



# 22-01 Health & Safety Policy

**Installation & Refurbishment Solutions Ltd  
90 Whitestone Way  
New South Quarter  
Croydon, CR09FG**


Signed for by: Rebecca Dickinson

Description of changes:  
Annual review  
Guidance updates  
COVID-19 additions

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	<b>Installation and Refurbishment Solutions Limited</b>
	90 Whitestone Way, New South Quarter, Croydon CR0 9FG

## 1. SAFETY POLICY STATEMENT

### 1.1 General Statement of Intent

This Health and Safety Policy has been adopted and agreed by **Installation and Refurbishment Solutions Ltd** (hereinafter the 'Company') as its general statement of intent regarding health and safety.

The Company recognises and accepts the responsibility as an employer for providing a safe and healthy workplace and working environment for all employees and to protect, so far as is reasonably practicable, all persons who may be affected by any of its activities.

The Company will aim take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that is safe and without risks to health.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- A safe place of work with safe access and egress.
- A healthy working environment with adequate welfare facilities.

The Company has undertaken to provide competent technical advice on health and safety matters and further advice may be sought from senior management.

All levels of management and all employees are expected to co-operate as far as is possible with the Company to enable it to carry out this policy. Employees have a responsibility to take reasonable care of their own health and safety, and that of other persons who may be affected by their acts or omissions at work.

The policy is supported by various Company guidance and information including COVID-19 Safety documentation in Section 31 of the main H&S Folder.

Name:	Position:	Signature:
<b>Rebecca Dickinson</b>	<b>Director</b>	

Date:	<b>1<sup>st</sup> August 2020</b>	Review Date:	<b>August 2021</b>
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*Note: This policy will be reviewed annually, and as and when necessary. For example: when there are significant changes in the workplace, after a legitimate request or when legislation requires it.*

## 2. ORGANISATION / RESPONSIBILITIES

### 2.1 The Company shall

- Ensure all liability is covered by insurance and decide the extent to which risks are acceptable (insured or not).

### 2.2 Controllers of premises shall

- Execute planned and preventative maintenance to all areas and plant under their control so as to ensure workplace health and safety and fire safety.

### 2.3 The Director shall

- Have ultimate responsibility for ensuring the effective implementation of this policy.
- Ensure that funds and other resources are provided to meet the requirements of this policy.
- Ensure the policy is properly understood by all levels of staff.
- Ensure that health and safety responsibilities are incorporated in job descriptions.
- Take a direct interest in this policy and at all times support persons implementing it.
- Ensure the provision of suitable and sufficient H&S information, instruction, training and supervision as required.
- Insist that safe working practices are followed and all work planned to be as safe as is reasonably practical.
- Follow the advice of any Enforcing Authority Inspector or other appropriate Officer.
- Take action without delay, whenever health and safety risks are identified.
- Ensure that incidents are recorded and review accident investigation reports.
- Ensure that suitable and sufficient risk assessments are taken and appropriate control measures are effectively in place.

### 2.4 All Managers and Supervisors shall

- Help develop and monitor the health and safety strategy and Policies to achieve effective safety controls.
- Ensure there is proper provision of staff, training, materials and other resources to meet health and safety.
- Act in a responsible manner at all times and set a good example in relation to workplace health and safety.

### 2.5 All Employees shall

- Comply, so far as is reasonably practicable, with H&S laws, associated guidance and Company H&S procedures.
- Undertake training in safety matters when the need is identified by the Company.
- Immediately report any accidents, incidents or dangerous occurrences / equipment / tools or materials to their immediate supervisor or manager; and complete an accident report form.
- Act in a responsible manner at all times and set a good example in relation to workplace health and safety.
- Understand and abide by Company policies and procedures in relation to health and safety. .
- Use the correct tools, equipment and safe methods, including using any safety equipment required such as PPE - personal protective equipment (i.e. gloves, goggles, safety boots etc.)
- Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
- Encourage a positive safety culture through work practices.
- Inform their line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Wherever possible, make suggestions to improve health and safety to the Manager.

**NOTE:** Employees have the right to refuse to work on the grounds of health and safety. If a staff member considers that the task given will expose them, or others, to an unacceptable level of risk, he/she must not carry out that task but report the reason for the refusal to work immediately to their Supervisor / Manager.

### 2.6 Contractors and sub-contractors shall

- Be responsible for their own areas of responsibility and health and safety management arrangements. However, to protect employees, contractors and those in the vicinity of work, everyone should plan, co-operate, coordinate, monitor, manage and communicate as appropriate for the purposes of health and safety.
- Comply with Company, Client and Site rules at all times.

### 2.7 Safety representatives:

Safety representatives may investigate hazards and dangerous occurrences and examine the cause of accidents; as well investigate employees' complaints concerning employee health, safety or welfare and carry out inspections of the workplace, attend safety meetings and represent employees in H&S consultations.

*NOTE: Horseplay will not be tolerated and failure to comply with health and safety may result in disciplinary action. No employee of the Company may carry out or authorise practices which place staff or others in danger or which are in direct breach of legal requirements.*

### 3. ARRANGEMENTS / GUIDANCE

#### 3.1 Abrasive wheels

All reasonable steps will be taken by the Company to ensure the health and safety of employees who work with grinding machines which incorporate abrasive wheels. When properly used, abrasive wheels serve an important purpose. However, the Company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the Company to ensure that any risks are reduced to a minimum.

The Company will, in consultation with workers and their representatives:

- Carry out an assessment of the work activity
- So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment
- Ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task
- Advise all employees, including new employees, who work or will work with abrasive wheels of the risks to health and safety and of the results of assessments.

Only trained, authorised and competent staff may work with abrasive wheel tools and equipment, or change abrasive wheels.

#### 3.2 Access and Egress

The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace i.e. safe movement in, out and within the workplace.

This policy covers the following:

- Access to and egress from the workplace
- Routes through working areas
- Accessibility of storage areas
- Access to and egress from an individual's workplace
- Emergency exit routes
- Use of access equipment, such as ladders
- Limitation of access to hazardous/high-security areas
- Temporary arrangements for access
- External pathways and roadways around the workplace
- Common parts of the building, e.g. reception etc.

#### 3.3 Accident / Incident / Dangerous occurrence reporting:

All incidents, including near misses, must be reported to management and written up in the accident book. They will be investigated with a view to identifying, where possible, actions that can be taken to help prevent a re-occurrence.

**An Accident:** "any unplanned event that results in personnel injury or damage to property, plant or equipment.

**A Near-miss:** "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to people; vehicle incidents and electrical short-circuits.

#### Reporting Procedure

All accidents must be entered in the appropriate Accident Book either by the injured person or their immediate supervisor or manager. Ensure that the Accident Book has been correctly and fully completed. If an accident occurs to a visitor or contractor, they should also notify their own employer where applicable.

Management will ensure that, where applicable, the requirements of RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are met.

#### RIDDOR

Some accidents and incidents (generally the more serious types) are reportable to the H&S Inspectors under the Reporting of Accidents, Incidents, Diseases and Dangerous Occurrences Regulations "RIDDOR". The easiest method is to go online and completing the required form via the HSE's RIDDOR website [www.hse.gov.uk/RIDDOR](http://www.hse.gov.uk/RIDDOR).

There is a HSE telephone service for reporting fatal and major injuries. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). All other health and safety concerns should be reported to the HSE on: 0300 790 6787.

The Company will report:

- Deaths. We will report these immediately;
- Major injuries. We will report these immediately;
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. We will report these within 15 days;
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- Some work-related diseases;
- Dangerous occurrences – where something serious happens that does not result in an injury, but could have done;
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it, check on: [www.hse.gov.uk/RIDDOR](http://www.hse.gov.uk/RIDDOR).

The Company will, where appropriate, inform the Insurance Company of any significant incidents. Furthermore, we will investigate all accidents and incidents in order to:

- Identify what and how it happened
- Identify the steps that can be taken to prevent a recurrence

<b>The Accident Book is located: Main office</b>
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### 3.4 Acetylene

Acetylene is an extremely flammable gas and can form an explosive atmosphere in the presence of air or oxygen. A risk assessment will be undertaken and acetylene gas may only be used by those trained to use it.

If a cylinder filled with compressed acetylene gas is exposed to a flashback, starts to warm up or vibrate, or if such a cylinder was involved in a fire, its contents may have begun to decompose. This process can become self-sustaining causing the cylinder to explode, in some cases hours after the initiating event. Such cylinders pose a significant risk to anyone in the vicinity. Evacuate the area immediately and call the Fire and Rescue Service (FRS) straight away. Do not attempt to move such a cylinder nor make any attempt to release its pressure by venting it as this could accelerate decomposition.

Cylinders filled with compressed acetylene gas **must** be coloured 'Maroon' on both the shoulder and body of the cylinder. If the colour of the cylinder is different or has become obscured for some reason (e.g. paint overspray, abrasion, corrosion) it is unlawful for you to use it so contact your manager for advice.

### 3.5 Asbestos

Asbestos is a significant hazard when it is disturbed, the fibres become airborne, and they are inhaled. As a result, asbestos should never be broken up, swept up, abraded, cut or drilled, worked on or removed without authorisation and a written safe work procedure.

**NO Company employee is permitted to work with, damage or remove any asbestos or asbestos-containing materials - ACMs.** Where damaged asbestos or ACMs is discovered on Company or Client premises, stop work, evacuate the area and notify management as soon as possible, so an assessment is made as to what action is required by all parties.

Should any work be required on asbestos, only an approved asbestos contractor will be allowed to undertake it after a suitable method statement of their intended working procedure is received.

Company staff that work on business-related Client sites must request the Asbestos Survey for Client sites where they may reasonably be expected to disturb or damage (accidentally or on purpose), materials they suspect to be ACM's – asbestos-containing materials.

