

# BRYMAC

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# LONDON LIMITED

## **HEALTH & SAFETY**

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### POLICY & PROCEDURES MANUAL

14<sup>TH</sup> AUGUST 2018

*Next Scheduled Review: August 2019*

**BRYMAC LONDON LIMITED****HEALTH & SAFETY  
POLICY & PROCEDURES MANUAL****RECORD OF AMENDMENTS**

Date	Issue	Amended By	Comments/Details
14 <sup>th</sup> August 2018	1	Paul Daniels	Issue 1

Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluation prior to the policy being updated. The Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

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# Section 1

## *General Statement of Health & Safety Policy*

# **BRYMAC LONDON LIMITED**

## **GENERAL STATEMENT OF HEALTH & SAFETY POLICY**

Brymac London Ltd is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all stages of a maintenance contract or specific clients projects. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

Brymac London Ltd will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

Brymac London Ltd will take all practical steps to ensure that potential hazards and risks are identified and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personal protective equipment will be provided to all employees. Furthermore the necessary financial resources will be made available by the company in order for Brymac London Ltd to comply with its statutory duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Managing Director, has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

Signed:

Date: 22 March 2019

Name:

Position:

# Section 2

## *Organisation & Responsibilities*



## **ORGANISATION**

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training.

Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Contracts Managers will ensure that this policy is adopted by all employees, sub-contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person/or external safety consultancy will be appointed to provide health and safety advice and assistance to the management and employees of Brymac London Ltd. The contact details for this person will be clearly displayed on the company notice board.

## **IMPLEMENTATION OF THE POLICY**

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested with the Company Directors, responsibility for the day to day application of the policy is delegated to the Managing Director.

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominated employees and must be carried out.

General Responsibility	Titles	
	Position:	Name:
Overall Health and Safety		
Responsibility & Accountability		
Policy Review, development and documentation		
Communication & Consultation & H&S Meetings		
Competence & Training and Inductions		
Risk Management, Assessments and Method Statements		
Legislation check and compliance		
Internal Auditing		
Overall Accident Reporting		
First Aid Arrangements		
Contractors		
CDM Management		
Driving licence checks		
Health Surveillance		
Equipment, Vehicle & Machinery Maintenance		
Calibration & Portable Appliance Testing		
Workplace Inspections		

Site Activities	Titles	
	Position:	Element:
Site Management		
Fire Arrangements		
First Aid Arrangements		
Tool Box Talks		
Equipment & Machinery Inspections		
Housekeeping Inspections		
Emergency Preparedness & Disaster Recovery		
PPE		
Accident Reporting		
Site Inductions		
Site Audits		
Risk Management and Method Statement Review		
Permit Management		
Review and update of Construction Phase H&S Plan		
Contractor Management		

<b>Head Office</b>	<b>Titles</b>	
<b>Element:</b>	<b>Position:</b>	<b>Name:</b>
Fire Arrangements		
First Aid Arrangements		
Accident Reporting		
Machinery Inspection		
Emergency Preparedness & Disaster recovery		
Housekeeping inspections		
PPE		
Building Maintenance		
Ladder Inspections		
Asbestos Management		
Safety Signs		

All individuals are however expected to:

- take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all safety procedures

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage and waste, and decisions about other priorities (e.g. programme and profit) are to take proper account of health and safety requirements.

Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk assessments, are to be established, implemented and monitored so as to ensure appropriate standards of safety at all times.

High standards are to be applied in complying legislation regarding the health and safety of members of staff and others affected by our acts and omissions, proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personal protective clothing and equipment, appropriate to the work which is to be undertaken. Full training

and instruction in the use, maintenance and storage of such equipment will be provided to members of all staff.

All accidents, no matter how minor, are to be reported and recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The accident book is located in the following location:

- **Main Office**
- **Site Offices where applicable**

All accidents and incidents should be reported to:

- **Managing Director/Contract Managers/Administrators**

Safety training programmes are to be promoted with the object of achieving personal awareness of risks and hazards, and knowledge of personal responsibility.

Responsibility and accountability in relation to the prevention of accidents, ill health, injuries and damage is to be specified clearly and in writing to all employees.

Facilities for joint consultation on matters of safety, health and welfare will be available through the Company. The agreements reached through these consultations will be taken into account, when the policy is reviewed, periodically as required.

Arrangements for the implementation of the Policy are the responsibility of the Directors.

The Policy is to be explained to all new staff as part of their induction training, before they start work, and a copy of the policy will be made available for reference by any member of staff.

An annual review of the Health and Safety Policy and Procedures Manual will be carried out in conjunction with our safety advisors to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all of the Company's Personnel.

## RESPONSIBILITIES

### Managing Director

The Managing Director has responsibility for:

- The overall implementation of the company's Health and Safety policy for to prevent injury, ill health, damage and wastage.
- Ensuring that adequate financial provisions are made available for the implementation of the policy.
- Agreeing targets for the reduction of accidents.
- Ensuring Company Directors and senior management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Encouraging training for all levels of employees.
- Ensuring that safety directives (new legislation, etc) are conveyed through all management levels down to site.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across.

## Directors

The responsibilities of Director's include:

- Knowing the appropriate statutory requirements affecting the company's operations.
- Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- Promoting the liaison on health and safety matters between the company and others working on the site, including the Principle Designer, Principal Contractor, CDM Advisor, Designers and other Contractors.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.
- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc.

## Contracts Manager

The responsibilities of the Contracts Manager include:

- Assisting in the monitoring the effectiveness of the company's Health and Safety Policy against the safety performance of the company. Initiating any changes, developments and amendments to the policy as and when necessary.
- Promoting an interest and enthusiasm for health and safety matters throughout the company and fostering, within the firm, an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.
- Ensuring that the directors, managers and employees are aware of their responsibilities and that each administers the requirements of this policy.
- Reporting to the Board on all matters relating to safety and training, new safety directives and legislation and seek to establish the company's response. As a result instigate the necessary changes throughout the company.
- Assisting staff with implementation of the policy through:
  1. Obtaining copies of the legislation and any codes of practice for issue to senior management.
  2. Arranging training for employees.
  3. The distribution of posters, slides, films and other media to promote an awareness of injury prevention and hazards to health.
  4. Regular site inspections to see that only safe methods of working are in operation and that all regulations and procedures are being observed.
- Receiving information on new safety legislation or changes in existing legislation and liaising where applicable with the companies nominated Health & Safety Consultants with regards to the interpretation of safety legislation and the actions required in order to comply with statutory legislation.
- Informing the HSE of all notifiable accidents. Assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing re-occurrence.
- Supervising the recording and analysis of information on injuries and ill-health, assess accident trends and review overall safety performance.
- Understanding the company policy for Health and Safety and ensure that it is readily available on each site. Planning all works in accordance with its requirements and ensuring that working methods are regularly examined to establish if improvements or modifications should be made. Have a wide knowledge of the requirements of the Construction Regulations and other relevant legislation.
- Ensuring the allocation of adequate resources to cover sound working methods and reasonable welfare facilities.
- Determining at planning stage:

- The most appropriate order and method of working
  - The provision of adequate lighting and safe method of electrical distribution
  - The allocation of responsibilities to each level of staff
  - The welfare facilities and basic fire precautions required
  - Any particular equipment, training or instruction required for personnel
- Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health, Noise, Manual Handling and the Management of Health and Safety. Make them available to the Works Supervisor and discuss them fully. Ensure, so far as is reasonably practicable that work, once started:
    - Is carried out as planned and that accounts taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary
    - Is carried out in accordance with the Construction Regulations and other appropriate statutory requirements
  - Ensuring that any electricity supply is installed and maintained in a safe and proper manner. Protecting all overhead services in accordance with the service authorities recommendations and this company policy before work starts.
  - Ensuring that any design calculations for unusual scaffolds or working platforms are independently checked.
  - Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.



## Office Staff

The responsibilities of the Office Staff include:

- Reading and understanding the company's Safety Policy and carrying out all work in accordance with its requirements.
- Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to the Contracts Manager.
- Identifying the position of the First Aid Box, fire fighting equipment and emergency exits. Knowing the procedure in the event of a fire.
- Reporting any accident or damage, however minor, to the Contracts Manager. Ensuring that corridors, office floors, doorways, etc are kept clear and free from obstruction.
- Not attempting to lift or move, without assistance, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Co-operating with the employer on all safety matters.
- Suggesting ways of eliminating hazards and improving working methods.
- Warning new employees, particularly young people, of known hazards and office procedures.

## Design Engineer

The responsibilities of Design Engineers include:

- Reading and understanding the policy for Health Safety and Welfare and ensuring that it is brought to the notice of those under your direction.
- Ensuring that information affecting the health and safety of any person on a proposed site is brought to the attention of the Contracts Manager, in particular:
  - The existence of overhead electricity cables
  - Underground services
  - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc)
- Establishing records of any underground services laid on site and ensure that, wherever possible, these are defined by marker posts and signs.
- Undertake all design work in accordance with current best practice, giving consideration to the elimination and control of all potential hazards likely to be encountered during the construction, maintenance or stripping out of the works.
- Recording all potential hazards and risks associated with the works, whilst ensuring that those affected by the specific operations are kept informed.
- Co-operating and communicating with other designers, the principal contractor, contractors and the Principle Designer at all stages of a project.
- Report to the Works Supervisor any unsafe situation observed whilst on site.
- Carry out your own work in a safe and professional manner, take the appropriate precautions when working on or near public roads, wear any necessary protective clothing or equipment.

## Works Supervisor

The responsibilities of the Works Supervisor include:

- Understanding the company Health and Safety Policy and ensuring that it is brought to the notice of all employees, particularly new starters. Carrying out all work in accordance with its requirements and bringing to the notice of the Contracts Manager any improvements or additions which may be necessary.
- Knowing the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.
- Organising sites so that work is carried out to the required standard with minimum risk to employees, other subcontractors, the public, equipment or materials.
- Ensuring that registers, records and reports are up-to-date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Where necessary, issue written instructions setting out the method of work.
- Referring regularly to the prepared written assessments/procedures as required, including:
  - The Control of Substances Hazardous to Health Regulations
  - Noise Regulations
  - Manual Handling and Lifting Regulations
  - The Management of Health and Safety Regulations
- Making them available to all employees, including sub-contractors and discussing the requirements with them fully.
- Ensuring that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.
- Planning and maintaining a tidy site. "A safe site is a tidy site".
- Arranging for the delivery and safe stacking of materials to avoid double handling and ensuring that off-loading and stacking is carried out in a safe manner.
- Implementing arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.
- Ensuring that all information available relating to underground and covered services on the site are obtained and available on site, and that such services are located, marked and plotted accurately before work starts.
- Protecting all overhead services in accordance with the service authorities recommendations and company policy before work starts.
- Satisfying yourself that the "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant, etc have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary.

- Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.
- Ensuring that any electricity supply is installed and maintained in a safe and proper manner.
- Ensuring all electrical equipment has been tested for safe working, tagged and a register kept, by a competent electrician. No electrical equipment will be brought on to site, by anyone, including sub-contractors, without the appropriate proof of regular testing.
- Ensuring all plant and equipment is tested at the statutory intervals and will not be brought onto site by anyone, including sub-contractors, without the appropriate certified proof of regular testing.
- Checking that all machinery and equipment on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensuring that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.
- Setting a personal example by wearing the appropriate protective clothing on site.
- Ensuring that first-aiders or appointed persons and adequate first-aid facilities, as required by Health and Safety (First Aid) Regulations 1981, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
- Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- Accompanying any HSE Inspector on site and acting on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirements to stop work.
- Ensuring that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Liaising when necessary with the Fire Brigade on fire prevention.
- Where applicable cooperate with the company's Health & Safety Consultants and ask for advice before commencing new methods of work or potentially hazardous operations.

## Employees (Including Labour Only Contractors)

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974, including in particular the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand the company Health and Safety Policy and carry out your work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools equipment in good condition
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, eg safety helmets, respirators, etc
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself, eg remove or flatten nails sticking out of timber, tie unsecured access ladders, etc
- Warn other employees, particularly new employees and young people, of particular known hazards
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it
- Report to your supervisor any damage to plant or equipment
- Do not play dangerous practical jokes or “horseplay” on site
- Report to your supervisor any person seen abusing welfare facilities provided
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working
- Suggest safer methods of working

## Sub-Contractors

All sub-contractors will be expected to comply with the companies Health and Safety Policy and submit their own Health and Safety Policy and procedures to the company for verification.

Sub-contractors will receive a copy of this company's Safety Rules and Requirements and sub-contractors operatives will be expected to be fully aware of what is required of them whilst working on the companies sites.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site including the general public. All sub-contractors employees must comply with any safety instruction given to them by the Works Supervisor.

All plant, equipment and tools brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of their competence.

Employees of sub-contractors are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site unless authorised and competent to do so. Where sub-contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that it is inspected at weekly intervals by a suitably trained and competent person and the appropriate inspection report is completed.

No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this policy.

Any injury sustained or damage caused by sub-contractors employees must be reported immediately to the Works Supervisor.

Sub-contractors informed of any hazards or defects noted will be expected to take immediate action. Sub-contractors will provide the Works Supervisor with the name of the Responsible Person they have appointed to manage and control their works.

Suitable welfare facilities and first-aid arrangements in accordance with the Regulations must be provided by subcontractors for their employees, unless arrangements have been made for sub-contractors employees to have the use of shared facilities, in which case notification will be issued detailing the shared facilities provided. Subcontractors will be required to provide, when appropriate, that at least one of their workforce on site is a suitably trained first-aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the Works Supervisor and any other person who may be affected on or off the site.

Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc cleared as work progresses.

It is our policy that all operatives, sub-contractors, visitors, etc on the company's sites will wear safety protective footwear at all times other than in areas specifically designated "no risk" areas by the Works Supervisor or Client FM. Sub-contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

Brymac London Ltd will only appoint competent contractors, an assessment of each contractor engaged by the company will be carried out before such contractors are employed for the first time and at regular intervals thereafter.

## Health and Safety Consultants

Brymac London Ltd have appointed Consulting Support Services Health and Safety Consultants with responsibility for:

- Advising senior management of any new safety legislation or changes in existing legislation
- Providing general assistance to the company in the fulfillment of its obligations and duties as set out in statutes and by clients/principal contractors
- Providing assistance in the formulation of safe systems of work and project specific method statements
- Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation
- Assisting, where required, with the initial implementation of the changes required by changes to safety legislation
- Suggesting suitable training for employees, posters, reference texts, films etc to provide awareness of safety management, accident prevention and hazards to health
- Recommending to senior management ways to improve working conditions
- Investigating notifiable accidents or dangerous occurrences and submit to the company a written confidential report, when required by the company
- Carry out pre-arranged site inspections, as required by the company
- Assisting with CDM Management and all aspects in relation to site work H&S.

It is the responsibility of the company to ensure that the Safety Consultants are notified whenever assistance or support is needed.

The Safety Consultants should ensure that regular systematic inspections are carried out on all sites through scheduled and un-scheduled visits where requested to do so. Formal inspection reports will be completed for all such inspections and issued to the companies Contracts Manager. Such reports will not only identify potential hazards and comment on the operatives compliance with the safety policy and procedures, but will also recommend improvements to working methods and any training considered necessary for the site operatives and supervisory teams.

The visiting Safety Inspector shall, wherever possible, be accompanied by the works supervisor or other responsible person when making his inspections.

The Safety Inspector will keep and analyse site inspection reports and concentrate on weaknesses that may become evident from such reports. The Safety Inspector will stop work if, in his opinion, the place, condition or method of work is dangerous.

The contact details for the company's nominated Safety Consultant will be displayed on the company notice board.



## Safety Committee & Employee Consultation

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, an internal Safety Committee will be established where necessary. Any such committee will regularly meet and involve personnel at all levels throughout the company, to highlight the legal requirements and the steps necessary to carry out the company's responsibilities in a safe and effective manner.

The purpose of the committee will be to:

- Monitor and review the effectiveness of the Safety Policy and Procedures
- Discuss any accidents or incidents that have occurred since the last meeting, investigate any commonality and instigate procedures for future prevention
- Consider amendments in the light of changing methods, requirements and legislation
- Receive and consider any reasonable request, recommendation or report on matters of health and safety from any employee and advise on any decision made
- Report and communicate on safety matters with all personnel
- Discuss any breaches of regulations and take steps to prevent re-occurrence
- Provide an open forum for the development of best practice

The composition of the Safety Committee will be as follows:

A Director  
A Works Supervisor  
Representatives from the staff

Where no safety committee exists, all staff will be encouraged to openly discuss any safety issue with their supervisors or the company directors; to make suggestions for improvements in workplace/site safety issues and to participate in the establishment of a positive safety culture.

Health and safety information will be communicated to staff in a number of ways, including safety signs/posters, information being displayed on the company's safety notice board; through site safety briefings/toolbox talks and through the issue of memos and procedures to each employee. Wherever necessary, all staff shall be consulted on changes in health and safety arrangements and given the opportunity to discuss any proposals or changes that may be required.

## Communication of Health and Safety Information

The effective communication of our health and safety arrangements is essential to maintaining good health and safety standards on site. We fully appreciate that construction processes, culture, legislation and materials may differ between countries; and therefore migrant workers or those with a poor understanding of the English language may not comprehend the job specific requirements.

Good communication is essential in any job, it is even more important in construction where health and safety is a major issue that needs to be managed effectively.

Consideration must therefore be given by managers and supervisors when delegating work to migrant workers, and those with a poor understanding of the English Language. It is important to ensure that all workers are clear about what is expected of them, and that they are aware of any specific safety rules and requirements etc.

Clear communication is particularly important in the following situations:

1. At job interviews, check candidates have the appropriate construction skills. This also provides an opportunity to assess their level of understanding of the English language
2. During site inductions
3. At health and safety briefings
4. When giving instructions about work
5. When explaining risk assessments and method statements etc

In such situations, it is important to ensure that all persons fully appreciate and understand what is required of them. To further assist in ensuring that the safety requirements are understood, use will be made of universal safety signs with standard pictograms, these will help to ensure that the key risks, hazards and precautions are made aware to all persons at all times. Further to this, we will, where necessary, adopt the use of translators and/or buddy systems to help ensure effective communication is achieved.

### Communication with duty holders

Brymac London Ltd recognises the importance of good communication between all duty holders. Brymac London Ltd is aware of the regulations surrounding this subject and ensures that each person with a duty must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with all other persons who have a duty on site.

Such a situation can arise, for example, where more than one business or undertaking operates at a workplace and where people share responsibility for work health and safety to varying degrees, such as construction site.

The duty to co-operate and co-ordinate activities requires persons conducting a business or undertaking to work together in a proactive and reciprocal way without gaps or inconsistencies, so that all risks associated with the activity they are involved in are eliminated or minimised as far as is reasonably practicable.

The Code of Practice Workplace H&S Consultation, Co-operation and Co-ordination sets out the steps for persons conducting a business or undertaking should take to

meet this duty.

