

Important Note: Contractors failing to comply with the requirements of this Policy or with the reasonable requests of the Site Management team, may be asked to vacate the site pending an inquiry by the Managing Director.

Contractors consistently failing to comply with the requirements of this policy or who fail to achieve the required minimum safety standards implied herein may no longer be used by the Company.

8. The Company's procedures for ensuring the competence and quality of its approved Contractors will be continually upgraded to ensure full consideration of health and safety concerns.

3.38 Contractors - Machines and other Plant

1. All machines owned by sub-contractors are regularly inspected and tested as per the Lifting Operations and Lifting Equipment Regulations.
2. The visiting Safety Consultant from N & D Safety Group checks inspection registers that are kept with each machine.

3. No person is allowed to operate any machine unless they are over eighteen years old and approved by a Company Director.
4. In the event of Scaffolding being needed on site a contract is placed with a recognised Company to erect and strike. These scaffolders must produce competency certificates on arriving at the site. No person is allowed to work on their own.
5. Permit to work certificates are issued when ever necessary, i.e., when entering confined spaces.
6. Safety files are issued to all sites, these are also backed up by any documents or recommendations issued by the HSE or other informative bodies.

3.39 Safety in dealing with members of the public - on and off site

1. By the nature of what it does, the Company has responsibility for the safety of large numbers of the public. The Company will provide suitable and sufficient measures for keeping the general public away from hazardous or operationally sensitive sites. This may be done through local trespass management and generally good security measures. It is the responsibility of local line management to ensure that measures are appropriate and adequately enforced and monitored.
2. Under no circumstances should physical restraint be used. In the event of an intruder being on-site and refusing to leave when requested, local management should immediately be informed. They will take such action as is appropriate, including calling for security and/or local Police support.
3. Where appropriate, adequate fencing and/or alternative security devices will be employed to ensure that members of the public do not come into contact with Company work activities carrying risks. This also applies to any temporary work sites or events.

3.40 Checklist of issues to consider on site

(This list is not exhaustive)

1. Fire Prevention and Evacuation Procedures
2. Portable Tools
3. Guarding of Machinery
4. Working at Height
5. Work Permits Knowledge
6. Storage of Materials
7. First Aid Provisions
8. Duty of Care-Waste Disposal, asbestos and other special waste
9. RIDDOR reporting Procedures
10. Housekeeping
11. Access and Egress
12. Emergency Procedures
13. Tool Box Talks
14. Noise
15. COSHH Regulations
16. Abrasive Wheels Regulations
17. Hot Work Procedures
18. Lifting Equipment
19. Scaffold Access Platforms
20. Excavations
21. Personal Protective Equipment
22. Electricity at Work
23. Manual Handling

3.41 General office safety & use of computers

1. Offices, reception areas and other 'admin' spaces carry their own sets of risks. From slip, trip and fall hazards to the potential for 'RSI' from inappropriate or too heavy usage of computer equipment, it is important that the risks faced by office users are adequately assessed. Secretaries, reception and other administrative staff will, particularly, be subject to these risks, but there may also be some users in other areas whose overall total usage places them at risk. Key concerns will be given to:

- Manual handling tasks (filing, deliveries, storage and transport of materials, etc)
- Use of electrical equipment (fans, fires, etc)
- Use of office equipment (guillotines, shredders, etc)
- Use of computer equipment
- Poorly laid out or badly provisioned workstations
- Inadequate space or poor workspace layout
- Poor or static working postures
- Poor job design
- Poor physical working environment (lighting, heating, ventilation, etc)
- Fire and other emergencies

Relevant Legislation

2. HASWA section 2; The Work Place Regs; The Work Equipment Regs; The Display Screen Equipment Regs.

Requirements

3. The General Risk Assessment process will be used to cover the majority of office related risks. Good housekeeping by everyone will play a key role in risk control

4. The HSE recommended DSE Assessment Forms will be used where detailed Display Screen Equipment assessments are required.

3.42 Display screen equipment policy

1. Particular attention will be given to all those who make significant use of computers (or other so-called 'Display Screen Equipment' or 'DSE'). The DSE Regulations are intended to deal with risks arising from three main concerns:

- Musculo-skeletal work-related injuries
- Visual fatigue
- Stress

Musculo-skeletal work-related injuries

- usually arising from inappropriate workstation usage despite having adequate furniture provision (e.g., overuse, inappropriate 'heavy' keying styles, prolonged poor or static posture, extensive repetition without adequate breaks, etc) or from inadequate/inappropriate workstation furniture provision resulting in poor posture. Initial fatigue or discomfort then, potentially, leads to pain or injury mainly to the arms or wrists but also to backs, necks, etc.

