



**Construction North Group**  
Health & Safety Policy

**Create. Transform. Regenerate**

Version 2



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# Construction North Group

## Health & Safety Policy Statement



Construction North Group's Scope of services includes: The Management of Construction Services

We are committed to our;

1. People, customers and supply chain through leadership, management, and delivery.
2. Culture providing an engaged workplace environment that encourages success, and reward.
3. Priorities through our approach to safety, sustainability, and performance.
4. Product creating, transforming, and regenerating space for people and the built environment.
5. Digital strategy through sharing downloads, providing Insight, and working closely with our partners.

This policy confirms that our people are committed in conducting our business activities in a safe manner to ensure the health, safety and wellbeing of all people who may be affected by operations.

To comply with our legal obligations – we have developed processes and procedures that are contained within our DMS (Digital Management System). In the UK these processes and procedures comply with the requirements of ISO 45001, which we are currently working towards. We adhere to our DMS to ensure that:

- We take all reasonable steps to minimise accidents and incidences of ill health to our employees, clients, supply chain, third parties, visitors, and members of the public
- We provide, so far as is reasonably practicable, adequate control of the health & safety risks arising from our work and associated activities
- We are committed to ensure full compliance with our legal obligations and all current health & safety legislation in respect to our business activities
- We provide information, instruction, and training to our employees
- We encourage and actively promote HSEQ, best practice and improvement initiatives
- We provide sufficient resources to all areas of the business
- We regularly consult and communicate to our employees on health & safety issues and listen when feedback is given
- We create and maintain a positive health & safety culture
- We regularly monitor and review our health & safety performance
- We use key performance indicators (KPI's) are used to provide visibility on where improvements may be needed within the business.

As part of our commitment to ISO 45001 occupational Health & Safety Management Systems, we will ensure that the latest version of this Health & safety policy statement is made available on our website

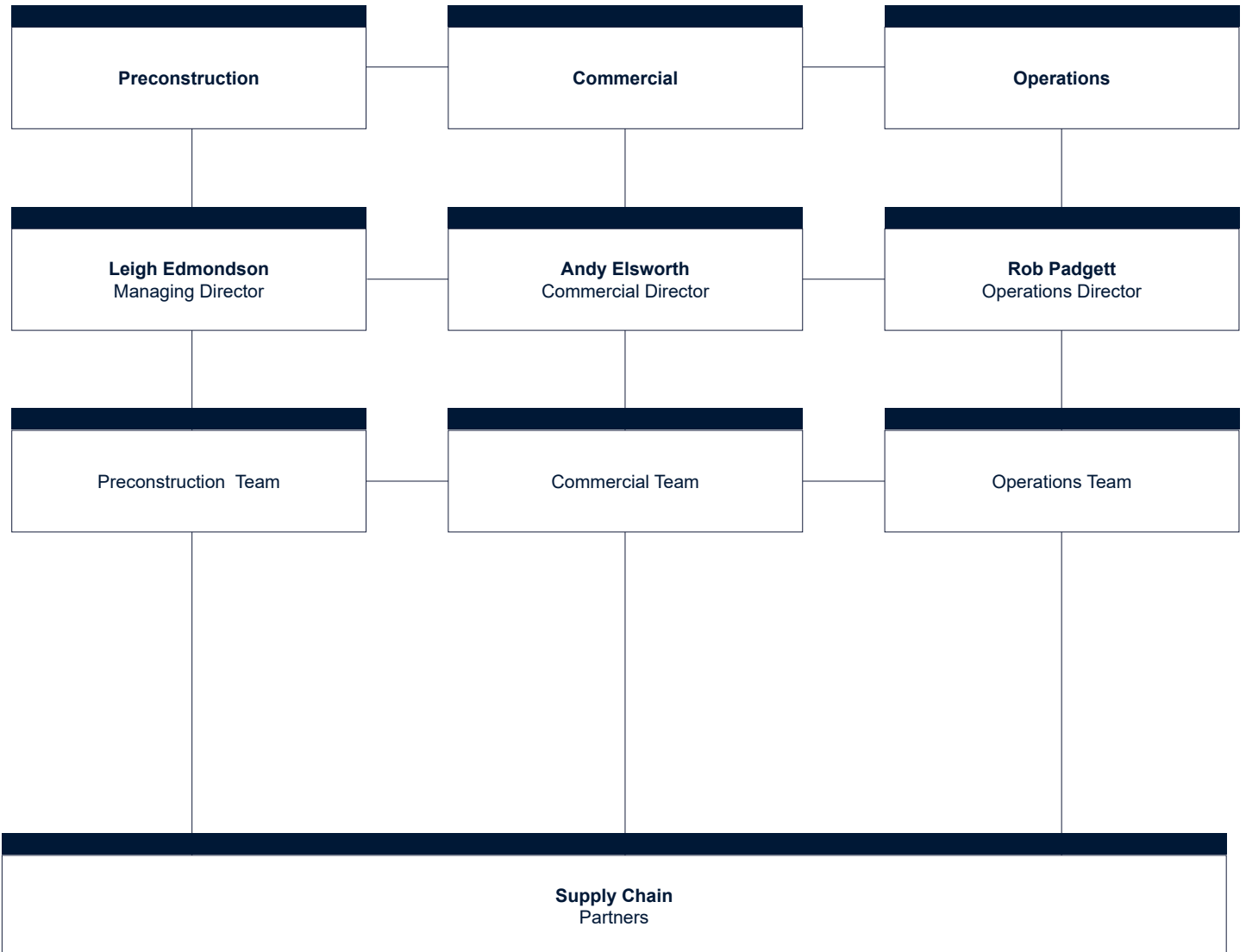
Overall responsibility for ensuring adherence rests with the CNG Executive Board of Directors.

**For and on Behalf of CNG**

Leigh Edmondson  
Managing Director  
June 2023



## Organisation Structure





## Responsibilities and Duties

### Managing Director

1. The Managing Director, Mr Leigh Edmondson is responsible for the overall effectiveness of the Company's Safety, Health and Welfare. CNG have appointed a consultancy, to advise, assist in the designing implementation and management the company Health & Safety Policy Document: and the annual review and amendment of the Policy or, as may be necessary in the light of correct developments. They will ensure that regular reports are made regarding the Company's safety performance, accident record and of significant events affecting or arising out of the Company's operations. The Managing Director are also responsible for the assessment of injury, loss or damage, risks and liabilities relating to the Company's operations and adequacy of insurance cover. Additionally, the Managing Director must ensure adequate resources including finances are made available for safety measures.
2. Corporate Manslaughter and Corporate Homicide Act 2007: The Managing Director are responsible for ensuring that all management systems are fully adopted within the company and that regular periodic reviews of these systems are conducted, to eliminate/ reduce the likelihood of potentially fatal situations arising through poor management or negligence at all staffing levels.
3. Management of Health and Safety at Work Regulations 1999: The Managing Director are responsible for providing adequate provisions within the Company for the assessment of risk, preventive measures, protection, emergency procedures, adequate health and safety surveillance and provide employees with information and training about the workplace health and safety.
4. Construction (Design and Management) Regulations and Approved Code of Practice: In Compliance with CDM 2015 consideration will be given to the basic principles of risk avoidance and reduction at all stages of a project this includes proof of competence for all employed and sub contractors, arrangements for co-ordination of health and safety during planning and execution, and improved communications between the various parties involved in a project, including those working on sites.

5. Competency of Personnel: To ensure that Senior Management's competency is adequate for the duties required of them.

6. Managers and Officers compliance: To ensure that competent Manager's are given the duty of keeping the Head Office library of safety information and the CoSHH product files in order and up-to-date and that the appointed Safety Officers, Fire Officers, First Aiders etc., are carrying out their duties in a proper manner.

7. Provision and Use of Work Equipment 1998, Lifting Operations and Lifting Equipment Regulations 1998, and Workplace Health, Safety and Welfare Regulations 1992: To ensure that competent Manager's are given the duty of keeping in good, safe order the Company's premises, offices, storage areas, the yard and workshops, eating areas, toilets and washing areas, access ways, machines, equipment, vehicles, materials etc.

8. The Safety Representatives and Safety Committees Regulations 1977/The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER): To provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation (SI 1977 No. 500).

9. Safety Induction and Safety Awareness Training: To ensure that adequate provisions are in place for all employees, self-employed and sub-contractors etc., to receive Safety Induction and Safety Awareness Training before they start work for the Company. To ensure that adequate safety vetting arrangements are in place for all potential new employees.

10. Responsible Person: Undertake the role of or appoint a suitably competent person to undertake the role of Responsible Person in compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

### Director and Senior Managers

1. General Requirements: Construction North Group Director and Senior Managers are responsible for the effectiveness of incorporating the Construction North Group Health and Safety Policy and Procedures throughout the Company's operations to ensure correct safe development.

They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably



corrected. They are to co-operate and liaise with the Company's Safety Officers/Consultants, Principle designers and The Health and Safety Executive with regards to safety measures.

They are required to have joint Health and Safety consultation with employees and to report regularly or as often as necessary to the Director in charge of health and safety on the Company's Safety Performance and compliance.

2. **Managers Awareness of Safety Standards:** To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their work and related industries.