Brymac London Ltd will consider:

- the work activity undertaken by the business;
- others who have influence or control in that work activity;
- the interactions between that activity and those of other duty holders;
- what information should be shared; and
- what action is needed to communicate and work together with the other duty holders.

Consultation with other duty holders means:

- contacting them and discussing the relevant health and safety matters;
- sharing information relating to the matters;
- finding out what the other duty holders know about the workplace H&S risks and control measures; and
- planning what each duty holder will do to control the risks.
- The outcome of the consultation should be a shared understanding of what the risks are, which workers are affected and how the risks will be controlled.

### **Co-operation and co-ordination**

Co-operating with other duty holders involves providing assistance where necessary and interacting with other duty holders to avoid interfering with another person's duty.

Co-operation also means that, if Brymac London Ltd is approached by other duty holders wanting to consult with on a health and safety matter, Brymac London Ltd will take care not to obstruct communication, and respond to reasonable requests from other duty holders to assist them in meeting their duty.

Co-ordination involves planning and organising activities together with the other duty holders so that each person can meet their duty of care effectively without leaving any gaps in health and safety protection.

It is normal practice for a meeting to be held with project manager when any new job is accepted. All relevant contractors will be invited to attend the meeting.

The meeting will follow a strict agenda highlighting project specific and health and safety requirements. During the meeting Brymac London Ltd, company procedures will be discussed which will include the provisions required for each project and the need for site inspections (when applicable) which will take place on a periodic basis.

The minutes following the meeting will be copied to each relevant party member. A full list of contact details will be attached to the meeting minutes to ensure a good means of communication is understood.

Various forms of communication will thereafter take place between Brymac London Ltd and all other duty holders until the project has started. This may be in the form of letters, emails, fax, written notes following telephone conversations etc, all of which will be held in the project file for record purposes.

### **Communication of Risk Assessments and Method Statements (RAMS)**

All risk assessments and method statements will be effectively communicated to all relevant persons. This includes employed staff, subcontractors, client and agency staff. This is usually performed by the site supervisor during the site inductions. This may also be performed as a tool box talk. On all occasions an acknowledgement form is signed by

all persons present indicating they understand and agree the risk assessment and method statement. All persons present must be invited to comment and ask questions regarding the RAMs so improvements can be made when applicable.

On commencement of the project a briefing is held with all parties to further discuss operations and roles of all persons involved. On a weekly basis (or more frequently if other contractors start) site meetings will take place to discuss progress and other operational issues.

Depending on the length of the project a monthly bulletin will be released to all parties involved updating all parties regarding progress and actions outstanding. A H&S report will be attached to the bulletin highlighting good and bad practice.

Tool box talks will take place on a regular basis with all contractors on site invited to attend. Various subject relating to the industry will be covered and each attending person will be requested to sign an acknowledgement form evidencing their presence during the meeting. The meeting will be used as an opportunity to discuss all H&S matters and any accident/incidents or near misses recorded to date on site.

### **Construction Phase Plan**

Where we are required to put together a Construction Phase Plan, Brymac London Ltd has appointed the Principal Contractor to ensure the file prepared. As a minimum, where relevant, the plan will contain:

- Description of the Project.
- Management arrangements for the work.
- Arrangements for controlling significant site risks.
- Details of the Health & Safety File layout, arrangements for gathering information and the storage of information.

### **Health & Safety File**

Where we are required to put together a Health & Safety File, Brymac London Ltd has appointed the CDM Co-ordinator to ensure the file is prepared.

As a minimum, where relevant, the file will contain:

- A brief description of the work carried out.
- Any residual hazards which remain and how they have been dealt with.
- Key structural principles.
- Details of any hazardous materials used.
  
- Information regarding the removal or dismantling of installed plant and equipment.
- Health & safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services.
- Information and as-built drawings of the structure, its plant and equipment.

# Section 3

## *Arrangements*

## GENERAL ARRANGEMENTS & PROCEDURES

This section details the arrangements and procedures that we will use to help implement our Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

### Tendering & Planning

At planning stage the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary pre-contract meetings will be held and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exists, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

### Contractors/Sub-Contractors

Prior to the award of any contract or package of works to any sub-contractor, Brymac London Ltd will first carry out a full competence and resources assessment to ensure that each organisation appointed has the necessary skills and resources required to successfully carry out the required works. A competence and resources questionnaire will therefore be issued to all such organisation, the contents of which will be reviewed by contract or Contracts Manager. From time to time, checks will be made to ensure that the assessment remains valid.

All sub-contractors shall be issued with a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub-contractors.

*"Please refer to the enclosed copy of our Company Health and Safety Policy Statement and list of Site Safety Rules and Requirements. Your acceptance of this contract will be deemed to include acceptance of the requirements of our company policy and those of both our Clients and the Principal Contractor. Please contact the Contracts Manager should you require further information on any matter in connection with health, safety or welfare".*

Furthermore no contractor or sub-contractor will be permitted to commence their works until a 'Contractors (Health, Safety & Welfare) Start-up Form' has been completed and returned, with any other required documentation, such as risk assessments and method statements.

## Suppliers

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

*"In accordance with Section 6 of the Health and Safety at Work etc Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health and safety when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998".*

All information received from suppliers will be passed to the Contracts Manager for implementation or reference on site.

## Training

All staff shall receive appropriate training in their responsibilities as defined in this policy, training will be updated at regular intervals and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by the company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The company will provide such staff training as is appropriate and necessary for the requirements of their duties. All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

## Notifications

The Contracts Manager will make any necessary notifications to the Fire Service, Ambulance Authority and HSE.

The Contracts Manager will notify relevant authorities as required by specific policy sections, eg Underground and Overhead Services, Explosives, Demolition, etc.

Where appropriate, the Contracts Manager will ensure that details of the Client, the Principle Designer and the Principal Contractor are displayed on site using Form F10, as required by the CDM Regulations.

## Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in HSE Guidance Note GS 7 - Accidents to Children on Construction Sites.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to

reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.



## Documentation

The Contracts Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate and Principal Contractors site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Works Supervisor must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the Managing Director is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

## Monitoring Policy

Employees are encouraged to bring to the attention of their immediate supervisor areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the safety committee for their consideration and review.

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

## Display Screen Equipment (DSE)

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health & Safety (DSE) Regulations 1992 and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Assessment factors considered include:

- I. The identity of persons at risk.
- II. The duration of exposure to DSE risks.
- III. Provision of breaks, task rotation and requirement for constant information transfer.
- IV. Ability of the 'user' to dictate the pace of the work.
- V. The physical environment such as: temperature; level of desk clutter; adjustability of furniture/monitors and glare factors.
- VI. Software features such as: ability to recover from errors; colour contrast; size of fonts
- VII. Individual factors such as health, level of training/experience and pre-existing health conditions.

The company does not underestimate the impact of such factors (if adverse) on the health of employees and shall endeavour to control such risks by means as stringent as is reasonably practicable.

All workstations should be subject to a DSE assessment, this should be carried out by a competent person and the findings of the assessment shall be communicated to those affected.

The safe use of Display Screen equipment and workstations in general are covered in the Health and Safety (Display Screen Equipment) Regulations 1992.

Further information is contained in the appropriate Approved Code of Practice.

The use of display screen equipment and workstations should be planned so that there are regular breaks or changes of activity. All display screen equipment and workstations should be subjected to a specific risk assessment and any identified risks should be dealt with appropriately.

Ensure that workstations satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. Display screens, seating and workstations should all be fully adjustable to suit the individual.

The Contracts Manager (or other nominated person) will be responsible for ensuring that the requirements are adhered to.

The company will provide all information and training necessary to comply with the relevant regulations.

The company will provide appropriate eye and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

## Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Fire precautions shall be provided and maintained in accordance with the requirements of Regulatory Reform (Fire Safety) Order 2005 and recommendations given by the Fire Service.

The Contracts Manager, (or alternatively a nominated person), will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer. All fire alarms will be checked monthly and the test recorded. All fire exits will be checked at the start of each day by the nominated responsible person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

## Clients Premises

Where applicable, sites will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

The Contracts Manager will undertake a fire risk assessment as required under the Regulatory Reform (Fire Safety) Order. All fire precautions in accordance with current best practice shall be supplied and maintained. All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals.

Any liquefied petroleum gas heating appliances shall be used in accordance with the requirements of company policy. Reference should be made to the relevant section on LPG in this policy.

Any electrical installation shall be to the requirements of the IEE Regulations and shall only be installed, tested, altered and maintained by competent qualified electricians.

The adoption of the clients health and safety policy, site rules and care of clients employees are crucial to the success of the contract. This will be the responsibility of the Contract Manager to ensure compliance!

## Fire Precautions

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety At Work Regulations 1999.

A fire risk assessment will be completed for each of the companies premises, including any temporary site offices, the fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

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

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

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

### **Safe System of Work - Office**

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

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

### **Safe System of Work - Site**

The Works Supervisor will undertake the specific duties outlined earlier in this policy. In summary these include:

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

## TYPES AND SUITABILITY OF FIRE EXTINGUISHERS



The most widely used and available fire extinguisher. Used for **SOLIDS** such as paper, wood, plastic etc. NOT suitable for use on electrical or flammable liquids.



More versatile than water extinguishers. Used for **SOLIDS** such as paper, wood, plastic and **FLAMMABLE LIQUIDS** such as paraffin, petrol, oil etc



Multi-purpose extinguisher, can be used on: **SOLIDS**; Paper, wood, plastic, fires. **FLAMMABLE LIQUIDS**: Paraffin, petrol, oil. **FLAMMABLE GASES**; Propane, butane, methane.



Carbon Dioxide Extinguishers are ideal for fires involving **ELECTRICAL APPARATUS**.

Carbon Dioxide will also extinguish **FLAMMABLE LIQUIDS** such as paraffin, petrol and oil.

## Emergency Procedures

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

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site. A copy of the pro forma to be used on all sites is attached within Section 9.

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

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

Identified personnel, must be briefed to unlock gates, doors, etc in the event of an alarm.

## Accident Reporting

To ensure that all accidents, industrial diseases and dangerous occurrences are investigated and the origins and underlying causes of work-related injuries, ill health, diseases and incidents are identified and any failures in the H&S management system are recorded, reported and documented (with a view to improving health & safety and to be able to manage potential legal action).

This procedure covers the reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the Accident Book.

The four most important steps are to:

- make sure that all the relevant details are reported as soon as possible, in accordance with established procedures;
- remove residual hazards that may pose a risk for other people in the area;
- notify management of incapacity for work that results from an injury sustained during a work activity;
- review existing systems of work to prevent a reoccurrence.

## ROLES & RESPONSIBILITIES

The responsible person for implementing this procedure is the Directors, who will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of accident reporting and investigation matters.

These functions will include ensuring:

- employees report any accidents (injuries, dangerous occurrences or cases of disease)
- the Accident Book is fully completed by the employees (or other person) for all injuries incurred at work, however minor.
- investigation of injuries, dangerous occurrences & cases of disease
- the collection and collating of all non-reportable accidents so that we can find ways to reduce future incidents and to control losses.
- notification to our enforcing authority of any reportable injuries, dangerous occurrences diseases and

Employees are responsible for:

- implementing this procedure where applicable in their area of responsibility and accountability
- investigating and reporting incidents in their area of responsibility and accountability and the completion of incident report forms
- implementing appropriate risk control measures identified to prevent recurrence of

incidents

## PROCEDURE

This procedure outlines the requirements for the investigation and reporting of incidents that occur at our premises. It also outlines the requirements for statutory reporting of notifiable work-related injuries and dangerous occurrences to health & safety enforcing authorities (HSE or Local Authority), a mandatory requirement under RIDDOR.

This procedure is to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence during the course of their employment. This will also apply to visitors who are members of the public and therefore not at work.

Significant incidents, including those resulting in lost time injury, shall be investigated as soon as possible after the occurrence.

Immediately notifiable work-related injuries or a dangerous occurrence must be reported to the relevant authorities as soon as practicable after the occurrence.

Immediately reportable (Notifiable) work-related injuries, dangerous occurrences and diseases are:

### Injuries

- any death
- any major injury
  - Any fracture, other than to the fingers, thumbs or toes.
  - Any amputation.
  - Dislocation of the shoulder, hip, knee or spine.
  - Loss of sight (whether temporary or permanent).
  - A chemical or hot metal burn to the eye or any penetrating injury to the eye.
  - Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
  - any other injury -
    - leading to hypothermia, heat-induced illness or to unconsciousness,
    - requiring resuscitation, or
    - requiring admittance to hospital for more than 24 hours.
  - Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
  - Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin -
    - acute illness requiring medical treatment; or
    - loss of consciousness.
  - Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- any person not at work suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury;
- any person not at work suffers a major injury as a result of an accident arising out of or in connection with work at a hospital; or
- there is a dangerous occurrence,

**Dangerous occurrences**

Dangerous occurrences are defined in Schedule 2 to the Regulations. If an injury occurs and is reportable under one of the other categories in Regulation 3, the dangerous occurrence will not be reported separately. If, however, the injury is not reportable under Regulation 3, the dangerous occurrence must be reported, e.g.

- Collapse of building or structure
- Explosion or fire
- Escape of flammable substances
- Escape of substances

**For a full list you may contact Consulting Support Services.**

**Case of disease**

A case of disease is reportable only if is diagnosed by a medical professional and a person at work suffers from any of the occupational diseases specified in column 1 of Part I of Schedule 3 and his work involves one of the activities specified in the corresponding entry in column 2 of that Part of RIDDOR. For a full list you may contact Consulting Support Services.

If, because of their injury, employees are incapable of making an immediate entry in the accident book then the responsible person will record the accident.

Following any accident of any severity that requires treatment, the employee's line manager will notify the responsible person, who will:

- complete an accident investigation report
- notify the enforcing authority, if the accident is reportable.

Following any accident of any severity that requires treatment, the employee's line manager will take statements and retain any other documents related to the accident.

If the injury is of a serious nature, or if there is any doubt, the injured person will be referred to the nearest hospital or other health professional for treatment.

Accidents and injuries that are reportable to the enforcing authority will also be reported to our Employer's Liability insurer by the responsible person.

**Accident Reporting (RIDDOR)**

The procedure for reporting Major and Over 7 day Injuries is to either:

Complete the Accident Reporting Form online via <http://www.hse.gov.uk/riddor/report.htm> (F2508 for Accidents or F2508A for Diseases)

**Near-Miss Reporting (Internal)**

The procedure for reporting hazards is:

The observer will report verbally to the responsible person details of the hazard including date time and place and those apparently responsible when a third party is involved.

The responsible person will record the incident on the Near-Miss Recording Form, adding appropriate action taken either in correcting the situation himself or by informing his



superiors or the management.

All Near-Miss Investigation Forms will be available for review at all meetings at which particular reference will be made to hazards outstanding and what action has already been or is being taken to remove them.

### **Accident Investigation**

An investigation must begin as soon as possible after the hazard or incident is reported and the medical needs of any injured people have been met. For this to happen, incidents must be reported as soon as possible after they occur.

Nothing at the accident site will be disturbed until after the completion of the investigation, other than what is necessary to prevent further injury, loss or contamination, until the investigating officer(s) or committee has authorised clearing away.

Where necessary, photographs or video footage will be taken and equipment held for subsequent examination or test.

It is desirable to take statements from witnesses as soon as possible after the incident.

Witnesses will be interviewed separately and questions will be carefully considered so that facts and opinions are not confused.

It will be emphasised that the purpose of investigation is not to assign blame for the incident but to establish the causes so as to identify actions necessary to prevent a recurrence.

It is essential that the investigation is sufficiently broad to assess the full range of technical, human and administrative factors involved in the hazard or incident even if some factors are outside the chief responsibilities of the area.

### **Preventive Action**

Following an incident, it is the responsibility of senior management to take steps to prevent a recurrence. This will generally be achieved by implementing the recommendations arising out of the investigation.

In considering these recommendations senior management needs to take into account the duty of employers in health & safety legislation to provide a healthy and safe work environment as far as reasonably practicable.

If the recommendations are deemed not to be practicable, then senior management must refer them back to the responsible person, supervisor and/or health & safety representative, providing an alternative solution.

### **Critical Incident Management**

Procedures for the management of critical incidents will be developed in consultation with employees from the outcomes of risk assessments Training in the Critical Incident Procedure shall be provided.

Procedures in critical incident management will include the following:

1. Action at the time of occurrence of a critical incident.
  - Contact emergency services as soon as it is safe to do so.
  - Ensure injured and/or traumatised employees and members of the public are provided with an appropriate emergency response
  - Inform the responsible person
  - Ensure support for employees, relatives and others is available in the event that an incident is still continuing.
2. Action immediately after a critical incident
  - Allow employees to contact their next of kin to advise them of the situation
  - Assist members of the public with contacting their next of kin, or assist them by arranging transport for them if needed
  - Ensure the site, or anything associated with the incident, is not disturbed in relation to a Police matter or when an investigation is required by HSE Inspectors
  - Provide people who have been exposed to the critical incident with emotional support and practical assistance
  - Inform the relevant Senior Manager, and the workplace Health & Safety Representative of the situation
  - Inform all relevant employees about what has occurred as necessary
3. Action following a critical incident
  - Encourage employees to have individual counselling if required
  - Provide an incident debriefing for employees involved in the critical incident
  - Provide a professional post-trauma counselling service if necessary
  - Return the workplace to normal operation as soon as reasonably practicable.
4. Action post critical incident
  - An investigation of the incident shall be conducted in line with the guidance above.
  - The investigation will be commenced within 24 hours of the incident to record factual data about the occurrence and develop a good understanding of what it was and how it happened, so that decisions regarding necessary preventative action can be made.

## **Welfare and First-Aid**

The Construction (Design and Management) Regulations 2015 specify minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The Contracts Manager will ensure that the welfare and first-aid requirements are established before work starts or that contractors are notified of their requirement to provide such facilities.

The Works Supervisor will ensure that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

The Contracts Manager will formally notify any contractor/sub-contractor to whom joint/shared facilities are provided on site.

A First Aid box is provided in the company vehicles, there are also facilities on clients sites for use, notification to the clients responsible person is a must. The contents will be monitored and maintained by the company's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.

Arrangements may be made for employees to make use of any existing on-site first aid arrangements provided by the client or Principal Contractor (where applicable) and in such cases all such arrangements will be confirmed prior to starting work.

The company will carry out a first aid risk assessment to determine the number of trained first aiders (in-date HSE approved course) to be employed by the company, additional first aiders will be provided in accordance with HSE guidance and subsequent first aid risk assessments.

## **Communal Areas**

Where work has to be undertaken in communal areas such as hallways, passageways and staircases, or occupied premises, provision will be made to ensure the safety, including access and egress, of all users.

The Works Supervisor will ensure that all work in communal areas is planned in advance so as to cause the least disruption. Where passageways or staircases cannot safely be used while work is in progress, the FM will make arrangements for alternative access routes, or for such work to be undertaken outside of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area whilst not being allowed to encroach into the area set aside for pedestrian access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs and/or barriers where practical at all times.

