



HEALTH & SAFETY

POLICY & PROCEDURES MANUAL

APRIL 2010



*Last Reviewed: 25th April 2010
Next Scheduled Review: 24th April 2011*



HEALTH & SAFETY POLICY & PROCEDURES MANUAL

RECORD OF AMENDMENTS

Date	Issue	Amended By	Comments/Details
13 th October 2008	A	Safety Services Direct Ltd	First Issue
18 th May 2009	B	Safety Services Direct Ltd	General Update
25 th April 2010	C	Safety Services Direct Ltd	General Update

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.

CONTENTS

Section 1

General Statement of Health & Safety Policy

Section 2

Organisation & Responsibilities

Organisation

Implementation of the Policy

Responsibilities

- Managing Director
- Directors
- Contracts Manager
- Office Staff
- Works supervisor
- Employees (including labour only contractors)
- Sub-Contractors
- Health and Safety Consultants
- Safety Committee and Employee Consultation
- Communication of Health and Safety Information

Section 3

General Arrangements & Requirements

- Tendering and Planning
- Contractors
- Suppliers
- Training
- Notifications
- Protection of the Public
- Documentation
- Monitoring Policy
- Display Screen Equipment (DSE)
- Company Offices
- Site Offices
- Fire Precautions
- Emergency Procedures
- Accident Reporting
- Accident Reporting Procedures
- Welfare & First Aid
- Communal Areas
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety Signs
- Young Persons
- Work Equipment
- Management of Health and safety at Work

- Control of Noise
- Health Hazards
- Control of Substances Hazardous to Health
- Hazard Warning symbols
- Asbestos
- Personal Protective Clothing and Equipment
- Safety Helmets
- Manual Handling and Lifting
- Construction Design and Management
- Electrical Risks
- Control of Vibration at Work
- Work at Height Regulations 2005
- Step Ladders
- Ladders
- Lone Working
- Violence and Harassment
- Health Surveillance

Section 4

Safety Procedures

- Site Tidiness
- Demolition
- Scaffolding
- Step-Ladders, Trestles & Staging
- Ladders
- Lifting Operations
- Lifting Gear
- Roof Work
- Electrical Power Tools
- Electricity
- Compressed Air Power Tools
- Abrasive Wheels
- Entry into Confined Spaces
- Highly Flammable Liquids (HFL's)
- Liquefied Petroleum Gas (LPG)
- Mobile Access Equipment

Section 5

Method Statement Requirements and Pro forma

Section 6

Permit to Work Procedures & Pro forma

Section 7

Risk Assessment Policy

Section 8

An Overview of the CDM Regulations

Section 9
Contractors (Health, Safety & Welfare) Start-up Procedures

Section 10
Health and Safety Induction Record/Checklist

Appendix A Miscellaneous Forms

CDM Inspection Report
DSE Assessment Form
PPE Issue Record
Employee Safety Training Record
Manual Handling Operations Risk Assessment Checklist
Health Surveillance Record
Accident Report Form
Equipment Inspection Register
Portable Appliance Test Register

Appendix B Glossary of Safety Terms
Key Health and Safety Acts and Regulations

Section 1

General Statement of Health & Safety Policy

REGENCY CONTRACTING (CHELTENHAM) LTD

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Regency Contracting (Cheltenham) Ltd is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all stages of a project. 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.

Regency Contracting (Cheltenham) 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.

Regency Contracting (Cheltenham) 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 personnel protective equipment will be provided to all employees. Furthermore the necessary financial resources will be made available by the company in order for Regency Contracting (Cheltenham) 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: 25 April 2010

Managing Director

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 Regency Contracting (Cheltenham) 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.

- | | |
|----------------------------------|-------------------------|
| ➤ Induction Training | - Stephen Dobson |
| ➤ CoSHH Assessments | - Stephen Dobson |
| ➤ Risk Assessments | - Stephen Dobson |
| ➤ DSE Assessments | - DSE Users |
| ➤ Portable Appliance Testing | - Competent Electrician |
| ➤ Manual Handling Assessments | - Stephen Dobson |
| ➤ Fire Warden | - Stephen Dobson |
| ➤ First Aid Appointed Person | - Stephen Dobson |
| ➤ Responsible Person Fire Safety | - Stephen Dobson |
| ➤ PPE Inspections | - PPE Users |
| ➤ Contractor Assessments | - Stephen Dobson |
| ➤ Workplace Safety Inspections | - Stephen Dobson |
| ➤ Work Equipment Inspections | - Stephen Dobson |

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 personnel 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**

All accidents and incidents should be reported to:

- **Managing Director**

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 CDM Co-ordinator, Principal Contractor, 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.

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 helmets and protective footwear at all times other than in areas specifically designated “no risk” areas by the Works Supervisor or Principal Contractor. 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.

Regency Contracting (Cheltenham) 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

Regency Contracting (Cheltenham) Ltd may from time to time appoint 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

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

As 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.