3. **Company Safety Policy:** Director and Senior Managers are responsible for ensuring that the employees, sub-contractors and suppliers under their control observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.

4. **Safety Appraisal:** Director and Senior Managers will also be responsible for ensuring Sub-Contractors, self-employed persons and supplier's safety arrangements are adequately vetted to ensure that their safety arrangements are in accordance with the company's Health and Safety requirements.

5. **The Management of Health and Safety At Work Regulations 1999 & The Construction (Design and Management) Regulations 2015:** Director and Senior Managers are to ensure compliance with the regulations for maintaining in a safe order the Company's places of work, premises, offices, storage areas, access ways, machines, equipment and materials etc.

6. **Protecting the General Public:** Ensure the general public are not put at any risk or hazard from the Company's operations and that security arrangements are kept in order at all times.

7. **Fire:** To ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with.

8. **Health and Safety (First Aid) Regulations 1981:** Director and Managers are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

9. **Safety Inspections/Audits:** Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled safe

manner with due regard for statutory obligations and approved Codes of Practice

10. **Statutory Records:** To ensure that statutory records and reports procedures are carried out, i.e., Registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment, The Construction Design & Management Regulations 2015 Inspection Report for Working Platforms and Excavations, etc.

11. **The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (R.I.D.D.O.R.):** Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office.

They are to ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. For guidance on action to be taken in the event of an accident, contact the Safety Officer immediately.

12. **Displaying Statutory Information:** Director and Senior Managers must ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health and Safety Law Notices and safety signs for work areas, the Company Safety Policy, Appropriate Insurance Cover Notes and where applicable, the Form F.10 on sites, etc.

13. **The Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996:** Maintain a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation. Consult with all employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.

14. **Client's Safety Requirements:** Ensure that Company Personnel are made aware of the Client's Safety requirements, i.e., the Client's Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices.

15. **Discipline:** Reprimand and discipline any employees and Sub-Contractors who are careless in regard to their own or others safety



16. Personal Protective Equipment at Work Regulations 1992: Director and Senior Managers are to provide appropriate protective clothing and safety equipment to employees and to ensure that employees and all those mentioned in the Scope section of the policy use protective clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.

17. Visitors, including Suppliers, Delivery Drivers, Representatives, etc: Ensure all visitors are made aware and comply with the company's safety requirements.

18. Competency of Personnel: Managers are responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, sub-contractors and self-employed persons, receive Safety Induction where appropriate before starting work.

19. Assessments: Director and Senior Managers are responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. i.e., Risk Assessments, COSHH Assessments, Manual Handling Assessments, Noise Assessments, Display screen Equipment etc. Health and Safety risks must be reduced to a practical minimum. These Assessments shall form the basis of a Safe Method of Work Statement. For guidance and assistance contact the Safety Officer.

20. Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc: To instruct employees in precise terms as to work methods, this should outline the hazards associated with the job and detail any safety provisions required.

21. Welfare Facilities: Will not start works until all welfare facilities are confirmed as adequate suitable for the works to be conducted: During any works ensure canteen, toilets/washing and drying facilities etc. are adequate and kept clean.

### Supervisors

1. General Requirements: Supervisors are to organise works under their control so that it is carried out to the required standard with minimum risk to the workforce, equipment and materials. To be

familiar with the Acts, Regulations, Approved Codes of Practice and local arrangements applicable to the work on which their Personnel are engaged and insist those Regulations and Codes of Practices are observed.

2. Co-operation and Liaison: Supervisors are to co-operate and liaise with the Company's Safety Officers/Consultants, Principle designers and The Health and Safety Executive etc., with regards to safety measures ensuring that any defects or faults brought to their notice are suitably corrected. Ensure adequate welfare arrangements are in order for the following, First Aid, toilets/washing and canteen facilities, etc. To set a good personal example when visiting site by wearing appropriate personal protective equipment and abiding by the site safety rules.

3. Safety Induction/Safety Awareness Training: To ensure that all Personnel under their control have received Safety Induction and Safety Awareness Training. That these persons receive all required refresher training at the appropriate intervals.

4. Safe Method of Work Statement: To instruct Personnel under their control in precise terms as to work methods in accordance with Safe Method of Work Statements, COSHH and Risk Assessment etc. for the site, detailing the hazards and the safety provisions.

5. Competency of Site Personnel: To ensure that personnel under their control are adequately competent to carry out the work required of them.

6. Discipline: Restrain and restrict persons from taking unsafe risks, discourage horseplay and reprimand those who fail to consider their own well-being and that of others around them.

7. Personal Protective Equipment Regulations 1992: To ensure that all Personnel under their supervision wear all appropriate safety clothing and Personal Protective Equipment where required.

8. Plant and Equipment Safety: To ensure that all plant and equipment used or worked on by employees is healthy, safe and fully efficient, is guarded and equipped with safety devices and tested in accordance with all the current Regulations. To check that periodic thorough examinations, tests, inspections and maintenance have been carried out for plant/equipment supplied to Personnel. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly



repaired.

9. Reporting Defects: To report any defects in plant/equipment or any other health risk to their Supervisor where required.

10. The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR): All accidents and dangerous occurrences must be reported to Management immediately so that advice regarding the procedures can be given. Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public.

11. Alcohol and Drugs Policy: Anyone found under the influence of or in possession of alcohol or an illegal drug must be removed from Company premises and/or areas under the Company's control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures.

### Employees/ Self Employed

1. Health and Safety at Work etc. Act 1974: It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

2. Company Health & Safety Policy: Read and ensure a full understanding of the Company's Health and Safety Policy and carry out work in accordance with the Policy and Legal requirements.

3. Safety Induction: Ensure a Safety Induction is received before starting work for the Company. This should be given to by the immediate supervisor, which will include details of the Company's Safety Policy and details regarding the Health and Safety requirements of the works expected.

4. Safe Method of Work Statement: Ensure an understanding of the Safe Method of Work drafted for the tasks to be undertaken and carry out the work in the correct designated area. Whenever ambiguity of a particular safety requirement occurs, staff are expected to ask the Supervisor for clarification.

5. Control of Substances Hazardous to Health: Before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and COSHH Assessments. The Supervisor should give this information before starting any such works.

6. Plant/Equipment and Tools: Only operate Plant/Equipment for which you have been thoroughly trained on. Use the correct tools and equipment for the job. Ensure that they are supplied to you accompanied with the operators instruction and check that they are safe and fully efficient, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric's. Ensure that guard protection is always in place where required.

7. Reporting hazards: Report hazards to your Supervisor immediately and warn other persons that could be at risk.

8. Injuries: Any injury to yourself or others must be reported to your Supervisor immediately.

9. Personal Protective Equipment Regulations 1992: Employees are to wear all appropriate safety clothing/equipment as and when required by the safe working method statement.

10. Work in a safe manner at all times: Do not take risks, which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in horseplay or otherwise indulge in reckless or careless behaviour.

11. Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and will be





subjected to disciplinary measures.

### Sub-Contractors

1. General Requirements: To carry out their works efficiently and safely and strictly in accordance with the requirements of The Health and Safety At Work Etc., Act 1974 and all other statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.
2. Undertake a Risk Assessment: For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.
3. Safe Method of Work Statements: These must be produced and submitted to Construction North Group Contract Management Team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Works Risk Assessment.
4. COSHH: Provide full COSHH Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.
5. To Appoint a Safety Supervisor: Who will ensure that works are carried out in accordance with the works safety procedures and to observe all Construction North Group rules and regulations and encourage good safety practice when undertaking their works.
6. First Aid and Welfare Facilities: To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their employees unless shared welfare facilities are provided by others.
7. Co-operation: To co-operate with Construction North Group Management, Safety Officer and the Client's personnel in the furtherance of their duties and maintain good working relationship with safety representatives and safety committees established in accordance with current legislation, in addition to other contractors etc.
8. Competency of Personnel: To ensure that work is carried out by suitable and competent Personnel and to ensure that they are properly supervised and trained.
9. Safety Induction: Construction North Group require all employees of Sub-Contractors to receive Safety Induction before they start work.

10. Discipline: To reprimand and discipline any of their employees who are careless in regard to their own or others safety. (Note: Construction North Group will not hesitate to instruct the removal of offenders from works).

11. Personal Protective Equipment and Clothing: To provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by Law.

12. Statutory Registers and Forms: To complete all statutory registers and forms.

13. Reporting Hazards and Accidents: To report all hazards to Construction North Group Management and to report all accidents encountered by their employees in conjunction with Construction North Group Management and in accordance with the requirements of the RIDDOR Regulations 2013 to the Health and Safety Executive where required.

### Health & Safety Consultancy

1. H&S Consultancy will advise Management on matters relating to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
2. Health and Safety Inspections: Where instructed, monitor by inspection of the workplaces and operations, workshops and accommodation, the safety and health performance of employees and to provide regular feedback on such inspections and other monitoring activities to the Senior Management.
3. Statistical Analysis: To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures.
4. Investigate and Report Accidents: To investigate and report on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents and to attend and report on legal proceedings in which Construction North Group or Sub-Contractors may be involved.
5. Promoting Safety: To promote good working relations with the Health and Safety Executive and other enforcing Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation.

All persons having responsibilities which relate to



and necessitate their presence within the areas of Construction North Group works/premises.