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

## **The Workplace (Health Safety And Welfare) Regulations 1992**

*These regulations do not apply to construction sites, reference should be made to the Construction (Design and Management) Regulations 2015 already referred to within this policy. They do, however, apply to all other workplaces.*

The Workplace (Health, Safety and Welfare) Regulations 1992 replace the main requirements of the Factories Act 1961 and the Offices, Shops and Railways Act 1963.

Further information is contained in the appropriate Approved Code of Practice.

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The company's Safety Consultants will provide advice on the requirements as required.

All work will take into account the requirements of the above regulations.

The Contracts Manager, or person responsible for the offices, will ensure that the welfare and first-aid requirements are provided.

The Contracts Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards through regular inspections.

The company will provide working conditions in accordance with the regulations, in particular:

**Temperature**

All offices will be maintained at a minimum temperature of 16°C.

**Ventilation**

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

**Lighting**

Suitable and sufficient lighting will be provided and, where possible, this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

**Working Areas**

Sufficient space will be provided in the workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved.

Floors and traffic routes will be kept free from obstructions at all times.

Effective measures will be taken to prevent persons being struck by falling objects etc.






Wherever possible regularly used and heavy files, boxes etc, will not be stored at high level.

All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

## Health and Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain **safety signs** where there is significant risk to health and safety that has not been avoided or controlled by other means (e.g. safe systems of work) provided that the use of a sign can help reduce the risk. They also require, where necessary, the use of **road traffic signs** in workplaces to regulate road traffic and pipework markings where **pipework** contains dangerous substances.

Health and Safety Signs normally consist of the follows types of signs:

Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
RED	Prohibition/ Danger	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign	
YELLOW	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
BLUE	Mandatory	Specific behaviour or action e.g. wear personal protective equipment	Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign	
GREEN	Emergency escape; first aid. No danger	Doors; exits; escape routes equipment and facilities Return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign	
RED	Fire fighting equipment	Identification & location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

## Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

### Definitions

- **Young person** – An employee or work placement student who has not attained the age of eighteen.
- **Child** – Person who is not over the compulsory school leaving age (16)

The 'Health and Safety at Work etc Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees, and require a specific assessment of risks to young persons.

Usually the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However where this is not the case additional measures should be determined and implemented before the young persons commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc Act 1974 employees have a responsibility for their own health and safety. This needs to be significantly emphasised to young persons as they are potentially more likely to 'mess about' or play practical jokes, etc without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young persons risk assessment:-

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes and work activities

## Work Equipment

The following regulation specifically covers the use of work equipment, the Provision of Work Equipment Regulations 1998. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

Further information is contained in the appropriate Approved Code of Practice.

The specific requirements of this legislation cover the following:

The guarding of dangerous parts of machinery. Protection against specific hazards, ie falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

The company will make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

The company will provide adequate information, instruction and training for the use of all work equipment and will ensure that all equipment conforms with the EC product safety directive.

The company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in a good state of repair.

## Management of Health and Safety at Work

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is contained in the appropriate Approved Code of Practice.

The company will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees.

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks will enable the necessary preventive and protective control measures to be implemented.
- Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.
- This risk assessment will be recorded and copies issued to all those affected.
- Appoint a competent person(s) to assist in health and safety matters.
- Ensuring that effective arrangements are put in place for the planning, organisation, control and monitoring & review of health and safety.
- Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- Provide adequate information and training, and consultation with employees on health and safety matters

The Works Supervisor will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The Works Supervisor will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The company will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.



Before commencing work on a new site, all employees will receive a site safety induction by a competent person. The competent person may be the Contracts Manager, Works Supervisor or the Principal Contractor.

## Control of Noise

Noise is covered by the Noise at Work Regulations 2005 and also the Health and Safety at Work etc Act.

British Standard Code of Practice — British Standard 5228 : 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise. The HSE Guidance IND(G) 127 - Noise in Construction and the CITB Construction Site Safety Notes (GE700 Module 8) - Control of Noise both provide useful sources of information on the control and assessment of noise in construction.

All tasks and work activities will be planned and arranged to take the above standards into account.

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

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

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

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

The Works Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc, and that all equipment and noise reducing doors etc are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the responsible person immediately.

The Works Supervisor will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will not longer be present
- Consider alternative methods of working
- Provide suitable noise control mechanisms and personal protective equipment

- Ensure suitable warning notices are clearly displayed around the affected area
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

## Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health eg:

The Control of Asbestos Regulations 2012  
 The Control of Lead at Work Regulations 2002  
 The Construction (Design and Management) Regulations 2015  
 The Control of Substances Hazardous to Health Regulations 2002 (COSHH)  
 The Management of Health and Safety at Work Regulations 1999  
 The Personal Protective Equipment at Work Regulations 1992  
 The Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP)

The General Guidelines to be applied are covered in HSE Guidance Notes:

EH 18 Toxic Substances, a precautionary policy  
 EH 26 Occupational Skin Diseases Health and Safety Precautions  
 EH 40 Occupational Exposure Limits  
 EH 44 Dust in the Workplace: General Principles of Protection

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work will be planned to take the above standards into account.

The Contracts Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc, must be planned and in place before any such work commences.

Works Supervisors must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc, as required before they start using the product.

The Works Supervisor will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substances, and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

Any necessary air sampling, medical examinations, testing etc, will be carried out as required and records will be kept on site during the operations.

Ill health effects can be obtained from hazardous or toxic substances through:

- **External contact** — corrosive, skin absorption, dermatitis etc (eg: cement, acids, epoxy resins etc)
- **Inhalation** — gases, fumes, dusts, vapours
- **Ingestion** — swallowing

## Control of Substances Hazardous to Health (COSHH)

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations 2002.

General Guidelines to be applied are covered in HSE Guidance Notes of which there are a great variety published. Those more specific to the Construction Industry include:

- EH 7 - Petroleum based adhesives in building operations
- EH 22 - Ventilation of the workplace
- EH 44 - Dust, general principles of protection
- EH 54 - Assessment of exposures to fumes from welding and allied processes
- GS 5 - Entry into confined spaces
- GS 46 - In-situ timber treatment using timber preservatives

No assessment can be carried out without reference to EH 40 — Occupational Exposures Limits. Such limits are constantly reviewed and the latest limits should always be checked when undertaking any assessment. A standard COSHH Risk Assessment Pro Forma is attached within Appendix A.

Other information is contained in the Construction Industry Advisory Committee publications, the HSE Construction Information Sheets and the HSE COSHH Essentials Website.

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

The company will provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the Contracts Manager will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Works Supervisor will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturers instructions. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires the Company to take the following steps to comply with the regulations:

1. Identify the problem
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (ie: Alternative product, method of working or personal protective equipment)
4. Implement the chosen method of solving the problem, ensuring that all necessary

equipment is present and precautions are implemented.

5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use, material safety data sheets will be issued for each product and control methods will be devised.

The company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The company will review the situation at regular intervals to ensure that the systems are working and that they remain adequate.

## Hazard Warning Symbols



**TOXIC.** A substance which if it is inhaled, ingested or allowed to penetrate the skin, may involve serious or chronic health risks and even death.



**VERY TOXIC.** A substance which if it is inhaled, ingested or allowed to penetrate the skin, may involve extremely serious or chronic health effects and even death.



**HARMFUL.** A substance which if it is inhaled, ingested or allowed to penetrate the skin, may involve limited health risks



**IRRITANT.** A non-corrosive substance which, through immediate, prolonged or repeated contact with the skin, can cause inflammation.



**CORROSIVE.** A substance which may on contact with living tissue destroy it.



**HAZARDOUS TO THE ENVIRONMENT**



**EXPLOSIVE.** A substance which either may explode under the effect of flame or which is more sensitive to shocks or friction than disturbance.



**OXIDISER.** A substance which gives rise to a highly exothermic reaction when in contact with other substances, particularly flammable substances.



**FLAMMABLE.** A substance which is a liquid having a flash point equal to or greater than 21 degrees Celsius and less than or equal to 55 degrees Celsius.



**HIGHLY FLAMMABLE.** A substance either solid or gaseous which may readily catch fire in contact with air without any application of energy or is a liquid having a flash point below 21 degrees Celsius.



**EXTREMELY FLAMMABLE.** A liquid having a flash point less than 0 degrees Celsius and a boiling point of less than or equal to 35 degrees Celsius.

## Asbestos

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his supervisor so that further investigations may be carried out.

All work involving asbestos is covered by the Control of Asbestos Regulations and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators. Under the Control of Asbestos Regulations 2006, all persons involved with building; construction; installation of services and pipework etc; maintenance; refurbishment; repair of existing structure where asbestos may be present, must be provided with compulsory Asbestos Awareness Training.

## Personal Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- Noise at Work Regulations 2005
- Control of Lead at Work Regulations 2002

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

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

Before work starts, the Contracts Manager will ensure that adequate supplies of all necessary protective clothing, or equipment is available on site for issue, as required, and that when issued to employees a record is kept. The Contracts Manager will also ensure that satisfactory facilities are provided for the storage and where appropriate, the drying of all protective clothing and equipment.

The Contracts Manager will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide all necessary PPE to all of their employees, and that they are instructed in the requirements of this company's policy.

The Works Supervisor will ensure that when sub-contractors employees are set to work they have been provided with any necessary protective clothing and equipment.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory and/or company policy requirements and instructed not to continue working until protective clothing and/or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear etc, and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap, though in certain circumstances steel sole plates and chemically resistant soles may be required.

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

## Manual Handling and Lifting

The following regulations apply to the manual handling or lifting of materials:

The Manual Handling Operations Regulations 1992  
The Lifting Operations and Lifting Equipment Regulations 1998

The current regulations require the following three steps:

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift truck or with some form of crane.
2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way a task is carried out, for example the handler's posture, the working environment, eg is it cramped or hot, and the individual's capability, eg is unusual strength required. Unless the assessment is very simple a written record is required.
3. The general guidance will include some guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem, but will also point to where the problem lies.

The Works Supervisor will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The company will ensure that all persons on site wear safety footwear and the Works Supervisor will caution any sub-contractor employee's wearing unsuitable footwear, they will be required to cease work immediately and only recommence work with the appropriate safety footwear.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, heat conditions
- Bruised or broken toes or feet
- Various sprains, strains, etc

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.



The company shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- I. Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- II. Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- III. Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.
- IV. Individual factors such as health, level of training, mobility and pre-existing injuries.

## **Construction Design and Management**

The key aim of the Construction (Design and Management) Regulations (CDM), and this procedure, is to ensure health and safety is integrated into the management of our construction projects and that suitable resources are made available to ensure Brymac London Ltd fully comply with the requirements of the Regulations on health, safety and welfare.

### **Scope**

This procedure applies to all of our construction projects, both Notifiable and non-notifiable.

The Health & Safety Executive will be notified of projects where construction work is expected to:

Last more than 30 working days and having more than 20 workers working simultaneously at any point in the project; or  
exceeding 500 person-days.

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

The notice must contain the particulars specified in Schedule 1; be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and if necessary, be periodically updated

On all projects we will act as one or more of the following duty holders:

- Client
- Principle Designer
- Principal Contractor
- Contractor (working on behalf of a Principal Contractor i.e. a sub-contractor)

Brymac London Ltd will ensure that all projects where CDM applies are identified and that responsibilities are allocated at the earliest opportunity.

## Roles & Responsibilities

The person responsible for ensuring overall compliance with CDM is the Director.

The Director will ensure that the required appointments are made, and adequate resources are made available.

Where we act as a Client under the Regulations, the Director will ensure that:

1. As a client we make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.
2. Arrangements are suitable if they ensure that—
  - a. the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
  - b. the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.
3. Ensure that these arrangements are maintained and reviewed throughout the project.
4. Ensure we provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
5. A client must ensure that—
  - c. before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and
  - d. the principal designer prepares a health and safety file for the project, which—
    - (i) complies with the requirements of regulation 12(5);
    - (ii) is revised from time to time as appropriate to incorporate any relevant new information; and
    - (iii) is kept available for inspection by any person who may need it to comply with the relevant legal requirements.
6. A client must take reasonable steps to ensure that the principal designer complies with any other principal designer duties in regulations 11 and 12; and the principal contractor complies with any other principal contractor duties in regulations 12 to 14;

Where we act as a Principle Designer under the Regulations, the Director will ensure that we:

- Assist the client in pulling together useful pre-construction information
- Stimulating consideration of how design decisions can reduce subsequent construction and maintenance risks
- Making sure decision makers communicate and cooperate effectively with each other
- Preparing and developing the health and safety file (to provide useful information to anyone doing construction work on the structure after it is finished)
- Promptly providing relevant information to designers and contractors so that they can take health and safety needs into account in their decision making and planning
- Liaising with the Principal Contractor so that the latter has what he needs to develop and maintain an effective and relevant construction phase plan

Where we act as a Principal Contractor under the Regulations, the Director will ensure that:

1. We plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety;
2. fulfil the duties in paragraph (1), and in particular when—
  - (a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
  - (b) estimating the period of time required to complete the work or work stages; the principal contractor must take into account the general principles of prevention.
3. The principal contractor must—
  - (a) organise cooperation between contractors (including successive contractors on the same construction site): coordinate implementation by the contractors of applicable legal requirements for health and safety; and
  - (b) ensure that employers and, if necessary for the protection of workers, self-employed persons
    - (i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4;
    - (ii) where required, follow the construction phase plan.
4. The principal contractor must ensure that—
  - (a) a suitable site induction is provided;
  - (b) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and
  - (c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
5. The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

In addition to these responsibilities, as a minimum, in all cases, Brymac London Ltd will ensure that:

- Our own competence is constantly reviewed and verified.
- We co-operate with others and co-ordinate work to ensure the health and safety of construction workers and others who may be affected by the work.
- Obvious risks are reported.
- We take account of, and apply, the general principles of prevention when carrying out duties.

Where we act as a Contractor under the Regulations, the Director will ensure that:

1. We do not carry out construction work in relation to a project unless we are satisfied that the client is aware of the duties owed by the client under these Regulations.
2. We plan, manage and monitor construction work carried out either by the AM Sensors (as a
3. contractor) or by workers under the contractor's control, to ensure that, so far as is reasonably Practicable, it is carried out without risks to health and safety.
4. Where there is more than one contractor working on a project, we will comply with—
  - a. any directions given by the principal designer or the principal contractor; and
  - b. the parts of the construction phase plan that are relevant to that contractor's work on the project.

5. If there is only one contractor working on the project, we will take account of the general principles
6. of prevention when— design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and estimating the period of time required to complete the work or work stages.
7. If we are the only contractor working on the project, we will draw up a construction phase plan, or
8. make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.
9. The construction phase plan must fulfil the requirements of regulation 12(2)
10. We will not employ or appoint a person to work on a construction site unless that person has, or is
11. in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the
12. tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
13. We will provide each worker under our control with appropriate supervision, instructions and
14. information so that construction work can be carried out, so far as is reasonably practicable,
15. without risks to health and safety.
16. The information provided must include—
  - a. a suitable site induction, where not already provided by the principal contractor;
  - b. the procedures to be followed in the event of serious and imminent danger to health and safety;
  - c. information on risks to health and safety—
    - i. identified by the risk assessment under regulation 3 of the Management Regulations, or
    - ii. arising out of the conduct of another contractor's undertaking and of which the
    - iii. contractor in control of the worker ought reasonably to be aware; and
  - d. any other information necessary to enable the worker to comply with the relevant statutory
  - e. provisions.
17. We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
18. We will ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with so far as they affect the contractor or any worker under that contractor's control.

In addition to these responsibilities, as a minimum, in all cases, Brymac London Ltd will ensure that:

Our own competence is constantly reviewed and verified.

We co-operate with others and co-ordinate work to ensure the health and safety of construction workers and others who may be affected by the work.

Obvious risks are reported.

We take account of, and apply, the general principles of prevention when carrying out duties.

Appointment of the principal designer and the principal contractor

1. Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing—
  - a. a designer with control over the pre-construction phase as principal designer; and
  - b. a contractor as principal contractor.
2. The appointments must be made as soon as is practicable, and in any event, before the construction phase begins.
3. If the client fails to appoint a principal designer, the client must fulfil the duties of the principal designer in regulations 11 and 12.
4. If the client fails to appoint a principal contractor, the client must fulfil the duties of the principal contractor in regulations 12 to 14.

#### Construction Phase Plan

1. During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up.
2. The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.
3. The principal designer must assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—
  - a. pre-construction information obtained from the client;
  - b. any information obtained from designers under regulation 9(3)(b).
4. Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.
5. During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.
6. The principal designer must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.
7. During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.
8. If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.
9. Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

10. At the end of the project, the principal designer, or where there is no principal designer the principal contractor, must pass the health and safety file to the client.

11. For projects involving more than one contractor, the principal contractor must ensure the plan is drawn up during the pre-construction phase and before the construction site is set up. It must take into account the information the principal designer holds, such as the pre-construction information and any information obtained from designers. During the construction phase, the principal contractor must ensure the plan is appropriately reviewed, updated and revised, so it remains effective.

### Health & Safety File

The health and safety file is only required for projects involving more than one contractor. It must contain relevant information about the project which should be taken into account when any construction work is carried out on the building after the current project has finished. Information included should only be that which is needed to plan and carry out future work safely and without risks to health.

The principal designer must prepare the file, and review, update and revise it as the project progresses. If their appointment continues to the end of the project they must also pass the completed file to the client to keep. If the principal designer's appointment finishes before the end of the project, the file must be passed to the principal contractor for the remainder of the project. The principal contractor must then take responsibility for reviewing, updating and revising it and passing it to the client when the project finishes.

### Procedures

See:

Project Health & Safety Plan

And, where available:

Method Statements

Project Risk Assessments

Other Safe Systems of Work (SSW)

## **Electrical Risks**

In accordance with the Electricity at Work Regulations 1989 electrical risks must be assessed and controlled by the use of:

- I. Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
- II. 5 yearly statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.

- III. Any power tools used, including drills etc are to be of low voltage type and must be stringently inspected and maintained.
- IV. Prohibition of any employee to access live electrical installations.

### **VISUAL INSPECTIONS BY THE USER**

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of hand held and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!!). **Checks must be made for:**

- i) damage, eg cuts, abrasion (apart from light scuffing) to the cable covering;
- ii) damage to plug, eg the casing is cracked or the pins are bent;
- iii) non-standard joints including taped joints in the cable;
- iv) the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- v) equipment that has been used in conditions where it is not suitable, eg a wet or dusty workplace;
- vi) damage to the outer cover of the equipment or obvious loose parts or screws;
- vii) signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to 'the Contracts Manager and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults eg sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

### **TESTING OF PORTABLE ELECTRICAL EQUIPMENT**

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

- a) whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection);
- b) after any repair, modification or similar work;
- c) at regular intervals.