<b>The Asbestos Survey is located: In the Company H&amp;S Folder.</b>
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### 3.6 Audit (health and safety)

In order to monitor and develop Company health & safety standards, random visual health and safety inspections or checks will be undertaken by management and the results used to further improve safety systems and procedures within the Company.

### 3.7 Building maintenance and repairs in workplaces

Whenever major work is planned in our occupied areas, management will identify any risks involved and take appropriate protective measures. Work undertaken by outside contractors will be subject to approval and the relevant risk assessments and method statements.

If you suspect any works that are being undertaken within Company premises present a health and safety risk to staff or others in the vicinity, report it to a member of management immediately.

### 3.8 Buried services

The majority of accidents involving underground cable services are caused by either failing to locate cables before excavation with suitable cable avoidance tools (CAT's) or not taking all practicable precautions while the excavation is in progress. As with other areas of hazard management, it is safest to expect the worst - you should always assume that live underground electric cable services or live mains gas pipes are present until proved otherwise.

Wherever possible locate underground cable and pipe plans and other information about all buried services in the area well before work starts. You may be able to alter projects to avoid existing services or divert services away from the excavation area. Most cables belong to electricity suppliers, but even on the highway, some are privately owned. Street lighting cables, for example, may belong to the lighting authority. Electricity suppliers have a legal duty to maintain records and plans of underground cables and to make the information available to enquirers.

Similarly, where underground cables belong to private owners, they should make the details available on request. Note that low, medium and high voltage cables may be shown on separate plans - you will need all of these. Plans held by utilities and private owners are not normally drawn to scale, do not rely on them to obtain distances. Their accuracy may also be limited by changes to reference

points such as kerb lines, or due to re-grading of the surface since the plans were drawn. Prior to any work that may involve buried cables, refer to the extra safety information in the Company H&S Folder.

### 3.9 Cartridge Operated Tools

Where owned or hired by the Company, these tools will only be operated by trained and named personnel. They will ensure that at all times the tool is not misused and that no unauthorised person is permitted to use it. It will be kept in a securely locked container when not in use. Cartridges will also be kept in a locked container.

Misspent cartridges will be collected and disposed of under the guidance or instruction from the competent person. Eye protection and ear protection must be worn when using this tool. The cartridge operated tools must be regularly maintained as per manufacturer's instructions. Spatter guards must be kept in position.

No person under the age of 18 years is to use this tool. Operators must check that the area had behind and alongside is cleared of persons before firing open, (in case of ricochet or shoot through).

### 3.10 Chemical safety - COSHH

The COSHH regulations regulate the exposure to hazardous substances and processes used in work activities. The essential requirement is to make an assessment of the risk to health arising from work processes and take measures to protect the health of staff and others.

The Company has carried COSHH assessments of risks and introduced appropriate measures to prevent or control exposure. Reduction in exposure will be obtained so far as is practicable by means other than personal protective equipment.

**Separate COSHH assessments are available to all staff that may be affected by COSHH.**

The following checklist describes the Company procedures:

- What substances are present and in what form?
- Where and how are the substances actually used, handled, stored or disposed of?
- What harmful substances are given off? (Dust, fumes etc.)
- Who could be affected, to what extent and for how long?
- How likely is it that exposure will happen?
- What precautions need to be taken?
- Can the substance be eliminated or substituted?
- Can engineering controls be used (e.g. extraction, ventilation dilution etc.)
- Do personal protective measures need to be taken?











Only chemicals or substances that may be hazardous need be assessed. On the basis of these assessments, we will introduce appropriate control measures such as ventilation or masks and these must be properly applied by employees and others.

Staff should not eat, drink or smoke when handling chemicals and always maintain a high standard of personal hygiene. All relevant staff will be trained in the correct storage of chemicals. Please adhere to any Warning Notices posted around the storage areas.

Chemical safety is often sensible safety:

- Is there a safer alternative first? If not, reduce the quantity and/or frequency of use.
- Use gloves and/or goggles where these may protect you further.
- Do not mix chemicals unless they are compatible.
- Ensure good ventilation and use the chemical for the shortest time possible.

(Note: the Orange symbols are the old UK warning labels. The Red triangles came into place in 2017 on all chemicals and substances in the UK)

				
<b>Gas under Pressure</b>	<b>Corrosive</b>	<b>Flammable</b>	<b>Dangerous to environment</b>	<b>Long term health hazards</b>
				
<b>Toxic</b>	<b>Oxidising</b>	<b>Explosive</b>	<b>Irritant</b>	<b>Harmful</b>

**NOTE: Processes (such as sand-blasting, paint-spraying, wood-cutting etc.) won't have these symbols but still need assessments if they are potentially harmful to staff and others.**

#### Managers Checklist:

Is the substance or chemical potentially hazardous or does it have a hazard warning sign?
<b>YES:</b> Inform staff and ensure they take the relevant precautions. Review assessments required and monitor through health surveillance if required
<b>NO:</b> No action required
Has a COSHH assessment been carried out?

**YES:** Ensure relevant staff have access to a copy

**NO:** obtain manufacturers Data Sheet; ensure competent person carries out the COSHH assessment and implement effective controls. Inform staff and ensure they take the relevant precautions. Review assessments regularly.

### 3.11 Client arrangements

Health and safety arrangements will be agreed and confirmed by management during the initial stages of liaison and planning with Clients, for all Projects.

### 3.12 Communication & consultation

The Company accepts the need to have and maintain effective lines of communication to enable health and safety information to be passed to employees and those affected by the work activity. These may include: contractors, sub-contractors, clients and other relevant parties such as consultants, inspectors etc.

The Company wish to promote co-operation in recommending, developing and carrying out measures to ensure the health and safety at work of employees. To achieve this we involve and consult employees in a variety of ways, and display the 'Health and Safety Law' poster. Management and site meetings will provide a channel of communication in all matters relating to health and safety at work.

Employees and subcontractors will be consulted in good time about matters relating to their health and safety at work. Those matters will include: any measures at the workplace which may substantially affect their health and safety; arrangements for competent persons nominated for the purposes of health and safety management or emergency procedures; information about risks to health and safety; the planning and organising of any health and safety training; the health and safety consequences for them of any new equipment planned to be introduced to the workplace.

### 3.13 Construction (Design and Management) Regulations – CDM2015

The CDM (Construction (Design and Management) Regulations 2015 aim to reduce the risks related to construction work. Further specialist advice will be sought prior to any construction work being carried out on the company premises, and only vetted and approved competent contractors will be allowed to carry out such works.

CDM 2015 applies to all construction work. The Regulations set out the requirements for managing health and safety on construction PROJECTS. A project is more than a construction site – and can apply to anything from installing kitchen cupboards, painting and decorating, tree planting and marquee erection to new-builds, demolition and even major rail projects.

#### Is the project 'notifiable' to the HSE?

A project is notifiable to HSE if the construction phase lasts longer than 30 working days **AND** will have more than 20 workers working **SIMULTANEOUSLY** at any point in the project; **OR** if the project exceeds 500 person days. We will use the online F10 form found at [www.hse.gov.uk](http://www.hse.gov.uk).

#### CDM Construction Phase Plan (CPP) also known as a CDM Action Plan

These will be prepared for most smaller 'construction' projects. A CPP / CDM Action Plan is similar to a combination of risk assessments and method statements, but contains more site or project-specific health and safety information.

A template CPP / CDM Action Plan has been produced for use the CITB (search for CITB CDM Wizard app on any smartphone). This is useful for small construction projects. This template is also available via [www.hse.gov.uk](http://www.hse.gov.uk).

Duty holders: All those involved in construction work have their duties laid out. See separate company guidance for this information.

#### The Client's Principals:

The client's principals are the Principal Designer and the Principal Contractor, and co-ordination between them all is key to a successful project. The PD and PC have equivalent and related roles for liaison and exchange of information during both the design and build stages of a project. The PD is responsible for all the pre-construction phase and any design work wherever it happens throughout the life of the project, which could overlap into the construction phase as well.

#### Duty holders – Principal Designer (PD).

The CDM Co-ordinator role has been replaced by the Principal Designer. This is not a direct replacement for the role, although the PD will carry out many of the functions previously carried out by a CDM-c. The key role of the PD is to act as a conduit for information flow. The PD has to:

- Plan, manage, monitor and co-ordinate the pre-construction phase – gathering information such as ground surveys, structural surveys, asbestos surveys etc.
- Ensure designers comply with their duties
- Co-operate with and support the client in providing Pre-Construction Information

#### Duty holders – Principal Contractor (PC). The PC should:

- Manage and co-ordinate the construction side of the project
- Liaise with the PD throughout the construction phase on matters such as changes to the designs and the implications those changes may have for managing the health and safety risks
- Provide information to the PD relevant to the Health and Safety file.
- Effectively engage and communicate with the workforce by means of toolbox talks, meetings etc., to show leadership
- Have a strong grasp of what is needed in any given situation.

Pro-activity rather than re-activity is crucial to identifying issues early and resolving them quickly. Leaders should go out to the site, look for the issues, seek information and search for ways to improve the business.

**Duty holders – Designer. The Designer should:**

- Reduce or control risks through the design process and provide risk information with design drawings
- Refer risks that cannot be reduced or controlled through design to the PD
- Clear hierarchy for design risk management

Designers will now be expected to consider health and safety at the design stage.

**Duty holders – Contractor**

Their responsibilities are very similar to before. The PC is a contractor first and then a principal contractor after that. The Contractor has a duty to:

- Look for corporate bodies with organisational capability, relevant policies, structures and safe systems in place
- Comply with the directions given by the PD and PC
- Draw up the Construction Phase Plan, even if they are the only contractor on site, and should appoint individuals who have - or are in the process of obtaining - the necessary skills, knowledge, training and education.