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, Regency Contracting (Cheltenham) 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.

The Contracts Manager will satisfy himself that the Health and Safety Executive have been informed of all new sites which are notifiable under the CDM Regulations. Where appropriate, the Contracts Manager will ensure that details of the Client, the CDM Co-ordinator 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.

CDM Notifiable Projects

Regency Contracting (Cheltenham) Ltd will ensure that the client is fully aware of his duties under the Construction (Design and Management) Regulations 2007 (CDM). Where necessary the site manager will provide the client with further information in this respect.

Regency Contracting (Cheltenham) Ltd will on all notifiable CDM projects not commence the construction phase of the project until a satisfactory Construction Phase Health and Safety Plan has been prepared, furthermore no site works will be permitted until satisfactory welfare provisions have been provided for those working on the site; a CDM Co-ordinator has been appointed by the client and a Principal Contractor has been appointed. In addition to this, where the company fulfills the role of the Principal Contractor, a copy of the signed F10 will be clearly displayed on site.

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.

Site Offices

Where applicable, site offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 or the Construction (Design and Management) Regulations 2007 as applicable.

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. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper shall not be allowed to accumulate.

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.

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

TYPES AND SUITABILITY OF FIRE EXTINGUISHERS



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 or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

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

All injuries resulting from accidents on site or in other workplaces however minor will be reported by the Contracts Manager, on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc as well as company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Health and Safety Executive must be notified by telephone immediately by the Contracts Manager.

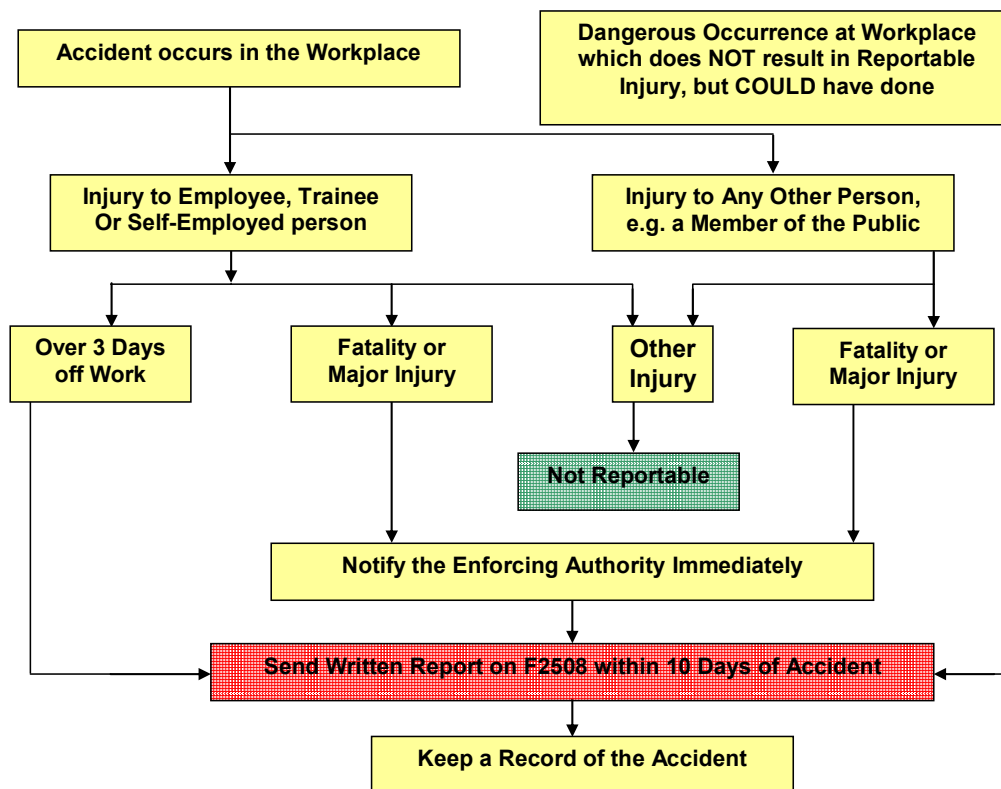
Form 2508 should then be completed and sent to the Health and Safety Executive within seven days.

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident.

All fatalities, major injuries, dangerous occurrences and other notifiable accidents will be recorded in a Register. These records will be kept permanently by the company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisers.

All accidents resulting in damage to premises or plant and machinery on site must be investigated by the Contracts Manager and details reported to the company.

Accident Reporting Procedures



Welfare and First-Aid

The Construction (Design and Management) Regulations 2007 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 sub-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 kitchen/staff welfare area. 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 Site Manager 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 2007 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.




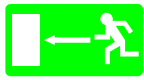

Wherever possible regularly used and heavy files, boxes etc, will not be stored at high level.

