

# Health & Safety Policy

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### Statement of Intent

E. G. Carter and Company Limited has the highest regard for Health and Safety and is aware of its responsibilities for the well being of all persons who may be involved with the programme of the development and others who may be incidental to it.

All effort and appropriate resource will be sanctioned to maintain as far as is reasonably practicable a safe environment.

The revision of the Safety Policy document is a natural process essential to maintain the established commitment and meet the new demands both for Customer/Client satisfaction and care, and the well being of the Company.

The Company expects the full support of all persons to comply with and improve, by constructive comment, the established working procedures as itemised in the Company's Safety Manuals. A regular and formal review will be set in place for the subsequent revisions.

The Managing Director has designated responsibility for Health and Safety co-ordination within the Company. He will require details of all Regional Managers/Departmental Heads' reviews of performances regarding Health and Safety on an annual basis.

The Company is aware of the innovative approaches being employed to further Health and Safety and consequently wishes to encourage the initiative of all in generating a 'pro-active' safety environment, particularly in the field of risk management for the full application of the Construction (Design and Management) Regulations 2007 requirements.

To develop this, the Board will sanction funds and provide access to appropriate information, instruction and training for the mutual benefit of the Company and the employee. The Company is also mindful of the special risks presented to young and inexperienced persons and expects everyone to allow for their initial, essential understanding of the activities of the site and other places.

E. G. Carter and Company Limited expect full commitment to the generation of a safe environment at work and will not tolerate a compromise on safety.



**SIGNED**

**POSITION** Managing Director

**DATE** 13th August 2010

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### HEALTH AND SAFETY POLICY STATEMENT

#### Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of E. G. Carter & Company Limited

As Director, I commit the company to the highest standards of Health and Safety and will comply with all statutory duties on Health and Safety.

This company will provide Safe and Healthy Working Conditions for our employees and the self-employed working under our control and will ensure that the conduct of their work does not endanger employees of others and the public.

Sufficient time and resources will be allowed for health and safety and the Company will:-

- Ensure adequate risk assessments have been carried out and appropriate control measures are in place to control risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks, and give them adequate training.

- Aim to prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Ensure that any deliberate breach of health and safety rules and procedures lead to disciplinary action, and
- Review and revise this policy on an annual basis.

As Director, I will set a good personal example to others in complying with duties laid upon me and will expect all employees to co-operate with the company in respect of this policy to ensure that it is carried out.



**SIGNED**

**POSITION** Managing Director

**DATE** 13th August 2010

**REVIEW DATE** 13th August 2011

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## Responsibilities

Overall and final responsibility for health and safety is that of Mr. Michael Carter.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Michael Carter Managing Director – Bybrook House, Lower Tuffley Lane, Gloucester GL2 6EE

Dennis Nicholas Regional Manager – Three Springs House, Vincent Road, Worcester WR5 1BW

Stephen Pittaway Regional Manager – Mustoes, High Street, Northleach, Cheltenham GL54 3EU

Stephen Whittle Divisional Director – Property Services Division, Two Rivers House, Miller Court, Severn Drive, Tewkesbury, Glos GL20 8DN

David Carter Purchasing Manager – Workshop

Designated Site Managers & Foremen – Construction Sites

## Employees have to:-

- Co-operate with the company on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns.

## Health and Safety Organisation

Management Structure attached.

## Health & Safety Policy

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**Director Responsible for Health & Safety:** has direct responsibility for ensuring that this policy is implemented and carried out. Suitable arrangements and resources in the form of finance and time will be made available to ensure, so far as is reasonably practicable, the health and safety of all employees and others who may be affected by the company's operations. Persons responsible for discharging particular duties within the policy will be given the appropriate authority to fill those duties and the Director Responsible for Health and Safety will set a personal example. He will ensure that staff are made aware of this and any revised version of the policy.

**Contract Manager:** reports to the Managing Director Responsible for Health and Safety on matters of health and safety and is responsible for ensuring that procedures contained within the policy are carried out and followed. The Contract Managers must set a personal example in respect of health and safety. The Contract Manager must ensure that persons with responsibilities under this policy have received suitable and adequate training. He is responsible for ensuring that emergency procedures are detailed and observed, and also for ensuring the risk assessments are undertaken and the findings are communicated to all who may be affected.

**Project/Site Managers:** report to the Contract Manager in respect of health and safety issues. It is with Project/Site Managers that the responsibility for the safe execution of construction activity on their site remains. The Project/Site Manager has authority to request alternative methods of work or safe practices. He will oversee contractors and ensure that work is carried out in accordance with this policy and any procedures or relevant regulations. They must ensure that all staff on their site have seen and understood the health and safety policy and any revisions. They must ensure that all operatives receive training for any individual responsibilities and are appropriately trained to comply with this policy. Managers must set a personal example in respect of health and safety. Risk Assessments and Method Statements are also the responsibility of Project/Site Managers and they should ensure that these documents are completed using standard company forms.

**Yard Managers:** report to the Contract Manager in respect of health and safety issues. They must ensure that all staff on their site have seen and understood the health and safety policy and any revisions. They must ensure that all operatives receive training for any individual responsibilities and are appropriately trained to comply with this policy. Managers must set a personal example in respect of health and safety. The Yard Manager is responsible for buying/hiring all plant and equipment used by the Company on site.

**Office Manager:** reports to the Director Responsible for Health and Safety and must ensure that all office staff have seen and understood the health and safety policy and any revisions. Ensure that the office environment and welfare provisions are maintained as per this policy and that defective office equipment is quarantined. The Office Manager must set a personal example in respect of health and safety.