**Workers: roles and responsibilities**

- All employees or self-employed persons on construction sites should be better informed and have the opportunity to be more involved in health and safety.
- Co-operating with others and co-ordinate work so as to ensure your own health and safety and others who may be affected by the work.
- Following site health and safety rules and procedures.

**3.14 Consultants, experts and external advisors**

There may be occasions when qualified specialist advice is required to ensure that specific tasks are completed safely and competently. In these circumstances the services of a competent external advisor, expert or consultant will be obtained.

**3.15 Contractor control**

The Company will endeavour to ensure that the contractors and sub-contractors we engage have the skills and knowledge to carry out the contract to the required standards without risks to health and safety. All visitors to site will sign in and must agree that their work will have no adverse safety impact on staff or those in the vicinity.

Depending on the scope of the work to be undertaken, high-risk work will not be permitted unless it is under the control of a permit to work system.

Depending on the type of work that they carry out, contractors and sub-contractors may be subject to a formal vetting and approval system.

**3.16 Coronavirus COVID-19**

Following this pandemic, the Company has introduced a range of control measures designed to protect employees and those affected by our work activities. These procedures are outlined in a range of separate documents including the COVID-19 Safety Action Plan (Ref 31-01), COVID-19 Risk Assessment (Ref 31-02) and others in Section 31 of the H&S Folder.

**3.17 Dangerous substances and explosive atmospheres regulations DSEAR**

The Company will assess the risks of fires and explosions that may be caused by dangerous substances in the workplace including:

- *Gas bottles*
- *Large quantities of highly flammable substances*
- *Large quantities of explosive materials such as dusts, mists or fumes.*

These risks will then be eliminated where possible; or reduced as far as is reasonably practicable. The aim is to protect employees and other people who may be put at risk, such as visitors to the workplace and members of the public.

**3.18 Disability discrimination / Equality Act**

The Company seeks to comply with the Equality Act and will take all reasonable steps to remove all unnecessary physical barriers. In addition, where specific adaptations are provided for disabled users, the Company will ensure that these adaptations are regularly checked and operational at all times.

All employees are encouraged to discuss any workplace issue with their line manager – in confidence if appropriate.

**3.19 Display screen equipment (DSE, or computer work)**

The Display Screen Equipment Regulations concern the health and safety aspects of using DSE and computers etc. The likelihood of experiencing the possible hazards associated with DSE (musculoskeletal problems, visual fatigue and mental stress) is related mainly to the frequency, duration, intensity and pace of continuous use of DSE, allied to other factors such as the environment.

Management, in conjunction with users, will carry out a suitable and sufficient assessment of the workstation using the Company DSE Form. The assessment identifies any hazards, evaluate the risks and their extent and then suggests corrective action if necessary.

The assessment will be reviewed annually or if there is reason to suspect it is no longer valid i.e. if there are major changes of hardware/furniture/time factors etc.

If the assessment highlights an area of concern, further evaluation and corrective action may be appropriate. Remedial action is often straightforward, i.e.

- *Postural problems may be overcome by simple adjustments such as adjusting the chair;*
- *Visual problems may be tackled by straightforward means such as repositioning the screen or using blinds to avoid glare or placing the screen at a more comfortable viewing distance;*
- *Fatigue and stress may be alleviated by correcting defects in the workstation as indicated above.*

Whenever possible, your DSE tasks should be designed around a mixture of screen-based and non-screen-based tasks to prevent fatigue and to vary visual and mental demands. Where the job unavoidably contains spells of intensive DSE work, introduce deliberate breaks, pauses or changes of activity. Short frequent breaks are much better than longer infrequent breaks.

There is no evidence to suggest that work with DSE causes any permanent damage to eyes, but it may make users with pre-existing vision defects more aware of them. Uncorrected vision defects can make work at DSE more tiring or stressful than it should be. Users may request a free eye or eyesight test, and then a contribution to any glasses needed purely for DSE if recommended by the optician.

Users will be provided with appropriate health and safety training, in addition to the training received to do the work itself. The purpose is to increase their competence to use the workstation equipment safely and reduce risks to health.

### **3.20 Drugs and alcohol at work**

The Company is concerned to provide a safe and healthy working environment. Misuse of drugs or alcohol in the workplace will affect health, work performance and working relationships. All information gathered will be treated with the utmost confidence. Should any employee suspect any employee is affected by drugs or alcohol misuse they should approach their line manager in confidence.

An initial assessment will be made and specialist advice sought if required to ensure that the consequences of any drink or drug abuse at work does not affect the health, safety or welfare of others in the workplace.

### **3.21 Dust control**

Stones, rocks, sands and clays can contain large amounts of crystalline silica and are used to make kerbs, flags, bricks, tiles and concrete. Cutting, sanding or drilling these materials produces airborne dust containing very fine RCS particles. Serious health effects, such as lung cancer or silicosis, can result from exposure to RCS. This is because fine RCS particles can penetrate deep into the lungs.

**All staff will use dust extraction and/or minimising techniques when their work involves releasing large amounts of silica dust i.e. drilling, sanding, cutting, grinding etc. These may include wet suppression, LEV local exhaust ventilation and/or use of dust masks with a minimal rating of FFP3.**

*Warning: A major cause of inhaling contaminants (leaks) when wearing a face mask such as a dust or fume mask, is a poor fit. Tight-fitting facepieces and masks need to fit the wearer's face to be effective. As people come in all sorts of shapes and sizes it is unlikely that one particular type or size of RPE facepiece will fit everyone. Fit testing will ensure that the equipment selected is suitable for the wearer.*

### **3.22 Electrical safety**

The Electricity at Work Regulations require precautions to be taken against the risk of death or personal injury from electricity in work activities including electric shock, accidents arising from contact with live terminals and fire or explosion.

Fixed electrical installations owned or leased by the Company will be inspected and tested at least every 5 years by a professionally qualified electrical engineer and records kept.

All portable electrical appliances owned, leased or used by the Company will be PAT (portable appliance test) inspected and examined by a competent person at regular intervals dependant on the usage and work locations. Portable electrical appliances generally include items with a plug that can be moved around i.e. printers, computers, extension leads, portable electric lamps, power tools, heaters, toasters, kettles, radios etc.

All electrical repair work will be undertaken by a suitably qualified person - usually an electrician and under no circumstances will temporary repairs such as insulating tape be allowed.

***Before using any electrical equipment, staff must carry out a visual check of leads, plugs etc. If any defect is discovered, report it immediately and do not use the equipment.***

### **3.23 Enforcement**

Enforcement in the Company premises of all health and safety legislation is undertaken by Enforcement Officers who have numerous powers. They should not be hindered in their work but always report to your Director prior to any discussion with an Inspector. Inspectors may issue an Improvement Notice in order to enforce improvement of a dangerous practice or a Prohibition Notice to immediately stop a dangerous practice.

Enforcement Officers have the powers of entry to premises during operational hours. They may come un-announced. The most common reasons for inspection are to investigate a complaint, or to investigate an accident. In the event of a visit, it is important that staff inform a member of management immediately and take their advice.

Furthermore:

- Provide information requested promptly.
- Provide all the necessary assistance to the investigating officer including access to all work areas.
- If you are required to make a statement, your rights and obligations will be pointed out to you. If you are in any doubt about this procedure, seek advice immediately.

### 3.24 Fire and emergency procedures

In line with current legislation, Company premises and work locations are strictly NO SMOKING areas. This includes all company vehicles whilst used for work purposes.

Type of fire	RED Water	CREAM Foam	BLUE Dry Powder	BLACK CO2	YELLOW Wet Chemical
<b>CLASS A</b> Combustible materials (e.g. paper & wood)	✓	✓	✓	✗	✓
<b>CLASS B</b> Flammable liquids (e.g. paint & petrol)	✗	✓	✓	✓	✗
<b>CLASS C</b> Flammable gases (e.g. butane & methane)	✗	✗	✓	✗	✗
<b>CLASS D</b> Flammable metals (e.g. lithium & potassium)	✗	✗	✓	✗	✗
<b>ELECTRICAL</b> Electrical equipment (e.g. computers & heaters)	✗	✗	✓	✓	✗
<b>CLASS F</b> Deep fat fryers (e.g. chip pans)	✗	✗	✗	✗	✓
<b>Additional information</b>	Not for use on liquid or electrical fires	Not suited to domestic use	Can be used safely on electrical items up to 1000 volts	Safe on both high and low electrical voltage	For use on extremely high temperatures



Fire wardens have been appointed, and all staff will be trained in fire and emergency procedures so they can adhere to the emergency procedures quickly and efficiently. Staff who visit other premises in the course of their employment will receive further training. The Company premises are covered by a Fire Risk Assessment (FRA).

**The Fire Risk Assessment is located: In the H&S Folder.**

Fires do not just happen there is always a cause. Employees and contractors have additional responsibilities to:

- Avoid accumulation of paper and other flammable material;
- Good housekeeping is a vital ingredient of fire prevention;
- Keep walkways and emergency exits clear of any obstacles at all times;
- Ensure fire doors are not propped open;
- Read the posted fire instructions;
- Be aware of assembly points and the identity of fire wardens.

The Company takes fire safety seriously – and urges all employees to do the same.

#### Fire EAP (Emergency Action Plan)

##### Procedures in the Event of a Fire:

- ◆ Operate the fire alarm - this will warn others in the area. If no alarm, shout "FIRE FIRE FIRE"
- ◆ Evacuate the building and proceed to the Fire Assembly Point.
- ◆ Ring the fire brigade on 999.
- ◆ Fight the fire ONLY if you have been trained, if it is safe to do so, if the correct extinguisher is close by and the exit is readily available to you.
- ◆ Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

##### If you hear the Fire Alarm:

- ◆ Evacuate the building and proceed to the Fire Assembly Point.
- ◆ Report to your Fire Warden at the Fire Assembly Point.