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 personnel 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 2006
The Control of Lead at Work Regulations 2002
The Construction (Design and Management) Regulations 2007
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 & Packaging for Supply) Regulations 2009

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 personnel 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 2007
- The Construction (Head Protection) Regulations 1989
- The Control of Asbestos Regulations 2006
- 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.

Safety Helmets

The Construction (Head Protection) Regulations require the provision and use of head protection on sites where there is a risk of head injuries. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations.

Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

All work will be negotiated in accordance with the above standards.

The Contracts Manager will ensure that Works Supervisors and sub-contractors are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access point to working areas.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Works Supervisors will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. The Works Supervisors will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

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

The Works Supervisors will report any disregard of this policy by sub-contractors employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced.

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, purchasers etc at all times and in all areas of the site. However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- Site office and welfare facilities
- Areas where premises are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

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

Regency Contracting (Cheltenham) Ltd will fulfill its duties under the Construction (Design and Management) Regulations 2007 (known as CDM), this may be as the Client, Principal Contractor, Designer, CDM Co-ordinator or Contractor. In most cases it is likely our involvement will be as a contractor working for the Principal Contractor. We will also on certain projects act as a Designer, particularly in the design of temporary works.

A series of HSE guidance notes have been issued, together with more detailed information is contained in the Approved Code of Practice.

All work will be tendered for, negotiated and planned in accordance with the CDM Regulations.

A pre-construction Health and Safety Information Pack may be required, depending on our role, where required this will be issued to all designers and contractors by the client or client's CDM Co-ordinator. All tenders must include sufficient resources and time allocation to carry out the work safely and in accordance with the plan.

The appointed Principal Contractor will develop the Health and Safety Plan by preparing Risk, Noise, COSHH and Manual Handling Assessments and will also include Method Statements from contractors carrying out specific work packages. Where we act as a contractor we will assist the Principal Contractor in planning the works in a safe and controlled manner, notifying him of any specific requirements and/or hazards which are likely to be encountered.

The company will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them. This applies equally to sub-contracted design work as it does to construction work.

The Works Supervisor will ensure that any information relevant to the Health and Safety Plan/File is complied with throughout the contract and issued to the Principal Contractor/ CDM Co-ordinator. The Principal Contractor is responsible for developing the Health and Safety Plan and passing any relevant information to the CDM Co-ordinator for the Health and Safety file.

The Contracts Manager will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to the Works Supervisor to ensure that any necessary additions to the Safety Plan and information for the Health and Safety file are passed to the Principal

Contractor/ CDM Co-ordinator.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, CDM Co-ordinator, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site.

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

Regency Contracting (Cheltenham) 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

Regency Contracting (Cheltenham) 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 on 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

Regency Contracting (Cheltenham) 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. Mobile Access Equipment

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

1. Site Tidiness

Regency Contracting (Cheltenham) 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 2007
- 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 2007, 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 2007 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 2007 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 2007

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 Personnel Protective Equipment at Work Regulations 1992
The Construction (Design and Management) Regulations 2007
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/slanted 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 2007
- 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 2007 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 2007
- 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 2007
- 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 2007
- 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
- Electrocutation 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. 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 2007

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.

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.

Method Statement Pro Forma

Proposed Activity:			
Site:		Timing of the Works:	
Names of Personnel involved:			
Supervisor:		Role:	Tel:
Tools Required:			
Materials Required:			
Other Equipment:	(ie: access platforms/winch/ladders etc)		
Specific Identified Hazards: (or refer to the task specific risk assessment(s))			
Specific Training Requirements:	(ie: Confined Spaces/Abrasive Wheels/Working at Height etc)		
Sequence of Operations: (Specifying methods of working, tools, materials and equipment utilised)	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 		
Temporary Supports/Props etc.:	(If none, state none.)		
Method of Access and Egress:	(ie: Ladders/MEWPS/Scaffold/Trestles/Step Ladder etc)		
Fall Protection Measures: (Personnel & Materials)	(ie: Guard Rails/Toe Boards/Safety Harnesses/Exclusion Zones etc)		
Hazardous Substances:	(ie: Solvents/Flammable Materials/Refrigerants/Welding Gases etc)		
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place.)		

Required Personnel Protective Equip.:	(ie: Hard Hats/Safety Boots/Gloves/Ear Defenders/Eye Protection/Face Masks/Overalls etc)
Emergency Procedures:	
Other Information:	

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the companies Health and Safety Policy.

Prepared by:

Position:

Date:

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 ie, working, " platforms, handrails, safety harnesses or other means of preventing falling.
8. Access and egress to the job, ie, 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 - ie 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.