**Office Staff/Site & Yard Operatives:** are responsible to their respective Director or Manager and must read and understand this policy on health and safety and comply with all procedures. They have a responsibility to take reasonable care for their own health and safety and of others who may be affected by their work and must raise any health and safety issues to their Manager etc. or in their absence, Director. All injuries/accidents whilst at work must be reported immediately and recorded where necessary.

**Health and Safety Adviser:** will provide advice and assistance on health and safety matters within the organisation and reporting accidents under RIDDOR to the Health and Safety Executive. Ensure that any new relevant legislation or enforcement authority recommendations are incorporated with the Company's policy and procedures. Ensure that employees receive all necessary health and safety training and information. That there are a suitable number of qualified first aiders and fire wardens available. The Health and Safety Adviser must set a personal example in respect of health and safety.

## ACCIDENTS AND FIRST AIDER

Mr. David Carter, Director is responsible for maintaining suitable first aid facilities.

Any accidents/injuries must be reported as soon as possible after the incident to Mr. Michael Carter.

Mr. Michael Carter will ensure that adequately trained first aiders are available on all sites, these first aiders will either be provided by the company or by the Main/Principal Contractor.

First aid containers are kept at Site Office.

**If you require a first aider for whatever reason:**

Contact your manager/supervisor immediately. A list of trained first aiders will be displayed on all sites and within Head Office.

**If an ambulance is required:**

Ring 999 and immediately contact the Director Responsible for Health and Safety.

**First Aiders/Appointed Person:**

Are responsible for ensuring that the first aid box(es) are checked on a regular basis and replenished as necessary.

Mr. Michael Carter will ensure that accidents are investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. Where appropriate he shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to:

Incident Control Centre  
Caerphilly Business Park  
Caerphilly  
CF83 38G

Tel: 0845 300 9923

Fax: 0845 300 9924

All accident records are retained for a minimum period of three years.

### COMPETENCY FOR TASKS AND TRAINING

The Company carries out training to ensure the competence of Management and Operatives in respect of health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities.

**Training records are kept by:**

Mr. Michael Carter relating to induction, tool box talks and specific site training e. g. scaffolding, plant operators etc. at E. G. Carter & Company Head Office.

**Induction**

All new staff will be provided with relevant health and safety information and a copy of this health and safety policy. Managers must also brief new employees on health and safety matters relevant to their location.

Induction training will be provided for all employees by Site Manager.

**Site Induction**

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

Where our work is of a subcontract nature, i.e. working for a Principal/Main Contractor, the Site Manager/Supervisor must ensure that appropriate induction training is received from the principal contractor which shall include site wide hazards, welfare facilities and site rules etc. Site Manager/Employees must inform the Contract Manager immediately if they arrive on a site and do not receive appropriate induction training.

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

**First Aid Training**

Persons appointed as first aiders/appointed person will be provided with:

A suitable first aid training course recognised by the Health and Safety Executive

Training will be identified, arranged and monitored by Mr. Michael Carter.

## **APPOINTMENT AS A PRINCIPAL CONTRACTOR**

### **THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

On appointment as Principal Contractor we will:-

Satisfy ourselves that the client is aware of their duties by writing to them and formally requesting written confirmation that they are aware of those duties under the 2007 regulations.

Request details of the appointed CDM Co-ordinator.

Ensure the HSE has been informed of the project via the F10 by requesting a copy of the notification from the CDM Co-ordinator. The F10 will be displayed in the site office, with a covering letter confirming it has been sent to the HSE.

Ensure the construction phase is properly planned, managed and monitored, we will plot a project programme detailing each phase of the project and the time scale allotted. A Construction Phase Plan will be developed which will outline the duties of Site Managers and set "Key Performance Indicators" against which the site will be measured. The plan will be kept up to date by the Site Manager during progress of the construction works.

Ensure that contractors employed on the project are informed of the amount of time they will be allowed for planning and preparation before they begin on site by arranging a pre-start meeting with each contractor as soon as is practicable after the awarding of the contract. This will enable each contractor to plan and programme safely and effectively.

Ensure contractors receive adequate information about the project by ensuring that the tender documentation sent to each prospective contractor contains all the information available at the time of invitation to tender and forward any information that becomes available thereafter.

Arrange for the control, co-ordination and co-operation between all contractors involved in work on the construction site by holding regular site meetings and ensuring contractors who have yet to start on the project are invited to attend as appropriate and by sending all interested parties minutes/actions arising from the meetings.

Satisfy ourselves that designers and contractors are competent by carrying out due diligence checks using our questionnaire procedure.

Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase by considering the type of work to be undertaken, the amount of personnel expected to be on site at any one time and the current legislation governing the provision of welfare facilities (currently The Construction (Design and Management) Regulations 2007).

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Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times by site security fencing with a lockable gate. Together with adequate signage to inform members of the public, visitors and all other parties that unauthorised access is forbidden.

Ensure that the workforce have been adequately inducted onto site by developing a formal induction procedure and maintain up to date induction records.

Prepare and enforce site rules by informing all site personnel, via site induction, of the site rules, prominently displaying the rules on site and monitoring compliance.

Inform all contractors of those parts of the safety plan that effect their operations via site inductions and update briefings as part of the agenda for site meetings.

Liaise with the CDM Co-ordinator on design carried out during the construction phase by issuing all updated and amended drawings to the CDM Co-ordinator.

Provide the CDM Co-ordinator with any information that is required for inclusion in the **Health and Safety File** by compiling relevant information throughout the project and forwarding to the CDM Co-ordinator upon request.

Ensure the workforce is consulted re health and safety matters by adopting an open door policy and by instigating a feedback forum to be held after each regular Tool Box Talk.

Display in a prominent position on site, the F10, Health & Safety at Work Law Poster and a copy of the Employer's Liability Insurance details.

Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE where necessary by diligently investigating each incident to avoid reoccurrence and to identify if it is reportable under RIDDOR.

Provide methods of ensuring workers are adequately trained and supervised by obtaining proof of training (CPCS, IPAF etc.) prior to the work commencing.

Ensure that adequate and appropriate checks are made to establish the "first language" of all operatives and to make the appropriate arrangements and representations where English is not the first language of any operative.

### CONSULTATION AND COMMUNICATION

Consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. By consulting employees, the company motivates their staff and makes them aware of health and safety issues. The consultation approach adopted by the company involves not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

Through toolbox talks, Site Managers discuss with employees any health and safety concerns or problems. Employees are encouraged to raise any specific issues during these sessions, for example, welfare provisions, problems with other contractors, problems with plant or working practices etc. Any particular concerns relating to the Main/Principal Contractor should also be raised so that actions can be taken.

An open door policy is encouraged, and all employees' comments relating to health and safety are welcomed by the Company and if an employee does not want to discuss an issue with their direct line manager head, they can contact Mr. Michael Carter.

Staff will be fully expected to co-operate with this policy to ensure successful implementation. They will be made aware of this document, and any changes made to it, through induction training and toolbox talks. Copies will be placed on notice boards/displayed on sites/given to each employee.

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

**The employee representatives are to be displayed on the HSE notice of information as displayed on sites**

The company does not have formally appointed employee representatives.

## **FIRE AND EMERGENCY PROCEDURES**

### **Office Fire and Emergency Procedures**

Mr. Michael Carter is responsible for ensuring the fire risk assessment is undertaken, reviewed and implemented.

### **Office fire wardens are detailed in the Site Fire Routine**

David Carter is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested every: Month.

Alarms must be tested much more frequently and of course records kept by Mr. David Carter.

### **Raising and hearing the alarm:-**

- fire is discovered
- flammable/toxic gas build up is suspected
- major accident/incident occurs

Upon hearing the alarm, all staff are to evacuate the office building immediately, by the nearest fire exit and congregate at the appointed fire point opposite the entrance to the yard.

The Fire Wardens are to take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the office allowed until the fire brigade have given the all clear.

### **Fire Fighting Equipment**

Employees should ensure that they are aware of the location of the fire fighting equipment within Head Office.

Fire extinguishers should be positioned on plinths and must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected at every month. Any fire extinguisher not in working order must be reported to the Site Supervisor who will replace it with a working fire extinguisher.

### **Site Fire and Emergency Procedures**

Site Supervisors are appointed as fire warden, if they are unavailable then they will nominate an employee. The Fire Warden is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested. At least once on every site and every 6 months thereafter.

### **RAISING AND HEARING THE ALARM**

On the occasion when the company is the principal/main contractor the following fire/emergency procedure must be followed.

The nominated fire warden on this site is the Site Supervisor, when not on site he will appoint a temporary fire warden. All subcontractors/visitors/operatives must report to the site office upon arrival and sign in the visitors book, conversely they **MUST** sign out upon departure, this allows the nominated fire warden to know exactly who is on site in case of an emergency. There are no exceptions to this rule.

An alarm system has been installed on site to indicate that evacuation is required. In this regard a suitable and sufficient means of raising the alarm in the event of an emergency will be provided and maintained.

Fire extinguishers are available:-

- in site offices
- in site welfare facilities
- in material containers

When carrying out hot work a fire extinguisher must be made available within close proximity to the work, fire extinguishers are provided to allow you to escape, they may not be enough to extinguish the fire, if you are unsure then evacuate and leave it to the fire brigade.

Operatives must raise the alarm immediately:-

- fire is discovered
- flammable/toxic gas build up is suspected
- major accident/incident occurs

Upon hearing the alarm, all operatives are to evacuate the site immediately and congregate at the nominated fire point. The Fire Warden is to contact the emergency services and retrieve the site records indicating who is on site. The Fire Warden is to take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade have given the all clear.

On the occasion when the company is subcontracted, either to a principal/main contractor or directly to a client, e.g. college or council property (non CDM) employees must ensure that they are aware of the fire/emergency evacuation procedures for the site/building.

#### **Fire Fighting Equipment**

Employees should ensure that they are aware of the location of the fire fighting equipment on site.

### **INFORMATION, INSTRUCTION AND SUPERVISION**

#### **Information and Instruction**

The company encourages the active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower our employees with the necessary information and instruction to work safely.

Health and safety issues are brought to employees attention through the use of:-

- Consultation (see Consultation section)
- Safety Notices including posters
- Tool box talks held regularly on site

The Health and Safety Law poster is displayed at/leaflets are issued by:-

Mr. David Carter, and on each site where the company is principal contractor.

Health and Safety Advice is available from:-

Company Health and Safety Adviser

Tel: 01454 414877

Mobile: 07768 826296

Consultants :

The Building Safety Group Limited

5 Pinkers Court

Briarlands Office Park

Gloucester Road

Rudgeway

Bristol

BS35 3QH

#### **Supervision**

Supervision of young workers/trainees will be arranged/undertaken/monitored by Contract Manager/Site Supervisor, depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents.

Mr. Michael Carter is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## MONITORING

In order to ensure our safe working practices and procedures are being followed, we regularly monitor our safe working practices by:-

- Checking all sites weekly and where there are any non-compliances they are assessed as to the degree of risk and measures taken to rectify the situation.
- Supervisors are required to observe work behaviour and act to ensure poor working practice and behaviour is improved.
- All work equipment is inspected on a regular basis and where subject to statutory inspection within those set timescales.
- Where appropriate accidents, incidents, hazards and cases of ill health are investigated and the results acted upon.