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

### **FREQUENCY OF INSPECTION**

The initial frequency for inspection/testing suggested by the Health and Safety Executive

follows. This frequency can be shortened or lengthened in the light of practical experience i.e. number of faults which appear.



**Offices and Other Low-Risk Environments**

Equipment/Environment	User checks	Formal visual inspection	Combined inspection & testing
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment	No	No	No
Information technology: eg desktop computers, VDU screens	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, eg fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1) eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
(a) Cables (leads) and plugs connected to the above equipment and	Yes	Yes, 6 months - 4 years	Yes, 1-5 Years
(b) Extension leads mains voltage)		depending on the type of equipment	depending on the type of equipment

**Higher Risk Environments**

In higher risk environments such as construction sites, factories and manufacturing environments, the HSE suggests that formal visual inspections need to be carried out every 3 months and combined inspection and electrical tests every 6-12 months.

**Control of Vibration at Work**

Brymac London Ltd will comply its with duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the construction industry, they are:

**Hand-arm Vibration (HAV)** – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.

**Whole Body Vibration (WBV)** – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

### Controlling the Risk

The risk of permanent damage depends on a number of factors including:

For HAV:

- How high the vibration levels are.
- How long the equipment is used for.
- How awkward the equipment is to use.
- How tightly the equipment is gripped.
- How cold or wet the operative gets using the equipment.

For WBV consideration should also be given to:

- Operatives posture.
- The design of the controls.
- The driver visibility.
- Handling and lifting operations associated with machine's operation.
- Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

**Elimination** – Seeking alternative ways of carrying out the task **without** using high vibration tools i.e. hand scabbling of concrete construction joints can be eliminated by using concrete retarders sprayed or painted onto the joint. Once the concrete has cured, jet washing can then expose the top surface of the joint.

**Reduction** – several methods should be employed, including:

- making sure that all new tools have vibration control built in;
- modifying existing tools to reduce vibration levels or the grip force needed;
- use of the right tools for the job;
- limiting the usage time to those recommended by the manufacturer or supplier;
- keeping all tools and machines in good working order;
- not using more force than necessary when using tools and machines;
- personal factors like cutting down on smoking (smoking affects blood flow);
- exercising hands and fingers to improve blood flow.

**Isolation** – Job rotation.

**Control** – methods include:

- information, instruction and training in the correct use of tools and equipment;
- method statement and safe systems of work briefings;
- recognition of early symptoms of injury;

- arranging advice and routine health checks if the use of high vibration tools is unavoidable;
- assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

## Work at Height Regulations 2005

Brymac London Ltd will comply with its duties under the Work at Height Regulations 2005 (WAHR), as part of its risk assessment procedures. All work at height will be thoroughly assessed by a competent person and alternatives to working at height will always be considered. The use of ladders for any work at height will only be approved where other more suitable work equipment is not considered to be appropriate.

The hierarchy of control measures listed in the Work at Height Regulations are:

- Avoid work at height
- Prevent any person from falling
- Use an existing place of work which complies with Schedule 1 of the Regulations
- Use work Equipment
- Mitigate falls by using work equipment to minimize the distance and consequences of a fall
- Where work equipment does none of the above, provide additional training and instruction or other suitable measures

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the WAHR are established and implemented. Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

This policy and its arrangements cover the use of all types of ladder, for example those used for gaining access to positions above or below ground. In this policy a ladder / step ladder (ladder) should be referred to as a temporary measure which may be used as a working platform for no more than 30 minutes.

What are the main rules to follow when working at height?

- First, as a part of the planning of the work, carry out a Risk Assessment
- Plan to do as much of the work as possible at low level.
- Do not work at height unless it is absolutely unavoidable
- Provide a secure platform which will:
  - be securely footed on stable ground
  - support the weight of the personnel and equipment to be used
  - provide a stable access and will not overturn
  - be secured to an existing structure, where necessary and wherever possible
- Take account of the gradient of the ground, especially where mobile platforms are used
- Provide guard rails to any platform

- Provide barriers on open edges, holes and openings in the platform floor, the edges of roofs and working areas

What can be done to help prevent falls?

- Plan all instances of working at height
- Think about where and how the work is to be done
- Where possible use an existing structure, which will allow safe access and provide a safe working platform. Where this is not possible, a safe working platform will need to be provided.
- Consider any lifting and handling requirements needed to carry out the work
- Be aware and prevent possible electric shock dangers that may initiate accidents

Remember to allow adequate clearance when equipment is used, particularly near overhead power lines; and around nearby structures when mobile equipment is being used.

Ensure that only properly CE marked Category III approved Personal Protection Equipment is used for working at height. Domestic grade ladders and step ladders should NOT be used, all ladders used are of the correct type for the specific task, should be inspected before use, subject to regular checks and maintenance, and meet appropriate legislative and equipment standards. These are summarised below:

- Keeping wooden ladders free of paint or any other coating which could hide cracks or splits
- Marking of ladders with a unique number to aid recognition
- Securing and footing of ladders as soon as possible after erection
- Use of ladders at the correct angle (75 degree from horizontal)
- Provision of ladder attachments as necessary
- Marking of safe zones around ladders where persons are working above or below ground, plus use of barriers and warning notices

## Step-Ladders

All step-ladders will be provided and used in accordance with the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe Use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All step ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

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

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The main hazards associated with step-ladders are:

- Unsuitable base, eg unlevelled, packing pieces, loose material etc
- Unsafe use of equipment (ie: placed onto scaffold platforms, roofs etc, where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Using defective equipment

Step ladders should only be used for short term work (<30 minutes).

## **Ladders**

All ladders must be provided and used in accordance with the Work at Height Regulations 2005.

Only ladders constructed in accordance with current British/European Standards and has been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe use of Ladders, Step-ladders and Trestles" will be applied to all ladder work.

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

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked before use to ensure that there are no defects, and will be checked at least weekly while in use. Where a defect is noted, or a ladder is damaged, it will be taken out of use immediately. The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (eg carrying large items, work requiring both hands etc).

Methods of use, which will result in damage to the ladder, will not be permitted, eg securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders
- Failure of the ladder causing persons or equipment to fall
- Items falling from the ladder
- The ladder touching / earthing an electrical supply
- Slipping of the ladder due to not being correctly secured
- Overloading of the ladder

Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from a height.

## **Lone Working**

In the event of employees being required to work alone, the following is mandatory:

- I. Access to contacting assistance (mobile phone or radio device in areas without signal)
- II. The employee is required to inform his immediate line manager of where he is going and for how long.
- III. No employee shall enter a void site alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
- IV. No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists.
- V. Employees are required to call the office on a regular basis to confirm their whereabouts.

## **Violence And Harassment**

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work. The risk of such instances are to be controlled by arrangements including:

- I. Constant supervision by site representatives in high risk areas of sites such as prisons, remand centres or sites occupied by persons suffering from mental ill health.

- II. Employees being instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so.
- III. Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc) in public areas as far as possible.
- IV. Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book. These occurrences shall be monitored by the Directors. Physical assaults shall be notified to the HSE as a 'dangerous occurrence' under RIDDOR 1995.
- V. Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary.

## Health Surveillance

Brymac London Ltd will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the employees employment unless the risk to which the worker is exposed and associated health effects are short term. Health surveillance will be recorded on individual records. Surveillance will include:

- Inspections of readily detectable conditions by a competent person
- Enquires about symptoms, inspection and examination by a qualified person
- Medical surveillance, which may include clinical examinations
- Biological effect monitoring

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

A copy of our Employee Health Surveillance Record form is attached.

# Section 4

## *Safety Procedures*



## List of Current Safety Procedures

1. Site Tidiness
2. Demolition
3. Scaffolding
4. Step-Ladders, Trestles & Staging
5. Ladders
6. Lifting Operations
7. Lifting Gear
8. Roof Work
9. Electrical Power Tools
10. Electricity
11. Compressed Air Power Tools
12. Abrasive Wheels
13. Entry into Confined Spaces
14. Highly Flammable Liquids (HFL's)
15. Liquefied Petroleum Gas (LPG)
16. General Welding & Cutting Operations
17. Electric Arc Welding
18. Gas Welding
19. Mobile Access Equipment
20. Cartridge Operated Fixing Tools

Further procedures will be developed and added to this list as and when a requirement for such a procedure is identified.

## 1. Site Tidiness

Brymac London Ltd strongly adhere to the belief that a **'Safe Site is a Tidy Site'**. In this respect every effort shall be taken to keep sites clean and tidy at all times. Waste materials and rubbish will be cleared from the working area and placed in designated areas for disposal off-site.

A number of regulations deal with the need for workplaces and accesses to be kept clean and clear of debris and other materials, some examples are:

- Abrasive Wheels Regulations 1970
- Lifting Operations and Lifting Equipment Regulations 1998
- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- The Health and Safety at Work etc Act 1974

In addition to the statutory requirements, some of which are outlined above, a tidy site and workplace results in increased efficiency and better public relations, therefore tidiness is to receive priority on the company sites.

The Contracts Manager will ensure that, before the site commences, access routes are planned, deliveries are programmed and that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the company requirements with regard to storage, clearing up, tidiness etc.

The Works Supervisor will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him are kept in a clean and tidy state.

Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site. Similar requirements will be placed on cables, ropes and other materials that have the potential to cause trip hazards and become entangled around plant, materials or even site operatives.

The Works Supervisor will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

The Works Supervisor will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be clearly marked and securely covered/barricaded to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

The Works Supervisor will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc to be carried out in accordance with these standards.

## 2. Demolition

All regulations which apply to construction work also apply to demolition work. All demolition work will be completed in accordance with current legislation whilst complying with the requirements of the British Standard Code of Practice BS6187 "Code of Practice for Demolition", which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure are to be demolished. It should be noted that all demolition works without exception are notifiable to the HSE under the CDM Regulations.

Health and Safety Executive Guidance Notes GS 29 Parts 1-4 cover health and safety in demolition work —preparation and planning, legislation, working methods, health hazards. The recommendations in these guidance notes will be applied to work carried out by the company.

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

All preliminary procedures required by the Code of Practice and Guidance Note GS 29/1 will be carried out by the Contracts Manager in conjunction with a specialist contractor, if used, who will draw up a Method Statement and a Programme of Works detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work etc. This Method Statement and Programme will be issued to the Supervisor responsible for the work on site.

The Works Supervisor (or another suitably qualified person) will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding etc which may apply on site.

The Contracts Manager will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out. The person appointed shall be experienced in the work and will receive full training to enable him to carry out any of the responsibilities required by this policy.

The Contracts Manager will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear. All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

The location and disconnection of any services into the site. Confirmation of disconnection in writing must be required from the appropriate service authority.

The existence of any hazardous substances, eg asbestos, lead painted steelwork etc on Site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.

Where the building or structure to be demolished contains unusual, or possibly hazardous design features, or is in a dangerous structural condition, eg pre-stressed or post-tensioned concrete, fire damaged building, cantilevered balcony etc, then advice must be obtained from a qualified consulting structural engineer.

On all sites where demolition work of any kind is to be carried out, a Method Statement must be prepared.

### 3. Scaffolding

All scaffold erected on company sites, or used by employees, will be erected in accordance with the Construction (Design and Management) Regulations 2015, SG4:05, the Work at Height Regulations 2005 and BS EN 12811.

All work involving the erection and use of scaffolding will be planned to take the above standards into account and erected using competent trained scaffolders.

The Contracts Manager will arrange for full details of the required usage and loading of the scaffold, to be provided to the scaffolding contractor.

As with the erection of the scaffolding, alterations and dismantling will only be undertaken by a competent trained person.

Before accepting a scaffold erected by a specialist scaffolding contractor for use by the company's employees, the Works Supervisor will ensure that the scaffold is thoroughly inspected and a signed handing-over certificate obtained from the scaffolding contractor. No scaffolding shall be used until such a certificate has been received.

The Works Supervisor will ensure that all scaffolds are erected in accordance with the above standards and, at the beginning of each week, will ensure that the scaffold is inspected by a competent person and any defect is rectified. A written report of each inspection will be retained on file and a record of the inspection entered in the Site Inspection Register and signed by the person carrying out the inspection. A similar inspection will also be carried out after high winds or other adverse weather conditions.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a competent scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent scaffolder, will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on company sites or for use by company employees.

The Works Supervisor will ensure that all scaffolds are erected on ground or surfaces that have been prepared, leveled and consolidated.

All scaffolders erecting scaffolds on company sites must hold a current CITB, CSCS or equivalent card. All scaffolds must be suitably tied and/or braced in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is incomplete and not suitable for use.

All scaffolds must be checked at the end of each working day to ensure that access onto the scaffold by children has been prevented.

## 4. Step-Ladders, Trestles and Staging

All step-ladders, trestles and stagings will be provided and used in accordance with the Construction (Design and Management) Regulations 2015 and the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

Where trestles and stagings are to be used, they must be fully boarded out and provided with secure rigid handrails and toeboards in accordance with the Work at Height Regulations 2005. Wherever practicable, other more suitable working platforms should be provided, such as podium steps, mobile tower scaffolds and proprietary low level working platforms complete with handrails etc.

Where step ladders are to be used, these must be used in strict accordance with the Work at Height Regulations 2005 and 3 points of contact (ie: 2 feet and 1 hand) must be maintained with the ladder at all times. Step ladders should only be used for short duration, non-repetitive works.

The preferred means of access should be a set of podium steps for low level works and a mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe Use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All ladders, trestles and stagings are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

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

Training provided to the Works Supervisor and operatives will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The Works Supervisor will check that the equipment is being used correctly and is not being used where a safer or more practical method should instead be provided.

The Works Supervisor will ensure that proper storage is provided for step-ladders, trestles or stages, undercover where possible.

The main hazards associated with step-ladders, trestles and stagings are:

- Unsuitable base, eg unlevelled, packing pieces, loose material etc
- Unsafe use of equipment (ie: placed onto on scaffold platforms, roofs etc, where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided

- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.5m where 38mm board used)
- The minimum width of all working platforms should be 600mm

## 5. Ladders

All ladders must be provided and used in accordance with the Construction (Design and Management) Regulations 2015 and the Work at Height Regulations 2005.

Only ladders constructed in accordance with current British/European Standards and has been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

Where ladders are to be used, these must be used in strict accordance with the Work at Height Regulations 2005 and 3 points of contact (ie: 2 feet and 1 hand) must be maintained with the ladder at all times. Ladders should only be used for short duration, non-repetitive works and only then when subject to a specific risk assessment.

The preferred means of access should be a set of podium steps for low level works and a full access scaffold or mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

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

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Works Supervisor and operatives will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked by the Works Supervisor before use to ensure that there are no defects, and will be checked at least weekly while in use on the site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Works Supervisor will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

The Works Supervisor will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (eg carrying large items, work requiring both hands etc).

Methods of use, which will result in damage to the ladder, will not be permitted, eg securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc by others, particularly children, is prevented.



## 6. Lifting Operations

All lifting operations will be planned and carried out in accordance with:

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)  
Provision and Use of Work Equipment Regulations 1998 (PUWER)  
The Manual Handling Operations Regulations 1992 (MHOR)

The information and recommendations of British Standard BS7121 - Code of Practice for Safe Use of Cranes will be adhered to where applicable.

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

The Contracts Manager will ensure that a suitably qualified and experienced 'Appointed Person', as required under LOLER, coordinates and plans all lifting operations, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of loads to be handled etc. Suppliers will be asked to provide information on weights, lifting points, safe sling procedures, etc of materials or articles supplied.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before being taken into use on site. Training will be provided for operators of lifting appliances and banksmen, slingers and riggers.

The Works Supervisor will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc are available on site. Any unapproved or uncertified equipment will not be used to carry out lifting operations.

The Works Supervisor will check that lifting appliances, such as gin wheels, pulley blocks, etc are correctly erected and used.

Only authorised competent operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of eighteen and be competently trained to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the Works Supervisor will stop operations until conditions improve.

The Works Supervisor will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the Site Register.

The main hazards associated with lifting operations are:

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear

- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets.

All lifting appliances must be secured and left in safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out, must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested standards must be used.

Loose items must be secured, or covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the company must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out.

## 7. Lifting Gear

All lifting operations will be planned and carried out in accordance with:

Lifting Operations and Lifting Equipment Regulations 1998  
Provision and Use of Work Equipment Regulations 1998  
The Manual Handling Operations Regulations 1992  
The Management of Health and Safety at Work Regulations 1999  
The Construction (Design and Management) Regulations 2015

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

The Contracts Manager will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used. All lifting equipment should be supplied in accordance with current British/European Standards and be accompanied by the relevant inspection certificates.

Training must be provided for operators, slingers and supervisors.

The Works Supervisor will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

The Works Supervisor will arrange for proper storage of all lifting gear and accessories.

Only authorised slingers, over eighteen years of age, are permitted to use lifting gear.

Where defects are noted or reported, the equipment must be taken out of use immediately and reported to the Works Supervisor/Contracts Manager.

The main hazards associated with lifting gear are:

- Overloading
- Incorrect use (ie: too wide an angle between legs of sling, use of eyebolt at an angle etc)
- Abuse (ie: use of sling as towing rope etc)
- Use of defective equipment
- Damage to slings, ie lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets and where necessary protective gloves.

Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear.

Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, ie knots, bolt through links, etc.

Sufficient materials for packing between sling and load must be provided.

## 8. Roof Work

Before undertaking any work on roofs, or at heights, a risk assessment of the required work needs to be completed in accordance with the Management of Health and Safety at Work Regulations 1999 and the Work at Height Regulations 2005. Other relevant legislation includes:

- The Personal protective Equipment at Work Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Provision and Use of Work Equipment Regulations 1998

Relevant Health and Safety Executive Guidance Notes include:

- GS28 Safe Erection of Structures
- HSG 33 Health and Safety in Roofwork
- HSG 150 Health and Safety in Construction

All work will be planned to take the above standards into account, a specific risk assessment will also be required for all works at height.

The Contracts Manager, in conjunction with the contractor, will plan the following arrangements:

- Edge protection barriers in the form of a full access scaffold to prevent falls
- Protection of the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc to provide safe access to roof, taking into account pitch of roof, surface conditions etc

Short duration work will also be carefully planned to identify hazards and arrange equipment as necessary. Training will be provided for supervisors and operatives required to work on roofs.

The Works Supervisor will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced. The roof surface must be checked at the commencement of work after rain, frost or snow.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

The main hazards associated with work on tiled/slanted roofs are:

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights or other fragile material
- Manual Handling

Timber battens must not be used as a foothold for access on a roof if they are fixed to rafters, or trusses, more than 400mm apart, or are not of the quality specified in Guidance Note GS 10.

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roof tiling/slating operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours.

All roof work, no matter how small, eg small areas of flat roof on porches etc, will be carried out to the above standards.