PERMIT TO WORK		PERMIT NO
DATE OF ISSUE:		TIME OF ISSUE:
SITE:		*Delete if not applicable
LIMITS OF PERMIT		
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		
RESTRICTIONS This Permit does not include the following work/areas/equipment:		
HAZARDS The hazards associated with the work/area covered by this Permit are:		
DETAILS		
*	Electrical	
*	Mechanical	
*	Explosion/Fire	
*	Asphyxiation	
*	Oxygen Deficiency	
*	Toxic/Dust/Fume	
*	Biological	
*	Cofined Space	
*	Extreme Temperature	
*	Corrosive	
*	Poison	
*	Noise	
*	Ionising Radiation	
*	Flooding	
*	Other	
PRECAUTIONS The measures taken to control the above hazards before work begins/entry is made are:		
CONDITIONS The following conditions and emergency procdedures 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



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

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

2.0 LEGISLATION

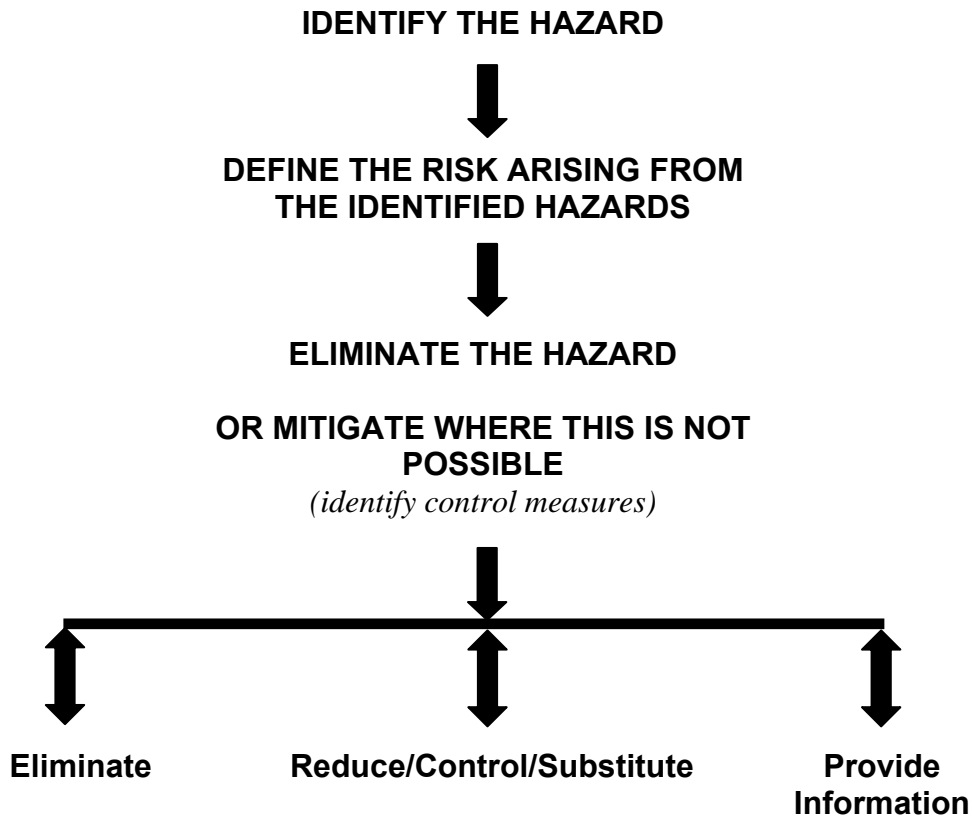
Health and Safety legislation places duties on employers to undertake risk assessments when:

- Planning a work activity, eg: 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:

$$\text{Likelihood} \times \text{Severity of consequence} = \text{Risk Rating}$$

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

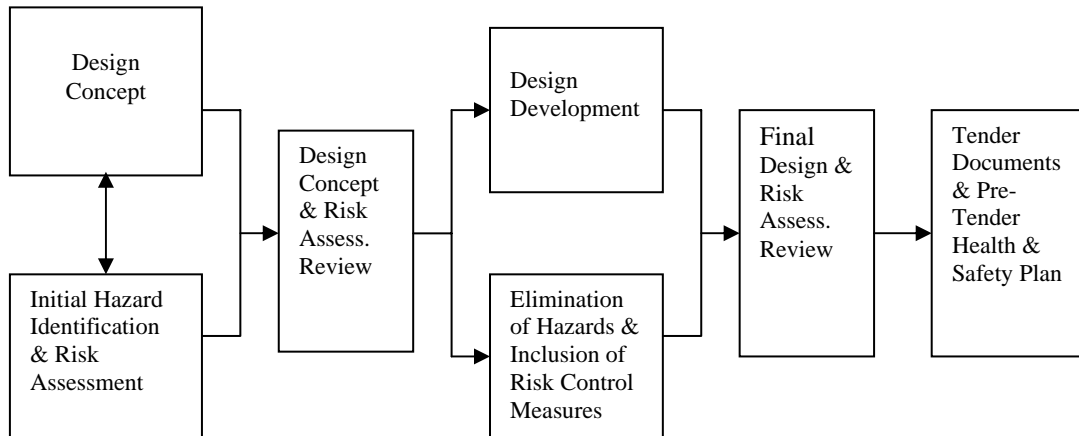
	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	15	12	9	6	3
Occasional	10	8	6	4	2
Rare	5	4	3	2	1
Score	Actions (All risks must be eliminated or reduced as far as is reasonably practicable)				
5 & 10+	High Risk - Not acceptable. Apply mitigation to eliminate or reduce risk - Seek approval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