1. Observing Safety Rules: All persons must observe the Construction North Group safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.
2. Starting Works on Company Premises: Work on Construction North Group premises must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.
3. Liase with a Company representative: All personnel must liase with a Company representative before starting work on any of the Company's premises.
4. Notification of Hazards: Notify the Company of any processes or materials, which will be used, that may present a hazard to the health and safety of the Company's employees etc.
5. Safe Means of Access: Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises.
6. Do not interfere with or misuse anything provided in the interest of health, safety and welfare.
7. Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/ or areas of work under the Company's control and the matter would be reported to the employees Company.

Likewise, anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and the matter would be reported to the employees Company.

## Contractor Declaration

I hereby declare:-

All my employees are conversant with the requirements of the Health and Safety at Work Act 1974, all codes of practice and other statutory regulations and requirements, that we will conduct our operations and activities in accordance with the provisions therein, and the Principal Contractors Health and Safety Policy.

Risk assessments, method statements, etc. will be prepared and submitted two weeks before our intended start date on site, for inspection and assessment of their relevance.

Risk assessments, etc. will be available to and within the knowledge of, my employees.

**Company:**  
**Signed:**  
**Position in company:**  
**Date:**

## Employees Declaration

I (print name in full)

Employed by (name and address of employer)

Declare that I have received a copy of the above mentioned health and safety policy: and:

- I have read it;
- I understand it;
- I agree to work according to those conditions and provisions.

**Signed:**  
**Witnessed:**  
**Date:**

Or:

- I have had the above health and safety policy read to me.
- I have had its contents explained to me.
- I agree to work according to those conditions and provisions.

**Signed:**  
Signature of person reading and explaining policy  
**Date:**



# 1

## **The Construction (Design and Management) Regulations 2015 – Duties**

Good management of health and safety on site is crucial to the successful delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a Client; Principal Designer; Designer; Principal Contractor; Contractor; and/or Worker. The Director are responsible for the implementation of this policy, with the unfettered co-operation of all members of management and staff is required.

### **Duty holders under the Regulations**

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

**Clients (all projects):** anyone having construction work carried out on their behalf.

**Principal Designers** must be appointed on all projects where there is more than one contractor engaged, to plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project including identifying, eliminating or controlling foreseeable risks, ensuring designers carry out their duties, prepare and provide relevant information to other dutyholders, liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.

**Designers (all projects):** those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the function performed and not to a job title.

**Principal Contractors** must be appointed on all projects where there is more than one contractor engaged. Principal contractors are usually the main or managing contractor and their role is to plan, manage, and coordinate health and safety while construction work takes place.

**Contractors (all projects):** businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well as partnerships and the self-employed).

**Workers (all projects):** all those who carry out work during construction, alteration, maintenance, or demolition (e.g. bricklayers, scaffolders, plumbers, electricians, and painters).

### **Clients Duties:**

A client is an organisation or individual for whom a construction project is carried out. Domestic clients are in the scope of CDM 2015, but their duties as a client are normally transferred to the contractor, on a single contractor project or the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.

The client has a major influence over the way a project is procured and managed. CDM 2015 makes the client accountable for the impact their decisions and approach have on health, safety and welfare on the project.

Where the range and nature of risks to health or safety involved in the work warrants it, the management arrangements will also include the expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout, what is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable health and safety risks during the construction phase and when maintaining and using the building once it is built.

If we occupy the position of Client we will take ownership of these arrangements and ensure they are communicated clearly to other dutyholders.

Where the construction work on site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days the project is notifiable to the HSE. We will give notice in writing to the Executive as soon as is practicable before the construction phase begins. We will prepare a clear "client's brief" as a way of setting out



the arrangements. We will make sure that suitable arrangements for managing the project are in place by:

- Assembling a project team proportionate to the size of the project and risks arising from the work. Appointing Designers including the Principal Designer in writing and Contractors including the Principal Contractor in writing.
- Ensuring the roles, functions and responsibilities of the project team are understood. Take necessary steps to ensure that any appointed principal designer and principal contractor comply with their separate duties by requiring regular written updates.
- Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion;
- Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.
- Ensuring all team members co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the Regulations.
- Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout.
- Ensuring that workers are provided with suitable welfare facilities for the duration of construction work and that there are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensuring the arrangements for commissioning the new building and a well-planned hand-over procedure to the new user are in place.

### Principal Designer Duties:

The role of Principal Designer (PD) is to plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project.

The duties of the Principal Designer apply regardless of the contractual arrangements for the appointment of other designers on the project. If the PD appoints other designers, they are responsible for ensuring that the other designers have the relevant skills, knowledge, training and experience to deliver their work.

When we occupy the position of Principal Designer

we will manage health and safety during the pre-construction phase by:-

- Assisting with the project set up
- Assisting with compiling the pre-construction information
- Co-ordinating the pre-construction phase
- Co-ordinating other designers and overseeing design decisions
- Preparing the pre-construction information

We will fulfil our duties during the construction phase by:-

- Liaising regularly with the principal contractor
- Communicating regularly with the client
- Preparing the health and safety file

### Designers Duties:

A Designer is an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

'Designers' can be architects, consulting engineers, interior designers, temporary work engineers, chartered surveyors, technicians, specifiers, Principal Contractors and specialist contractors.

Manufacturers supplying standardised products for use in any construction project are not Designers.

However, the person who selects the product is a Designer and must take account of health and safety issues arising from the installation and use of those products. Designers' earliest decisions fundamentally affect the health and safety of construction work. These decisions influence later design choices, and considerable work may be required if it is necessary to unravel earlier decisions. It is therefore vital to address health and safety from the very start.

If we occupy the position of Designer, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

In particular Designers should:-

- understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions
- have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design;
- check that clients are aware of their duties
- co-operate with others who have responsibili-



ties, in particular the Principal Designer

- take into account the general principles of prevention when carrying out design work
- provide information about the risks arising from their design.
- co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.

### Principal Contractor Duties:

The principal contractor is the contractor in overall charge of the construction phase. They are appointed by the client and there should only be one principal contractor for a project at any one time. The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site and must be capable of carrying out the role and have the right skills, knowledge, training and experience.

This will depend upon the nature of the work and the range and nature of health and safety risks involved. The principal contractor is normally a contractor so will also have contractor duties.

If we occupy the position of Principal Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with. In particular:

As Principal Contractors we will:

- Ensure the construction phase is properly planned, managed and monitored
- Prepare a Construction Phase Plan (CPP) which will outline the duties of Site Managers and set Key Performance Indicators against which the site will be measured.
- Implement the plan, including facilitating co-operation and co-ordination between contractors
- Review, revise and refine the plan and check work is being carried out safely and without risks to health
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times either by site security fencing with a lockable gate and adequate signage to inform members of the public, visitors and any other party that unauthorised access is forbidden
- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase by considering the type of work to be undertaken and the amount of personnel

expected to be on site at any one time.

- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site by arranging a pre-start meeting with each contractor as soon as is practicable after the awarding of the contract;
- Ensure contractors receive adequate information about the project by ensuring that the tender documentation sent to each prospective contractor contains all the information available at the time of invitation to tender and forward any information that becomes available afterward;
- Ensure safe working and co-ordination and co-operation between contractors by holding regular co-ordination meetings, which will include all contract Supervisors;
- Prepare and enforce site rules by informing all site personnel, via site induction, of the site rules, prominently displaying the rules on site and monitoring compliance.
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Inform all contractors of those parts of the safety plan that effect their operations via site inductions and update briefings to be part of the agenda for site meetings.
- Ensure that the workforce have been adequately inducted onto site by developing a formal induction procedure and maintain up to date induction records;
- Ensure that the workforce is consulted about health and safety matters. This will be achieved by adopting an open door policy and by instigating a feedback forum to be held after each regular Toolbox Talk;
- Display in a prominent position on site, the F10 (if applicable), Health & Safety at Work Law poster and a copy of the employer's liability insurance;
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE, where necessary, by diligently investigating each incident to avoid reoccurrence and to identify if it is reportable under RIDDOR
- Provide methods of ensuring workers are adequately trained and supervised by obtaining proof of training (CPCS, IPAF, CSCS, NPORS etc.) prior to the work commencing.
- Provide the Principal Designer with any information that is required for inclusion in the



Health and Safety File by compiling relevant information throughout the project.

### Contractors and Self Employed Duties:

A contractor may be an individual, a sole trader, a self-employed worker or a business who carries out, manages or controls construction work in connection with a business. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether their workers are employees, self-employed or agency workers.

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety. They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor. If we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

For all projects we shall:

- If we are to be the only contractor on the project, we will check that the client is aware of their duties and whether they have any particular site rules or standards.

Prior to starting work on site we will:-

- Visit the site, check the access arrangements and consider the safest methods for our workers to carry out the work.
- Speak with the principal contractor to find out whether other work will take place at the same time as our work and agree how any interfaces with the other contractors will be managed.
- Ask the principal contractor whether there is any asbestos or other hazardous material on the part of the site we will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for our workforce to have asbestos awareness training prior to starting any intrusive work.
- Consider how long it will take us to organise our workers, and any plant and materials needed, so we can estimate when we will be

ready to start.