## 9. Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or other workplace:

- The Electricity at Work Regulations 1989
- The Construction (Design and Management) Regulations 2015
- Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Vibration at Work Regulations 2005

Guidance on the safe use of electricity on construction sites is found in the following Health and Safety Executive Guidance Notes:

- PM 29 Electrical Hazards from Steam/Water Pressure Cleaners
- PM 32 The Safe Use of Portable Electrical Apparatus
- GS 24 Electricity on Construction Sites
- HS(G) 107 Maintaining portable and transportable electrical equipment

All work will be planned to take the above standards into account and all electrical equipment on company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The Contracts Manager must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt shall be used on sites, unless special arrangements are made and discussed with the Health and Safety Executive. Lower voltage tools, lighting etc, may be required in damp or confined situations.

The Works Supervisor will ensure that the temporary electrical supply is installed and tested as planned, while also ensuring that all sub-contractors equipment is in good condition and tested.

The Works Supervisor must ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by an electrical or hire company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting all bulb sockets are live, steps are therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Power tools must be maintained in good condition, with casing intact and a label fitted showing voltage and other information. Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

## 10. Electricity

In addition to the general duty of care every employer has to employees and members of the public outlined in Sections 2 and 3 of the Health and Safety at Work etc Act 1974, specific responsibilities for electrical safety are covered by the Electricity at Work Regulations 1989. The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 are also applicable to work involving electricity.

Further information is available from the following HSE Guidance Notes:

HS(G)85 Electricity at Work: Safe Working Practices  
OS 38 Electrical test equipment for use by electricians  
HS(R)25 Memorandum of guidance on Electricity at Work Regulations 1989

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

All electrical work will be planned and carried out by qualified competent electricians.

The Contracts Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Contracts Manager, in conjunction with the Works Supervisor and electrical contractor, will plan any temporary electricity supply and distribution on site in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply, the appropriate permit to work or certificate will be obtained.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to tools and equipment used on site will be taken from a 110V source. 240V supplies will not be used.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately.

## 11. Compressed Air Power Tools

The following regulations apply to the use of compressed air equipment on site:

- Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Vibration at Work Regulations 2005

Health and Safety Executive Guidance Note PM 17, Pneumatic Nailing and Stapling Tools, give advice on precautions required with this equipment.

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

The Contracts Manager will ensure that any compressor and compressed air tools, which are purchased or hired for use on site, are in accordance with the above standards and are selected in accordance with the company policy on noise.

The Works Supervisor will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices, (jockey wheel, brake, engine cover stays, etc) and noise control measures; and that instructions have been given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

The Works Supervisor will ensure that all necessary safety equipment, eg eye protection, hearing protection, is available and provided and used as required.

The Works Supervisor will ensure that any defects in the compressor, hoses or tools are reported immediately to the Contracts Manager or hire company.

The Works Supervisor will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

Compressed air will not be used to blow down clothing etc.

When moving compressors on site care must be taken to ensure that the jockey wheel, or towing arm stand, are not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off vales, air must be turned off at source (lines must not just be folded and held or tied).



## 12. Abrasive Wheels

The following regulations cover the provision and use of abrasive wheels or portable tools:

- The Abrasive Wheels Regulations 1970
- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Control of Vibration at Work Regulations 2005

Health and Safety at Work Booklet No 4 – Safety in the Use of Abrasive Wheels and Guidance Notes from the Health and Safety Executive No PM 22, Training Advice on the Mounting of Abrasive Wheels gives advice on the precautions required.

British Standard 2092 Industrial Eye Protection gives advice on the correct type and grade of eye protection required.

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

The Contracts Manager will ensure that any abrasive wheel machine, hired or used by any operative, will be provided and maintained in accordance with the regulations.

All operatives will be trained, in accordance with the Abrasive Wheels Regulations, in the mounting of abrasive wheels and discs and the type of machine to be used. The names of all trained persons will be held on site. Only certificated operatives will be employed to mount abrasive wheels or discs.

The Works Supervisor will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations. The Works Supervisor will ensure that the required statutory notices are prominently displayed.

The Works Supervisor will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, and other protective equipment, is available and issued when required.

Any person required to use an abrasive wheel machine or tool, must be suitably trained to the standards of the above regulations.

Supervisory staff will ensure that any abrasive wheel machine, or tools being used with any defect, which could give rise to injury, are taken out of use immediately.

The main hazards associated with abrasive wheels are:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc
- Dusts inhaled from certain types of materials
- Loose clothing tangled in disc
- Electric shock
- Noise, fire and explosion

When there is any doubt as to the precautions required, or where unusual circumstances are to be encountered, advice must be sought.

### 13. Entry into Confined Spaces

The Confined Spaces Regulations 1997, applies to work in excavations, pits, tunnels and other enclosed or confined spaces and requires that ventilation be provided to ensure a safe and healthy atmosphere. Testing of the atmosphere must take place before entry into any confined space and suitable respiratory and rescue equipment must be available.

Other applicable legislation includes:

- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health Regulations 2002

Health and Safety Executive Publication GS 55 Work in Confined Spaces provides information on the hazards involved, precautions and procedures required.

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

Before work commences, the Contracts Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained in the use of gas monitoring equipment. All personnel required to use breathing apparatus, reviving apparatus and rescue equipment shall also have received the appropriate training and instruction. All persons shall be trained in the use and application of the entry permit procedures etc.

Method Statements must be prepared before any work in confined spaces can commence, and all such work must be carried out with a valid permit to work.

The Works Supervisor will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system, and that only authorised persons are permitted to enter the confined space.

The Works Supervisor will ensure that operatives follows the planned procedures and permit to work system, and that only authorised persons are permitted to enter the confined space.

All changes in working methods or conditions, which were not included in the Planning Procedure must be referred to the Contracts Manager before work recommences.

All safety equipment must be regularly checked, calibrated and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to vapours, gases, fumes or dusts
- Fire due to flammable liquids, oxygen enrichment etc
- Electrocution from unsuitable equipment

- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces
- Infection (ie: Leptospirosis)

When conditions make it necessary, advice should be sought on carrying out sampling and air monitoring, preparing safe systems or work, permit to work systems etc, information provided on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment etc as requested.

## 14. Highly Flammable Liquids (HFL's)

Highly flammable liquids are covered by the Dangerous Substances and Explosive Atmospheres Regulations 2002 and must be stored and used in accordance with those regulations. This section also applies to the storage of petrol and products containing petroleum on site or other premises.

The Petroleum (Consolidation) Act 1928 and the Petroleum Mixtures Order applies to the storage of petrol and products containing petroleum on site or other premises.

Health and Safety Executive Note CS 2, The Storage of Highly Flammable Liquids in Containers, gives advice on the requirements necessary to comply with the regulations and will be complied with on the company sites.

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

The Contracts Manager will ensure that suitable storage facilities are provided for highly flammable liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.

The Contracts Manager will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Works Supervisor will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in storage facilities until required for use.

The Works Supervisor will ensure that HFL's are contained within suitable fire resistant structures and that absorbent spill kits are available to soak up any spillage of highly flammable liquids and that this material is immediately disposed of safely after use.

The Works Supervisor will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc, are checked at weekly intervals and that any action is taken to rectify defects are noted.

Advice will be sought when there is any doubt about precautions required, or where highly flammable liquids are used in large quantities or in unusual situations.

## 15. Liquefied Petroleum Gas (LPG)

The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 give the main storage and use requirements for LPG these regulations have now been replaced by the Dangerous Substances and Explosive Atmospheres Regulations 2002.

A number of official publications deal with the precautions to be adopted in the storage and use of LPG and other compressed gases, in particular HSE Guidance Notes:

- DS 4 "The Keeping of LPG in Cylinders and Similar Containers"
- CS 5 "The Storage of LPG at Fixed Installations"
- CS 5 "The Storage and Use of LPG on Construction Sites"
- Leaflet HSE 8 Fires and Explosions due to the Misuse of Oxygen

A number of British Standards cover the colours used for compressed gas cylinders, the construction and materials of fittings, cylinders, hoses etc to be used with LPG and other compressed gases. The LPG Industry Technical Association Public Codes of Practice and advisory literature on the use of cylinders and appliances. Various other advice is published for specialist applications by bodies such as National Joint Council for the Felt Roofing Contracting Industry and so on.

All work requiring the use of LPG and other compressed gases will be planned to take the above standards into account.

The Contracts Manager will ensure that the provision, installation of equipment and storage facilities for LPG, and any other compressed gases that will be used on site/workplace by sub-contractors, are planned in accordance with the above standards and that, where necessary, liaison takes place with the local Fire Brigade to establish the safe storage and siting facilities.

The Contracts Manager will ensure that any necessary training in the Safe Working Practices, or Emergency Procedures, associated with LPG or compressed gases, is arranged and carried out before work starts.

The Works Supervisor will ensure that the planned storage facilities are erected and maintained in accordance with the above standards.

The Works Supervisor will check all storage facilities, appliances, hoses, fittings, connections, fire fighting equipment etc, at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

Advice will be sought where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations.

## 16. General Welding & Cutting Operations

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Health and Safety at Work Act 1974: Section 2
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Site management must carry out a risk assessment and ensure that all necessary protective clothing, ventilation equipment, respirators, fire resistant sheets, fire extinguishers, screens etc. are provided before any such works are permitted to commence.

Welders and any person assisting them must be provided with eye protection to BS 679 or BS 1542. Suitable screens must be used to prevent injury to other persons working or passing near welding or cutting operations. Any Permit to Work, or Hot Work Permits must be complied with in full, together with the provision and rules on fire prevention, detection and fighting.

Only trained and experienced operatives are permitted to carry out welding or other cutting operations. All welding/cutting equipment must be checked daily, prior to commencement of work by a competent person and any defective parts repaired or replaced before use.

## 17. Electric Arc Welding

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Health and Safety at Work Act 1974: Section 2
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Further information:

- HSE Guidance Notes
- OS 4 Safety in Pressure Testing
- HS(G)39 Compressed Air Safety
- HS(G)5 Hot Work: Welding and Cutting on Plant containing Inflammable Materials
- HS(R)30 A Guide to the Pressure Systems and Transportable Gas Containers Regulations 1989
- PM 64 Electrical Safety in Arc Welding
- EH 54 Assessment of Exposure to Fume from Welding and Allied Processes
- EH 55 The Control of Exposure to Fume from Welding Brazing and Similar Processes
- HSE 8 Oxygen : Fire and Explosion Hazards in the Use and Misuse of Oxygen

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

The Works Supervisor shall ensure that all electric arc welding operations are properly planned and executed

The company will ensure that suitable maintenance systems are operated so as to ensure that all equipment issued for use is in good condition at the time of issue. In the event that electric arc welding has to be carried out in a flammable atmosphere, then a permit to work will be introduced and rigidly enforced.

The Works Supervisor will pay special attention to the adequacy of the ventilation facilities in areas where electric arc welding is in progress.

The Works Supervisor will check to ensure the equipment being used, the electricity supply and earthing arrangements are to the standards required.

The Site Manager will ensure that operatives using electric welding equipment have undergone suitable training.

Any doubt concerning ventilation of work areas must be brought to the immediate attention of a supervisor.

Only properly trained personnel will be allowed to use electric arc welding equipment and such persons will bring to the attention of their supervisors any defects they may discover in the equipment. Operatives will check the adequacy of the electrical supply and earthing arrangements prior to starting work.

All necessary protective clothing will be provided and operatives will co-operate with the company in using such equipment/clothing at all times when engaged in electric arc activities.

## 18. Gas Welding

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Pressure Systems and Transportable Gas Containers Regulations 1989
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Health and Safety at Work Act 1974: Section 2
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Further information:

- HSE Guidance Notes
- GS 4 Safety in Pressure Testing
- HS(G)39 Compressed Air Safety
- HS(G)5 Hot Work: Welding and Cutting on Plant containing Inflammable Materials
- HS(R)30 A Guide to the Pressure Systems and Transportable Gas Containers Regulations 1989
- EH 54 Assessment of Exposure to Fume from Welding and Allied Processes
- EH 55 The Control of Exposure to Fume from Welding Brazing and Similar Processes
- HSE 8 Oxygen : Fire and Explosion Hazards in the Use and Misuse of Oxygen

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

The Supervisor in charge will ensure that all gas welding or cutting operations are properly planned and executed.

Gas welding or cutting will never be undertaken in flammable areas until a permit to work system is instigated.

The Works Supervisor will pay special attention to the adequacy of the ventilation facilities in areas where gas welding is in progress.

The Works Supervisor will check to ensure the equipment being used is to the standards required.

The Works Supervisor will ensure that operatives using any gas welding equipment have undergone suitable training.

Only suitably trained operatives will be allowed to use gas welding equipment.

Suitable and adequate maintenance systems will be operated by the company for all gas welding or cutting equipment.

Operatives will, if they discover a fault in any of the equipment issued to them, report this to their immediate supervisor.

The company will provide all necessary protective clothing and equipment for use when gas welding or cutting is in operation. Operatives must properly utilise all protective clothing and equipment issued by the company.



## 19. Mobile Access Equipment

All mobile access equipment (including Mobile Elevating Work Platforms (MEWP's), Telescopic and Articulated Boom Platforms and Mast Platforms) will be used in accordance with:

- The Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015

Mobile access equipment shall be operated only by persons trained, certificated and competent to do so. Emergency procedures to deal with power failure, fire, injury to or collapse of the operator should be established and personnel made familiar with them.

Equipment must be suitable for its intended use, be soundly constructed and regularly maintained with records of the maintenance kept.

The safe working load (SWL) shall be clearly displayed and must not be exceeded.

The condition of the surface on which equipment is to operate shall be checked for its suitability and stability and equipment shall not be permitted to be operated on excessively uneven or sloping ground in accordance with the manufacturers recommendations.

Equipment shall be installed, modified and dismantled only by competent persons.

Adequate barriers shall be installed to prevent persons, property or vehicles being struck by the moving platform, or from falling materials.

No part of the equipment shall be allowed closer than 15m to an overhead electricity cable carried on a steel tower, or 9m to a cable on a wooden pole, except by arrangement with the electricity company. Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Base units and outriggers (where fitted) shall be protected from damage or disturbance. Due consideration shall be given to the effects of inclement weather, including high winds in siting and using the equipment.

At the end of each day, platforms should be cleared of all tools and materials, isolated from power and secured against unauthorised use.

All persons operating or riding on mobile access equipment shall wear suitable harnesses, the lanyards of which shall be securely clipped to a suitable part of the platform.

Care must be taken when traveling with the platform elevated to avoid overturning, collision, or displacement of the occupants or anything carried on the platform. Only platforms which have been designed to travel whilst elevated shall be used in such a manner.

Mobile access equipment must not be used as a jack, prop, tie or other support, as a crane or lifting appliance primarily for the transfer of goods or materials.

## 20. Cartridge Operated Fixing Tools

The following regulations contain requirements to be complied with whilst using any cartridge operated fixing tool:

Health and Safety at Work Act 1974  
The Management of Health and Safety at Work Regulations 1999  
The Personal Protective Equipment Regulations 1992  
Provision and Use of Work Equipment Regulations 1998  
The Control of Noise at Work Regulations 2005  
The Construction (Design and Management) Regulations 2015  
Explosives Act 1875  
The Control of Explosives at Work Regulations 1991  
The Control of Vibration at Work Regulations 2005

Further information:

HSE Guidance Notes  
CITB Site Safety Notes - GE700/18  
BS 4078 Powder Actuated Fixing Systems  
BS EN 166B Personal Eye Protection Specifications

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

Only low velocity, Captive piston type tools may be used on site. All tools should incorporate a contact pressure safety device and drop-firing safety device to prevent accidental firing of the tool.

No one shall be permitted to use a cartridge operated tool unless they are competent to do so and have:

- Received training in the use of the tool by the supplier or another competent trainer.
- Been issued, by the person carrying out the training, with a certificate of competence.
- Suitable eye protection to BS EN 166B, Grade 1 impact, together with ear protection to BS EN 352.
- Been authorized by management to use the tool.

The Works Supervisor must ensure that tools are securely stored and that all tools and cartridges issued (spent or unused) are return to store on completion of the works or at the end of each working shift.

Regular maintenance in accordance with the manufacturers instructions must be carried out.

# Section 5

*Method Statement Requirements and Pro Forma*

## Use of Method Statements

Method statements are used as a means of demonstrating that the hazards and risks associated with a particular task or series of tasks have been properly considered and evaluated, with the appropriate risk control strategies having been implemented. A method statement can only be completed once the potential hazards have been identified and assessed, this therefore requires the completion of a properly considered risk assessment for the activity, which identifies not only the hazards, but also the required controls to manage any residual risks.

The risk assessment procedure is set out within Section 7 of this document.

All method statements should be completed using the standard method statement pro forma, as detailed on the following pages (or alternatively at least contain all of the information specified and set out in a logical easy to understand format). When completing the method statement, reference should be made to the various safety procedures within Section 4 of this document. Method statements should address all of the issues whilst avoiding irrelevant material which is not applicable to the specific situation. Further information on the production of Method Statements is also given in the CITB Publication 'Construction Site Safety - Safety Notes' (GE 700/42/2).

Details of the information to be contained within Method Statements is also given in the following pages.

## INFORMATION TO BE INCLUDED IN METHOD STATEMENTS

The Method Statement will depend on the complexity and size of the job and is intended to show how the work will be executed safely. The Method Statement should give details of the following:

1. Details of supervisory personnel on site who will be responsible for the work to be undertaken.
2. Details of Safety Consultant and their name and telephone number.
3. Details of any personnel not involved on site but who can be contacted regarding design or other specialist information if necessary.
4. Work sequences.
5. Stabilisation of the works during their progress e.g., any temporary props, struts or supports that are required.
6. The method of executing the works which will include methods of lifting, fixing, holding or bolting. Slings and unslings practice where necessary.
7. Methods to prevent any falls from heights. Full details should be given i.e., working, " platforms, handrails, safety harnesses or other means of preventing falling.
8. Access and egress to the job, i.e., by ladders, mobile work access platforms, hoists etc. Location of any ladders or other means of access.
9. Methods of protecting materials falling from heights i.e., toe boards, debris/brick guards, boarding on platforms etc.
10. The description of plant to be used in the execution of the work its safe working load and details of any tests, certificates, inspections/registers which are applicable.
11. Details of what to do in case of emergency. This would include details of first aid and names of qualified first aiders.
12. Details of storage and stacking of items on site together with any delivery procedures and any assembly work that is going to be carried out.
13. Detailed calculations for any loading platforms, props, temporary works or supports that are to be provided during the progress of the job.
14. Personal protective equipment to be provided for employees and sub-contractors in particular, safety helmets etc.
15. Details of any confined space hazards and where necessary, atmospheric monitoring procedures and emergency equipment to be provided.
16. Details of any shoring to be provided in excavations, means of entry and barriers or secure coverings to be provided.
17. Details of certification of personnel on site i.e., Construction Industry Training Board Certification Scheme for Scaffolding, Steel Erectors, Plant Operators, Demolition Operatives etc. Details of any certification such as Mounting of Abrasive Wheels, Cartridge Operated Tools etc.
18. The training of operatives on site i.e., induction training and any details regarding their part to be played within the Work Method Statement.