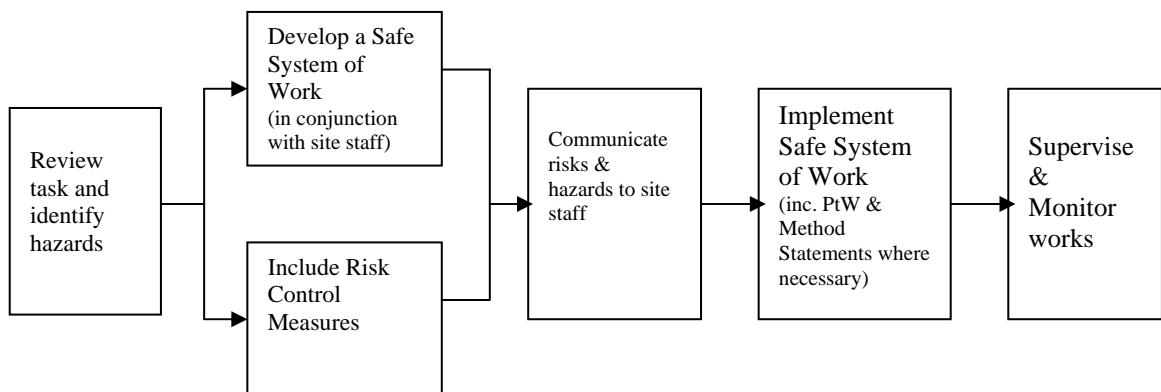
4.0 DESIGN

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 CDM Co-ordinator 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/Parts

Section 8

An Overview of the CDM Regulations

An Overview of the Construction (Design & Management) Regulations 2007

This overview provides general guidance and a brief summary of the requirements of the Construction (Design and Management) Regulations 2007 (CDM); it should not be taken as being a definitive guide to the regulations or their statutory requirements. For further information, reference should be made to the HSC's Approved Code of Practice and Guidance; Managing Health and Safety in Construction (L144).

WHAT IS CDM?

The CDM Regulations were originally introduced by the UK Government to comply with EC Directive 92/57.

The aims of the regulations are to not only reduce the unacceptable level of fatalities and major injuries associated with the construction industry, but also to positively influence related aspects of occupational health, safety & welfare. This can be achieved through improving the overall management and co-ordination of health, safety and welfare throughout all stages of a construction project.

The regulations place specific duties on all those who can contribute to the health and safety of a construction project. Duties are placed on clients, designers and contractors, as well as having created a new duty holder – the CDM Co-ordinator.

The regulations also make reference to specific documents, these being the Pre-Construction Information Pack and the Health & Safety File.

One new and significant element of CDM 2007 when compared to that of CDM 1994, is that CDM 2007 now also incorporates the requirements of the former Construction (Health, Safety and Welfare) Regulations 1996, these place significant duties and requirements on all organisations involved in undertaking building, construction and associated works.

Under CDM 2007, competence is a key issue and all those involved in the project MUST ensure that they themselves are competent and adequately resourced to carry out the project, this should include having the necessary experience, man power, plant, equipment and access to both competent health and safety advice and competent construction safety advice. Any organisation that accepts an appointment under CDM 2007 for which they are not competent, are automatically committing a criminal offence.

The following text provides a brief summary of the key duty holders and the requirements placed upon them under CDM 2007. For a fuller explanation of the roles and duties, reference should be made to the full text of the regulations and the associated Approved Code of Practice (ACOP).

THE CLIENT

Clients are individuals or organisations for whom construction work is carried out.

The key duties placed upon the client, are to:

- Determine if a project falls within the scope of the CDM Regulations.
- Check the competence and resources of all appointees
- Ensure there are suitable management arrangements for the project including the provision of adequate welfare provisions by the contractor
- Allow sufficient time and resources for all stages of the project to be implemented safely
- Provide pre-construction information to designers and contractors

In addition to the above, on all Notifiable projects, the client must also:

- Appoint a competent CDM co-ordinator for the duration of the entire project
- Appoint a competent principal contractor for the duration of the entire project
- Make sure that the construction phase does not start unless there are:
 - Suitable welfare facilities on site, and
 - A suitable construction phase health and safety plan in place
- Provide information relating to the health and safety file to the CDM co-ordinator
- Retain and provide access to the health and safety file to those who may need access to it.