- Check the proposed workforces' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
- Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of our workforce.
- Make arrangements to provide adequate supervision by supervisors with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- Check what welfare facilities the principal contractor is providing in case we need to organise anything else. Check whether any first aid provided by the principal contractor is available to us and whether it will be sufficient for the work we are undertaking, the workforce involved and the location in which we are working.
- If no first aid is to be provided or if we consider the first aid cover to be inadequate we will make additional arrangements.
- Inform the Principal Contractor of any known health issues our workforce may have
- Communicate the method of work that our workforce must follow, particularly if the control measures are unusual or not obvious and focus on the work activities where there is most risk of injury or ill-health.
- We will share our method of work with the principal contractor or other contractors so they can take it into account when planning and organising their work by submitting a method statement, risk assessment or task sheet.
- Arrange for our workforce, plant and materials to arrive on site at the allocated time.
- Once on site we will manage the risks to the safety and health of our workforce and others who could be affected by our work by:-
- Setting a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it
- Ensuring our workforce receive site induction from the principal contractor. If there is no principal contractor then we will carry out the site inductions for our site team.
- Providing instructions to our workforce on what needs to be done and how you intend the works to be carried out, in which order and with what equipment, particularly when it involves working at height
- Providing supervisors with the necessary skills, technical knowledge, training, experience and leadership qualities for the work



- Briefing our workforce on what is expected of them, and consider any suggestions from them on better ways of working
- Ensuring your workforce is aware of what to do in the event of any likely emergency
- Ensuring our workforce is complying with the site rules and working in accordance with how the work was planned to be done
- 
- Liaising with the principal contractor and keeping them informed of any changes to our planned working method in case it has an impact on other plans
- Liaising with other contractors and the principal contractor and co-operate over reasonable suggestions for reducing risks to health and safety on the site.
- Carrying out regular checks on plant and equipment and, when necessary, maintaining, repairing or replacing it
- Providing information to the principal contractor about how to safely maintain, isolate, replace or dismantle what we have installed at the end of our time on site.

### **Appointing Contractors;**

When we appoint contractors or sub-contractors we will:-

- Check the health and safety capabilities of the people we plan to use and give them the health and safety information they need for the work
- Talk about the work with them before they start
- Make sure that we have provided everything agreed to (for example safe scaffolds, the right plant, access to welfare facilities and so on)
- Monitor their performance and remedy any shortcomings.
- For smaller jobs, we will look for straight-forward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.
- For more complicated or higher risk jobs, further enquiries will be needed.

## 2

## **Information; Training, Cooperation, Consultation; Welfare; Working Time and Lone Working**

### **Health & Safety Information**

Copies of this policy shall be available to all company employees and other interested parties. Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

We are advised by H&S Consultancy, which provides us with health and safety guidance, advice, support and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

### **Training**

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities;
- Competent to operate specialist tools, plant and work equipment;
- Adequately inducted.

Training needs will be identified and provided as necessary. The training plan and programme of competency training will be maintained and implemented by the H&S Co-ordinator throughout the company. A training matrix format is maintained.

### **Recommended training**

#### **Construction Director**

-IOSH Leading Safely/Safety for Director/SMSTS

#### **Construction Managers**

-SMSTS/First Aid at Work/Scaffold Inspection



### **Project Managers**

-SMSTS/First Aid at Work/Scaffold Inspection

### **Contracts Managers**

-SMSTS/First Aid at Work/Scaffold Inspection

### **Site Managers**

-SMSTS/First Aid at Work/Scaffold Inspection/CSCS

### **Engineers**

-SSSTS/First Aid at Work/Scaffold Inspection/CSCS

### **Foreman**

-SSSTS/First Aid at Work/Scaffold Inspection/CSCS

### **Operative**

-Safety Awareness/Toolbox Talks/CSCS

SMSTS

-CITB Site Management Safety Training Scheme

CSCS

CITB Construction Skills Certification Scheme

### **Cooperation**

Cooperation between parties and coordination of the work are key to the successful management of construction health and safety. The Company will arrange regular site meetings to ensure the construction phase is properly planned, managed and monitored. Minutes of meetings will be circulated to all interested parties.

### **Consultation**

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Safety committee meetings regularly and initiatives from employees for enhancing health and safety in the workplace are encouraged, and made through normal management channels. Suggested items for discussion:

- Review of site inspection reports
- Accidents/Incidents
- HSE Enforcement action
- Current issues
- Legislative changes
- Review of systems
- Training and Competency
- Review of statistics (collated and presented by H&S Consultancy)

The safety committee will comprise of representatives from all tiers of the company. Minutes from these meetings will be communicated to all personnel with details of any action taken. In general the company operate an open door policy which encourages all staff to raise any concerns or issues with management.

### **Contractors**

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this Policy. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

### **Welfare - Principal Contractor**

The Company will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site, that conform to Schedule 2 of the Construction (Design and Management) Regulations 2015 are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

### **Welfare - Sub Contractor**

We will ensure that as the Principal Contractor we will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site, that conform to Schedule 2 of the Construction (Design and Management) Regulations 2015 are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.





### **Working Time Regulations 1998**

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

### **Lone Working**

The Company recognises that those working on the Company's business may face additional occupational risks related to lone working and will ensure lone workers are provided with effective supervision and support.

### **Arrangements for Securing the Health and Safety of Workers**

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- Providing personal safety equipment, a mobile phone etc where this is felt to be desirable.
- During their working hours, all staff leaving the workplace (or working from home) should complete a 'Weekly Whereabouts' sheet.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally risk assessment may indicate that lone workers need training in first aid.

### **Duties of Employees**

Employees will:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy; and
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone

## **3**

## **Safe Systems of Work, Risk Assessment and Method Statements**

### **Safe Systems of Work**

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work should be developed by a competent person i.e. a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.

### **Risk Assessment**

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in carrying out the task will be involved in the risk assessment process will receive appropriate training.



## **Arrangements for Securing the Health and Safety of Workers**

### **Elimination of Hazards**

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

### **Assessment of Risk**

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

#### **Likelihood**

Whether the likelihood of the harm arising from the hazard is:

- Unlikely;
- Likely;
- Highly likely.

#### **Severity**

Consideration will be made of whether the severity of harm from the hazard is likely to be;

- Slightly harmful;
- Harmful;
- Very harmful.

Reference will be made to accident book records, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 online forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

#### **Those at Risk**

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations, etc are likely to be exposed, additional consideration will be given.

## **Managers' and Supervisors' Duties**

Managers or supervisors must ensure:

- Assessments are carried out where relevant and records are kept;
- Control measures introduced as a result of assessments are implemented and followed;
- Employees are informed of the relevant results and provided with necessary training;
- Any injuries or incidents lead to a review of relevant assessments;
- Employees adhere to safe systems of work;
- Safety arrangements are regularly monitored and reviewed;

Employees identified by the assessment as being at risk are subjected to appropriate health surveillance  
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### Employees' Duties

Employees must ensure:

- They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
- They comply with all instruction and training;
- Their own health and safety is not put at risk when carrying out work activities;
- They use equipment and machinery in accordance with instruction and training;
- Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.
- If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation be immediately reported to the person

in charge on site.

- The situation will then be reviewed by the person in charge on site. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and other.
- The method statement and risk assessment will be updated for the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work.
- If the individual remains dissatisfied, the person in charge will contact the Health, Safety & Environment Manager providing all the relevant details/ background to the situation, who will then review the working practice / situation and wherever possible implement appropriate action to resolve the situation.
- Should the individual still be dissatisfied with the system of work, the company will provide independent arbitration from an external source who will review against all legislative standards and industry best practice to determine the safety impact of the task or condition.
- The external source will liaise with the individual and the Health, Safety & Environment Manager to consider the disputed working arrangements, making any necessary changes and advise the Construction Director accordingly.
- Changes to working arrangements will be documented and implemented by the Construction Director and Safety Manager. This may include amendments to internal procedures, work instructions, processes, Risk / COSHH Assessments.
- Additional levels of training and competence may be required by individuals or further briefings as appropriate.
- Full details of the eventual, agreed outcome will be forwarded to the individual and suitable records will be maintained.
- Should the external source uphold the company safe system of work and the individual still refuse to work the company will retain the right to implement the disciplinary procedure.
- The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis.
- Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly to ensure that they are adequately dealt with, implemented and briefed to all employees



## Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

## Method Statement

The requirement for a written method statement will be dictated by the level of residual risk identified by the risk assessment.

# 4

## Safe Access; Traffic Management; Safety Signs and Signals

### Safe Access

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
- Every place of work shall be made and kept safe for anyone at work there;
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there;
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely;
- Traffic routes will be suitable for purpose and the vehicles authorised to use them;
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained

### Traffic Management

- Construction sites will be organised, so far

as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health – Construction (Design and Management) Regulations 2015. The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a 'banks man' should be considered.
- Site management will produce a site traffic route plan.

### Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations 1996. They consist of:-

#### Warning signs

Yellow triangular signs e.g. "Overhead Power Lines", "Fragile Roof"

#### Prohibition signs

Red round signs e.g. "No Smoking", "No Entry"

#### Mandatory signs

Round blue signs e.g. "Eye Protection", "Safety Gloves"

#### Emergency signs

Green rectangular signs e.g. "First Aid", "Fire Escape Route"

#### Fire signs

Red rectangular signs e.g. "Fire Extinguisher"



# 5

## **Work at Height; Scaffolding and Towers; Ladders; Roof Work; Falsework**

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height we will ensure that the Work at Height Regulations 2005 are conformed with and ensure that:

- All work activities that involve work at height are identified;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary equipment to allow safe access to and egress from the place of work is provided;
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards;
- Regular inspections of all equipment required for working at height are undertaken;
- Competent persons are appointed to be responsible for the supervision of all work at

height and associated activities; and

- Planning for emergencies and rescue are made.

### **Scaffolding and Towers**

All scaffolding and towers installed and used by the company shall be constructed of materials and components which have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably qualified and experienced staff (CISRS or PASMA).

Where we are required to use scaffolding or towers we shall ensure that:

- They are erected to recognised standards or manufacturers' instructions by trained, competent and authorised operatives;
- A competent person will inspect them before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days;
- The results of the inspection will be recorded in a prescribed format;
- 'Scaffold incomplete notices' will be displayed as required;
- Ladders will be removed or secured to prevent unauthorised access after working hours;
- Special scaffolds are subject of design or calculations;
- Design drawings and calculations for special scaffolds shall be available on site for the information of the person carrying out inspections etc.;
- Scaffolding will be secured against bad weather conditions and short boards secured down;
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired;
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them;
- When moving tower scaffolds they are pushed via the narrowest side at the bottom of the tower brakes will be set when used•
- The safe working load of scaffolds, loading-bays and working platforms will be established, displayed and not exceeded;
- Materials will not be stored on working platforms so as to exceed the edge protection;
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.



### Ladders: including step-ladders, podium steps and hop ups:

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the Working at Height Regulations 2005 has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that they are:-

- Used by trained and competent operatives only;
- Subject of an inspection regime with records of inspections maintained;
- Visually inspected by operatives before use;
- Marked with a means of identifying them;
- Class 1 'Industrial' or EN131 ladders or stepladders for use at work and they are a suitable size for the work;
- In good condition and free from defects;
- Secured against movement;
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- Rise at least 1 metre above a landing place;
- Free from obstruction at their base area;
- Used by only one person at a time;
- Overhead cables will be identified and made safe when working at height.

Operatives will:-

- Maintain three points of contact at all times;
- Not use the top 3 rungs when used as a work platform;
- Not 'over reach';
- Not carry materials or tools when ascending or descending ladders.
- When step ladders, podium steps and hop ups are used they will be:-
  - Suitable and sufficient for purpose;
  - Used on safe, level ground;
  - Used for short duration and light work;
  - Properly 'set up' and not inclined against walls etc.;
- Operative not to use top 2 steps on step ladders or to over reach on any equipment.

### Roofing

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventative and protective measures to prevent falls of persons or materials through or from roofs.

Operatives engaged in roof work shall be trained and competent, and be aware of the HSE document HSG 33 'Health and Safety in Roof Work'. Method statements will be prepared for the work and adhered to.

We shall ensure:-

- That all work at height is properly assessed and planned by a competent person;
- Work at height will only be carried out by trained and competent operatives;
- That a safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means;
- A safe place of work will be provided with edge protection that conforms to the Regulations;
- The risks associated with fragile surfaces and falling objects are controlled;
- Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed;
- Tar boilers will be fitted with fire resistant bases and sited appropriately;
- LPG cylinders will be located at least 3m away from the sources of heat;
- Fire extinguishers will be available where tar boilers or hot work takes place;
- Work at height will be only carried out if weather conditions permit it; and
- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

### Falsework

Falsework covers an extremely wide range of temporary support methods. In simpler and more commonplace situations, standard solutions (given in BS 5975) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of Falsework will be clearly defined. BS 5975 recommends that the main items for which responsibility should be established are:-

- The design brief;
- The concept of the scheme;
- The design, drawing out and specification of the Falsework;
- The adequacy of the materials used;
- The control of erection, maintenance and



dismantling on site;

- The checking of design and construction operations;
- The issue of a formal permission to load and dismantle the Falsework.
- Once responsibility is established, the company will ensure that the individuals concerned do not work in isolation. To comply with BS 5975 a "Temporary Works Co-ordinator" will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion. The co-ordinator's duties include:-
  - The co-ordination all Falsework activities;
  - Ensuring that the various responsibilities have been allocated;
  - Ensure that a satisfactory Falsework design is carried out;
  - Ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it;
  - Ensuring that checks are made at appropriate stages covering the more critical factors;
  - Ensuring that, during use, all appropriate maintenance is carried out;
  - After final check, issue permission to load if this check proves satisfactory;
  - When it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the Falsework.

- All equipment used in lifting operations is fully tested and inspected
- Loads do not become displaced or that equipment becomes overturned by thorough planning
- Employees working in mechanical handling are suitably qualified
- Employees are protected from harmful vibration
- All persons involved in demolition work are competent
- Plant is regularly inspected and written reports compiled
- All support materials used are inspected and are of sound condition
- Manual handling operations which might cause injury are prohibited unless a suitable assessment has been made and suitable control measures are in place
- Suitable equipment and control measures are in place for all work at height
- Employee's and others' exposure to hazardous substances, either naturally occurring or man-made, is prevented so far as is reasonably practicable
- Any necessary work in confined spaces is carried out after a risk assessment and suitable control measures have been put in place
- Any noise at work which is likely to cause injury is minimised.

## 6

### Demolition or Dismantling

The Construction (Design and Management) Regulations 2015 requires that demolition or dismantling of a structure, or part of a structure, shall not commence unless a written method statement, prepared by a competent person, has been produced and is available to those involved in that work. This company recognises that demolition is a hazardous operation. In order to meet its high standards of health and safety, meet its legal obligations, and to ensure efficient and effective demolition works, this company will ensure that:

- All persons involved in demolition work are competent
- All persons carrying out or supervising demolition works are suitably qualified

## 7

### Excavations and Earthworks

This organisation recognises that excavation is a hazardous operation.

'Excavation includes any earthwork, trench, well, shaft, tunnel or underground working'

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure:-

- Any excavation or part does not collapse;
- No material from the side, roof or adjacent to any excavation is dislodged or falls;
- No person is buried or trapped in an excavation



by dislodged or falling materials;

- No part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment;
- Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
- At the start of the shift;
- After any event likely to affect its strength or stability;
- After any material unintentionally falls into the excavation;
- The person carrying out the inspection is satisfied work in the excavation can continue safely;
- Tests will be carried out on landfill sites for gases and other contaminants with appropriate action taken if found;
- Safety helmets will be worn in and near excavations;
- Information, instruction and training on the use of laser devices will be given;
- Underground services shall be traced and steps taken to protect them;
- Suitable precautions must be taken to prevent undermining or weakening of nearby structures;
- Overhead power lines will be protected against accidental contact by machine;
- Underground services will be located and digging carried out by hand within 500mm.

### Confined Spaces Operations

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided'.

It is the policy of the company to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

The company acknowledges that health and safety hazards may arise when entry into confined spaces

is required. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

The company will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

- A risk assessment of the work will be completed;
- Method statements will be compiled and available on site;
- Permit to work and permit to enter schemes will apply;
- No entry into a confined space shall be permitted until we are satisfied that entry is safe;
- Atmosphere testing will be continuous during the work within a confined space;
- Appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need;
- We maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
- We provide training in the use of breathing apparatus, or other safety equipment, for those employees who may be required to use such equipment when working in confined spaces.
- Only suitably fit and trained personnel will be used in these operations; and
- Constant and competent supervision will be provided at the scene of operations.

## 8

### Environmental Policy

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful





effects on the environment we have prepared a separate Environmental Policy and an Environmental Management System. Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

### **Site Waste Management Plans**

Site waste management plans (SWMPs) aim to reduce the amount of waste produced on construction sites and to prevent fly-tipping. They do this by setting out how building materials, and resulting waste, is to be managed during the project.

In this respect, for each construction project, the company will:

- Appoint someone to take overall responsibility for the SWMP;
- Identify the types and quantities of waste that will be produced during the project by working out in advance what materials will be used and estimating how much waste will be able to be reused, recycled or disposed of;
- Work out the best options available for recycling and disposal;
- Ensure that all waste is stored and disposed of responsibly;
- Ensure a record is kept of all waste disposed of or transferred through a system of signed waste transfer notes;
- Ensure that waste contractors comply with all legal responsibilities;
- Carefully plan what materials are needed for the project and state all SWMP targets on the data sheet;
- Ensure that everyone on site knows about the SWMP;
- Develop a training programme for all contractors and site workers to ensure that everyone is aware of the importance of asking for and recording the correct paperwork, receipts, destinations for materials, etc.;
- Measure how well the SWMP is working by assessing how much and what type of waste is being produced as the project runs; and
- Assess how effectively the materials on site were managed and how well targets for waste management were met at the end of the project to learn lessons for future projects.