## REVIEW

Our policy and procedures will be reviewed as necessary and not less than every year. The review will take account of the results from monitoring activities both active and reactive and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards develop, the risk assessment, method statement and, where necessary, the health and safety policy is revised to ensure all necessary controls are in place to safeguard the health and safety of our employees and others affected by our work activities.

Where employees are affected they will be consulted and informed of any amendments to current practices and procedures and the introduction of any work equipment.

### **HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

Mr. Michael Carter is responsible for ensuring that a safe system of work is provided to all employees, to this end the following is carried out by the company to enable all employees to carry out their tasks in a safe and efficient manner.

#### **Risk Assessments**

Under the Management of Health and Safety at Work Regulations 1999 the company is legally obliged to carry out risk assessments on its premises, tasks and hazardous substances.

For task assessments, the company has adopted Generic Assessments. Where a generic risk assessment is not available, or the assessment is insufficient, their supervisor/manager or another competent person, shall complete a new risk assessment, using the “Duplicate Risk Assessment Pad”, (see example attached Appendix).

WAH Assessments will be produced where work at height is unavoidable.

The assessment will examine all elements of the task and will list the hazards and move on to prioritise the risk management safe-guards. Such controls as will be necessary will however indicate residual risks which may only be controlled by competent persons applying established techniques and allowing where necessary for compensatory measures in addition to the safety systems employed. The control of risks from work at height will be a priority consideration at each place of work.

COSHH Assessments are completed prior to work commencing and the information is passed directly to employees, this is to ensure that the correct controls are in place prior to work commencing. The company currently uses their own COSHH forms.

To complete an effective and suitable risk assessment, the following steps shall be follows:-

- Identify and list all tasks/activities/substances to be assessed.
- Determine the hazards.
- Work processes; Consider the work, how will it be done. Break it down into individual processes and determine those aspects that could cause an accident or dangerous occurrence.
- Environment; Consider the environment in which the work is being carried out, is it very hot, humid, cold, at height, in a confined space, are you working in an occupied building, or in and around other contractors.
- Materials; Consider the existing materials and the materials utilised in the work and identify those that are hazardous.
- Equipment; Consider the equipment being used directly for the work and those items that are in the surrounding area for other activities or used by third parties. Identify the hazards associated with their use and close proximity.
- Identify who might be harmed; Employees, Contractors, General Public, Special Groups.
- Assess the significant risks; Ask yourself is somebody likely to be harmed.
- Consider and implement controls to reduce your identified significant risks, either through elimination or reduction/control methods.
- Record the findings; record the assessment on the duplicate pad supplied on site.
- Inform all persons affected by the findings through induction/toolbox talks, individual meetings etc.
- Make arrangements for serious and imminent danger.
- Inspect the provisions made to confirm suitability prior to start of work and periodically thereafter i.e. Working At Height.

Risk Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

## SAFE WORKING PRACTICES

To control its working practices the company has adopted a Safety Handbook as their working practices, which has been issued to all employees. The publication includes guidance on the following aspects of construction.

### Safe Places of Work

- Access, and work at height
- Scaffolding
- Working on Roofs
- Working over Water
- Excavations
- Confined spaces
- Refurbishing contracts
- Temporary Lighting
- Protection from Excessive Noise
- Fire Precautions

### Hand Tools – Safe Use and Handling

- Safe Location of Hand Tools When Not in Use
- Electrically Operated Tools
- Air Operated Equipment
- Cartridge Assisted Tools
- Power Saws
- Abrasive Wheels

### Working With Plant

- Goods Hoists
- Working With Small Dumpers
- Working With Cranes
- Working With Excavators
- Compressors
- Rough Terrain Fork Lifts & Telescopic Handlers
- Woodworking Machinery
- ‘Compo’ and Small Concrete Mixers

### Special Items

- Confined Spaces
- Demolition
- Electricity
- Painting (Lead & Spraying)
- Liquefied Petroleum Gases (LPG) and Highly Flammable Liquids (HFL)
- Work at height
- Work over water
- Refurbishment

### Work Near Existing Services

- Electricity
- Underground Cables (other than electricity)
- Gas, Water Mains and Sewers

### Health and Welfare Items

- Personal Protection
- Protective Clothing and Equipment
- Protection Against The Operations of Others
- Safety Helmets
- Manual Handling

### Method Statements

Where work exceeds these working practices, the company produces Method Statements which are issued to Site Managers for use, all operatives are obliged to read the document and sign the appropriate method statement register to acknowledge that they are aware of and understand the information contained within.

## OFFICE SAFETY

Clear, safe access must be maintained at all times. Materials must not be placed in gangways and any holes in the floor of loose carpeting or problems with machinery and equipment must be reported to Mr. Michael Carter.

### Access

Safe means of access and egress shall be provided and maintained to every place of work.

### Ventilation

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

### Temperature

A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

### Lighting

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

### Cleanliness and Waste Materials

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

### Welfare Facilities

Welfare facilities for company offices, workshops, stores, yards, meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Current facilities at Head Office include:-

- Male/Female Toilets
- Kitchen facilities

### Visual Display Units (VDU's)

A VDU user is usually a person who spends periods of an hour or more a day working at their screen. This will include most support staff.

Workstations will be assessed to ensure that they are correctly set up. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation. Upon request we will provide employees with an eye and eyesight test. Should an employee require special corrective appliances (usually glasses) to continue working with VDU, these will be provided by the employer.

N.B. The eye test and glasses provided are relevant to VDU working only. Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to the Site Supervisor.

## SITE SAFETY

**EXCAVATIONS:** Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or safely battered back, or is in geologically stable rock. If the sides of an excavation collapse, there may be no escape. Death by crushing or suffocation, or disabling injuries to the pelvis and legs, are common to accidents in excavations. For excavation work, employees must follow these guidelines to achieve and maintain a safe working place.