In assessing the allocation of resources and competence of individuals/organisations, and in the assessment of the Construction Phase Health and Safety Plan, the client is required to make all reasonable enquires, including the seeking of expert advice, where applicable, he should therefore consult with the CDM co-ordinator on notifiable projects. In all cases the CDM ACOP provide guidance and information on the assessment of competence for each of the key duty holders, this can be used to assist with such assessments.

THE DESIGNER

Designers are organisations or individuals who carry out design work for a construction project, including temporary works design. Designers may include architects, consulting engineers, quantity surveyors, chartered surveyors, technicians, specifiers, contractors, principal contractors and specialist contractors. The term 'design' is a wide term under CDM and includes drawings, design details, specifications, instructions and BoQ's.

The designer plays a key role in the development of a construction project through ensuring that the health & safety of those who are to construct, maintain, operate, repair or use the facility, as well as the deconstruction/demolition is considered during the design and development phases of a project.

Failure to do this could delay the project, make it more difficult for contractors to devise safe systems of work, and cause the client to make costly changes so that the structure can be maintained and operated safely.

Designers from all disciplines have a contribution to make in avoiding and reducing health and safety risks which are inherent in the construction process and subsequent work (e.g. maintenance). The most important contribution that a designer can make to improve health and safety will often be during the concept and feasibility stage, when the main considerations will be about different design options which are available, and so therefore potential hazards can be avoided early on.

Once the design process has moved into detailed design and specifications, designers can continue to make a significant contribution to avoidance and reduction of risks to health and safety, particularly in relation to the specification of materials, substances and the general layout and arrangement of the structure.

The key duties applicable to the designer under the CDM Regulations are:

- Make clients aware of their duties and responsibilities.
- Give due regard to health and safety in your design work.
- As far as reasonable avoid any foreseeable risks to the health and safety of any persons working on the project.
- Combat all risks that cannot be avoided at the source of the risk.
- Give priority to health and safety measures that protect all of the people on site, rather than measures that protect individuals.
- Provide adequate information about the health and safety risks of the design and any other residual risks, to those who need it.
- Supply the CDM Co-ordinator with any information that is needed for or should be included in either the Health and Safety Plan or the Health & Safety File.
- Co-operate with the CDM Co-ordinator and other designers involved in the project.

THE PRINCIPAL CONTRACTOR

The Principal Contractor must be a contractor in his own right, he will be responsible for planning, managing and controlling health and safety during the construction phase of the project.

Site works should not commence until the principal contractor has developed a satisfactory construction phase health and safety plan, this should be based upon the information provided in the pre-tender plan.

The key duties applicable to the Principal Contractor under the regulations include:

- To ensure that you only accept contracts for which you are competent to undertake
- To develop a suitable and satisfactory Construction Phase Health & Safety Plan that addresses the key hazards associated with the implementation of the works

- To ensure, as far as practical, that all contractors/persons at work on the site comply with the provisions of the Construction Phase Health & Safety Plan.
- To ensure co-operation between contractors.
- To ensure that they have access to competent health and safety advice and support.
- To allow only authorised persons on to site.
- To obtain from other contractors details of their risk assessments, method statements and safe systems of work etc.
- To ensure a copy of the F10 is displayed on site.
- To liaise with the CDM Co-ordinator regarding ongoing design.
- To provide the CDM Co-ordinator with any information that is needed for inclusion within the Health & Safety File.
- To provide the CDM Co-ordinator with the principals of the design relevant to the health and safety of those working on the project (for example, erection sequences which must be followed to ensure stability).
- To provide the CDM Co-ordinator with descriptions of special requirements for safe working (for example, temporary propping of unstable structures).
- To ensure that the designers they appoint, or use are competent.
- To ensure that the sub-contractors they appoint, or use are competent
- To monitor health and safety performance of persons or companies working on the project.
- To provide health and safety information to every other contractor on risks associated with the project or construction techniques used.
- To ensure, as far as is reasonably practical, that all employees have received proper information, instruction and training.
- To ensure that everyone working on site has the opportunity to discuss and to make known to the principal contractor their views on any health and safety matters.
- To secure the site.
- To provide safety inductions and any further training needed to carry out their works safely.

CONTRACTORS

The term contractors is used to cover all other contractors (other than the Principal Contractor) irrespective of whether they are a sub-contractor or not. It also covers self employed persons in most instances. On non-notifiable projects there is no Principal Contractor and the client will generally appoint a contractor to oversee and manage the works.

The general requirements of contractors are to:

- Check that the client is aware of his duties under CDM 2007.
- Plan, manage and monitor their own work and that of their workers and sub-contractors.
- Check the competence of all their appointees and workers.
- Provide health and safety information to their workers.