- ◆ Ring the fire brigade on 999.
- ◆ Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

Contractors / Temporary Staff / Consultants / Visitors etc. will be shown or given copies of this procedure. **Visitors are the responsibility of the person they are visiting.**

**Fire assembly point:**

**The Fire Assembly Point is located: Outside FRONT of building**

**Appointed Fire Wardens:**

**As posted on the Staff Noticeboard**

### **3.25 Fire safety and PEEPs – Personal Emergency Evacuation Plans for disabled persons**

Everyone has different abilities, and the unique characteristics of each building mean it is vital to prepare with disabled people in mind. All disabled people need a PEEP - basically an individual plan, detailing how they will be alerted to danger in an emergency, and how they will then reach safety. Every person and every building is different, so disabled people who regularly visit or work in the building will need a PEEP.

PEEPs are based on the need to consult with disabled employees and take into account the different features of every building. The 'fire safety order' requires the responsible person to make provision for the safe evacuation of disabled people in the event of a fire. In cases where a disabled member of staff or visitor requires assistance, it is necessary to provide a PEEP and these will be provided in the H&S Folder.

### **3.26 First aid**

The Health and Safety (First-Aid) Regulations aim is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some other factor outside the Company's control.

First-aid at work can save lives and prevent minor injuries becoming major ones but does not include giving tablets or medicines to treat illness. Sufficient first-aid personnel and facilities will be available to give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work and to summon an ambulance or other professional help.

Appointed persons are those who, in the absence of a first-aider, look after the first-aid equipment and facilities, call the emergency services when required, and take charge of the situation. The First-aid boxes are controlled, maintained and replenished by Appointed Persons. Each first-aid box has a guidance note as to its' contents. Mains tap water is readily available for eye irrigation.

Records of all cases treated should be made and kept in a suitable place. In addition, those who require first-aid due to an accident, incident or dangerous occurrence at work should fill out the accident book.

**The Accident Book is located: Main Office**

**The First-Aid Boxes are located: Main Office**

**First aiders:**

**As posted on the Staff Noticeboard**

### **3.27 Further Guidance**

The Company may, from time to time, produce further staff guidance and information. These will be available from your line management.

### **3.28 Gas safety**

When work with or in connection with gas is undertaken, only Gas Safe registered employees or contractors will be used and all work will be subject to risk assessments and method statements.

### **3.29 GDPR – General Data Protection Regulations**

The Company has a separate Policy on the General Data Protection Regulations and all staff must be fully conversant with it and agree to put it into practice in their daily work routine. GDPR expands on the principles of data protection and it is very important that any personal information you gain, use and store in relation to workplace health and safety (e.g. personal details on accident forms etc.), for work colleagues and others, complies with the GDPR rules.

### **3.30 Hand Tools**

Hand tools of various types are used in many workplaces. The three most important points with regard to their safe use are:

- To use the correct tool for the job
- To report any defects found and to stop using the defective tool immediately
- To maintain the tool in a safe condition, which will involve regular inspection in the case of electrically powered tools.

The Company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools.

These risks will then be controlled so far as is reasonably practicable so that neither The Company's employees nor others who could be exposed to them will be put at risk.

### **3.31 Hazard reporting:**

Everyone is encouraged to report ANYTHING they consider a workplace hazard. Senior management will investigate and take remedial action if necessary.

### **3.32 Health surveillance**

Where the work tasks may cause long-term health effects to employees, it may be appropriate to undertake health surveillance i.e. where staff are checked on a regular basis by a medical professional.

The Company work activities do not currently require this, but this will remain under regular review.

### **3.33 Housekeeping**

The Company has a duty to identify hazards at work and assess the risks of accidents occurring. A major cause of accidents is undoubtedly poor housekeeping and, in general, a safe working area is a tidy area.

Ensure that stock and daily cleaning routines do not represent a tripping hazard to others in the vicinity. Apparatus and other materials which are not immediately required should always be returned to a safe storage place, and unwanted materials, particularly combustible and flammable items, should be disposed of safely and promptly. Any spillages must be cleaned up immediately by a person who fully appreciates the special hazards which the material may possess.

Flammable and combustible materials must never be stored or left on emergency exit routes or blocking immediate access to fire equipment or electrical switchgear. Be aware to avoid obvious trip hazards such as trailing wires, leads and unexpected deliveries.

### **3.34 Induction**

It is important that all new starters familiarise themselves with the Company Health & Safety Policies. A copy is placed on the Company Noticeboard and available from the Director. All new employees will receive induction training on day one of their employment.

Such training will cover fire procedures, warning systems, locations of exit and escape routes, evacuation and assembly procedures and injury reporting procedures, names of first aider and appointed persons, instruction on any prohibition areas, issue of protective clothing and equipment and its use, and other health and safety-related information.

### **3.35 Infection control policy**

Accidents of contracting an infectious disease are rare but management will always treat any queries seriously and answer any specific questions if they are competent to do so. In general, in order to avoid potential infections, we recommend that you:

1. Cover all cuts and abrasions with waterproof dressings;
2. Use disposable gloves and aprons where necessary;
3. Clean up spills and body fluid immediately using suitable gloves and disinfectants.
4. Injuries must only be treated by a qualified first aider.

Employees also suffering from any other condition e.g. Diabetes are also encouraged to disclose their conditions in confidence to the first aiders so that in the event of an accident or treatment being required, the first aider can take this information into account when assessing the treatment required.

### **Bird droppings**

Most common activities will not result in high exposures to infected material and so are not high risk. However, it is important to reduce disturbance as this will help to prevent inhalation of infected dust, reduce the risk of infection and will also prevent the spread of dust outside the work area. Containing the work area with plastic sheeting should also be considered. If required, following a risk assessment, for example when larger quantities of droppings are involved, a "P3" or "FFP3" mask should be used. Overalls should be worn when carrying out work directly with bird droppings, and replaced when they are soiled.

### **3.36 Kitchen safety**

Kitchen areas are deemed a higher risk area due to a number of factors including: Hot and cold surfaces; sharp knives; hot liquid spills. Extra care and attention must be taken to avoid accidents and incidents and all staff will receive suitable health and safety training before they are able to undertake work in this area.

Safety points to be aware of include:

- Hot surfaces – remember microwave ovens can create a fire hazard as well as cause injury. Be aware of your surroundings and be vigilant at all times. If in doubt - always assume a surface is hot.
- Cold surfaces – fridges and freezers can reduce temperatures to low levels that may cause freezer burns. Do not touch freezer sides with bare or wet hands.
- Sharp knives are an essential kitchen item but they must be used and stored carefully. When cleaning around sharp instruments, take extra care.

- Hot liquids must be kept in suitable containers and do not carry these around when there is a risk of trips, slips or falls. Beware of kitchen floor surfaces and adequate space before carrying containers with hot liquids.
- Overcrowding can be a serious issue and must be avoided at all times.

If in doubt at any time, check with your manager or supervisor.

### 3.37 Ladders, kick steps and trestles

Whilst undertaking company work activities, work at height will be required. Where steps, ladders and kick-steps are provided, these will be maintained for safe use. The following guidelines are given as good practice:

- Is the item you are about to use the **safest** way of doing the work?
- Has the item been positioned safely?
- Are there any adverse conditions or factors that will affect the safety of the person doing the work or anyone else who may be affected?

Before use, all ladders, steps or step-ups should be visually checked. Report and take out of use, any worn or damaged equipment.

General Guidance:

- Ladders and steps must be on a firm, level base and ladders securely fixed near its upper resting place.
- Except where there is adequate handhold, ladders should rise above the height of any landing place by at least 1.05 metres.
- There should be sufficient space at each rung to provide an adequate foothold.
- Only one person should use a ladder or steps at any one time.
- Ladders should incline at an angle of about 75 degrees to the horizontal.
- Ladders or steps should not be placed across doorways without taking appropriate precautions to prevent the door opening.
- Ladders and steps should be of good construction, suitable and good material, and of adequate strength for the purpose intended.
- Any defect should be reported at once.
- Do not overload the equipment.
- Do not overreach on the equipment.
- Do not use the top three rungs of the ladder or steps.
- Do not move the equipment whilst someone is using it.
- Any defect should be reported at once.



**Do not overload ladders and steps; do not overreach on ladders or steps; do not use the top three rungs of the ladder; and do not move ladders or steps while someone is using it.**

### 3.38 Lead

The Lead at Work Regulations and associated approved code of practice (ACOP) refers to significant and non-significant risk. This is in connection with airborne contaminants of lead which may enter the body via the respiratory system. The measurement is based on a TWA of eight hours. The company activities do not expose persons to any significant risk but occasional contact with lead is possible i.e. lead-based paints. For this reason, advice has been sought regarding exposure to lead. Some recommendations are:

- When burning off very old paint that may contain lead, ensure very good ventilation; wear a fume mask; wear sturdy gloves; wear disposable overalls and restrict the time you carry out this work.
- When scraping off or rubbing down very old paint that may contain lead, ensure very good ventilation; wear a dust mask; wear sturdy gloves; wear disposable overalls and restrict the time you carry out this work.

In ANY activity involving the handling of lead the following procedures should be applied:

- No eating, drinking or smoking in the work area as these increase the risk of contamination of lead by congestion.
- Change, remove or dispose of overalls before entering canteens or places where food and drink is served or consumed.
- Wash hands and arms thoroughly with hot water and scrub under nails.
- If overalls/working clothes are heavily soiled with the lead dust etc., then wash these separately from the family wash.

### 3.39 Legionella

The Company has a general legal duty to protect the health and safety of staff and others affected by the work activity. Under this duty and the duty to prevent exposure to hazardous substances, the Company will manage the potential for contamination of water systems by the Legionella bacteria (Legionella pneumophila - the cause of the illness known as Legionnaires Disease or Legionellosis).