Visual fatigue

- Headaches, eye fatigue, etc but not injury arising from glare, poor office lighting, etc. In dealing with this problem, the DSE Regulations include a right to an appropriate eyesight test for all DSE users. (See note below on eyesight testing policy).

Stress

- From inappropriate or too heavy a workloads, etc. This is of particular concern as a compounding effect in the occurrence of musculo skeletal injuries. Those under particular stress are more likely to suffer the effects of musculo-skeletal pains and strains.

Eyesight testing policy

2. Whilst there is no evidence of harm being caused to eyesight from computer use, legislation requires that people who use computers for a significant part of their work have their particular visual requirements catered for. All such people within the Company are entitled to an eyesight test, paid for by the Company, carried out by a qualified optometrist. In the event that the optometrist recommends spectacles for use exclusively with computers, then the Company will meet the cost of standard single vision lenses with frames up to the cost of £20. Re-tests can be taken after 4 years or as soon as possible after users notice changes in visual performance.

3. The DSE Regulations do NOT require the Company to buy new workstations or provide glare guards, wrist rests or footrests unless these are appropriate measures to control the risks faced. As with all work-related occupational health issues, a risk assessment should demonstrate need.

4. If users are at risk then the Company will take reasonably practicable measures to reduce those risks.

3.43 Workstation set-up (guidance for dse users)

Good workstation set-up and safe usage requires that those using the equipment know why they have it and understand how to use it safely. All users should follow this 12-point plan for good DSE workstation set-up and usage:

1. Adjust your seat height so that your elbows are approximately at 90° and level with the keyboard. The wrists should be in a relaxed, 'flat' position when keying. Upwards or sideways bends of the wrist should be avoided.
2. If your feet do not touch the floor, use a footrest to support them and set up the chair to ensure that there isn't undue pressure on the bottom and/or thighs.
3. Adjust the chair back height for comfortable lumbar support.
4. Adjust the chair back rake for comfort and support.
5. The keyboard should be parallel with the front edge of desk/table and there should be sufficient room to rest arms in the space between it and the desk edge.
6. Adjust viewing distance and screen height to suit but ensure a slightly downward viewing angle to the screen: As a rough guide, your eyes should be about level with the top of the display.
7. Do not work at odd angles if it can be avoided - your body position should be 'squared-up' to the table. Therefore if you are interacting with the computer (e.g. searching a database), the screen should, if possible, be directly in front of you. If you are copy typing, place the copy directly in front of you.
8. If working from hard copy, use a document holder whenever possible. Ideally you should position documents at the same viewing distance as the screen, but only if they are easy to read at that distance (if the documents are difficult to read, position them where they can be read most easily).
9. It should be possible to avoid glare and reflections by adjusting the screen tilt. The correct viewing position is with the screen at right angles to the line of sight (it should not be necessary to work with the screen angled down in order to avoid reflections).
10. Think about the positioning of other equipment, especially any items which are frequently used. You should not have to stretch excessively for the phone, or regularly used reference material. Printers however should not be positioned close to users (e.g. on users' desks).
11. Organise your work so that you take regular short screen breaks e.g. collecting documents from the printer, filing, making coffee, etc.

12. When not engaged in sustained keying - change your workstation and/or chair set-up regularly so that through the day you adopt a variety of working postures

3.44 Work related upper limb disorders (WRULDS) in offices

The potential for RSI / WRULDS exists with any or all of the following:

- using too much force when keying
- too much repetition (overuse)
- poor posture or prolonged static posture
- lack of rest
- individual or work-related stress
- individual susceptibility

Whether or not these hazards are ever actually likely to result in harm for DSE users will, of course, depend on a number of additional factors:

- the total amount of time spent keying
- the frequency and duration of breaks
- or other changes of activity &
- the intensity of use - the stress under which users have to work

Describing someone simply as using a particular computer or workstation for 50% of the time doesn't tell us anything about what work pattern they actually have during that 50% period. 50% intensive and highly stressful usage, for instance, is a greater likelihood of realisation of risk than 50% infrequent non-pressured work.