- Ensure that the site is properly managed and safe, and that the provisions of Part 4 of CDM 2007 are complied with.
- Ensure that adequate welfare provisions are provided.
- To notify the HSE of the project using form F10 (When working for domestic clients on notifiable projects)

Additional requirements for notifiable projects:

- Check that the client is aware of his duties and a CDM Co-ordinator has been appointed and the HSE notified before starting work.
- Provide the principal contractor with information about the hazards and risk assessments associated with their works, how they intend to carry out the works and their general safety management proposals.
- Co-operate with the principal contractor.
- Comply with any directions given by the principal contractor.
- Manage their work to comply with any site safety rules and the provisions stated in the Construction Phase Health and Safety Plan
- Inform the principal contractor of any reportable accidents, illness or dangerous occurrences.
- Provide details to the principal contractor of any contractor who he engages in connection with carrying out the work.
- Supply the principal contractor with any information relevant to the health and safety file.

THE CDM CO-ORDINATOR

The CDM Co-ordinator is instrumental to the successful implementation of the CDM Regulations. The CDM Co-ordinator (be it an individual, company, partnership or other organisation) has a key role to play in the overall coordination and management of health and safety issues through the life of the project.

The main responsibilities placed on the CDM Co-ordinator are to:

- Ensure that they are themselves competent and adequately resourced to take on the role.
- Give suitable and sufficient advice and assistance to clients to enable them to comply with all their duties, including ensuring that they appoint competent designers and contractors; and ensuring that adequate arrangements are in place for managing the project.
- Ensure the HSE is notified of the project.
- Manage the flow of health and safety information between clients, designers and contractors.
- Ensure designers comply with their duties.
- Co-ordinate the Health & Safety aspects of the project design, planning and preparation for construction.
- Ensure the principles of Prevention & Protection are adhered to.
- Identify and collect the pre-construction information.
- Advise the client if surveys or investigative works are required to fill significant gaps in the information.
- Advise on the need for relevant health and safety related training

- Distribute all relevant pre-construction information to the relevant parties.
- Advise the client as and when requested to do so.
- Give advice to the contractors as and when requested to do so.
- Advise the client on the suitability of the contractors Construction Phase H&S Plan and the arrangements made to ensure that welfare facilities are on site from the start.
- Produce or update, a relevant, user friendly, Health & Safety File suitable for future use at the end of the construction phase.
- Ensure the H&S File is delivered to the client.

PRE CONSTRUCTION INFORMATION

Designers and contractors are to be provided with 'Pre-Construction Information' the purpose of this information is to enable those involved with the design, planning and implementation of the construction works to be aware of any hazards and restrictions that may affect the health, safety or welfare of those constructing, using, maintaining or ultimately demolishing the works.

The intention of the information is to improve the management of health and safety on site, and also to reduce the number of accidents and the incidents of ill health that occur.

The pre-construction information is to be used by those involved with the project to develop proposals and management arrangements that will enable the project to be implemented in a safe and controlled manner.

The pre-construction information may include:

- A general description of the works and details of the projects timescales.
- Details of health and safety risks as far as they are known, including information provided by designers about particular risks that they are unable to eliminate and assumptions in broad terms they have made about precautions which will need to be taken.
- Information required by possible principal contractors to allow them to identify the health and safety competencies and resources they will need for the project.
- Information on which to base a construction phase health and safety plan.
- Copies of project drawings, historic as-built drawings, details of any surveys and site investigation works and information on any hazardous substances likely to be encountered such as asbestos, lead or contaminated ground.

THE CONSTRUCTION PHASE HEALTH & SAFETY PLAN

The Construction Phase Health & Safety Plan may be regarded as the most important document in the regulations. If it is properly prepared and subsequently properly used by the Principal Contractor, compliance with it will have the potential to improve the management of health and safety on site, and also to reduce the number of accidents and the incidents of ill health that occur.

The Construction Phase Health and Safety Plan may include all or selected details from the pre-construction information, together with management proposals and arrangements for addressing site safety issues which are relevant to health, safety and welfare of those involved in the project.

The construction phase Health & Safety Plan will often need to be reviewed as the works progress to account for changing project circumstances/work phases.

THE HEALTH & SAFETY FILE

The Health & Safety File is a record of information for the client or end user. The CDM Co-ordinator is responsible for ensuring the Health and Safety File is prepared and passed onto the client. The File should give details of health and safety risks that will have to be managed during maintenance, repair, renovation or demolition, together with information concerning those who built the facility, how it was built and how it should be maintained. It does not need to repeat information contained in other documents such as Operation and Maintenance Manuals, though where necessary it should make reference to them.

DUTIES RELATING TO HEALTH AND SAFETY ON CONSTRUCTION SITES

Part 4 of the Construction (Design and Management) Regulations 2007 specifies specific requirements that all contractors and principal contractors must comply with insofar as they affect him or any person carrying out construction work under their control. Naturally not all items will be relevant to all projects. The following list provides only a very brief summary of the main points, full details are provided in the CDM Regulations and the associated ACOP.