To achieve this, the Company has adopted the principles of control and management identified in the Guidance Document L8 the Control of Legionella Bacteria in Water Systems and use a combination of control methods consisting of regular maintenance and regular use of all systems.

Where required, a survey will be carried out and a person appointed to oversee legionella checks.

### **3.40 Lifting equipment**

When using any lifting equipment, ensure it is:

- Sufficiently strong, stable and suitable for the proposed use. The load and anything attached (e.g. timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads.

Additionally, ensure that all lifting operations are planned, supervised and carried out in a safe manner by people who are competent. Further guidance on manual handling is given later on in this document.

All lifting equipment will be subject to the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and receive a periodic thorough examination as required.

### **3.41 Liquefied Petroleum Gas LPG e.g. Propane**

This commonly used gas must be treated with care. It is heavier than air and if it leaks will flow into excavations, drains and cellars etc. It is flammable and a small proportion of gas in the air can give rise to an explosive mixture because the vapour can sink and flow, any vapour/air mixture may be ignited some distance from the point of leakage and the resulting flame travel back to the point of leakage.

Leakage may be noticed by the fish-like smell with which the gas is normally odourised or by the cooling effect causing condensation. Leaks should not be traced using naked flames - use soapy water. In contact with skin, the liquid will cause severe frost burns.

Propane gas cylinders are painted red and marked "Propane". A bursting disc is normally fitted to the valve which will rupture if the cylinder becomes over pressurised. When not in use, the cylinders should be stored in a safe place, preferably in the open air at least 3 metres from excavation or drains etc. The storage area should be kept clear of oxygen cylinders and combustible material and must be well ventilated.

If a safe place in a gas compound is not available, then the cylinders may be stored in a wire "gas cage". Ideally, store cylinders ten metres from temporary/permanent buildings and do not store cylinders closer than 4 metres to temporary/permanent buildings on site boundaries unless the wall is fire resistant. Cylinders must not be thrown, dropped or rolled although "milk churning" the cylinders is permissible. Do not move cylinders unless the valve is closed and the regulator or connector is disconnected.

Only trained banksmen may rig cylinders for hoisting by crane. Cylinders must be transported upright and properly secured. A TREM card and fire extinguisher must be available on any vehicle carrying propane. Cylinders not in use must be kept at least 6 metres away from any naked flame.

### **3.42 Loading and unloading vehicles**

Loading and unloading vehicles can be dangerous. Machinery can seriously hurt people. Heavy loads, moving or overturning vehicles and working at height can all lead to injuries or death.

Loading and unloading areas should be:

- Clear of other traffic, pedestrians and people not involved in loading or unloading.
- Clear of overhead electric cables.
- Level. To maintain stability, trailers should be parked on firm level ground.
- Loads should be spread as evenly as possible, during both loading and unloading.
- Loads should be secured, or arranged so that they do not slide around.
- Ensure the vehicle or trailer has its brakes applied and all stabilisers are used.
- Provide a safe place where drivers can wait if they are not involved. Drivers should not remain in their cabs if this can be avoided
- Loading should allow for safe unloading.

Some goods are difficult to secure during transport. Hauliers and recipients will need to exchange information about loads in advance so that they can agree safe unloading procedures. There must be safeguards against drivers accidentally driving away too early. This does happen, and is extremely dangerous.

### **3.43 Lone working**

This procedure is designed to ensure that Company employees who operate outside of normal core working hours can do so safely. There will be occasions when employees are required to work alone outside normal working hours either early, late or at weekends. It is, therefore, necessary to ensure that safe systems of work are in place.

No one shall be allowed to carry out any dangerous tasks whilst working alone. The management will determine whether any such tasks exist through risk assessments. These risk assessments will highlight any hazardous tasks and look for alternative methods to ensure that lone workers are not at risk. If no alternative can be found then the task must not be done whilst the employee is working alone.

It will be necessary to check that lone workers have no medical conditions which make them unsuitable for this type of work. Medical advice may be required. An example may be of epileptics operating DSE or someone with a serious heart condition who is expected to carry out Manual Handling Tasks.

All employees will be sufficiently trained to be able to undertake the range of tasks expected of them safely, and training will be documented and include what to do in an emergency.

### 3.44 Machinery Safety

The Company will take all reasonable steps to ensure the safety of all employees working on any machinery as well as to ensure the safety of others who may be affected by the machinery. The Company will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to implement this policy.

Should employees have any problems relating to machinery safety, they should immediately inform a responsible person (usually a manager or supervisor) so that steps can be taken to remedy the situation.

The Provision and Use of Work Equipment Regulations (PUWER) make explicit the legal duties to provide safe work equipment and aim to ensure that the use of work equipment is carried out in a safe way. The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore items as diverse as tractors, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are covered. Installations are included such as lifts, scaffolding, access equipment and safety devices etc.

#### General duties

The company will strive to ensure our work equipment is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use. Where a risk assessment has identified a significant risk of injury from the installation or use of work equipment, management will arrange for a suitable inspection (which may include test) to be carried out by a competent person and recorded.

Management will ensure that work equipment is subject to proper maintenance (so that performance does not deteriorate to the extent that it puts people at risk) carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary and management will keep a maintenance log.

All those who use, supervise or manage work equipment will receive adequate health and safety information, instruction and training on the use of the work equipment.

**Guarding is an important safeguard against accidents and potentially serious injuries so guards must be suitable, in good condition and used correctly. ALWAYS report defects to any guard.**

### 3.45 Manual handling operations

This guidance is intended to ensure that the Company fulfils its statutory responsibilities under the Manual Handling Operations Regulations. 'Manual Handling Operations' means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying etc.) by hand or by bodily force, as opposed to mechanical handling by crane, lift truck etc.



#### Think before lifting/handling

Plan the lift  
Can handling aids be used?  
Where is the load going to be placed?  
Will help be needed with the load?  
Remove obstructions such as discarded wrapping materials  
For a long lift, consider resting the load midway on a table or bench to change grip.



#### Keep the load close to the waist

Keep the load as close to the body for as long as possible while lifting.  
Keep the heaviest side of the load next to the body.  
If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



#### Adopt a stable position

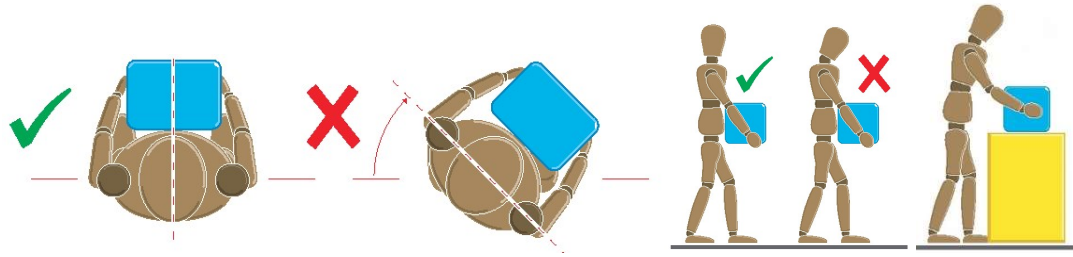
The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).  
You should be prepared to move your feet during the lift to maintain your stability.  
Avoid tight clothing or unsuitable footwear, which may make this difficult.



#### Get a good hold

Where possible the load should be hugged as close as possible to the body.  
This may be better than gripping it tightly with hands only.  
Start in a good position  
At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. (This can happen if the legs begin to straighten before starting to raise the load.)



If the general risk assessment indicates a possibility of injury from manual handling operations, first consider avoiding the need for the operation in question. The following hierarchy of measures should be followed:

- a) Avoid hazardous manual handling operations so far as is reasonably practicable;
- b) Assess any hazardous manual handling operations that cannot be avoided; and
- c) Reduce the risk of injury so far as is reasonably practicable.

Management will lead in the carrying out of the assessments and all current ones are contained in the Company H&S folder. Assessments need to be 'suitable and sufficient'. Therefore management will look in a considered way at all of the manual handling operations in the workplace and on-site.

The significant findings of the assessment will be recorded and the record kept, readily accessible, as long as it remains relevant. The assessment will not be recorded if it is simple and obvious or the manual handling operations are quite straight forward, of low risk and the time taken to record them would be disproportionate. Where the general risk assessment indicates the possibility of injury from manual handling operations but avoidance of the operation is not possible, the assessment will take into account the task, the load, the environment and individual capability.

Allowances will be made for staff deemed 'especially at risk' including: pregnant staff, the very young; new; inexperienced or elderly workers.

The use of mechanical assistance, such as the use of hoists, trolleys, fork trucks, barrows etc. should be considered though these they may cause additional risks. Changes to layout and storage can reduce the risk of injury. In general, any change that allows the load to be held closer to the body is likely to reduce the risk of injury. Handling whilst seated demands particular care. Lifting loads from the floor while seated should be avoided where possible.