When undertaking DSE assessments, be sure to consider not only whether workstation provision is in line with the requirements for safe usage but also whether users understand how to use what they have. It's not just WHAT you've got - it's also what you DO with what you've got!

Records

1. All General Risk Assessment forms relating to issues in general office safety are to be kept and all risk control actions monitored.
2. Where specific DSE Assessment Forms are used they are to be kept and their risk control measures monitored.
3. All training given to staff regarding office safety (and particularly safe workstation set-up and usage for DSE users) must be recorded on the Training Register
4. All eyesight testing records must be kept.

3.45 Asbestos procedures

The Company Policy & Procedures guide on asbestos is to be observed by all Site Management and Operatives. Site Managers/Foreman are to bring this policy to the attention of any sub-contractors engaged in work where asbestos is known or likely to be present.

All relevant information regarding the presence of asbestos within a works area will be obtained prior to any works commencing. Any works where suspicion of Asbestos arises outside of provided information will be temporarily suspended pending sample analysis. All personnel will be instructed on the procedure to follow at the site induction. All ELL operatives are given asbestos awareness training within the General Health and Safety package provided by N&D Safety Group. Toolbox talks are given at regular intervals to reinforce company procedures.

3.46 Young children on site

All ELL sites are secured as far as reasonably practical to prevent unauthorised access to the public. Site managers are aware that all access ladders to scaffold are either removed or blocked off at the end of each day. Excavations are covered and fenced off. All plant machinery is immobilised and secure. Materials aren't stored too high, and in a safe condition / stacked. Where possible all sites are fenced and all entrance gates locked. Where practical if there are schools close to any sites then a member of ELL will organise a visit to the school to liaise with staff and children.

3.47 Portable electrical equipment

All portable electric equipment, both office and site, will be identified individually and be subject to planned maintenance. An inventory of all portable appliances and records of tests and inspections will be kept in the Portable Appliance Test Register.

Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions. Where practical battery operated tools are to be the preferred option.

All equipment found to be defective will be switched off and reported immediately. Site equipment will be visually inspected before use. Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards. Damaged lamps on festoon leads will be replaced, and only moulded socket holders will be used on sites. Only equipment operating at 110 volts or less will be permitted on site. Higher voltages must be authorised in writing by management prior to use and used in conjunction with an RCD.

Sub-contractors must be made aware of the above policy in the use of electrical equipment. Site management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, residual current devices or similar. The use of electrical equipment will be monitored to ensure safe use. Site

management will ensure that only trained and competent persons test, repair and maintain portable electrical equipment.

3.48 Working at height

Prior to any work at height being carried by ELL personnel, a risk assessment is to be produced prior to work commencing and should be read and signed by the operatives carrying out said work.

Prior to starting work ensure that:

- a. Work to be carried out is planned and organised.
- b. Person carrying out the work are competent to do so.
- c. All the risks are assessed and the correct equipment is selected and used correctly.
- d. Any risks from fragile surfaces are identified and controlled.
- e. All equipment used is inspected and maintained.

Managers are reminded of the hierarchy to be followed when planning work to be done at height.

- a. Avoid working at height where possible
- b. Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- c. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Ladders and steps shall only be used following an assessment and where the duration and activities allow for their use. Activities from ladders and steps shall be kept to an absolute minimum and, if used, comply with the standards and requirements identified within the schedule to the Regulations. In particular to ensure the prevention from slipping and to maintain stability when in use.

Scaffolding shall only be erected by trained and competent persons following the development of a plan to confirm that appropriate safety standards and the specific requirements within the Regulations will be suitable.

Toolbox talks are to be given to all personnel at regular intervals highlighting the risk involved when working at height

3.49 Access / Egress

Prior to any work commencing onsite measures will be taken, and risk assessments produced, to identify all risks associated with access and egress. ELL personnel are reminded that all access routes may be subject to change as work progresses and information regarding any changes will be passed on to all operatives.

3.50 Non English speakers

- a. provide essential induction training and any necessary job-related/vocational training;
- b. provide relevant information about the risks to which they may be exposed and the precautions they will need to take to avoid those risks;
- c. consider the needs of workers who may not speak English well, if at all, and whether you need translation services;
- d. make sure workers have received and understood the information, instruction and training they need to work safely and consider how to ensure it is acted upon;
- e. make sure workers are adequately supervised and can communicate with their supervisors;
- f. make sure workers know where and how to raise any concerns about their health and safety and about any emergency arrangements or procedures.