***The Method Statement or System of Work is a requirement of the Health and Safety at Work Etc Act 1974 and is intended to provide both the client and the individuals that are carrying out the work, the necessary information to undertake the job safely. It is essential that a copy of the Method Statement is kept on site available for inspection by all personnel. In addition, it is the responsibility of Management to ensure that all operatives are aware of their role in the job which is outlined within the Statement.***

***It is pointed out that this check list is not exhaustive and just gives outlined details of the type of information that should be provided.***

# Section 6

*Permit to Work Procedures & Pro Forma*

## **Permit to Work Procedures**

### **Introduction**

A Permit to Work system should be implemented whenever work has to be undertaken that involves special or particular levels of hazard and risk and additional levels of management control. Examples of the types of work that shall be covered by a Permit to Work are as follows:

- Excavating in toxic ground or where there are buried under-ground services
- Breaking flanges, opening valves or cutting into operational pipework etc
- Entry into confined spaces
- Work on plant when guards have been removed
- Work near overhead cranes
- Work involving any hazardous substances such as asbestos
- Welding or use of any tools in areas where flammable liquids are present
- Work on live electrical installations
- When chemicals, gases or dusts are present in the workplace
- Entry into rooms that have been fumigated
- Certain works at height

### **Limitations of Permits to Work**

The issue of a Permit to Work does not in itself guarantee safety, it merely documents and communicates the hazards and risks identified and the precautionary measures that have been taken in order to minimise risk. Thus Permit to Work procedures are only as good as the people operating them and the people supervising them. It is crucial therefore that supervisors of Permit to Work Systems:

- Are competent persons
- Ensure that every person on the site understands where permits are required
- Carry out regular checks to verify that the conditions specified by Permits are being maintained
- Rigorously enforce Permits and discipline anyone not meeting the requirements of a Permit

### **Permit to Work Usage**

Permit to Work forms should be issued by an appointed competent person and it is important that the following conditions are met:

- Only appointed persons shall issue Permits to Work. Each Permit shall be given a discrete sequential number which will be recorded on a master register of Permits to Works.
- Copies of the Permit shall be issued as follows:

<i>First Copy</i>	<i>To the permit holder/operators</i>
<i>Second Copy</i>	<i>Posted at the workplace</i>
<i>Third Copy</i>	<i>Retained by Issuer</i>
<i>Fourth Copy</i>	<i>Issue to the Principal Contractor</i>
<i>Fifth Copy</i>	<i>Issue to Client (Only required where the works impact on the clients existing operations)</i>

## Permit to Work Form

A standard form, as attached, will be used for the issue of all Permits to Work. As a minimum the following information should be contained on the Permit to Work form:

- **Permit Number, Date of Issue, Time of Issue, Site, Work Activity.**
- **Limits of Permit**  
*This section should define the scope of work to be undertaken; the area in which the defined work should be undertaken; the type of work to be covered by the Permit - i.e. Entry into Confined Space, Work on Electrical Systems made dead; the date and time of expiry of the Permit shall be defined (not normally beyond the end of that working day).*
- **Restrictions**  
*This section should identify what areas and activities have not been included and for which the Permit is thus not valid. Should work be required for areas, activities or using tools or equipment that are not defined on the current Permit, then another Permit should be sought. Under no circumstances should such work commence without a valid Permit to Work being obtained first.*
- **Hazards**  
*This section should detail any hazards and risks that may be present during the works activity.*
- **Precautions**  
*Wherever a hazard or risk has been identified in the above section, then an appropriate control measure shall be defined in this section.*
- **Conditions**  
*Any protective equipment, PPE, tools, atmospheric monitoring, emergency alarms, gas test equipment, or procedures that are required, should be defined in this section.*
- **Issue of Permit**  
*Prior to issue, the appointed responsible person shall ensure that the precautions and the conditions, defined above, have been complied with and that the limits, restrictions, precautions and conditions have been discussed with the person to whom the permit is to be issued (the permit holder).*
- **Receipt of Permit**  
*Before acceptance, the permit holder on receiving the permit shall ensure that he fully understands the limits, restrictions, hazards, precautions and conditions detailed on the*



*Permit to Work form. Only when he is satisfied should the form be signed. This is important as he then accepts responsibility for informing all persons under his/her control of these measures and for supervising compliance with the standards defined.*

- **Clearance**

*The permit shall be signed and dated as completed:*

- *When the work is complete*
- *Before the permit holder leaves site*
- *When the Permit Time has expired*

*If either of the last two occur before the work has been completed then the Permit must be cleared, cancelled and a new permit raised.*

- **Cancellation**

*Permits cannot be cancelled until returned and the appointed responsible person and the permit holder have cleared the Permit. This must be strictly adhered too even if it means holding up the job until the person concerned is recalled to site.*

*When a permit has been cancelled it must be marked on both sides with a clear diagonal line, corner to corner, and filed in a cancelled permit file.*

## **Notes**

Permits are only valid whilst the permit holders remain on site. If any permit holder leaves the site then their permit must be cleared, cancelled and another permit raised in the name of someone who will be remaining on site for the duration of the job.

Where conditions or circumstances change, or the permit holder becomes concerned that the precautions, conditions defined by the permit are not sufficient or conditions differ to those anticipated, then all personnel should be withdrawn from the job and the permit referred back to the appointed responsible person. The appointed responsible person should consider the difficulties encountered, the change in conditions or work methods and decide upon suitable controls. The new controls should be added to the permit and countersigned by both the appointed responsible person and the permit holder.

<b>PERMIT TO WORK</b>		HS87	<b>PERMIT NO</b>
<b>DATE OF ISSUE:</b>		<b>TIME OF ISSUE:</b>	
<b>SITE:</b>			*Delete if not applicable
<b>LIMITS OF PERMIT</b>			
This permit is issued for the following:			
* Operations to be carried out:			
* Area / Room to be entered:			
* Other:			
And is VALID ONLY UNTIL:		DATE:	TIME:
UNLESS OTHERWISE RECALLED OR CANCELLED			
<b>RESTRICTIONS</b> This Permit does not include the following work/areas/equipment:			
<b>HAZARDS</b> The hazards associated with the work/area covered by this Permit are:			
DETAILS			
*	Electrical		
*	Mechanical		
*	Explosion/Fire		
*	Asphyxiation		
*	Oxygen Deficiency		
*	Toxic/Dust/Fume		
*	Biological		
*	Confined Space		
*	Extreme Temperature		
*	Corrosive		
*	Poison		
*	Noise		
*	Ionising Radiation		
*	Flooding		
*	Other		
<b>PRECAUTIONS</b> The measures taken to control the above hazards before work begins/entry is made are:			
<b>CONDITIONS</b> The following conditions and emergency procedures must be complied with while work is being carried out or persons are in the area:			

**ISSUE OF PERMIT**

Position:

Organisation / Company:


I confirm that the precautions listed overleaf have been carried out and that it is safe to carry out the work/enter the area defined until the time and date specified overleaf or until this permit is cancelled, subject to the restrictions and conditions also specified overleaf, which I have explained to the person to whom this permit is issued (the Permit Holder).

**RECEIPT OF PERMIT**

This Permit is received by:

Position:

Organisation / Company:


I acknowledge receipt of this Permit and understand the limits, restrictions and conditions of the Permit which are detailed overleaf and have been explained to me.

I accept responsibility of ensuring that each person under my control is aware of the Permit and its limits, restrictions and conditions.

I understand that this Permit is not transferable and that I must clear this Permit for cancellation if I have to leave the site.

**CLEARANCE**

This section to be completed by the Permit Holder

I confirm that the work is no longer being carried out and that no person is in the area covered by this permit and that all persons under my control have been informed that this Permit is to be cancelled.

\* Our work has NOT been completed and tools, materials, equipment are still in the area (delete if not applicable)

Signed

Date

Time

**CANCELLATION**

This section to be completed by the appointed responsible person

This Permit has been cleared by the Permit Holder to whom it was first issued and is now cancelled.

Signed

Date

Time

**BOTH SIDES OF EACH COPY OF THIS PERMIT MUST BE MARKED  
WITH A CLEAR, BOLD LINE FROM CORNER TO CORNER WHEN IT IS CANCELLED**

# Section 7

## *Risk Assessment Policy*

BRYMAC LONDON LTD

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# **RISK ASSESSMENT POLICY**

## **CONTENTS**

### **1.0 DEFINITIONS**

### **2.0 LEGISLATION**

### **3.0 RISK MANAGEMENT**

#### **3.1 Hazard Identification**

#### **3.2 Risk Assessment Table**

### **4.0 DESIGN**

### **5.0 RISK ASSESSMENT DOCUMENTATION**

## 1.0 DEFINITIONS

<b>Hazard</b>	Something with the potential to cause harm.
<b>Risk</b>	A measure of the likelihood/probability and severity/consequence of an adverse event.
<b>Risk Assessment</b>	The process of evaluating the impact of risk.
<b>Mitigation</b>	The measures taken to control risk.
<b>Residual Risk</b>	The risk remaining after the design phase which have to be managed by others.

## 2.0 LEGISLATION

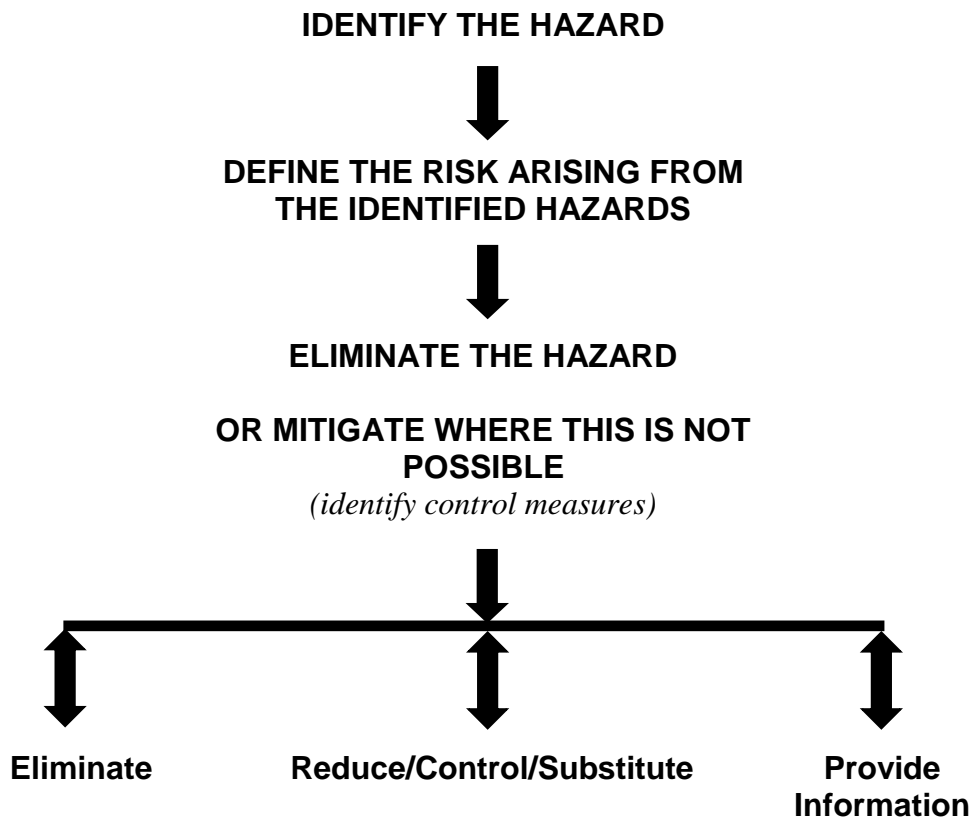
Health and Safety legislation places duties on employers to undertake risk assessments when:

- Planning a work activity, e.g.: site inspection, maintenance activities, entry into confined space, etc.
- Work activities are within the scope of Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- Working with substances hazardous to health (COSHH)
- Working at Height

## 3.0 RISK MANAGEMENT

Risk management is a complex process but the principles are quite simple. We all make risk assessments in our everyday lives, from crossing the road to deciding whether or not to eat a burger.

The process which you consciously or unconsciously undertake is:



Risk assessments are a structured method to identify, control or mitigate the hazards/risks produced by our activities or work. Risk assessments and the decisions made require formal recording. Risk assessments go beyond hazard identification and must involve analysis to evaluate risk levels, to eliminate these, or to take all reasonable steps to reduce the level of risk.

Risk assessment methods vary in their complexity. Client need or statutory requirements may require more complex methods of risk assessment.

### 3.1 Hazard Identification

The process of risk management starts with an effective means of identifying hazards. Experience and relevant knowledge are important elements in the identification of hazards and competent resources will need to be allocated to this activity.

It may not always be possible to identify every hazard for every activity on every project, however, a structured and systematic approach will help you to identify as many hazards as possible. Try using a combination of the following techniques, though remember that there is no substitute for experience:-



- Brainstorming
- Hazard identification checklists
- Review of similar examples
- Worst cases scenarios
- Interviews
- Peer reviews
- Research into past incidents/accidents

You should always document the hazards identified in your risk assessment documentation. This may, where appropriate result in a project risk register. See CIRIA SP 125 - A Guide to the Systematic Management of Risk from Construction, though a number of in house risk assessment pro forma's are available for project use.

### 3.2 Risk Assessment Table

There are many methods of assessing health and safety risks in terms of numerical value or ratings. Most are based on the principle:

Likelihood x Severity of consequence = Risk Rating

In order to assess risk, you need first to identify the likelihood of something occurring and the potential consequences.

The table shown below illustrates one method of calculating risk. CIRIA SP 125 shows a more complex version of the same approach and gives some guidance on non-numerical assessment.

LIKELIHOOD			CONSEQUENCE		
Title	Description	Scale	Title	Description	Scale
<b>Probable</b>	Likely to occur several times in the relevant period.	3	<b>Catastrophic</b>	Death or total systems loss	5
			<b>Critical</b>	"Major" injury or illness. Major damage Environmental impact	4
<b>Occasional</b>	Likely to occur at least once in the relevant period	2	<b>Serious</b>	Loss of time/injury Illness or damage Environmental impact	3
			<b>Marginal</b>	First Aid Accident Routine maintenance repair	2
<b>Remote</b>	Unlikely to occur in the relevant period	1	<b>Negligible</b>	Very minor Little consequence	1

As with hazard identification, it is important that persons with the appropriate level of knowledge and experience identify the likelihood and consequence for each hazard. If you feel unsure about the classification of the likelihood and consequence of a hazard occurring, discuss it with a colleague or other safety advisor.

Having determined the applicable scales for the consequence and likelihood of occurrence for each hazard, the level of risk is determined by simply multiplying out the resultant scales.

The risk is then assessed against the table below in order to determine the action to be taken. The required aim is to eliminate the risk or reduce the risk to "as low as reasonably practicable" before accepting the risk as manageable.

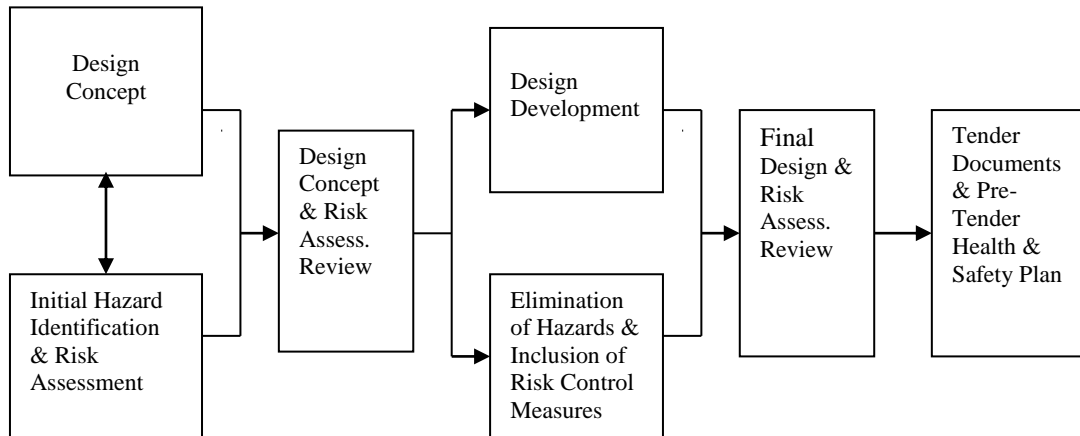
	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	15	12	9	6	3
Occasional	10	8	6	4	2
Rare	5	4	3	2	1
<b>Score</b>	Actions (All risks must be eliminated or reduced as far as is reasonably practicable)				
<b>5 &amp; 10+</b>	<b>High Risk</b> - Not acceptable. Apply mitigation to eliminate or reduce risk - Seek approval if significant risk remains.				
<b>6-9</b>	<b>Medium Risk</b> - Apply mitigation to eliminate or reduce risk - Seek approval if risk cannot reasonably practicably be reduced below this category.				
<b>1-4</b>	<b>Low Risk</b> - May be accepted if all reasonably practicable control measures are in place.				

Having categorised the health and safety risks, the next thing to do is to record the hazards in your risk assessment and determine the risk and what to do about them. This requires designers to consider the hazards and their effects and where possible they should amend the design to eliminate such hazards.

Where the elimination of hazards is not practical, appropriate control measures should be considered and the design amended to take account of them. It is then necessary to reassess the risk in order to establish the residual risk associated with the hazard. In some cases, the control measure itself may introduce additional hazards that also need to be assessed.

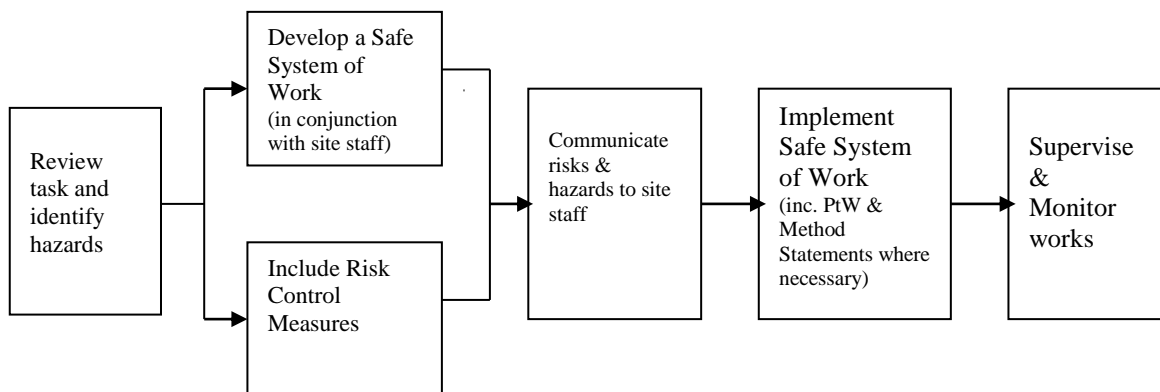
## 4.0 DESIGN

The way in which risk assessment fits in the design process is illustrated below, a process of continual audit and review should also be implemented throughout all stages of a project:



## 5.0 CONSTRUCTION

The way in which risk assessment fits in the construction process is below, a process of continual audit and review should also be implemented throughout all stages of a project:



Liaison with the staff carrying out the operation is essential to ensure the most appropriate method of working is implemented.