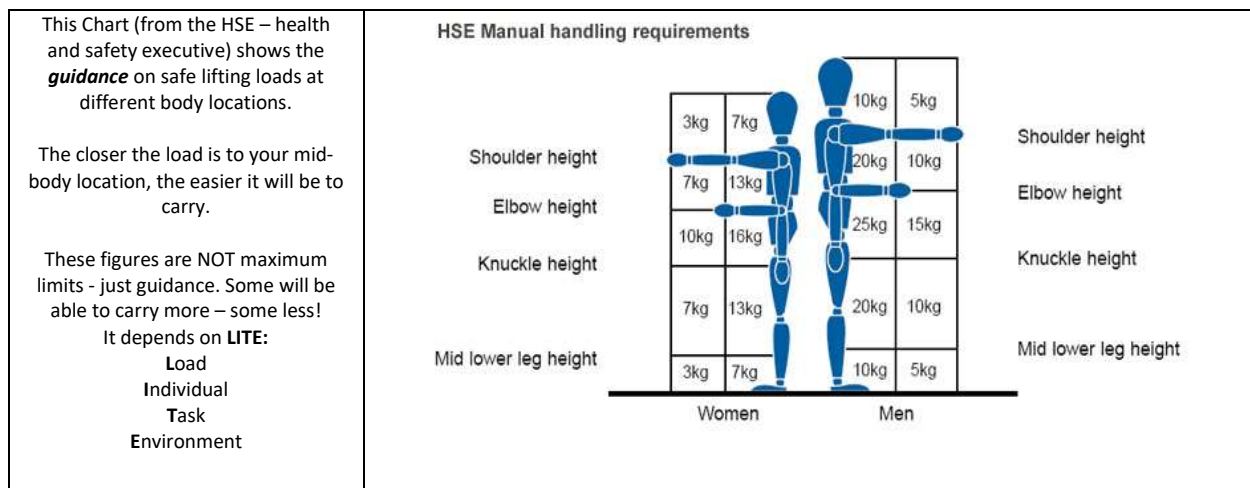
For safe team handling there should be enough space for the handlers to manoeuvre as a group. One person should plan and take charge of the operation ensuring movements are co-ordinated.

Gangways and other working areas should where possible allow adequate room to manoeuvre. Both indoors and out, a flat, clean, well-maintained and properly drained surface should be provided. Spillages will be cleaned away promptly.

Particular care should be taken when handling bulky or unwieldy loads where high winds or powerful ventilation systems could catch a load and destabilise you. The Director must be informed of any personal considerations that may affect an individual's capacity to undertake manual handling operations.

Employees are required to follow the appropriate system of work laid down by the Company to promote safety during the handling of loads. Any suggestions that could improve safety should be passed to the Director. Employees must inform the Company of any personal considerations that may affect their individual capacity to undertake manual handling operations.

***The principles of good manual handling include:*** planning; position of feet; bending the knees; keeping the back straight; keeping arms close to the body; and ensuring a firm grip on the load.



### 3.46 Members of public

The Company has assessed the premises to ensure there are no significant health and safety issues pertaining to employees with members of the public. Risk assessments will dictate the safety and control measures necessary for general protection from members of the public.

When staff visit and work on other, Client sites, they should be aware of any significant risks involved with working with or alongside, members of the public.

### 3.47 Migrant workers

We recognise that there may be several factors making migrant workers more vulnerable, for example, limited knowledge of the UK's health & safety systems, limited proficiency in the English language, and lack of health & safety training.

When employing migrant workers, we will carry out a risk assessment to consider any possible additional risks and then ensure that suitable controls are in place to eliminate or effectively reduce and control those risks.

These risk assessments will include consideration of the following:-

- The worker's language and literacy skills
- Their ability to communicate and understand information (written and oral) about the work activities and general work environment in health and safety.
- The level of information, instruction, training and supervision required in relation to the work.
- Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken.
- Perception of risk and the extent to which this may differ due to the experience of another country's health and safety workplace culture.
- Inter-relationships between migrant workers and UK workers and the potential impact this could have on health and safety.

We will implement and monitor any additional control measures identified under the risk assessment. These may include:

- ✓ Ensuring each individual's abilities matches as closely as possible the required competency levels for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
- ✓ Appropriate levels of information, instruction and training in their own language.
- ✓ Ensuring they are supervised by a competent person who is bilingual.

### 3.48 Monitoring of standards

Monitoring of health and safety standards will be carried out in order to ensure that precautions remain in place. Things change - new materials come in, machines wear out and break down and need regular maintenance, rules get broken and people don't always do as they've been told. Monitoring also lets employees and the Company contractors know that proactive checks will be made - not just when things have gone wrong.

All levels of management will carry out periodic checks.

Sub-contractors are responsible for their own monitoring procedures, and should report accident, incidents and complaints concerning health and safety issues when carrying out activities on behalf of the Company.

Inspections may also be carried out by health and safety enforcing authorities - Environmental Health Officers or Health and Safety Executive inspectors.

### 3.49 Musculoskeletal disorders (MSD's)

MSD is a general term that covers injuries, including sprains, strains and pains, affecting the whole body. Notable symptoms include dull aches or shooting pain, pins and needles, tingling sensations, restriction of joint movement, soft tissue swelling and numbness. The onset of symptoms is often gradual. Symptoms may disappear but recur upon resumption of work.

Jobs that require repetitive movements, for example repetitive twisting, squeezing, typing, hammering, pushing, pulling, lifting or reaching are all potential causes of MSDs. What can make them hazardous is prolonged repetition (occasionally in a forceful/awkward manner) without sufficient rest/recovery time.

An ergonomic approach is best suited so look at the:

Work design      Organisational arrangements      Environment      Individual.

The risk Reduction Strategy for MSDs:

- Eliminate the need for the task if possible.
- Carry out a Risk Assessment of potential risk areas and identify all those at risk
- Ensure suitable and sufficient information, instruction and training for staff.
- Mechanise or automate the task where possible. Reduce force levels if possible.
- Ensure suitable changes of activity to allow rest & recovery periods.
- Consider built-in flexibility so that the individual can control the pace of work.
- For vibrating tool users, ensure suitable training and the correct equipment.
- Provide suitable personal protective equipment to reduce the risks further if possible.

### 3.50 New and expectant mothers

Regulation 16 of the Management of Health and Safety at Work Regulations places a duty on the Company to carry out a risk assessment in respect of new or expectant mothers.

Specific risk assessments will be carried out where there are any women of child-bearing age and the work is of a kind which could involve risk, by reason of her condition, to the health and safety of new or expectant mother, or to that of her baby.

To help the Company comply with their duties, employees must notify the company formally, in writing, when they know that they are pregnant.

### 3.51 Noise

The purpose of the Noise at Work Regulations is to prevent damage to the hearing of persons at work from noise in the workplace. The work activities undertaken by the Company have been assessed and some activities currently require the occasional use of ear protection.

The following guidance is given for general information:

- Identify if there is a noise problem. (E.g. If people have to shout or have difficulty being understood by someone about 2m away).
- Assess the noise levels and compare with the "Action Levels" in the regulations.
- If the noise levels measured exceed the Action Levels, then reduce noise output, as far as is reasonably practicable, at source.
- Check, that measures taken to establish control procedures are working and maintained,
- Keep employees informed at all stages of the assessment.

It is the responsibility of the Director, or person in control of the premises to co-ordinate and monitor any control measures to reduce exposure to noise of employees or other persons who may be affected.

The noise values are:

Lower exposure action values:

- Daily or weekly exposure of 80dB;
- Peak sound pressure of 135dB.

Upper exposure action values:

- Daily or weekly exposure of 85dB;
- Peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded. Exposure limit values:

- Daily or weekly exposure of 87dB;
- Peak sound pressure of 140dB.

Exposure limit values take account of any reduction in exposure provided by hearing protection.

Where assessments show that employees are, or are likely to be, regularly exposed to noise levels at or above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage, we shall provide suitable health surveillance programmes for individuals as required.

Ear protection will be provided free of charge and has been chosen to be suitable and sufficient for the tasks. Staff will be shown the correct method of using such PPE and how to replace it.

### 3.52 Outdoor and remote workers

When employees are working outdoors, the Company will ensure that, so far as is reasonably practicable, all steps are taken to ensure their safety and health.

It will be the duty of the employees to carry out the activities in the way which the risk assessment has shown to be best to control the risk and to comply with any safe systems of work and standard operating procedures.

In very hot and sunny weather, staff are advised to:

- Wear suitable sunscreen lotion and re-apply at regular intervals;
- Take regular fluids to prevent dehydration;
- Take breaks in the shade when reasonably practicable.

In very cold, rainy or snowy weather, staff are advised to:

- Take extra care against slips and trips;
- Wear suitable warm clothing;
- Stay out of severe weather conditions where reasonably practicable;
- Take breaks inside shelter.

### 3.53 Permits to work

Some high-risk work activities may require the use of a 'permit to work' system. These tasks tend to be more hazardous (or risky) and such a system formalises the work methods and controls needed to reduce the risks to staff and others in the vicinity.

Examples of high-risk activities that may require a formal permit to work system include:

- Roof work
- Work in very confined spaces
- Specialist hot work involving naked flames such as welding

High risk activities require a higher level of staff training, risk assessments and formal documentation to reduce the chances and severity of an accident or incident. Where appropriate, the senior management will issue permits to work and further information.

### 3.54 Personal protective equipment (PPE)

PPE includes (when worn for the protection of health and safety), protective clothing such as aprons, gloves, footwear, high visibility waistcoats etc.; and protective equipment such as eye protectors, respirators, and safety harnesses.

Following the assessment of a work activity and the identification of a risk, there are a number of questions which need to be answered.

- i) Is it possible to avoid the risk altogether?
- ii) Can a safer system of work be introduced?
- iii) Can the risk be controlled by measures which protect the whole workforce?

Once it has been determined that the risk cannot be adequately controlled by these measures, the management will ensure that appropriate PPE and training in its usage is provided. The provision of PPE is regarded as a last resort.

Senior management will state who is responsible for ensuring maintenance is carried out, together with the procedures to be followed and the frequency. If appropriate, records of tests and examinations will be kept, though most PPE issued is disposable for hygiene reasons. The Company will ensure suitable information, instruction and training is provided to enable employees to make effective use of the PPE.

Currently, a wide range of PPE is issued to staff, and staff are able to request free replenishment at any time.

**PPE and dust masks warning:** A major cause of inhaling contaminants (leaks) when wearing a face mask such as a dust or fume mask, is a poor fit. Tight-fitting facepieces and masks need to fit the wearer's face to be effective. As people come in all sorts of shapes and sizes it is unlikely that one particular type or size of RPE facepiece will fit everyone. Fit testing will ensure that the equipment selected is suitable for the wearer.