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

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

### **MATERIALS FALLING INTO EXCAVATIONS:**

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

### **PEOPLE AND VEHICLES FALLING INTO**

**EXCAVATIONS:** To prevent people from falling into excavations they should be guarded. Deep excavations should be protected with substantial barriers where people are liable to fall into them. All excavations in public places should be suitably fenced off to prevent members of the public approaching them.

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

**UNDERMINING NEARBY STRUCTURES:** Make sure excavations do not undermine the footings of scaffolds or the foundations of nearby buildings or walls. Many walls have very shallow foundations which are easily undermined by even small trenches, causing the wall to collapse onto those working in the trench. Before digging starts, the Site Manager must decide if extra support for the structure is needed. Where necessary the Site Manager should seek the advice of a structural engineer.

**FOR FURTHER INFORMATION ON EXCAVATIONS SEE 'SAFETY HANDBOOK'.**

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

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

**SEE SITE 'SAFETY HANDBOOK'.**

**UNDERGROUND CABLES:** (other than electricity)

This provides guidance relating to communication cables (television, telephone etc.). **SEE 'SAFETY HANDBOOK'.**

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

**SEE 'SAFETY HANDBOOK'.**

**WORK AT HEIGHT – ALL WORK AT HEIGHT**  
see special items p.23

## HEALTH HAZARDS

Many of our processes can result in permanent health problems if we do not adequately protect our employees. Such health problems include:-

- hazardous substances can cause illnesses such as asthma from the use of solvents in paints, adhesives and pesticides and dermatitis by an allergy to chromates present in cement;
- asbestosis through incidental exposures;
- musculo-skeletal problems;
- noise induced hearing loss and
- hand-arm vibration its most well known form is vibration white finger (VWF);
- pressurized working conditions can lead to stress

To combat this the company has in place procedures for dealing with these hazards, including health surveillance as well as providing welfare and hygiene facilities.

### Safe Handling of Substances

A great many chemicals – and materials containing chemicals – are used on all construction sites. Accidents can be prevented where employees know what the chemicals are, the hazards they pose, and observe the established safe practices in handling them. All hazardous chemicals must be delivered with a copy of the safety data sheet to ensure that supervision/management and employees have the necessary information to effectively control any associated hazards.

### See ‘Safety Handbook’.

COSHH assessments will be undertaken by Contract Managers/Site Supervisors

All relevant employees shall be informed about the assessments.

COSHH assessments will be reviewed every 6 months.

## ASBESTOS

Certain products and materials that have been used in the construction industry over many years contain asbestos. Breathing in asbestos fibres, which can be too small to see, is dangerous and the serious diseases these fibres cause may take years to appear. This Company will follow the requirement to not carry out any work which exposes or is liable to expose employees to asbestos or asbestos containing materials unless either:-

- a) Before works start a full and suitable survey of the site has been made available and considered against proposed site work together with any foreseeable ramification as required by CDM.
- b) Before site works commence identification by analysis or otherwise of the type of asbestos has been satisfied.
- c) An assumption has been made that the potential for exposure is to blue or brown asbestos or products where potential for fibre release will exceed the control limits and specialists.

However, awareness of the use of asbestos shows that it has the potential to appear in unanticipated locations. If any suspicious product is found which may be made up with asbestos fibres, work must immediately stop. Area where uncertainty exists must be immediately secured and measures put in place to prevent the potential spread of any contamination.

Employees must therefore take every care of their own health and that of anyone else who might be affected by what they are doing. When carrying out demolition, refurbishment, maintenance work employees are quite likely to come across asbestos that has been used in sprayed coatings for fire or thermal insulation, asbestos insulation lagging, asbestos insulation board, corrugated and flat sheeting, certain textured finishes, certain roofing felts and floor tiles. Whether or not there is asbestos in many products and materials **cannot** be determined merely by looking at them. If in doubt, employees **MUST** find out from their Site Supervisors. Analysis by specialists will be required. All employees must follow the guidance provided within this section for their own and everybody else’s safety. The Company will subcontract the removal of asbestos products to a licenced competent contractor. See ‘Safety Handbook’.

## MANUAL HANDLING

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. Where avoidance is not reasonably practicable, the Company makes an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads.

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

- identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling.
- heavy or awkward loads that have to be lifted by hand should be carried out in teams
- all employees are to receive training in safe lifting techniques and sensible handling of loads

See ‘**Safety Handbook**’.

Make reference to the need for a formal recorded assessment.

## NOISE

The Company will check which of its activities will involve noisy equipment. Assess how much noise from this work is going to affect employees working at the site and the members of the public.

Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the Company shall choose low noise tools and equipment.

To control noise emissions the company shall wherever practicable:-

- Eliminate the use of noisy equipment exceeding 85 dB(A)
- Choose the quietest model when buying or hiring equipment
- Move workers not involved out of a noisy area
- Erect signs to keep people out of noisy areas
- Try and quieten the noise at source e.g. fit mufflers to brakers, drills etc.
- Make sure the exhausts of compressors, generators and other plant are directed away from work areas.

Where it is not possible to eliminate or reduce the noise at source the Company will provide employees with earplugs or defenders and information about the effects of excessive noise on their hearing.

Employees must take proper precautions to protect their hearing, and before working with noisy plant or in a noisy environment, study the items within this section.

See ‘**Safety Handbook**’.

## VIBRATION

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

Wherever possible the Company will choose low vibration tools and equipment.