3.51 CONFINED SPACES

In order that the ELL comply with the Confined Space Regulations, the company will undertake suitable and sufficient assessments for the work activities being undertaken. If possible mechanical means will be used to avoid entering confined spaces, however, due to the nature of the work undertaken by the company, this may be unavoidable and a well defined safe system of work will be implemented.

Where relevant, employees will be trained by an approved training body to enable them to undertake:

- Safe access and egress
- Breathing apparatus
- Gas monitoring
- Accident and emergency procedures

All work that is undertaken in confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary precautions are in place.

3.52 LEAD AT WORK

Standards required

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

HSE Guidance Note EH29: Control of Lead Outside Workers

Planning Procedures

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

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

To avoid unnecessary contact with lead or lead based products, the Contracts Manager will ascertain from the clients, at the pre-tender stage, whether or not any of the work areas are likely to contain lead, or are coated with lead or lead based products.

Should lead be present on site, the company will arrange for the client to clear the area of such products or pre-treat or drill all areas likely to be disturbed by the company's other working processes.

Should the client prefer, the company will consult a specialist contractor with a view to that contractor being employed to clear or treat the threat as above.

When air-borne lead exists, a method statement will be produced.

Supervision

The supervision of the removal of lead will only be carried out by the employed specialist contractor.

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

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

Where operatives are exposed to lead above the statutory control levels the company is obliged to keep records for a period of at least 40 years. Operatives exposed above this level must undergo medical surveillance.

Safe System of Work

Hazards associated with working with Lead are:-

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

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

In cases where lead does not exist in dust, vapour but rather a solid material and its application is for roofing etc, operatives will be instructed in the safe use of lead by the Site Manager. protective clothing will be worn particularly coveralls and gloves.

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

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

3.53 LONE WORKING

Managers shall:-

Prepare suitable and sufficient risk assessment and method statement that identifies the risks and control measures that have been taken to minimise the risk of lone working. Ensure that employees who work alone have adequate instruction to fully understand the control measures detailed in the risk assessment and method statement. Ensure that agencies or sub-contractors providing personnel to work on our projects provide suitable and sufficient risk assessments, method statements, instruction and supervision so that their personnel working alone are kept safe.

Lone Working Limitations

The appropriate manager shall establish clear limitations of what can and cannot be done while working alone.

Young persons shall never be allowed to work alone under any circumstances.

Lone workers shall not be permitted on any potentially hazardous operations such as confined space working, work at height or work over water etc.

Working in Remote or Hazardous Locations

Lone working in remote or hazardous locations shall be regarded as a last resource and shall only be permitted in exceptional circumstances.

Persons who are required to work in remote locations alone shall always be provided with a suitable means of communication, such as a mobile telephone.

When it is necessary for employees to work in a remote location, either in or outside normal working hours, the manager shall design and put in place a system to ensure that a responsible person at a suitable control centre is aware of the employee's whereabouts and who shall make a periodical checks on the lone workers status.

The employee shall telephone in to a control centre on arrival at the remote or lone working site, also at agreed times during the visit and on completion and leaving the work location.

Should any of the agreed calls not be made within an appropriate time window the control centre shall inform the appropriate Line Manager, or other designated person, who shall instigate a check on the lone worker's situation.

Should there be reasonable concerns about the lone workers safety or health arrangements must be put in place immediately to ensure the rescue / recovery of the lone worker, with due regard to the effects of crushing injuries, entrapment, falling objects or medical conditions.

This does not include transport drivers, nevertheless, there should be in place reasonable means of regular communication between the driver and his manager or designated person at a control centre.

3.54 HEALTH SURVEILLANCE

Health Screening

Operatives should attend screening within three months of starting with the company and thereafter at 24 month intervals. A confidential report of the results shall be issued to MD.

Where a person is identified as having a work related ill health problems the Head Office and the person concerned will be notified in writing by the doctor used.

The letter will indicate whether or not the person's work practice needs to be changed and whether or not referral is required.

Where the person's health condition can be improved, or at the very least mitigated by a change in work practice, the person's manager will be informed in writing by the Head Office outlining the necessary changes in work practice.