Gloves	Overalls	Earplugs	Boots	Goggles	Hi-Viz	Mask	Harness	Helmet	Respirator
									

### 3.55 Power tools

Power tools are only permitted to be used by trained and experienced staff and must be visually inspected before use. Defective tools should be reported and put out of use until either repaired or replaced. If appropriate, suitable PPE (personal protective equipment) must be used.

**Do NOT use any powered tool unless you have been trained, feel able to use it safely and the tool is in good order.**

### 3.56 Pressure systems

Pressure systems can range from steam-generating commercial coffee machines to large boilers. When working on or around pressure systems, ensure you have the relevant knowledge, training and experience. A pressure system is one that contains or is likely to contain a relevant fluid over 0.5 bar.

The main legislation covering pressure equipment is the Pressure System Safety Regulations (PSSR):

- Provide safe and suitable equipment
- Fit suitable protective devices and ensure they function properly
- Carry out suitable maintenance
- Make provision for appropriate training
- Have the equipment examined - prepare a 'written scheme of examination' -WSE
- Choose a competent person

### 3.57 Public highways

The Company does not directly carry out works on public highways though it may, on occasions have to be conduct work adjacent to them. Before commencing works, management will assess the area for which work is proposed.

Areas must be signed and guarded and H-Viz reflective jackets will be worn at all times whilst working on or near the highway. All such work will be risk-assessed prior to commencement and all controls identified and put in place.

Common, every-day sights may make work on or adjacent to public highways more hazardous, including moving traffic, passing members of the public and inquisitive children.

### 3.58 Risk assessments

The Management of Health and Safety at Work Regulations (MHSWR) require employers to assess safety and health risks and so carry out risk assessments. To comply with the MHSWR, the Company will assess risks to staff and *anyone else* (such as visitors and contractors etc.,) who may be exposed to a significant risk of harm due to the manner in which we conduct our undertaking.

Suitable and sufficient measures will be implemented to control any significant risks identified and these will be reviewed and revised:

- a) Regularly; and
- b) When there is a reason to suspect the assessment is no longer valid; or
- c) There has been a significant change in the matters to which the assessment relates.

**What is a risk assessment?** It is an important part of the management tools that helps assess hazards and control measures, and so helps monitor the effectiveness of the safety policy.

#### **The aims of Risk Assessment include:**

- Gauging the problem associated with activities;
- Assist in developing solutions;
- Preventing or minimising the risk to injury or to the health of those working in or visiting the area and of others who may be affected.

A **Hazard** is anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.) and **Risk** is the chance (big or small) of harm actually being done and the severity of that harm.

#### **Stage One: Identification of hazards.**

The Company has identified a range of hazards within the premises and due to the work activities.

Concentrate on those activities that could cause serious harm. But don't just look at the obvious ones - consider other peoples activities.

#### **Stage Two: Consultation.**

This involves all the relevant persons undertaking the activity such as employees and contractors.

#### **Stage Three: Assessment of risk control rating.**

Each hazard should be examined with regard to factors that increase the risk for all or some groups; and factors that decrease the risk rating i.e. PPE etc.

#### **Stage Four: Identification of other necessary measures**

Conclusions should be reached on whether existing control measures are adequate or what additions or improvements are needed.

#### **Stage Five: Review.**

Review and revise the Risk Assessment wherever there are changes in circumstances which significantly affect the hazards and risks.

Risk assessments must be 'suitable and sufficient' though it is not a requirement that every risk is recorded. Small or insignificant risks will be ignored.

Allowances will be made for staff (or others) deemed 'specifically at risk' including: pregnant staff, the very young; new; inexperienced or elderly workers. If any employee considers that the relevant risk assessments covering their area, work and work activities are not suitable or correct, they should inform their line manager.

- *Generic Risk Assessments have been carried out for some of the key activities carried out by the Company staff.*
- *The risk assessment may be amended for special circumstances.*

### 3.59 Road safety

It is Company policy to ensure the health and safety of our employees while they are in vehicles on company business. We will ensure that vehicles will be safe to drive and properly maintained. The duration and timing of drivers' schedules will not lead to undue fatigue. Employees must not use their mobile phones whilst driving unless they have the appropriate hands-free technology installed in the vehicle.

Employees must inform the company if their ability to drive is compromised through driving offences or medical condition.

- Do not drive and use mobile telephones
- Do not drink and drive
- Do not drive long periods (more than 2 hours) without a suitable and sufficient rest break.

All staff must comply with the requirements of the Road Traffic Act and Company procedures as appropriate.

### 3.60 Safe System of Work

Uncontrolled measures can result in inadvertent exposure to substances hazardous to health so employees will be encouraged to report defects and systems will be in place for prompt repair and for the provision of temporary replacement controls if required (e.g. PPE).

The following steps will be taken to minimise the risk:

- ✓ Hazard and risk information will be kept up to date
- ✓ Assessments are reviewed annually and as and when required i.e. after any significant changes that affect them
- ✓ Ensure employees are trained in the nature of the hazards and use of control measures
- ✓ Controls are maintained and monitored
- ✓ All H&S documentation is comprehensive and comprehensible
- ✓ Employees are encouraged to report faults and problems.

The Company feels that the seven most important steps are:

- ✓ Identify the hazard
- ✓ Assess the risk
- ✓ Eliminate, prevent or control the risk
- ✓ Maintain and monitor the control measures
- ✓ Monitor the health of the workforce
- ✓ Ensure assessments and controls are up to date
- ✓ Inform and train the workforce





### 3.61 Safety meetings







Safety meetings or briefings may be held from time to time to:

- Consider the health and safety aspects of current and proposed projects.
- Consider the circumstances and causes of accidents and potential hazards.
- Develop and review the safety policy and associated guidance.
- Help make the arrangements for safety training, instruction, and information within the Company and the effectiveness thereof.

### 3.62 Safety signs

A variety of safety signs are displayed around the company premises. These are to assist employees and others by offering information, warnings and instructions. The colour and shape of safety signs are regulated by the Safety Sign and Signals Regulations as follows:

Type of Sign	Shape	Symbol / Colour	Sample
<b>Prohibition</b> e.g. No Smoking	Round	Black pictogram on white background, red edging and diagonal line	 No smoking <small>It is against the law to smoke in these premises.</small>  No entry
<b>Warning</b> e.g. Electrical Risk	Triangular	Black pictogram on yellow background with black edging	 Biological Hazard  SLIPPERY SURFACE

<b>Mandatory</b> e.g. Ear protection must be worn	Round	White pictogram on blue background	 
<b>Emergency escape or first aid</b> "safe sign"	Rectangular or square	White pictogram on green background	 
<b>Fire fighting</b> e.g. Emergency fire hose	Rectangular or square	White pictogram on red background	 

### 3.63 Scaffolding

Scaffolding erection is a complex and dangerous task that may be undertaken only by trained and competent employees. The Company will ensure that only competent scaffold companies are employed whenever work requiring scaffolding is carried out.

*Only trained, competent and authorised staff may use and erect scaffolds. If any employee has any concerns over the safety of scaffolding, report it to your line supervisor immediately.*

### 3.64 Slips, trips and falls

Slips and trips are the most common cause of injury at work. On average, they cause around 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public.

Putting in place a safe work system and ensuring all staff complies with it will contribute to a safer workplace and fewer accidents.

Always be aware of the floor condition at the workplace and take into account local weather conditions; deliveries and work routines. For example, where cleaning is carried out effectively, it can make the difference between a floor being an unacceptably high slip risk or an acceptable low slip risk.

### 3.65 Smoking policy

The Company has a strict NO SMOKING policy in the building, all Client sites and all Company Vehicles (including those using their own vehicles but transporting other work employees.) Smoking by employees or subcontractors may only take place in clearly marked allocated areas.

### 3.66 Storage

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare parts used or supplied by the Company. All storage facilities will be designed so as to reduce the amount of manual handling as low as reasonably practicable. Safety steps are to be preferred to ladders, in particular for placing and retrieving goods.

If staff feel that storage racking, shelves or conditions are unsafe for any reason, they should report it to their manager for investigation.

### 3.67 Stress in the workplace

Well-designed, organised and managed work is good for us but when insufficient attention to job design, work organisation and management has taken place, it can result in work-related stress. Work-related stress develops because a person is unable to cope with the demands being placed on them. Stress, including work-related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as more errors.

Stress can hit anyone at any level of the business and recent research shows that work-related stress is widespread and is not confined to particular sectors, jobs or industries. If any employee wishes to discuss stress at work, they may do so in confidence with a Company Director.

### 3.68 Temporary workers

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations apply to the health and safety of temporary workers employed by our business.

All temporary workers will be given health and safety induction training covering the hazards of our business, emergency procedures and the management controls for those risks before they commence their duties. Persons working less than one week in total will always work under the supervision of an experienced full-time worker.

We appreciate that temporary employees will be exposed to the complete range of risks to which other employees are exposed and that they will also be unfamiliar with many of the procedures and will need extra supervision for a period after their induction.

Agencies of temporary staff will be required to provide evidence that they have a safety policy as a matter of contract between our business and the agency. The policy must include a statement that their workers will comply with our safety procedures whilst on our site.

Agencies of temporary staff will be required to provide evidence of Employers' Liability insurance.

### 3.69 Training

**Training** is an important way of achieving competence by raising awareness and enabling employees to work in a safe manner. It also contributes to the Company's health and safety culture. All staff will be encouraged to attend training relevant to their area of work.

Effective training will help the Company avoid the distress that accidents and ill health cause; as well as help avoid the financial costs of accidents and occupational ill-health. Accordingly, the Company will provide whatever information, instruction and training is needed to ensure, so far as is reasonably practicable, the health and safety of employees and others affected by the work activity.