## 6.0 RECORD OF ASSESSMENT

The results of hazard identification and risk assessment together with evidence of actioning risk control measures should be documented. The level of documentation depends on the activities and levels of risk involved.

## 7.0 FIVE STEPS TO RISK ASSESSMENT

1. Identify the potential hazards.
2. Determine the Likelihood and Consequence of the risk.
3. Decide on the necessary action, though wherever possible the hazard should be eliminated.

*Can the hazard be removed completely/could the job be done in a different way or with an alternative material? If it can, change the job/process to eliminate the risk.*

*If the risk cannot be eliminated, can it be controlled or the effects reduced? Follow the principles of prevention and protection.*

4. Implement your decisions and record the findings on design risk assessments and drawings.
5. Regularly review your assessment and revise it if necessary, and ensure sufficient information is provided to the contractor and others.

Finally remember to communicate the risks to others in the design team and ensure a copy of all risk assessments are provided to the Principle Designer for inclusion in the Health & Safety documentation.

**Typical Hazards May Include:****1. Environment**

Residential Schools  
Children/General Public  
Farming  
Motorways/Trunk Roads  
River Flooding  
Unauthorised Access  
Live Services  
Rubbish

**2. General Hazards**

Asbestos  
Lead  
Radioactivity  
Electricity  
Vermin

**3. General Construction Activity**

Falls from Height/Through Fragile Material  
Open Manholes, Drains, Holes or Trenches Slips/Trips  
Excavation Collapse  
Unsafe Structure/Instability  
Moving Plant/Vehicles/Site Transport  
Manual Handling  
Fire and Evacuation  
Electrical Supply  
Noise and Vibration  
Hazardous Materials, Machinery  
Chemicals, Scaffolding  
Demolition (including Sequence)  
Access Routes around Site  
Storage Locations/Compound Delivery  
Use of Hand Tools  
Other Contractors/Trades  
Permits to Work  
Dust and Vapours/Noise  
Pollution into Water Courses  
Storage of Hazardous Materials  
Storage of Hazardous Liquids  
Concrete Access/Pumps  
Overhead Working/Cranes  
Confined Spaces  
Cuts/Lacerations from Handling Materials  
Erection Sequence  
Cutting/Welding  
Pumping  
Flammable Materials/Substances and Fire  
Site Access/Egress  
Portable Electrical Equipment  
Potentially Hazardous Plant  
Contact with Chemicals  
Old Paint  
Drilling/Abrading

**4. Working in the Ground**

Trial Pits  
Narrow Trenches  
Wide Trenches  
Confined Spaces  
Contamination  
Methane Gas/Sewers  
Artesian Water  
Flooding  
Ground Water  
Poor/Soft Ground/Instability  
Soil Liquefaction  
Landslips  
Weather  
Live Services/Overhead Cables  
Abandoned Services  
Access  
Sheet Piles/Props

**5. Working Over Water**

Drowning and Hypothermia  
Tides  
Flooding/Currents  
Boat/Ship movements  
Scour  
Access by Public  
Water-borne Diseases

**6. Working at Height**

Mechanical Lifting Operations  
Bolting up/Welding  
Wind  
Dropping Parts/Equipment/Materials  
Access  
Weather  
Overhead Cables

**7. Working in a Live Building**

Existing Processes  
Access for Other People  
Existing Services  
Existing Noise  
Noise of Construction Work  
Existing Dust/Fumes  
Construction Dust/Fumes  
Security  
Hoarding  
Access for Emergency Services  
Existing Evacuation Procedures (e.g. fire)

**8. Foundations**

See "Working in the Ground"  
Tension Piles  
Permanent Temporary Works  
Ground Anchors  
Uplift (Ballast)  
Piling Noise and Vibration  
Earth Moving  
Instability of adj. Structures  
Cavities in Ground

**9. Tunnels**

Geological Features/Faults  
Rock/Soil Conditions  
Existing Sub-Structures/Services  
Water  
Work Under Pressure  
Pipe-Jacking  
TBMs  
Hand Dig  
Ground Freezing  
Hazardous Substances  
Maintenance of Services  
Maintenance of Track/Road  
Maintenance of Lights  
Ventilation (including Flammable and/or Toxic Atmospheres, Oxygen Deficiency and Thermal Environment)  
Gas Leakage  
Explosives  
Locomotive & Spoil Removal  
Mechanical Hazards from Tunnelling  
Machines (Conveyors, etc.)  
Electric's

**10. Hazardous Materials/Substances**

Health Risk(s)/Safety Data  
Inhalation/Ingestion/Absorption  
Safe Levels/Concentrations  
Operatives/Visitors/Staff/Public  
Use, Spillage, Environment/Failure of  
Safeguards or Controls  
Bacteria/Oxidising Substances

**11. Drainage, etc.**

See "Working in the Ground"  
Joining to Existing Systems  
Sudden Discharge  
Pressure Testing  
Water Testing  
Hazardous Existing Materials (e.g. asbestos, cement)  
Gases  
Existing Services  
Compaction  
Outfalls  
Over-dig  
Viruses

**12. Structures**

See "Working at Height" and "Demolition"  
Erection Sequence  
Bracing  
Demolition  
Welding  
Connections  
Sequence/Handling  
Access  
Alterations/Extensions  
Strength of Existing Structures  
Facade Retention  
Concrete Delivery  
Use of Chemicals/Spillage  
Reinforcement (handling/bending)  
Post- Tensioning and Pre-Casting  
Glazing and Cladding/Finishes

**13. Demolition**

See "Working at Height"  
Services  
Bracing/Stability  
Pre/Post- Tensioning  
Pre Cast Units  
Sequence of Work  
Access  
Asbestos Finishes/Fibres  
Lagging (Asbestos)  
Tension Members  
Tension Piles  
Burning/Cutting  
Explosives  
Pneumatic Drill Hammer  
Disc Cutting  
Mechanical Breakers (Peckers)  
Sledge Hammers  
Swinging Weight  
Overload by Debris  
Fire  
Substances Hazardous to Health

**14. M&E Plant**

Heavy Lifts  
Service Connections/Electrical  
Vibrations  
Stability  
Dangerous Gases/Coolants  
Fire/Explosion Risk  
Initial Installation  
Operational Access  
Maintenance Access/Removal  
Maintenance Shut-down  
Commissioning/Testing  
Decommissioning  
Hot and Cold Components  
Pressure Testing/Energy Release  
Legionella  
Telecomms  
Moving Machinery/

# Section 8

## *Contractors (Health, Safety & Welfare) Start-up Procedures*

## **Contractors (Health, Safety & Welfare) Start-up Procedures**

These procedures deal primarily with the control and management of contractors undertaking work on behalf of the company. The reason for controlling contractors is simple in that many accidents happen to contractors and others when working on other peoples sites, sometimes this is due to a lack of information about the premises, what goes on within them or what is required of them while they are on the premises. Alternatively, it may be due to a lack of knowledge, training, skill or resources on behalf of the contractor.

The overriding reason for managing and controlling contractors is therefore to try and eliminate accidents by ensuring the selection of appropriate and competent contractors and through the exchange of information between the various parties.

The process of controlling contractors therefore aims to:

- Provide protection to all employees of the contractor and client, as well as members of the public and others affected by the works.
- Safeguard plant, equipment and property.
- Provide an exchange of information between the client, contractor and other relevant parties, with regards to the hazards and risks associated with the works.

The requirement for the control process is reinforced by specific statutory legislation, including:

- Health and Safety at Work Etc Act 1974 (Section 3)
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015

The company will only appoint contractors to undertake work on their projects who are competent and adequately resourced to take on the particular type of work involved in any project. Most contractors utilised by the company have a satisfactory track record of working directly with us on a selection of similar projects. Their competence and areas of skill/expertise is therefore generally well known to the company and such organisations are selected on the basis of past experience and knowledge of the organisation, though periodic checks must still be made. Where a organisation which is not known to us, their track record in terms of safety competency, accident records, history of completed projects and client references will be obtained and reviewed prior to any decision being made. This review should include a review of the organisations health and safety policy and procedures where more than 5 persons are employed and followed up with an interview where considered appropriate to demonstrate more fully the organisations capabilities and competence.

Once appointed all contractors need to be made aware of the potential hazards and risks associated with the project, as in the same manner Company Name will need to know of any additional hazards likely to be generated as a result of the working methods of the contractor. The following Contractor (Health, Safety & Welfare) Start-up Form and Emergency Procedures Form will therefore be completed as far as possible by Company Name and issued to the contractor for review and completion prior to the implementation of any works. This provides a simple mechanism to help ensure an exchange of safety related information as required by the above legislation.

Following the appointment of any contractor Company Name will continue to liase with the contractor, not only on technical matters, but also on any safety and management related issues necessary to facilitate the works in a safe and controlled manner.

# Contractors (Health, Safety & Welfare) Start-up Form HS91

Site: .....

Principal Contractor: ..... Name of Works Supervisor: .....

Information issued by Company Name to ..... Date: .....

The following shared welfare facilities are provided on site:	Hand washing facilities Toilets Hot and cold running water Rest room ..... .....
You are required to provide the welfare facilities for the exclusive use of your employees:	First aid facilities Change of clothing where required Clothes drying facilities where required ..... .....
Please state name of your competent person:	
Are all persons trained, experienced and competent in the type of works to be undertaken:	
Specific site rules as set out by the Principal Contractor and/or client include:	
Permits to Work will be required for the following activities:	
Hazards specific to this project include:	
All tools, plant, materials and equipment required to complete the works are to be provided/procured and maintained your organisation, with the exception of the following:	
It is a requirement of your appointment that our safety policies and where appropriate those of the Principal Contractor and Client, are followed at all times. Please confirm that this is acceptable:	
The following hazardous substances and/or materials may be encountered or used during the work process:	
Please state any additional information you require:	
Please state any specific hazards or safety issues which may be generated by your work activities:	
On behalf of ..... I acknowledge receipt of the above information and will ensure that it is adhered to throughout all stages of the project.	Signed: ..... Date: ..... Name: ..... Position: .....



## Emergency Plan and Procedures

HS88

1. The Site Emergency Co-ordinator is:  Tel:

2. The emergency contact list form has been completed and displayed on Site.

3. Contact has been established with the following Emergency Service organisations:

<u>Service</u>	<u>Contact Location</u>	<u>Contact Tel No</u>	<u>Contact Name</u>
----------------	-------------------------	-----------------------	---------------------

Police

Fire

Ambulance

Environment Agency

The HSE (local office)

**(Insert OTHERS)** eg: Gas, Electricity and Water.

4. The Client operates the following emergency procedures on the Site:

**(List HERE)**

5. Emergency assembly points are identified with signs and are located at:

**(List HERE)**

6. The senior person to assist with incident liaison and public relations is:

<b>Name:</b>	<input type="text"/>	<b>Tel No Work:</b>	<input type="text"/>
<b>Position:</b>	<input type="text"/>	<b>Tel No Mobile:</b>	<input type="text"/>

7. The Personnel trained to assist in Emergency Incident Co-ordination are:

**(List HERE)**

8. The delegated out of hours contacts are:

<b>Name:</b>	<input type="text"/>	<b>Tel No:</b>	<b>Home:</b>	<b>Mobile:</b>
<b>Name:</b>	<input type="text"/>	<b>Tel No:</b>	<b>Home:</b>	<b>Mobile:</b>
<b>Name:</b>	<input type="text"/>	<b>Tel No:</b>	<b>Home:</b>	<b>Mobile:</b>

9. This Emergency Plan is reviewed \*monthly/quarterly by:

(\*Delete as appropriate)

# Section 9

## *Health and Safety Induction Record/Checklist*

**HEALTH AND SAFETY INDUCTION RECORD/CHECKLIST** **HS89**

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Start date:** \_\_\_\_\_

*Initial induction should be completed within two weeks of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box(es) should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction should both sign the form and keep a copy.*

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the <i>Company's Health and Safety Policy</i> been explained to the new starter and a copy provided? 1.2 Have they been told where their nearest Health and Safety Notice Board is? 1.3 Have they been instructed where to go to obtain health and safety assistance?			
2. Emergencies and Fire Arrangements	Yes	No	Comments
2.1 Has the new starter been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building? 2.2 Have you explained where the fire assembly point is and the role of the Fire Marshals? 2.3 Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?			
3. Welfare Facilities & First Aid	Yes	No	Comments
3.1 Have you pointed out the location of the toilets, washing facilities, kitchen & rest areas, lockers, emergency showers etc (as appropriate)? 3.2 Have you pointed out the location of the nearest first aid box, first aid room (if provided) and told them who the local first-aiders are (and how to contact them)?			
4. Accidents and Hazard Reporting	Yes	No	Comments
4.1 Have you explained the incident / accident reporting procedure and how to report a hazard? 4.2 Have you pointed out the location of the nearest Emergency Telephone and the emergency numbers?			

5. Risk Assessments & Training	Yes	No	Comments
<p>5.1 If the work of the new starter involves a significant amount of Display Screen Equipment (DSE) use, has their DSE workstation been assessed by the DSE assessor?</p> <p>5.2 Have you discussed the following issues with the new starter, where these are appropriate to their work:</p> <ul style="list-style-type: none"> <li>i. General workplace, workshop or laboratory health &amp; safety (housekeeping, safe storage, local rules etc)?</li> <li>ii. Safe lifting techniques?</li> <li>iii. Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable?</li> <li>iv. Safe use &amp; maintenance of machinery and equipment, including pointing out the safety features?</li> <li>v. Electrical safety?</li> <li>vi. Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)?</li> </ul> <p>5.3 Have the H&amp;S training needs of the new starter been identified?</p>			
6. Work Outside Hours and Prohibitions	Yes	No	Comments
<p>6.1 Have you explained the policy on work outside normal working hours?</p> <p>6.2 Where appropriate, have you explained which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?</p>			
7. Personal Protective Equipment	Yes	No	Comments
<p>7.1 Have you informed them of any activities for which personal protective equipment or other safety equipment is required and why it must be used?</p> <p>7.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?</p> <p>7.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?</p>			

**8. Health and Safety Training Needs**

8.1 List here any health and safety training needs identified (including timescales for attendance) and any additional H&S information required by / for the new starter:

**Declaration**

*I certify that the above health and safety induction subjects have been explained:*

Induction conducted by:

Date

*(please include job title)*

Employee name / signature:

Date

# Section 10

## *Evaluation*

## **AUDITING**

### **PURPOSE**

This procedure outlines the requirements for the internal auditing of our Health and Safety Management Systems and legislative compliance.

### **SCOPE**

Arrangements to conduct periodic audits will be established in order to determine whether the health and safety management system and its elements are in place, adequate, and effective in protecting the safety and health of workers and preventing incidents.

- An audit policy and programme will be developed, which includes a designation of auditor competency, the audit scope, the frequency of audits, audit methodology and reporting.
- The audit includes an evaluation of our health and safety management system elements or a subset of these, as appropriate. The audit will cover:
  - Health and Safety Policy;
  - Responsibility and Accountability;
  - Communication and Consultation
  - Competence and Training;
  - System planning, development and implementation;
  - Risk Management;
  - Management of change;
  - Emergency preparedness and response;
  - Contracting;
  - Performance monitoring and measurement;
  - Accident Investigation
  - Management review;
  - Preventive and corrective action;
  - Continual improvement; and
  - Any other audit criteria or elements that may be appropriate.
- The audit conclusion will determine whether the implemented health and safety management system elements or a subset of these:
  - are effective in meeting our health and safety policy and objectives;
  - are effective in promoting employees participation;
  - respond to the results of health and safety performance evaluation and previous audits;
  - enable us to achieve compliance with relevant national laws and regulations; and
  - fulfil the goals of continual improvement and best health and safety practice.

## **ROLES & RESPONSIBILITIES**

The person responsible for implementing this policy is with the Directors who will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of this policy.

The responsible person is responsible for deciding the composition of the Internal Audit teams and will agree the time when the Audit will take place.

Line Managers are responsible for the implementation of this procedure, for ensuring that audits are completed annually in consultation with health and safety representatives (where elected) and employees representatives.

The responsible person is responsible for coordinating the internal audit programme in accordance with this procedure.

Audits will be conducted by competent persons internal or external to the organisation who are independent of the activity being audited.

The audit results and audit conclusions will be communicated to those responsible for corrective action.

Consultation on selection of the auditor and all stages of the workplace audit, including analysis of results, are subject to worker participation, as appropriate.

Monitoring will be carried out on a day to day basis but also by means of planned internal auditing. Auditing will help to identify areas of strength and achievements as well as identifying where remedial measures and improvements may be needed.

## **PROCEDURE**

Line Managers shall conduct a workplace management audit annually in consultation with health and safety representatives (where applicable) and/or employees representatives.

The responsible person shall coordinate and conduct the internal audit of the management system.

### **Management System Audit**

An internal management system audit shall be conducted of our health and safety management system on at least an annual basis. Persons carrying out audits shall have auditing qualifications and meet the competency requirements for internal health and safety auditing.

The responsible person shall coordinate the conduct of the internal management system audit.

### **Legislative Compliance Audit**

Legislative Compliance audits shall be completed when changes occur to any workplace.

### **Conducting an Audit**



**General**

- Planned Internal Auditing will take place annually.
- The responsible person will take part in at least one inspection a year.
- Members of the Auditing team must be trained in auditing and related protocols.
- A formal record of these Audits will be kept for at least 3 years.

**Internal Audits**

- Internal audits will be carried out at planned intervals by nominated competent persons. The Audit Report Form will be used and results communicated.
- The audit will subject each area of our health and safety management system to a systematic and critical examination to ensure compliance in all areas.
- The Audit will be pre planned and the following points will be considered,
  - Preparation of an Audit Plan.
  - Researching the objectives of the health and safety management system.
  - Closely examining technical reports and maintained records.
  - Conducting a walk around inspection of the work place and all activities.
  - Conducting structured discussions with individuals to obtain personal impressions of the success of the safety activities.
  - Use personal informed judgements to assess an activity.
  - Action points from previous audits to be reviewed.
- The results of the Audit will be reported by the Auditor on the Audit Report Form and agreed with the Auditee. Action points and close out dates will be agreed by both parties
- The completed Audit will be communicated through the health and safety management system.
- An audit policy and programme will be developed, which includes a designation of auditor competency, the audit scope, the frequency of audits, audit methodology and reporting.

**External Audits**

External Audits will be carried out at planned intervals by competent persons via our contractor selection procedure. The Audit Report Form will take the format as supplied by the individual organisation. All Audit results will be communicated through our health and safety management system.

- The audit will subject each area of our health and safety management system to a systematic and critical examination to ensure compliance in all areas.