Upon receipt of this information the person's manager will interview the person affected, discuss the findings and implications and instigate any necessary changes in work practice and confirm in writing to the individual and Head Office that the changes in work practice have been put in place.

The Safety Department shall cross check with the site manager that the necessary changes have occurred.

The scheme shall not be used as a vehicle to jeopardise any person's job. However, where the site manager has difficulty in re-assigning the affected person to work that will mitigate the health problem he must inform the MD

The Head Office shall maintain a file of correspondence received in relationship to the health monitoring scheme.

3.55 NOISE

Planning Procedure

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

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

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

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

3.56 YOUNG PERSONS

HAZARD AND SAFE WORKING METHOD CHECKLIST

RISK ASSESSMENT PARTICULAR FACTORS

The particular factors to be addressed in risk assessments carried out in relation to young persons are as follows:

- The fitting-out and layout of the workplace and workstation;
- The nature, degree and duration of exposure to physical, biological and chemical agents;
- The form, range and use of work equipment and the way in which it is handled;
- The Company of processes and activities;
- The extent of the H&S training to be provided; and

Risks from the agents, processes and work listed below

PROHIBITED WORK FOR YOUNG PERSONS

With the exception of Note below, young people must not be employed on work which:

- Is beyond their physical or psychological capacity
- Involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage to an unborn child or in any other way chronically affect human health.
- Involves harmful exposure to radiation.
- Involves the risk of accidents which young people might reasonably not recognise because of inexperience.
- In which there is a risk to health from extreme cold or heat.
- In which there is a risk to health from noise
- In which there is a risk to health from vibration.

Note: These prohibitions do not apply where work is necessary for a young person's training and they are adequately supervised by a competent person and any risk is reduced to the lowest level that is reasonably practicable.

3.57 WELFARE AND FIRST AID

Standards Required

- a. The Construction (Design and Management) Regulations 2015 specify requirements for welfare facilities on sites.
- b. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.
- c. The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

Planning Procedure

- a. All work will be planned to take into account the requirements of the above regulations.
- b. The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts.
- c. All necessary first aid equipment will be supplied and delivered to site as required.

Supervision

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

3.58 VIBRATION

Site Management shall ensure that a suitable risk assessment of the proposed operation is conducted, in order to minimise hazards, and shall seek to obtain work equipment that produces the minimum level of vibration possible, capable of performing the job in hand.

Manufacturers such as HILTI, and MacDonald Air Tools have produced vibration reduced tools that are widely available for hire or purchase through normal procurement routes. Manufacturers and tool hire companies are obliged to provide information on vibration levels of their equipment and will be the main point of reference.

An exposure calculator is available on the HSE website: www.hse.gov.uk and this will give a ready 'reckoner' for exposure levels.

The General Foreman, or Supervisor shall instigate a method of work that minimises the need for excessive use of vibration equipment. Also, where an operative reports a defect with vibration tools or equipment the general foreman shall ensure that repairs are undertaken as soon as possible, and if necessary shall remove the tool from service until repaired. When selecting tools and equipment for tasks we must ensure that the equipment is;

- Suitable for the work it is intended to do and for the conditions in which it will be used
- Used only for operations and in conditions for which it is suitable
- Designed and constructed to reduce the risks from vibration
- Used only by workers trained to use it safely
- Properly maintained through it's working life to sustain its best vibration performance

All operatives involved in work falling under the scope of this procedure, shall receive a toolbox talk before such work commences explaining how the operation and any control measures shall operate and shall be advised to report any symptoms.

3.59 FIRE PRECAUTIONS

Standards Required

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.

Planning Procedures

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

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

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

Safe System of Work

Office

The Office Manager (or alternatively a person nominated by the company) will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:-

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

Site

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

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

Emergency Procedures

On all sites a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

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

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

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

3.60 RESPIRATORY - ACTION PLAN

Purpose/aim

The following details our arrangements for managing the risks of respiratory disease. It supports the company's overall health and safety policy, which is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, and of others who may be affected by their work.

Scope

Ultimate responsibility for all matters relating to health and safety rests with the Board of Directors. To secure good standards of health and safety management, actions have been delegated to others. The policy requires all who have designated responsibility for managing health and safety to ensure that the arrangements described in this document are implemented effectively, and regularly reviewed and monitored.