## **9**

### **Work Equipment, Electrical Equipment and Lifting Operations**

Work equipment will be suitable and sufficient for purpose and comply with the Provision and Use of Work Equipment Regulations 1998. In particular we will:

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair;
- Ensure that all equipment and plant shall be inspected as required with records of inspections kept;
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary;
- Ensure that persons are protected against dangerous parts of machinery;
- Ensure that equipment will only be used in a stable or stabilised condition;
- Suitable and sufficient lighting to be available if necessary;
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped;
- Ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order;
- Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts; and
- Ensure appropriate personal protective equipment is provided and worn.

#### **Portable Electrical Equipment**

- The term “portable” is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.
- In general, annual inspections of portable electrical equipment are recommended. However, more frequent inspections i.e. 3 monthly may be advisable if the equipment



is being used in an environment where there is a high probability of damage, for example, in workshops and in site work, etc. We shall appoint a competent person who will normally undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

- Visual inspections by the user: Daily or before use of all hand held tools - including plugs and sockets cables, etc.
- Wherever possible, persons using items of privately owned electrical equipment in a company building or construction site should ensure that each item is inspected and tested for electrical safety.

### **Lifting Operations**

The Lifting Operations and Lifting Equipment Regulations 1998 will be complied with in all respects. In particular we will ensure:

- All lifting operations will be planned and supervised by a competent person;
- A method statement will be prepared before any lifting operations are commenced;
- Lifting equipment will only be operated by competent and authorised personnel;
- Evidence of thorough examination of all lifting equipment must be provided;
- Structures and ground surfaces from which lifting equipment will operate will be suitable for purpose;
- Slings and signallers will be trained and authorised;
- Barriers and fencing will be erected to protect operatives and members of the public during lifting operations; The exclusion zone created by such barriers will extend over the full operating range of the lifting equipment being used.
- Safe working loads must be clearly displayed and not exceeded; and
- Routine inspections will be carried out every 7 days and recorded.

# 10

## **Driving of Motor Vehicles on Company Business and Plant Safety**

### **Company Cars, Vans and Lorries**

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol; take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- Where supplied the driver will be responsible for the inspection and re stocking of the First Aid kit.
- In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency vehicle arrives

### **Plant Safety**

The Lifting Operations and Lifting Equipment Regulations 1998 and Provision and Use of Work Equipment regulations 1998 will be complied with in all respects. In particular we will ensure:



- Plant operations will comply with the Plant will be selected that are suitable for purpose.
- Plant will only be operated by trained, competent and authorised persons.
- Operatives will only operate fork lift trucks of the type that they have been trained to use.
- Plant will be immobilised and keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be made before lift trucks are taken into service
- We will ensure a safe system of refuelling fork lift trucks is in place at all times.
- During refuelling and maintenance, operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects etc., to the appropriate supervisor.
- All incidents or accidents involving plant will be reported to the supervisor

# 11

## **Personal Protective Equipment**

The company provides personal protective equipment (PPE) in compliance with the Personal Protective Equipment at Work Regulations 1992, when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The company's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the Personal Protective Equipment Regulations 2002), to ensure it is properly maintained and that employees are provided with adequate information, instruction

and training.

The implementation of this policy requires the co-operation of all members of management and staff.

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

- ensure PPE requirements are identified when carrying out risk assessments;
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- carry out an assessment to identify suitable PPE;
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- ensure PPE is available to all staff who need to use it;
- provide adequate accommodation for correct storage of PPE;
- provide adequate maintenance, cleaning and repair of PPE;
- inform staff of the risks their work involves and why PPE is required;
- train staff in the safe use and maintenance of PPE; and
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.
- Employees are responsible for safeguarding such items, reporting defects and using the equipment as instructed.

# 12

## **Control of Substances Hazardous to Health Regulations (COSHH) 2002**

Many people are exposed to a variety of substances at work (eg chemicals, fumes, dusts, fibres) which can, under some circumstances, have a harmful effect on their health. These are called 'hazardous



substances'. If exposure to a hazardous substance is not properly controlled it may cause ill health in a number of ways. The substance may cause harm by:

- too much being taken into the body through breathing;
- being absorbed through the skin;
- being swallowed; or
- acting directly on the body at the point of contact, eg the skin.

Some illnesses caused by exposure to hazardous substances in the workplace (occupational diseases) may not appear until a long time after the first exposure. Therefore, it is important to know in advance how to protect the health of people working with hazardous substances and also of other people who may be affected by the work being carried out.

### Workplace exposure limits (WELs)

WELs are British occupational exposure limits and are set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used: long-term (8 hours); and short-term (15 minutes).

Substances that have been assigned a WEL are subject to the requirements of COSHH. These Regulations require employers to prevent or control exposure to hazardous substances. Under COSHH, control is defined as adequate only if:

- the principles of good control practice are applied
- any WEL is not exceeded and
- exposure to asthmagens, carcinogens and mutagens are reduced as low as is reasonably practicable.

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002.

Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances we shall:-

#### Step 1

Having consulted the material safety data sheet (MSDS) carry out a COSHH risk assessment which will show the WEL, for all substances used in or created by workplace activities.

#### Step 2

Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.

#### Step 3

Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.

#### Step 4

Ensure that control measures are used and maintained properly and that safety procedures are followed

#### Step 5

Monitor the exposure of employees to hazardous substances, if necessary.

#### Step 6

Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.

#### Step 7

Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.

#### Step 8

Ensure employees are properly informed, trained and supervised.

Many thousands of substances are used at work but only about 500 substances have Workplace Exposure Limits (WELs) listed in the HSE guidance document "EH40 workplace exposure limits".

The absence of a substance from the list of WELs does not indicate that it is safe. For these substances, exposure will be controlled to a level to which nearly all the working population could be exposed, day after day at work, without any adverse effects on health.



# 13

## Health Surveillance: Noise, Dermatitis, Respiratory Disorders, Vibration, Management of Stress

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this.

These procedures may include:

- Simple methods, such as looking for skin damage on hands from using certain chemicals;
- Technical checks on employees, such as hearing tests;
- More involved medical examinations.
- Some health and safety regulations also require employers to provide health surveillance for their employees.
- The company recognises its duty to make arrangements for health protection and surveillance to be conducted and employees are required to co-operate. There may be requirements for health surveillance to continue even after cessation of the exposure, but this is for diseases that have a long latency period (such as asbestos-related disease).

It is our policy to:

- Carry out risk assessments under the Management of Health and Safety at Work Regulations and any other applicable Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees, and where applicable safety representatives, of the health

risks and of the health surveillance procedure.

- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

### Noise

The Noise at Work Regulations 2005 will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary. First priority should be to reduce noise levels and exposure to noise. Hearing protection should be used where other means of controlling noise has failed.

The company will assess noise levels, reduce noise and exposure to noise and provide employees with information about the risk of noise, their responsibilities and how to obtain and look after ear protectors.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented. Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry. Ear protection is necessary to prevent damage to hearing. The two main types of hearing protection are disposable or re-usable ear plugs and ear muffs. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

Exposure to noise may cause:



- Hearing loss
- Irritation, annoyance and fatigue
- Inefficiency and lack of concentration
- Failure to hear warnings, sounds and instructions

### Safeguard your hearing:

- Use hearing protection as instructed
- Trained persons should supply and fit ear protection to suit individuals needs
- Keep ear protection clean, check regularly for damage
- Replace as necessary

A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of hearing impairment should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

### Dermatitis/ Eczema

Contact dermatitis is inflammation of the skin caused by contact with a range of materials. The main signs of eczema are redness, swelling, crusting and cracking and flaking of your skin. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent). It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- Irritant contact dermatitis:
- Allergic contact dermatitis:

Irritant contact dermatitis is caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, epoxy resins and some foods.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

Sometimes the consequences of contact with a

material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen.

The company procedure is:-

- Avoid contact with materials that cause dermatitis. Adequate Information, instruction, training and supervision will be provided
- Protect the skin. Select suitable hand protection (barrier creams), suitable welfare facilities and appropriate PPE.
- Check for early signs of dermatitis. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of dermatitis / eczema should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary.

### Respiratory Disorders

Chronic obstructive pulmonary disease (COPD)  
Chronic Obstructive Pulmonary Disease (COPD) is a long-term illness that makes breathing difficult. The lungs and breathing tubes are damaged making it difficult to get air in and out.  
common symptoms include;

- a persistent chesty cough and phlegm
- wheeze
- more frequent and troublesome chest infections

COPD is a slow developing condition; the symptoms tend only to start becoming a problem in mid-life, usually in the late forties onwards. A wide variety of dust or fume have the potential to cause COPD if exposure is high and over a long period of time, for example studies suggest the following substances have the potential to cause COPD;

- Hardwood dust
- Mineral dust
- Silica dust
- Solvent fumes in paint
- Welding Fumes

Some of these occupations and substances are also linked to other diseases, for example, welding fume can cause fume fever and pneumonia. Some can also cause occupational asthma.



### Occupational Asthma

Breathing in substances called respiratory sensitisers at work can cause occupational asthma.

A respiratory sensitiser is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation reaction has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms. Sensitisation does not usually take place right away. It generally happens after several months or even years of breathing in the sensitiser

The symptoms are:

- asthma - attacks of coughing, wheezing and chest tightness
- rhinitis and conjunctivitis - runny or stuffy nose and watery or prickly eyes
- Once a person is sensitised, continued exposure can result in permanent damage to their lungs and increasingly severe symptoms. People with rhinitis may go on to develop asthma. Asthma attacks are likely to become worse and can be triggered by other things such as tobacco smoke, general air pollution or even cold air.