To control vibration emissions the company shall wherever practicable;

- Eliminate the use of vibratory tools, e.g. pile crusher instead of hand held breakers
- Introduce job rotation to limit exposure from vibration
- Ensure equipment is properly balanced, has no loose or worn out parts and blades/cutters are sharp

All employees, to protect themselves against vibration, should keep their hands warm to get a good flow of blood into their fingers.

## Health & Safety Policy

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### STRESS

The Company recognises that, excessive pressures can have negative effect on health and safety and performance at work. The Company is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Arrangements for securing the health and safety of employees

The Company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:-

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

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

The Company will:-

- ensure, as far as possible, that excessive stress is eliminated from the work environment
- provide suitable support mechanisms for employees suffering from the negative effects of stress
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place

- encourage a culture where stress is not seen as a sign of weakness or incompetence
- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate provide information to employees in general on the effects of stress at work
- undertake general health promotion activities within the workplace

Where employees are suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or their manager, or the Personnel Office, an Occupational Health Service, An independent employee counselling service.

## HEALTH SURVEILLANCE

Health surveillance is required for employees working where their work involves them coming into contact with Harmful Substances.

Health surveillance will be arranged by Mr. Michael Carter.

Health surveillance records will be kept by Mr. Michael Carter at Head Office.

## WELFARE AND HYGIENE

### Ventilation

Adequate ventilation will be provided, when using hazardous materials, especially solvent based paints additional ventilation/extraction should be provided to control emissions.

### Temperature

A reasonable temperature will be maintained in site accommodation during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

### Lighting

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

### Cleanliness and Waste Materials

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

### Welfare Facilities

Welfare facilities for site based employees meet the requirements of the Construction (Design and Management) Regulations 2007. Whenever employees are sharing welfare facilities on site, the company will request a shared welfare certificate from the main/principal contractor.

The Site Manager or his nominee will inspect all the facilities to ensure that they are all in good working order, any complaints regarding third party welfare facilities shall be directed through the Site Manager. As a minimum, the company shall supply or insist on:-

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

Any problems with welfare or hygiene on site should be reported to Mr. Michael Carter.

## PERSONAL PROTECTION CLOTHING AND EQUIPMENT

The Company is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it.

**The Contract Manager:** is responsible for carrying out assessments to identify the necessary PPE required. Further guidance on company policy on the protection of various parts of the body are provided within this section.

**Safety Helmets:** The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the company to provide employees with suitable head protection, and employees to wear the head protection. To ensure maximum safety and comfort employees should consider the points raised within this section. **See ‘Safety Handbook’.**

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

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

Therefore it is this company’s policy that boots with toe caps and soleplates are worn at all times by employees, visitors etc. on our construction sites.

Where it is likely that employees will be working in water or wet concrete, Wellington boots shall be provided.

**Goggles and Safety Glasses:** Goggles and safety glasses are to be provided to protect against Flying objects, for example when using a nail gun. To provide adequate protection, goggles should be shatterproof. Sparks, for example, when disc cutting, chemical splashes.

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

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

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

**Personal Fall Protection:** Where corrective fall arrest safety provisions may not remove the risk of persons falling. Suitable and appropriate provision is necessary as a compensatory back up. Personal Fall Protection equipment will be provided.

The equipment will be specifically chosen for the site environment and will be compatible with the anchor points and couplings which provide an effective tether.

Specific user training will be required for all persons using the equipment and their employer will have authorised their use of the equipment.

The equipment itself will be confirmed as suitable and within manufacturers tolerances by means of proof of regular inspection by a competent person in addition to the daily re-use operative, inspection. Such inspections will include the adequacy of any incorporated ‘shock’ dampening devices.

As part of a Risk Assessment in respect of any activity that would require fall arrest safety provision an emergency rescue plan will be included.

**Protection Against The Operations of Others:** There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialised processes. Employees should be aware of what protection they need in such cases. **See ‘Safety Handbook’.**

## SPECIAL ITEMS

The following covers those activities etc. carried out on site that have specific health and safety implications that must be effectively controlled:-

**Confined Spaces/Hazardous Atmospheres:** Fatal and serious accidents can occur when employees enter live foul sewers, manholes, bored piles, trenches, tanks and so on, without the necessary tests being carried out or the correct safety rescue procedures being provided. All confined space/hazardous atmosphere work will be completed by Confined Space Trained Employees or subcontracted to competent contractors. Employees and supervision shall follow the guidance provided and all work shall be subject to 'permit to work'. See 'Safety Handbook'.

**Demolition:** Demolition is not just one of the most dramatic operations, it can also, by its very nature, be one of the most dangerous. Demolition work varies very widely from the controlled collapse of large structures, to the hand demolition of walls. All large-scale demolition is to be completed by competent contractors. Demolition carried out by this company is limited to small-scale internal demolitions e.g. forming new openings etc. Suitable and sufficient steps will be taken to ensure that any demolition works are planned and carried out under the supervision of a competent person. Where employees are required to carry out demolition work they must follow the rules provided within this section in the interests of their own safety and those of work mates, other contractors and third parties etc. See 'Safety Handbook'.

**Electricity:** This section deals with the controls necessary to work safely near overhead electricity cables. All overhead cables must be re-routed, switched off or protected by goalposts and barriers. See 'Safety Handbook'.

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

**Painting (Lead and Spraying):** Employees who are to carry out work on or with lead paints or are to use a paint sprayer must ensure that they follow the guidance provided within this section. See 'Safety Handbook'.

**Work at Height:** As all work at height presents a risk of injury unless suitable precautions are put in place to control it, this Company will pursue safe systems in all work at height activities.

A plan of recovery will be produced before any work commences (this does not apply to scaffold but does apply to situations where full arrest equipment or work over nets is to take place.

A range of works of low height and short duration or of a minor nature such as inspection or minor maintenance will not normally present a risk of personal injury, however all will be required to have undergone risk assessment consideration and where it is appropriate, suitably recorded.