Employees have a duty to co-operate with the company in controlling risks. All employees, and others who may be affected by risks of respiratory disease, should be made aware of the arrangements to protect them and what they need to do.

Legal duties

The Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to make, and effectively implement, arrangements to manage risks to health. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) contain specific requirements to identify, assess and control the risk from substances that may give rise to ill health, which as a last resort means providing personal protective equipment (PPE).

Objectives and targets

To increase the use of dust suppression from to 100% when cutting kerbstones . Site supervisors will check that each operative has been issued with appropriate equipment (eg water suppression) and then monitor the level of use.

Risk control measures

The company recognises the importance of implementing a range of control measures to reduce the risk of respiratory disease:

Elimination or substitution

The company will assess all tasks that give rise to a significant risk of respiratory disease and, where it is reasonably practicable, will eliminate the task or the use of hazardous substances. If this is not possible, the company will substitute less hazardous substances where they are available and suitable, or will adopt new or modified methods of work to reduce exposure. The company will ensure that nominated staff are competent to carry out proper risk assessments, which will allow informed decisions to be made on the use of alternative products and/or procedures.

Engineering controls

Where elimination is not possible, automation, containment or engineering controls such as local exhaust ventilation and/or water suppression will be considered.

Information and training

All employees working with substances that may cause respiratory disease will be provided with information and training about the health risks and appropriate control measures.

The need for refresher training will be reviewed at least annually, and update training provided as necessary.

Welfare facilities will be provided with washbasins, hot and cold running water, skin cleansers and protection cream.

Personal protective equipment:

Where identified in the risk assessment, suitable PPE will be provided together with proper storage. Use, supervision and maintenance will be part of the training programme.

Monitoring

Compliance with this policy will be monitored by line managers during routine inspections.

Health surveillance

Health surveillance is needed for employees who are at risk of developing respiratory.

Audit and review

A specified manager will review these arrangements every year unless there is a significant change in the interim, eg work practice.

3.61 DERMATITIS - ACTION PLAN

Purpose/aim

The following details our arrangements for managing the risks of dermatitis disease.

It supports the company's overall health and safety policy, which is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, and of others who may be affected by their work.

Scope

Ultimate responsibility for all matters relating to health and safety rests with the Board of Directors. To secure good standards of health and safety management, actions have been delegated to others. The policy requires all who have designated responsibility for managing health and safety to ensure that the arrangements described in this document are implemented effectively, and regularly reviewed and monitored.

Employees have a duty to co-operate with the company in controlling risks. All employees, and others who may be affected by risks of respiratory disease, should be made aware of the arrangements to protect them and what they need to do.

Legal duties

The Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to make, and effectively implement, arrangements to manage risks to health. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) contain specific requirements to identify, assess and control the risk from substances that may give rise to ill health, which as a last resort means providing personal protective equipment (PPE).

Objectives and targets

To increase the use of barrier creams and gloves to 100% when working on sites. Site supervisors will check that each operative has been issued with appropriate equipment gloves / cream and then monitor the level of use.

Risk control measures

The company recognises the importance of implementing a range of control measures to reduce the risk of dermatitis injuries:

a. Elimination or substitution

The company will assess all tasks that give rise to a significant risk of dermatitis and, where it is reasonably practicable, will eliminate the task or the use of hazardous substances. If this is not possible, the company will substitute less hazardous substances where they are available and suitable, or will adopt new or modified methods of work to reduce exposure. The company will ensure that nominated staff are competent to carry out proper risk assessments, which will allow informed decisions to be made on the use of alternative products and/or procedures.

b. Engineering controls

Where elimination is not possible, automation, containment or engineering controls such as barrier creams will be considered.

c. Information and training

All employees working with substances that may cause dermatitis injuries will be provided with information and training about the health risks and appropriate control measures.

The need for refresher training will be reviewed at least annually, and update training provided as necessary.

Welfare facilities will be provided with washbasins, hot and cold running water, skin cleansers and protection cream.

d. Personal protective equipment:

Where identified in the risk assessment, suitable PPE will be provided together with proper storage. Use, supervision and maintenance will be part of the training programme.

e. Monitoring

Compliance with this policy will be monitored by line managers during routine inspections.

f. Health surveillance

Health surveillance is needed for employees who are at risk of developing dermatitis injuries.

g. Audit and review

A specified manager will review these arrangements every year unless there is a significant change in the interim, eg work practice.