### 3.70 Vibration

Hand-arm vibration caused by operating hand-held power tools for long periods can lead to permanent health effects. It can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases, such as carpal tunnel syndrome (CTS). The amount of vibration emitted from machines varies – and can be extremely hazardous if the risks are not known (and the person continues to carry out vibration works uncontrolled).

HAVS is a recognised disease – which affects the fingers / hands and arms of the person over a very long period of time (chronic) – which can permanently disable. The symptoms of HAVS are as follows:

- Numbness to the fingers / hands
- Whiteness to the fingers hands
- Loss of touch to the fingers / hands

It is therefore important that the frequency and duration of use of vibration-inducing equipment is kept as low as possible and staff report any signs of damage or mistreatment. Always wear suitable PPE (personal protective equipment) when required.

Do not use any vibration-inducing tool or equipment for more than 15 minutes without an equivalent break. This can be achieved through task rotation and carrying out other works in-between.

Table showing acceptable vibration emission for various exposure times. (extracted from HSE publication HS(G)88, Chapter 4, Fig 10.

Exposure Time	Vibration (M/s <sup>2</sup> )
8 Hours	2.5
4 Hours	4.1
2 Hours	5.6
1 Hour	8
30 min.	11
15 min.	16
5 min.	28
1 min.	60

### 3.71 Violence at work

The Health and Safety Executive's working definition of violence is: 'Any incident in which an employee is abused, threatened or assaulted by a member of the public in the course of his or her employment'. Verbal abuse, threats and physical attacks are comparatively rare, but the Company is committed to the elimination of any and all such acts.

If you feel threatened by a Client, visitor or member of the public, immediately leave the area (if safe to do so) and report to a member of management immediately. Always report any incidents of violence whether physical or verbal and ensure these are entered into the Company accident book.

### 3.72 Visitors and customers

Visitors and customers will be accompanied by an employee and not be permitted to wander freely around working areas. This is important for safety and security reasons. Should a fire occur, the person who is accompanying the visitor will take him/her to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible. If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and the company's accident reporting system must be followed.

There are some areas strictly out of bounds for visitors and customers and these are clearly signposted.

### 3.73 Waste

All waste will be handled and transported as appropriate and in line with the Company Environmental Policy. The Company will conduct regular checks to ensure that any waste contractors appointed are registered and hold appropriate licences. In general, waste will be collected, or taken to the nearest approved waste station.

### 3.74 Welding

Prior to any welding or hot cutting processes taking place (especially mild steel), employees MUST be suitable qualified, trained, knowledgeable and authorised by a company manager or Director. This is because new guidance has been issued by the HSE that states mild steel and similar welding processes may be 'carcinogenic' (cancer-causing) and so will need very good controls in place including:

- LEV local exhaust ventilation AND
- The use of good quality PPE fume masks (i.e. re-usable half masks, disposable face masks, air-fed respirators etc.)

For other welding activities, welders should be suitably trained and experienced for the work to be performed to minimise risks and hazards. When choosing someone to do welding work, make sure the person has the necessary level of competence to do the work safely.

Consider:

- The person's qualifications or statement of attainment;
- If the person holds a certificate issued by the Welding Technology Institute;
- If the person can demonstrate recent experience and complete a weld test.

Welders should always wear the appropriate protective clothing and be authorised by the company prior to welding.

### 3.75 Welfare

The Company recognises its duties in connection with the provision of welfare facilities to be provided for employees employed on any of our Projects when working at a customer site, or on a construction site managed by a principal contractor.

Welfare facilities will include: toilets; hot and cold water; wholesome drinking water; soap; towels; washing up facility; a dry area to store clothes in; a warm place to rest and eat food in.

**Company premises:** Suitable and sufficient welfare facilities have been provided for all staff and these are maintained and are readily accessible to all staff.

**Client sites:** Suitable and sufficient sanitary conveniences, and all relevant welfare facilities, will be made readily available, under agreement, prior to commencing work on any Client site or Project. Where this is not agreed, or not possible, the Company undertakes to provide complete temporary welfare facilities as required for the duration of the project.

Temporary welfare arrangements will be:

- i) Adequately ventilated and lit;
- ii) Kept in a clean and orderly condition; and have
- iii) Separate rooms containing sanitary conveniences provided for men and women (where applicable).

### 3.76 Work at height

A large number of work-related deaths involve **falls from height**. These may include ladders, scaffolds, working platforms, mobile towers, roof edges and falls through fragile roofs or roof lights. Remember - you can be on ground level and still be at danger i.e. falling over the edge of an unguarded hole, car inspection pit, drainage system, trench or void.

The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

As part of the Regulations, the Company will ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is used;
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

Work at height may involve specialist contractors where necessary e.g. scaffolders. The use of such items as mobile elevated work platforms and cherry pickers will be subject to an assessment before use. Where required, a trained operator will be hired in with specialist equipment.

When using ladders or any other equipment that helps you work at height, be sure you know how to use them safely or seek advice.

### 3.77 Work equipment

This section details statutory responsibilities concerning work equipment under the Health and Safety at Work etc. Act 1974, and the Provision & Use of Work Equipment Regulations. It applies to new & existing work equipment from hand tools through to machinery and even complete plant.

Well-chosen and well-maintained existing equipment should require little or no action. Hired and leased equipment is also deemed to be new equipment. When selecting work equipment, we will ensure it is suitable for the purpose intended. The following aspects will be considered:

- a) Initial integrity
- b) The place where it will be used
- c) The purpose for which it will be used

All work equipment will be maintained so that it does not create a risk. Maintenance will be done by trained personnel and records kept. Employees who use work equipment or who manage/ supervise the use of work equipment should have the information necessary to ensure their health and safety.

Information can be written or verbal as necessary. The Company will take into account the skill of the employees involved, experience, previous training, and degree of supervision and complexity of the job. Effective measures will be taken to prevent contact with dangerous parts, such as various forms of guarding, and the lighting and environment has been checked to be suitable.

Staff should ensure that they are suitably trained in the correct use of any equipment used at work, and that they report any safety issues to their manager as soon as possible.

### 3.78 Workplaces

The Company aims to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce – including people with disabilities.

### 3.79 Young persons

From time to time, the Company may employ Young Persons. Before employing a young person (those under the age of 18), the Company will undertake a risk assessment and take the necessary precautions to ensure the health, safety and welfare of young workers.

Young people need training most when they first start a job; they need it to increase their capabilities and competencies to a level where they can do the work without putting themselves and others at risk. It is not enough to make training available; the Company will make sure that it is undertaken and also check that key messages have been understood.

This training will include a basic introduction to health and safety, e.g. first aid, fire and evacuation procedures etc.

Risk assessment will look at:

- The fitting-out and layout of the workplace and the particular site where they will work;
- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- What types of work equipment will be used and how this will be handled;
- How the work and processes involved are organised;
- The need to assess and provide health and safety training; and
- Risks from the particular agents, processes and work.

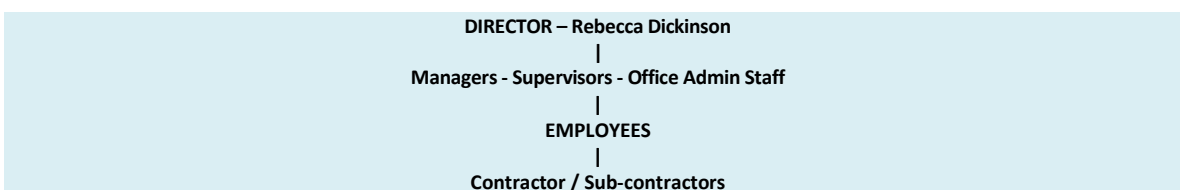
The Company risk assessments will take account of the characteristics of young people and activities which present significant risks to their health and safety, and these will be reviewed if the nature of the work changes or they are no longer valid.

The Company will not employ young people to do work which is beyond their physical or psychological capacity or which involves a risk of accidents which they are unlikely to recognise because of e.g. their lack of experience, training or attention to safety.

These restrictions will not apply in 'special circumstances' where young people over the minimum school leaving age and under 18 are doing work necessary for their training, under proper supervision by a competent person, and providing the risks are reduced to the lowest level, so far as is reasonably practicable. Under no circumstances can children of compulsory school age do work involving these risks, whether they are employed or under training such as work experience.

Should the Company employ children of compulsory school age or offer them a work experience placement, the Company will let their parents or carers know the key findings of the risk assessment and the control measures taken (though this need not be in written form).

### 3.80 - Organogram - organisation chart



## 4. REFERENCES

- CAR Control of Asbestos Regulations

- CDM Construction (Design and Management) Regulations
- Control of Lead at Work Regulations
- Control of Noise at Work Regulations
- Control of Vibration at Work Regulations
- COSHH Control of Substances Hazardous to Health Regulations
- DSE Display Screen Equipment Regulations
- DSEAR Dangerous Substances and Explosive Atmospheres Regulations
- EAW Electricity at Work Regulations
- Gas Safety (Installations and Use)
- Health and Safety (First Aid) Regulations
- Health and Safety (Safety Signs and Signal) Regulations
- HSAWA The Health and Safety at Work etc., act 1974 (HSAW)
- LOLER Lifting Operations and Lifting Equipment Regulations
- MHOR Manual Handling Operations Regulations
- PPE Personal Protective Equipment at Works Regulations
- PUWER Provisions and Use of Work Equipment Regulations
- RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- RRO Regulatory Reform (Fire Safety) Order
- The Corporate Manslaughter and Corporate Homicide Act
- The Management of Health and Safety at Work Regulations
- WHR Working at Height Regulations
- WHSWR Workplace (Health, Safety and Welfare) Regulations (as amended by the Health and Safety (miscellaneous Amendments) Regulations