The choice of work equipment will be critical to the work activity and the safety of the persons carry it out. In the event of use of work equipment for access or as a safeguard, it will be essential to confirm proof of instruction in its safe installation and use.

Wherever reasonably practicable, works will be carried out other than at height or under controlled means, which does include the setting up of danger zones and as appropriate means for preventing unauthorised access to areas and the display of BS/EN approved notices.

Work at height requirements rightly extend to prevention of not only falling of persons, but also the falling of objects and items. The Company will pursue all reasonably practicable means to prevent the risk of any item from falling.

Inspections of work at height equipment and of the place of work will be kept available on site to record the diligence of the competent person(s) to check suitability before use, the adequacy of use and the maintenance of the suitability of the workplace during use.

Use of ladders and industrial steps are only to be used for light work of short duration. A permit to use system in respect of ladders and industrial steps is in operation.

## Health & Safety Policy

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

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

**Refurbishing Contracts:** Refurbishing existing properties give rise to particular health and safety problems. It is essential that a demolition/refurbishment survey is carried out and evidenced before any work commences. In some cases the situation is made more difficult by the property remaining occupied whilst refurbishment is carried out. For our employees own and other people's safety, the rules given in this section shall be adhered to. **See 'Safety Handbook'.**

### VEHICLES, PLANT AND EQUIPMENT

#### General

The Provision and Use of Work Equipment Regulations 1998 applies to all times of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools such as hammers, screwdrivers, paintbrushes, ladders, hoists, cranes etc. Company vehicles when used off the public highway are also classed as work equipment. The following outlines this company's policy in relation to plant and equipment.

#### Inspection

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate.

An assessment is made by Mr. Michael Carter of all other work equipment to determine if an inspection is needed and how often.

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

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

#### Types of Inspection Carried Out

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

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

Where equipment is received from an outside source, e.g. hired in, and it is subject to an inspection regime, we require physical evidence of the last inspection.

## VEHICLES AND MOBILE PLANT

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

### General

- All plant shall be assessed to identify whether restraining systems, roll over protection, falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998.
- Safe entry and exit points to be provided with adequate turning room and good visibility for vehicle drivers. Where necessary a Banksman or signaller shall be provided.
- Wherever possible the company will provide separate site entry/exit points to separate pedestrians from vehicles.
- Wherever possible, vehicles and mobile plant will be supplied with an audible reversing alarm.
- Protect excavations and structures, which might be damaged and made unsafe if struck by a vehicle or piece of mobile plant.
- **NEVER OVERLOAD** vehicles as they will become unstable, difficult to steer or have their braking impaired.
- **DO NOT** let anyone ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.
- Never drain or fill fuel tanks when the equipment is hot, the engine is running or in a confined space.

**Working With Small Dumpers:** Employees required to drive dumpers must have had proper training and be authorised to drive and if required to drive on public roads, have a full driving licence and the dumper must be licensed and equipped for the public highway.

See 'Safety Handbook'.

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

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

See 'Safety Handbook'.

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

**Compo' and Small Concrete Mixers:** Both of these items are common on site, employees selected to operate this type of plant should ensure they are conversant with the rules and guidelines incorporated within this section.

See 'Safety Handbook'.

### LIFTING EQUIPMENT

The Company uses in the day to day running of the business.

Mechanical lifting equipment, and accessories e. g. fork lifts trucks, hoists, excavators used for lifting, gin wheels, cranes, mobile elevated platforms.

As such all lifting equipment and lifting activities shall conform to the Lifting Operations and Lifting Equipment Regulations 1998.

Site Managers must ensure that the lifting equipment has the pertinent thorough examination and inspection certificates and that there is a person competent in lifting available to plan and manage the lift.

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

#### General

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

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

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

- Been inspected prior to assembly/installation and has a 6 month inspection
- Been securely fixed to a secure anchorage, to prevent displacement
- A proper book designed to prevent displacement of the load or a hook fixed with a catch
- There is a safe working platform from which the hook can be loaded and unloaded

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

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

## EQUIPMENT – HAND TOOLS

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

### General

- Tools are to be regularly checked and are to be thoroughly examined before storage and, if worn or damaged, they are to be repaired or discarded.
- When not in use, all tools are to be stored in boxes or racked, cutting edges are to be sheathed.
- No tools are to be left lying around site, as they can present a tripping hazard.
- All employees should inspect any tool prior to use, and defects must be reported immediately to the Site Manager, who shall quarantine the tool.
- Grease, moisture and dirt should be regularly cleaned off all tools.
- All cutting edges should be kept sharp to permit accurate working and to avoid the hazards arising from unnecessary pressure.
- Sharpening is a relatively skilled job and should only be carried out by employees authorised by the Company.

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

**Air Operated Equipment:** Compressed air may not sound dangerous, but the air itself, the hoses which carry it and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment must have been trained in its use by a competent person. Following the guidance in this section will avoid accidents to employees or others. See ‘**Safety Handbook**’.

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

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

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

Once trained, employees should use the guidance provided within this section as a reminder when using portable chainsaws and handheld circular saws. See ‘**Safety Handbook**’.

## WORKING AT HEIGHT

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

- The planning and organising of all work at height
- Weather conditions parameters
- Competence and training of persons to work at height
- The adequacy of the equipment to be used, and its inspection
- The risks from any fragile surfaces, and the controls
- The risks from any falling objects

**Safe Working Platforms:** Safe working platforms will be provided wide enough to allow employees to pass back and forth and use any equipment or material necessary for their work at that place and in any case be a minimum of 600mm wide with guardrails and toeboards so that an unprotected gap does not exceed 470mm; and that schedule 3 of WAH is satisfied.