Respiratory sensitiser's are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires the substitution of harmful products with less harmful ones. If this is not possible then you must use adequate control measures.

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

The company procedure is:-

- Avoid long term contact with machinery or tasks that would cause COPD/Asthma.
- Adequate Information, instruction, training and supervision will be provided
- Suitable dust suppression should be provided with the machinery
- If you have any doubts about the substances or material you are to use, speak to your supervisor.

Checks should include the following:

- Identify material or substances before use
- Read any information on packaging or containers or manufacturer's instructions

- Make sure you have been trained in the use of the equipment
- Clean and service all equipment after use following maintenance instructions

Protect the Operative. Select suitable equipment with dust suppression measures, and appropriate PPE as the last resort. When it is not possible to reduce the risk at source, respiratory equipment can safeguard health. It is available as:

- Disposable face masks
- Half mask respirators and full face respirators
- Positive pressure powered respirators
- Select the correct type of respiratory equipment
- Use additional protection, such as gloves, goggles and overalls as necessary
- Other equipment is designed for specialist work, e.g. in sewers.

Check for early signs of COPD. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of COPD/Asthma should be brought to the attention of management. Specialist advice may be sought from an occupational health professional as necessary

### Vibration

#### Whole body vibration

Vibration transmitted through the seat or feet (known as whole-body vibration or WBV).

Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers, however further study is needed into the impact of WBV.

#### Hand-arm vibration

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional



exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

The company procedure is:-

Avoid long term contact with machinery that would cause HAV. Adequate Information, instruction, training and supervision will be provided

Protect the Operative. Select suitable vibration dampened equipment, suitable welfare facilities (warmth) and appropriate PPE as the last resort.

Check for early signs of HAV. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of HAV/ white finger should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

### **Management of Stress**

The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

- Job content,
- Working environment
- Relationship with others at work,
- Excessive workload or working hours,
- Inadequate training
- Personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

## **14**

### **Asbestos Containing Materials**

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.  
**Arrangements for Managing Asbestos in the Workplace**

A Refurbishment and Demolition Survey (R&D) will be carried out before commencing any work on the premises to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work. Where necessary, ACMs will be removed prior to commencing any work. If we uncover or damage asbestos materials If suspect materials are discovered during the course of the works then we shall follow the guidance given in 'Asbestos Essentials EM1' i.e.:

- Stop work immediately.
- Decide who must do the work - we may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as we can.
- Clean up the contamination
- Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.

## **15**

### **Working with Lead**

Exposure to lead is potentially dangerous and the Control of Lead at Work Regulations 2002 have been introduced to minimise those risks. The Regulations apply to any work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies.





We acknowledge that there are occupational exposure limits for lead. Where engineered solutions to the control of this exposure cannot be achieved, operatives will be provided with the necessary respiratory protective equipment and protective clothing.

- Wherever our operatives are exposed to significant exposure to lead, we will carry out medical surveillance consisting of initial screening followed by blood tests etc. as required by the Regulations.
- Where there is a possibility that our operatives are likely to be exposed to lead, a risk assessment of that exposure will be carried out.
- Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping as the lead in the fumes and dust is absorbed into the body of those exposed and can result in lead poisoning.
- Where lead is known to be in paintwork requiring stripping, the method used to strip the paint will be such as to prevent dust or fumes being generated. COSHH assessments will be required for chemical stripping.
- If hot work or abrasive methods are used for stripping paint, then the lead in air levels will be monitored and appropriate personal protective equipment issued and used.
- Where exposure to lead is unavoidable then the Control of Lead at Work Regulations 2002 applies and the Approved Code of Practice will be complied with.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- Lead can also be found during demolition, refurbishment work and industrial re-roofing. In these instances build up of lead in the system is a possibility and health surveillance appropriate.
- There are two action levels referred to in the Regulations. 'Action levels' and 'Suspension levels'. 'Action levels' are initiated when concentrations of lead in blood measured as a number in micrograms of lead for each decilitre (100 millimetres) of blood. If these are reached or exceeded we will :-
  - Carry out an investigation to find out why;
  - Review our control measures; and
  - Take steps to reduce the operative's blood / lead concentration. 'Suspension levels' are concentrations of lead in blood (or urine) at which further exposure to lead must be

prevented we will:-

- Maintain health surveillance records for at least 40 years; and
- Conform to the HSE guidance contained in HS(G)53.

# 16

## First Aid

First Aid arrangements shall be in compliance with First Aid Regulations 1981(amended 2009) and the Approved Code of Practice. Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the principal contractor sufficient first aid arrangements as identified by carrying out a First Aid needs assessment will be put in place.

Sites shall be provided with a first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process. (Refer to section B – Responsibilities for kit inspections)

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing suitable gloves.

The First Aid Needs Assessment will evaluate the following points:

- The nature of the work, the hazards and the risks
- The nature of the workforce
- The organisation's history of accidents and illness
- The needs of travelling, remote and lone workers
- Work patterns such as shift work
- The distribution of the workforce
- The remoteness of the site from emergency medical services
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first aiders



- First-aid provision for non-employees
- The size of the organisation

# 17

## Fire Safety

Fires can and do kill, injure and cause serious human suffering and financial loss. The owner or employer in every workplace has legal responsibility for carrying out a fire risk assessment. This includes identifying the risk of arson and acting to reduce it. This must be completed in accordance with the Fire Safety Order (Regulatory Reform) 2005 requirements. By doing this we can protect our business, the jobs and safety of our employees, our stock, our premises and the service(s) we provide to the community. Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of total safety easily and quickly.

The risk assessment that is initiated will ensure that the fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

### Construction sites

The potential dangers are particularly severe on many construction sites, where high-risk activities such as hot work are frequently combined with circumstances where fires can spread quickly and escape may be difficult. Construction fire safety needs to be managed from the earliest stages of design and procurement and needs to address the risks both to site workers and to site neighbours. This may mean rejecting proposals for particular methods and materials in a specific location, based on the potential for serious consequences from any fire during the construction stage, or planning additional, sometimes expensive or difficult, mitigation methods if a specific design or method is not to be changed. It is essential that fire safety measures are considered throughout all stages of the procurement and design process and implemented effectively during the construction phase. The Construction (Design and Management) Regulations 2015 (CDM) also place duties on duty holders in relation to fire safety. The Regulatory

Reform (Fire Safety) Order 2005 legislation requires that those with control over construction work can demonstrate that they have:

- Recognised the risks in their workplaces;
- Considered who will be affected;
- Assessed the extent of the risks;
- Come to an informed decision on the necessary action to reduce them; and
- Ensure that the actions decided are implemented.
- Guidance from the HSE (HSG 168), Fire Insurers (JCOP) and FPA should be sought. On sites with Timber Frame construction the advisory 16 point plan of the UKTFA must be incorporated.

### Site Emergency Procedures; Site Safety – Clients and Other Persons

#### Site Emergency Procedures

Wherever we control the site, the Site Manager will:

- Ensure that personnel trained in First Aid to be available on site at all times.
- Ensure that a fully equipped first aid container, eye wash, etc. shall be available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- Telephone numbers and details of emergency services to be exhibited.
- Site telephone number and correct address to be exhibited.
- Ambulance authority to be advised when more than 25 operatives work on site.
- Where necessary, contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.
- Ensure adequate fire precautions are in place and a site specific fire plan is produced;
- Ensure that emergency procedures and contingency plans are established for dealing with such risks;
- Ensure that employees are familiar with and understand the procedures and provide training as necessary;
- Control the use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.;
- Ensure that employees are familiar with, understand and comply with the procedures.



- Ensure that hot work will only be carried out under a 'hot work permit' scheme;
- Gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors will be fitted and inspected at least annually;
- Ensure a safe system of refuelling plant and portable tools, including a designated refuelling area which is situated away from any inflammable materials.
- Wherever the company act as a contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

#### **Site Safety – Clients and other persons**

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not;
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the client, then careful consideration should be given to the phasing of the works:
- Where possible, building work should be separate to that of the client's activity;
- Should clients and client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.
- Assessment of hazard and risk will be carried out in respect of any work activity;
- Management will monitor control measures and review the assessment as necessary;
- Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly;
- Information, communication and control measures are essential matters, which need to be discussed with clients at regular meetings;
- Care in detailing design should be applied to minimise any health and safety risk;
- A safe method of work will be planned and put in place prior to work commencing;
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of the Site Manager for necessary action;
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken;
- In the event of an incident or accident to client personnel or member of the public the Safety Adviser will be informed and carry out an investigation and report, if necessary;
- Any fire plan provided by the client, in respect of his premises, will be communicated to

contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

#### **Office Emergency Procedures**

A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;

A Fire Warden will be appointed and receive appropriate training for the task;

All staff will be instructed in the 'emergency evacuation' procedures;

Emergency evacuation drills will be carried out and recorded;

Alarms and Fire fighting equipment will be serviced and maintained;

Fire and emergency evacuation instructions will be posted in conspicuous positions;

Visitors will be 'booked' in and out and escorted from the office in the event of an emergency;

Fire hazards will be minimised by:

- keeping fire doors closed,
- keeping fire extinguishers in place,
- keeping paper and other flammable materials to a minimum,
- A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.