- The Audit will be pre planned and the following points will be considered,
  - Preparation of an Audit Plan.
  - Researching the objectives of the Health and Safety Management System.
  - Closely examining technical reports and maintained records.
  - Conducting a walk around inspection of the work place and all activities.
  - Conducting structured discussions with individuals to obtain personal impressions of the success of the safety activities.
  - Use personal informed judgements to assess an activity.
  - Action points from previous audits to be reviewed.
- The results of the Audit will be reported by the Auditor on the Audit Report Form and agreed with the Auditee. Action points and close out dates will be agreed by both parties
- The completed Audit will be communicated through our health and safety management system.
- An audit policy and programme will be developed, which includes a designation of auditor competency, the audit scope, the frequency of audits, audit methodology and reporting.

The audit conclusion will determine whether the implemented health and safety management system elements or a subset of these:

- are effective in meeting our health and safety policy and objectives;
- are effective in promoting full worker participation;
- respond to the results of health and safety performance evaluation and previous audits;
- enable us to achieve compliance with relevant national laws and regulations;
- fulfil the goals of continual improvement and best H&S practice.

Audits will be conducted by competent persons internal or external to the organisation who are independent of the activity being audited.

The audit results and audit conclusions will be communicated to those responsible for corrective action.

## **DEFINITIONS**

### **Internal Audit**

A systematic evaluation of the organisation's systems for implementing our health and safety policy.

### **External Audit**

A comprehensive and systematic evaluation of the systems for implementing our health and safety policy and the effectiveness of the implementation process.

### **Audit**

A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organisation's policy objectives.

#### Action Summary

- Keep key personnel informed of progress in implementation
- Set specific and measurable targets
- Provide adequate resources to carry out the tasks
- Provide adequate training to ensure that people can implement improvements
- Ensure responsibilities are fully understood
- Ensure that the action plan is achievable
- Monitor progress towards targets

### **MANAGEMENT REVIEW**

#### **PURPOSE**

The purpose of this arrangement is to encourage and support management efforts, install a positive safety culture, identify management weaknesses, assess the level of compliance against agreed performance standards, allow continuous improvements in management standards.

#### **SCOPE**

We will review our health and safety management system to ensure that the;

- reviews of our health and safety management system will be defined according to our needs and conditions
- the overall strategy of the health and safety management system to determine whether it meets planned performance objectives;
- evaluate the H&S management system's ability to meet the overall needs of the organisation and its stakeholders, including its workers and the regulatory authorities;
- evaluate the need for changes to the health and safety management system, including health and safety policy and objectives;
- identify what action is necessary to remedy any deficiencies in a timely manner, including adaptations of other aspects of the organisation's management structure and performance measurement;
- provide the feedback direction, including the determination of priorities, for meaningful planning and continual improvement;
- evaluate progress towards our health and safety objectives and corrective action activities; and
- evaluate the effectiveness of follow-up actions from earlier management reviews.

The review will also consider:

- the results of work-related injuries, ill health, diseases and incident investigations; performance monitoring and measurement; and audit activities; and
- additional internal and external changes that could affect the health and safety management system.

The findings of the management review will be recorded and formally communicated to the people responsible for the relevant element(s) of the health and safety management system so that they may take appropriate action.

## **ROLES & RESPONSIBILITIES**

The person responsible for implementing this procedure is the Directors, who will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of management review matters.

## **PROCEDURE**

A review of the suitability, adequacy and effectiveness of the health and safety management system will be undertaken at least annually.

The System review will include the review of the following and a summary analysis of the following data is provided for review at the management meeting.

- Actions from previous system reviews
- Results of Audit findings, non-conformance and observations
- Preventive and Corrective actions
- Accidents, Incidents and complaints
- Summary of site based risk assessments
- Progress of Improvement plans
- The performance of the management system
- Process performance
- Resource needs
- Results from environmental monitoring
- Client requirements, satisfaction and feedback
- Communication from external interested parties
- Changing circumstances/requirements
- Review of Policy/s
- Recommendations for improvement

Recommendations for improvements to our system, procedures and objectives are set as a result of the review.

Changes in the system will be made and procedures amended in accordance with Document Control Procedures.

A record of the review will be maintained and distributed to responsible people for managing the health and safety system, including any decisions and actions related to possible changes to policy, objectives and other elements of the management system.

The information obtained from regular inspections will be reviewed carefully to identify

where immediate corrective action is needed, to monitor programme effectiveness and to identify trends.

As an example, analysis of inspection records over a period of time may:

- help establish priorities for corrective action
- assist in establishing or improving safe work practices
- identify the need for training in certain areas
- provide insight as to why accidents are occurring in particular areas
- indicate areas, equipment, etc. which may require more in-depth risk assessment.

Management will monitor inspection reports and the implementation of corrective actions to ensure adequate resources are allocated within recommended times to ensure a safe working environment.

Inspection reports must be filed with health and safety committee minutes and kept for at least 3 years.

#### Analysis and Follow up

- The responsible person will be responsible for reviewing the Workplace Inspections and initiating the appropriate corrective action.
- The Workplace Inspection shall be completed by the responsible person within one week, and shall contain the following information
  - The Action taken or planned to be taken
  - The approximate completion date
  - If there is a dispute or disagreement, a request for clarification or additional information from the inspection team may be requested.
- Subsequent Workplace Inspections will review the items from previous inspections to ensure the remedial action has resolved the concern.

### DEFINITIONS

#### Internal Audit

A systematic evaluation of the organisation's systems for implementing our health and safety policy.

#### External Audit

A comprehensive and systematic evaluation of the organisation's systems for implementing our Health and Safety Policy and the effectiveness of the implementation process.

#### Audit

A systematic examination against defined criteria to determine whether activities and

related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organisation's health and safety policy objectives.

### **Action Summary**

- Ensure system is reviewed annually
- Ensure all areas are covered in review of the system
- Keep key personnel informed of progress in implementation
- Set specific and measurable targets
- Provide adequate resources to carry out the tasks
- Provide adequate training to ensure that people can implement improvements
- Ensure responsibilities are fully understood
- Ensure that the action plan is achievable
- Monitor progress towards targets

# Section 11

*Action - Review*

## **PREVENTATIVE AND CORRECTIVE ACTION**

### **PURPOSE**

To ensure that arrangements are established and maintained for preventative and corrective action resulting from Health and Safety management system performance monitoring and measurement, audits and management reviews.

### **SCOPE**

These arrangements will include:

- identifying and analysing the root cause of any non-conformities measured against relevant Health and Safety regulations and/or Health and Safety management systems arrangements; and
- initiating, planning, implementing, checking the effectiveness of and documenting corrective and preventive action, including changes to the Health and Safety management system itself.

When the evaluation of the health and safety management system or other sources show that preventive and protective measures for hazards and risks are inadequate or likely to become inadequate, the measures will be addressed according to the recognised hierarchy of prevention and control measures, and completed and documented, as appropriate.

### **ROLES & RESPONSIBILITIES**

The person responsible for implementing this procedure is the Directors, who will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of preventative and corrective action matters, and are responsible for;

- The implementation of this procedure in their area of responsibility and accountability
- The development of project plans to track the resolution of non-conformances or hazards identified
- Consulting with employees or their representatives, in relation to progress with the resolution of identified issues.

### **PROCEDURES**

All steps will be taken to identify the risks associated with activities undertaken, plant, equipment and supplies used and in understanding the legal requirements related to the services provided to determine effective Procedures and Working Practices to prevent wherever possible, the occurrence of accidents, incidents, complaints and non-conformances.

Accidents, incidents and complaints are reported in accordance with the relevant Procedure.



A Non-Conformance is an identified deviation from or non-fulfilment of a requirement or lack of adherence to a system procedure or work instruction, product specification, or specified timescale.

Non- conformances are classified as follows;

### **Major Non-conformance**

- A breach in legislation that may lead to prosecution.
- An absence of a procedure or the total breakdown of its implementation that may lead to a breach of legislation, a major environmental impact or significant accident/incident.
- A number of findings against the same procedure/requirement
- A number of findings reported against the same area or section of the organisation process.

### **Minor Non-conformance**

- A single lapse of adherence to a procedure/requirement.

### **Observation**

- Where improvements could be made to the system
- Where a requirement has been followed but not to the letter

Note: Observations do not always require follow up action

### **Non- Conformances**

Non-conformances identified during Workplace Inspections that;

- Can be rectified within the control of local management shall be actioned as soon as possible
- Cannot be rectified as soon as possible shall have short-term measures to eliminate or minimise risk put in place
- Are not within the authority of the responsible person shall be advised to the person with the ultimate responsibility for health and safety.

Any outstanding non-conformances will be included or cross-referenced in Outstanding Actions on the Action Plan.

Details of the non-conformance are to be recorded including description, and classification. The requirement to which the non-conformance relates is also recorded e.g. reference to procedure, clause etc. and passed to the person responsible for the non-conformance.

Any Action taken to correct the non-conformance is to be detailed.

Action taken to prevent recurrence is then determined and timescales set for completion.

The Action Plan is to be signed to confirm completion of the corrective actions identified and a copy sent to the originator.

## **DEFINITIONS**

### **Workplace Inspections**

Routine monitoring of the basic provisions for health and safety by internal personnel, usually using a checklist to ensure consistency.

### **Internal Audit**

A systematic evaluation of the organisation's systems for implementing our health and safety policy.

### **External Audit**

A comprehensive and systematic evaluation of the systems for implementing our health and safety policy and the effectiveness of the implementation process.

### **Audit**

A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve our policy objectives.

## **Action Summary**

- Use the action plan to plan regular monitoring and reviews of actions
- Assign tasks to individuals
- Carry out monitoring
- Review performance to date
- Plan further actions

# Appendix 1

# Miscellaneous Forms

*See Separate Health & Safety Forms Folder*

# Appendix 2

*Glossary of Safety Terms*  
*Key Health and Safety Acts and Regulations*

## GLOSSARY OF SAFETY TERMS

**ABSOLUTE DUTY:** No defence available against non-compliance with statutory requirements.

**ACCIDENT:**

- An unplanned or unexpected event which may result in loss, injury or damage.
- Contact with energy resulting in a loss (injury, damage).
- Contact with substances resulting in a loss.
- Or any combination of the above.

**ACM:** Asbestos Containing Material.

**ALLERGEN:** An antigen (molecule capable of being recognised by the immune system) that causes an allergic reaction.

**APPOINTED PERSON:** One who is trained in accordance with the appropriate schedule, competent to carry out the duties and appointed in writing.

**APPROVED CODE OF PRACTICE (ACOP):** A Code of Practice (COP) prepared by management, unions and/or the HSE, that has been approved and accepted by The Health and Safety Commission (HSC). ACOP have a special legal status and failure to comply with their recommendations could lead to a prosecution.

**CARCINOGEN:** A substance or physical agent that causes cancer.

**CARCINOGENIC:** Inherent potential of a substance or physical agent to be a carcinogen.

**CODE OF PRACTICE:** A body of rules for Practical Guidance only and not having the force of law although failure to comply may be used in evidence in legal proceedings.

**COMPETENT PERSON:** A practical and reasonable person with sufficient documented training and experience, who knows what to look for, how to recognise it when they see it, and how to deal with it to make it safe. They also know and work within the limits of their competence.

**COSHH:** Control of Substances Hazardous to Health.

**DANGER:** A state or condition in which personal injury and/or asset damage is reasonably foreseeable.

**DERMATITIS:** Inflammation of the skin. When the condition is due to contact with a substance at work it is called 'occupational' or 'industrial' dermatitis.

**DSE REGULATIONS:** Health and Safety (Display Screen Equipment) Regulations 1992.

**ERGONOMICS:** The study of the relationship between workers and their occupation, equipment and environment and particularly, the application of anatomical, physiological and psychological knowledge to the problems arising there from.

**ERROR:** Mistake; error of judgement leading to action resulting in an accident and its subsequent effects.

**ERROR RATE PREDICTION:** A forecast of the possibility of error based on statistical data.

**FIRE PRECAUTIONS:** The measures taken and the fire protection features provided in a building (e.g. design, systems, equipment and procedures) to minimise the risk to the occupants from and outbreak of fire.

**FIRE PREVENTION:** The concept of preventing outbreaks of fire, of reducing the risk of fire spreading and of avoiding danger to persons and property from fire.

**FIRE RISK ASSESSMENT:** A fire risk assessment is an organised look at what, in your work activities and workplace, could cause harm to people. This will allow you to consider whether you have taken enough precautions or should do more to avoid harm. The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is acceptably low.

**FIRST AID:** The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities or materials available at the time.

**FREQUENCY RATE:**

$$\frac{\text{Number of injuries in the period} \times 100,000}{\text{Total hours worked during the period}}$$

**HARM:** Injury or damage.

**HAZARD:** Something with the potential to cause harm.

**HSC:** Health and Safety Commission

**HSE:** Health and Safety Executive

**HSWA:** Health and Safety at Work etc Act 1974.

**INCIDENCE RATE:**

$$\frac{\text{Total number of accidents} \times 1000}{\text{Number of persons employed during the period}}$$

**INCIDENT:** An event where there is no shown damage, injury or loss, but which may cause problems to an organisation.

**LOCK-OFF:** A system whereby controls such as switches or valves can be physically and intrinsically locked in the 'OFF' position as part of a SAFE SYSTEM of work.

**LOLER:** Lifting Operations and Lifting Equipment Regulations 1998.

**LOSS:** Personal injury and/or asset damage.

**MANAGEMENT REGULATIONS (or MHSWR):** Management of Health and Safety at Work Regulations 1999.

**MANUAL HANDLING:** Any means of transporting or supporting a load manually. Lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

**MEAN DURATION RATE:**

$$\frac{\text{Total number of days lost}}{\text{Total number of accidents during the period}}$$

**MEANS OF ESCAPE:** Structural means whereby a safe route is provided for persons to travel unaided from any point in a building to a place of safety.

**MISTAKE:** A human action that produces an unintended result.

**NARCOTIC:** Agent that depresses brain functions ea. organic solvents.

**NEAR MISS:** An incident, which does not show a visible result, but had the potential to do so.

**NEGLIGENCE:** The omission to do something, which a reasonable person, guided upon those considerations which ordinarily regulate the conduct of human affairs would do, or something, which a prudent and reasonable man would not do.

**PERMIT TO WORK:** A formal written or verbal authority to operate a planned procedure, which is designed to protect personnel, working in hazardous areas or activities. Authority for a safe system of work.

**POLICY:** A statement of corporate intent, which will be adopted and pursued as advantageous or expedient.

**PPE:** Personal Protective Equipment (ie: hard hat, gloves, safety goggles, gas monitor etc)

**PRACTICABLE:** Technical feasibility without reference to costs.

**PUWER:** Provision and Use of Work Equipment Regulations 1998.

**QUALIFIED WORKER:** One who is accepted as having the necessary physical attributes, who possesses the required intelligence, training and education, and has acquired the necessary skill and knowledge to carry out the work in hand to satisfactory standards of safety, quantity and quality.

**QUANTIFIED RISK ASSESSMENT:** Resulting from calculations allied to error rate predictions.

**REASONABLY PRACTICABLE:** A computation made in which the quantum of risk is placed on one scale, and the disadvantages involved in the measure necessary for averting the risk is placed upon the other. A balance between: risk and cost, inconvenience, effect on production.

**RIDDOR:** Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

**RISK:** The potential for harm, not actual harm. Risk reflects both the likelihood that harm and/or damage will occur and its severity.

**RISK ASSESSMENT:** A process where hazards are identified and risks evaluated, with the objective of eliminating or reducing the risks as low as is reasonably practicable.

**SAFE SYSTEM OF WORK:** A method of working that eliminates or reduces the risk of injury.

**SAFETY AUDIT:** Monitoring of the implementation of a safety policy by subjecting each area of an activity to a systematic critical examination with the purpose of minimising loss, and providing a quantified assessment of performance.

**SAFETY CASE:** Formal explanation of methods to be adopted to reduce risk of accident often used in high potential risk situations - e.g. Rail, Petro-chemical, Nuclear Installations.

**SAFETY COMMITTEE:** A committee representative of all staff with the objective of promoting co-operation in investigating, developing and carrying out measures to ensure the health, safety and welfare of the employees.

**SAFETY CULTURE:** This term has no widely agreed definition. It may be described as a product of the individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of an organisations health and safety programmes.

**SAFETY INSPECTION:** Systematic assessment of safety standards for plant, place of work, working. Carried out by a manager and not a safety adviser/engineer.

**SAFETY MANAGEMENT SYSTEM (SMS):** Management of Safety in order to promote a strong Safety Culture and achieve high standards of safety performance.

**SAFETY MONITORING:** Periodic checks on observance of corporate safety standards and procedures.

**SAFETY POLICY:** A written statement of an organisations intent regarding the health and safety of their employees and operations in general. The legal requirement for a written Safety Policy is for organisations with 5 or more employees.

**SAFETY REPRESENTATIVE:** A person appointed by a recognised trade union, who is recognised by the employer under the Safety Representatives and Safety Committees Regulations 1977 and who fulfils the function conferred upon them by the Regulations.

**SAFETY SAMPLING:** Systematic sampling of particular dangerous activities, processes or areas.

**SAFETY SURVEYS:** General inspections of the particular dangerous activities, processes or areas.

**SAFETY TOURS:** General Health and Safety inspections.

**SEVERITY RATE:** 
$$\frac{\text{Total number of days lost} \times 1000}{\text{Total number of man hours worked}}$$

**TOXIC:** Inherent potential of a substance to cause harm.

**TOXIN:** Substance that causes harm.

**WORKPLACE:** The workplace may be described as any place where people are at work.

## Key Health & Safety Acts and Regulations:

The following list of acts and regulations are the key statutory instruments applicable to the management of occupational health and safety in the UK. As new acts and regulations are introduced on a regular basis, those acts listed below may from time to time be supplemented or superseded by newer regulations.

- Building Regulations (Various dates)
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazards Regulations 1999 (COMAH)
- Control of Pesticides Regulations 1986
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Control of Vibration at Work Regulations 2005
- Dangerous Substances (Notification and Marking of Sites) Regulations 1990
- Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)
- Electricity at Work Regulations 1989 (SI 1989 No. 635)
- Food Premises (Registration) Regulations 1991
- Food Safety (General Food Hygiene) Regulations 2004
- Gas Appliances (Safety) Regulations 1995
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005
- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Information for Employees) Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Young Persons) Regulations 1997
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98)
- Lifting Plant and Equipment (Records of Test and Examination) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005 (NAWR)
- Notification of Installations Handling Hazardous Substances Regulations 2002
- Notification of New Substances Regulations 1993
- Personal Protective Equipment (PPE) at Work Regulations 1992 & 2002
- Pressure Equipment Regulations 1999
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998 (PUWER 98)
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)



- Safety Representatives and Safety Committees Regulations 1977
- Simple Pressure Vessels (Safety) Regulations 1991
- Supply of Machinery (Safety) Regulations 1992
- Transport of Dangerous Goods (Safety Advisers) Regulations 1999
- Work at Height Regulations 2005
- Working Time Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992