**Scaffolding:** Scaffolds are to be designed, erected, altered and dismantled by a competent scaffolding contractor, as BS/EN 12811.1 2005. A handover certificate is required from the contractor prior to use. Employees should refer to the scaffolding section in 'Safety Handbook' for the erection, inspection of scaffolding (incorporating a basic checklist), rules to ensure that when working on scaffold, employees are protecting themselves and those working around them.

**Trestles:** Are to be erected altered and used under the direction of a competent person, who is required to inspect the equipment and environment to confirm suitability prior to use.

**Access by Suspension Equipment:** Where the Company cannot complete the work using a suitable working platform, we will consider whether it can be achieved using suspension equipment. Suspension equipment includes cradles and bosuns chairs; but these measures will be as a last resort. Access by MEWP will be pursued where practicable.

**Collective Means of Protection by use of Safeguards:** Where the Company is unable to provide a safe working platform or make provisions for use of MEWP or similar equipment, considerations will be made for provision of suitable safeguards.

Safeguards such as nets, decking, airbag systems, impact absorbing bags or other will always be used in favour of relying on personal fall arresting systems e.g. harnesses.

We will always require the chosen system to be installed by competent persons trained in its use and we will always consider the potential outcome of our actions and choice of equipment in order that we do not cause or contribute to an accident by choice of safeguard system.

**Ladders:** Ladders are best used as a means of getting to a workplace. They may on occasion be used as a workplace for short-term work but only after risk assessment. Where ladders are used employees are to make sure:-

- The ladders is strong enough for the job and in good condition
- The ladder is secured or extends to a sufficient height (about 1m) above any landing place
- The workplace can be reached without stretching
- The ladder can be fixed to prevent slipping at both stiles and the rungs are horizontal
- The getting off rung is level with the work platform.
- The ladder is not on soft ground and will not move.
- The ladder is pitched at 75° (4 in 1).

See 'Safety Handbook'.

## CONTRACTING

### Selection Procedure

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

### Health and Safety Documentation From Subcontractors/Self-Employed

Prior to commencement of the subcontract works on site the Contract Manager, or his nominee, may request one or all of the following documentation from the subcontractor/self-employed person. Risk Assessment(s), including COSHH details; Method Statement(s); Training records Thorough Examination, Inspection, test and/or safety certificates for plant and equipment. The Site Manager shall not allow a subcontractor/self-employed person to commence work on site unless all necessary method statement(s) have been received and they are satisfied that the subcontractors/self-employed on site has a copy of the method statement and are aware of its contents.

### The Subcontractor/Self-Employed on Site

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

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

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

### Subcontractor/Self-Employed Documentation on Completion

On completion all subcontract documentation shall be returned to Head Office where it will be collated and relevant documents archived. Test/Inspection Certificates and other information required for the Construction Health and Safety File shall be collated and forwarded to the Planning Supervision team.

### CONSULTATION WITH EMPLOYEES

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

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

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters.

- investigate potential hazards and dangerous occurrences at the workplace
- examine the causes of accidents at the workplace

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

This will be achieved by writing to each individual on any issues listed at para 7.1 above and provide adequate time for them to respond either verbally or in writing, normally within 7 days. On urgent issues the Director will consult individuals on a personal basis and record where necessary comments to reflect decisions made.

nb: The guidelines as prescribed in the HSE publication Consulting Employees on Health and Safety will be followed.

### **LINES OF COMMUNICATION**

Employees may refer health, safety and welfare matters to either their immediate superior and/or their appointed safety representative.

Wherever possible, the Foremen will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by Safety Representatives and will enlist the aid of the Director.

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

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

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

All employees are encouraged to submit suggestions for better health and safety to their immediate supervisor or direct to Management.

### YOUNG PERSONS AT WORK

#### General duties for all employers.

The law at present requires you to assess risks to all your employees, including young workers, and to do what is reasonably practicable to control those risks.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories, construction sites, except when on work experience schemes approved by local education authority. The Health & Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience as employees for the purposes of health and safety legislation. Employers offering work experience placements to children must provide them with at least the same health, safety and welfare protection that they give their own employees. There are also some age-related restrictions which prohibit your workers, including children on work experience, from working with particular machinery or undertaking particular tasks. A list of these is in HS(G)165 “Young People at Work” A Guide for Employers.

The legislation the Health & Safety (Young Persons) Regulations 1997 SI No. 135/1997 came into force March 1997.

As a result employers are required to:-

- Assess risks to young people, under 18 years old, before they start work
- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.
- Address specific factors in the risk assessment.
- Provide information to parents of school-age children about the risk and the control measures introduced.
- Take account of the risk assessment in determining whether the young should be prohibited from certain work activities, except where they are over MSLA (just before or just after their 16th birthday) and it is necessary for their training and:-
  - a) where risks are reduced so far as is reasonably practicable
  - b) where proper supervision is provided by a competent person

## APPENDICES

- A) Contractor Safety Questionnaire
- B) Checklist for Vetting Sub-Contractors
- C) Weekly Safety Inspection
- D) Induction Checklist
- E) Site Induction
- F) Induction Training Record
- G) High Hazard Day
- H) Visitor Record
- I) Site Safety Items for Display
- J) Method Statement Register
- K) Contract Safety Method Statement
- L) Site Safety Handbook
- M) Environmental Policy & Practice

## Acknowledgement of Receipt of E G Carter and Company Limited Safety Policy

Name: .....

Address: .....  
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I confirm receipt of E G Carter and Company Limited Safety Policy. I further confirm I will study this policy and should there be any aspects of this policy with which I am unclear then I will raise them with my line manager.

Signed .....

Date .....