Personnel trained in First Aid to be available on premises at all times. Fully equipped first aid container, eye wash, etc. shall be available on premises at all times. Details of First Aider identity and the location of the first aid kit will be included within office induction. Telephone numbers and details of emergency services to be exhibited.

# 18

## **(DSEAR) The Dangerous Substances and Explosive**



## **Atmosphere Regulations 2002 will be complied with at all times.**

### **Storage and Use of Highly Flammable Liquids (HFL)**

- Containers of all HFLs will be identified and properly marked.
- Quantities of HFLs, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFLs will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
- Manufacturers or suppliers data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

### **Storage and Use of Liquefied Petroleum Gases (LPG)**

L P G s (butane and propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure:-

- The company complies with the Dangerous Substances and Explosive Atmospheres Regulations 2002.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- Except for special applications, LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.

- When stored, used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Suitable fire extinguishers shall be in place.
- When being transported cylinders will be kept upright and secured. Vehicles will display warning notices and carry a TREM card, be equipped with suitable fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken:-
- Gas turned off All doors and windows opened;
- Area will be vacated and Site Manager to be informed; and
- Electrical switches and telephones WILL NOT BE OPERATED.
- In the event a cylinder catches fire, the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

# 19

## **Office Health and Safety Visual Display Screens**

### **Office Health and Safety**

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials;
- Protecting against or eliminating trailing electrical cables;
- Closing filing cabinet drawers;
- Keeping staircases and fire exits clear and unobstructed;
- First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals;
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established;



- Chemical hazards will be subject of COSHH assessments;

Electrical hazards will be minimised by ensuring:-

- that all cables and connections are maintained in good condition;
- Equipment is properly earthed and correctly fused;
- Sockets are not overloaded;
- Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months

### **Visual Display Screens**

Risk Assessments will be completed and should cover the following points;

- Work station must have adequate lighting without glare or distracting reflections;
- Adequate space to be provided to allow postural changes and leg room;
- All work stations should be tailored to suit individual operators and records of training kept;
- Equipment provided must be appropriate to the task;
- Work surfaces must allow for flexible arrangements;
- Work chair to be adjustable and have 5 points of contact with the floor;
- Footrest to be provided if required;
- User to take frequent short breaks away from the screen area;
- Eye sight test to be provided at request of user;
- Damaged or faulty equipment will be taken out of use and reported to management.

# 20

## **Electrical Work**

The Electricity at Work Regulations 1989, applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be

made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

### **Competent Persons**

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

- Practical experience in working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

### **General Safety Precautions**

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
- Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
- Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as



earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.

- On no account must a three-phase socket outlet be used to supply single-phase apparatus.
- Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).
- If it is possible to do so, we shall always use low voltage equipment.
- The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.
- Underground power cables
- We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

### Overhead power lines

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, 'Avoidance of danger from overhead electrical lines - GS6'.

## 21

### Manual Handling

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling

activities that cannot be avoided.

- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:-
  - The task; (T)
  - Individual capacity; (I)
  - The load; (L)
  - The working environment; (E)
  - Other factors that may affect the activity; and
  - Make full and proper use of handling aids
  - Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
  - Inform a supervisor immediately of any injury incurred through manual handling.

## 22

### Protection of Young persons

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as Slinger/Signaller/Banksman in lifting operations.



## 23

### **Migrant Workers**

We recognise that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK's health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment 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 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 experience of another country's health and safety workplace culture;
- Interrelationships 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 competency matches as closely as possible the required competency 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.

## 24

### **Incident and Accident Reporting**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The regulations require the following to be reported to an enforcing authority (usually the HSE):

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public.

The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

#### **Death or Major Injury**

If there is an accident connected with work and:

- Your employee, or a self employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately.

#### **Over seven Day Injury**

If there is an accident connected with work (including an act of physical violence) and:

Your employee, or self employed person on your premises, suffers an injury resulting in over seven days off work; An over seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non work days).

- You must notify the enforcing authority within fifteen days.



### Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

### Dangerous Occurrence

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

### Near Misses

Although not part of the legal duties mentioned above, it is an express condition of this health and safety policy to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- The date when the report is made
- The method of reporting
- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

### Accident Reporting and Investigation Guidelines

- Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.
- In the case of a major accident or dangerous occurrence the Site Manager will telephone Contracts Manager, or, if not available, the Safety Director to discuss the action to be taken.
- Details of any reportable injury, dangerous

occurrence or disease will be reported to the Health and Safety Executive. All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:

- Minor accidents or incidents should be investigated by Site Manager
- Arrangements should be made, if necessary, for a Safety Adviser to visit the scene of reportable major injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

### Reporting procedures

#### Telephone

All incidents may be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by reporting online. Alternatively, you can telephone 0845 300 9923. Cases of seven day injuries must be notified within fifteen days of the incident occurring using the appropriate online form. Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.

Ways to report an incident at work – online ([www.hse.gov.uk](http://www.hse.gov.uk))

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident

### Contact HSE out of hours

The types of circumstances where HSE may need to respond out of hours are;

- Following a work-related death, or where there is strong likelihood of death following an





incident at or connected with work;

- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that the incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235. The duty officer will take your message and will ask you for a phone number to allow them to contact you. They will pass your details to an appropriate HSE officer, who may wish to contact you further.

When making a telephone notification an incident reference number will be allocated for future reference. A copy of the completed form should be forwarded to the Contract Manager for information purposes and subsequent filing. Details must not be released to a third party without authority.

### Accident Book

The Accident Book used by the Company complies with the requirements of the Data Protection Act. For that reason it is set out in two parts.

- The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the Contract Manager for information purposes and subsequent filing.
- The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.
- Minor Accident/Incident Report Form
- All minor accidents or incidents should be the subject of further examination to prevent a recurrence.
- The form should be completed by the Site Manager following a meeting with the injured person, witnesses, and a representative of the injured person's company authorized to implement changes to the 'method statement'.
- The 'observations/recommendations' section should be used to indicate any agreed changes to the 'method statement'.
- Contact the Contract Manager and/or a Safety

Officer by telephone for advice.

- Work must not proceed until any recommendations, if any, have been implemented.
- The completed form should be attached to the detached portion of the accident book entry and forwarded to the Contract Manager for information purposes and subsequent filing.

### Measuring Performance

Measurement is essential to maintain and improve health and safety performance. There are two ways the Company generate information on performance:

#### Active Monitoring

This allows for feedback on site performance before an accident, incident or ill health. The data recorded during the visit site inspection allows a bank of non-compliance issues to develop for trends and patterns to then be identified for management action. This also satisfies the needs of multi-site organizations in meeting performance standards. Meetings with BSG advisors are pre-planned and are held at a minimum annually and the Company, accident record and non-compliance statistics are available for review and discussion.

#### Reactive Monitoring

By definition is triggered after an event and includes identifying and reporting.

#### Inspection

H&S Consultancy provides an independent regular visit cycle of site inspections. A completed site inspection report form will be left with the Site Manager and copies forwarded the HSE Co-ordinator for internal action.

The Company will ensure any non-conformity is rectified or seek confirmation of any action taken by the site management. Issues resolved should be initialled by the site manager on the site copy of the report form. Any outstanding unresolved issues should be reported to the head office. The site manager will ensure all non conformities are addressed.

#### Site Inspection

- The site manager will carry out weekly inspections and record any findings on a Health and Safety Monitoring Report Form
- Identified unsafe working practices must be



remedied before work proceeds and recorded on a Safety Action report Form

- Any external reports on health and safety issues must be actioned and noted on Safety Action Report Form.

The site manager is responsible for ensuring all statutory records are maintained.

## 25

### Smoking Policy

We will conform to the requirements of the Public Health, Smoke-free (Premises and Enforcement) Regulations 2006. Smoking will not be permitted in the company's' offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

#### Drugs and Alcohol

- Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.
- The Company is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, sub-contractors and members of the public.

The Company will

- Increase the general awareness/knowledge of the workforce regarding risks associated with excess alcohol consumption and the misuse of drugs and to encourage individuals with drug or alcohol problems to seek help and assistance as appropriate
- Generally take a welfare based approach when dealing with individuals having drug or alcohol

problems, however the severity of a problem or the refusal of help or drug related misconduct could lead to disciplinary procedures being invoked

- Assist line managers identify individuals with drug/alcohol related problems and encourage a company culture whereby all staff realise the importance of not covering up for individuals with known drug or alcohol problems
- Make clear that the company regards excess/inappropriate alcohol consumption, or use of illegal drugs as incompatible with acceptable employment performance, by ensuring that clear statements of the company rules regarding drug and alcohol are communicated to the workforce
- Ensure that the company can operate in an effective manner not disrupted by drug or alcohol use, thereby reducing drug or alcohol related absenteeism and promoting satisfactory performance
- Abide by rules and procedures adopted by clients/principal contractors whilst at their premises or sites

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### Misconduct Subject of Disciplinary Procedures:

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site



without authority.

- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment.

**For and on Behalf of CNG Ltd**  
Leigh Edmondson  
Managing Director  
June 2023



## Contact Us

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