- **Safe places of work** – ensure that working environments are safe, including access and egress to the site
- **Good order and site security** – sites shall be maintained in a safe and tidy condition, whilst being properly signed to warn of any dangers and secure from unauthorised entry
- **Stability of structures** – all necessary measures shall be taken to prevent harm to any person from any unstable structure
- **Demolition or dismantling** – all demolition or dismantling work must be carried out without risks to any person, it must be carefully planned and all arrangements for carrying out demolition/dismantling work **MUST** be recorded in writing
- **Explosives** – all explosives must be carried, stored and used safely in accordance with current legislation and best practice arrangements, explosives shall not be used where a risk exists to any person from the explosion or any flying or projected material
- **Excavations** – these must be regularly inspected by a competent person, adequately shored and measures taken to prevent persons, materials or

equipment falling into excavations, measures must also be taken to prevent excavations collapsing and no work is to be allowed in an excavation where the risk of injury exists

- **Cofferdams and caissons** – these must be regularly inspected by a competent person and be properly designed, maintained and equipped with all necessary equipment for the safety and evacuation of any person(s) working within them
- **Reports of inspections** – must be recorded and where unsatisfactory items are identified, the person in charge must be informed and the problem rectified before work is allowed to recommence, reports must be available for inspection by a HSE inspector
- **Energy distribution installations** – measures and precautions must be taken to prevent persons coming into contact with installations such as electricity cables, this may involve disconnecting the source of electricity, diverting the cables away from the working area or where this is not possible, providing warning signs and barriers
- **Prevention of drowning** – measures to prevent persons falling into any body of water or liquid must be implemented, together with the provision of rescue equipment and procedures
- **Traffic routes** – dedicated pedestrian accesses and routes should be provided where practicable to ensure that vehicles and personnel do not come into conflict with each other, all traffic routes (pedestrian and vehicular) must be suitable and sufficient for their intended use
- **Vehicles** – all vehicles should be properly maintained and operated by competent persons, be fitted with means of preventing unintended movements and give warnings to any operative or others in the vicinity of such vehicles. No vehicle is to carry passengers unless specifically intended for that purpose, operatives should also leave the vehicle whilst it is being loaded unless the vehicle has been designed to provide a safe place of work for such persons
- **Prevention of risk from fire etc.** – suitable and sufficient steps shall be taken to prevent any risk from fire, flooding, explosion or any substance liable to cause asphyxiation
- **Emergency procedures** – suitable procedures must be developed and implemented to deal with any foreseeable situation, this must address any specific risks and hazards on the site and the precautions that may need to be taken by those working for the emergency services
- **Emergency routes and exits** – emergency exits and routes shall be provided on the site, indicated by suitable signage, to enable any person on the site to quickly leave the site and access a safe location

- **Fire detection and fire-fighting** – where necessary suitable and sufficient fire fighting and detection equipment shall be provided, indicated by suitable signage, to safeguard the health and safety of anyone on the site
- **Fresh air** – a suitable source of fresh or purified air must be provided on all construction sites
- **Temperature and weather protection** – workplaces must be maintained at a suitable temperature, though where this is not possible, suitable protective clothing must be provided and used
- **Lighting** - every place of work and approach thereto and every traffic route shall be provided with suitable and sufficient background lighting, this should be supplemented with task lighting where necessary to enable any work to be carried out safely and without risk to the health and safety of those doing the work

HEALTH SAFETY AND WELFARE REQUIREMENTS

Under CDM 2007, all contractors and principal contractors must also provide satisfactory welfare arrangements for those carrying out the works on site, this should include:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest

Full details of the specific provisions are outlined in Schedule 2 of the CDM Regulations 2007.

Section 9

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 2007

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 Regency Contracting (Cheltenham) Ltd 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 Regency Contracting (Cheltenham) Ltd 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 Regency Contracting (Cheltenham) Ltd will continue to liaise 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

Site:

Principal Contractor: Name of Works Supervisor:

Information issued by Regency Contracting (Cheltenham) Ltd 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

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)			
<i>(Insert OTHERS) eg: Gas, Electricity and Water.</i>			

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:

Name:	<input style="width: 90%; height: 20px;" type="text"/>	Tel No Work:	<input style="width: 90%; height: 20px;" type="text"/>
Position:	<input style="width: 90%; height: 20px;" type="text"/>	Tel No Mobile:	<input style="width: 90%; height: 20px;" type="text"/>

7. The Personnel trained to assist in Emergency Incident Co-ordination are:
(List HERE)

8. The delegated out of hours contacts are:

Name:	<input style="width: 90%; height: 20px;" type="text"/>	Tel No:	Home:	Mobile:
Name:	<input style="width: 90%; height: 20px;" type="text"/>	Tel No:	Home:	Mobile:
Name:	<input style="width: 90%; height: 20px;" type="text"/>	Tel No:	Home:	Mobile:

9. This Emergency Plan is reviewed *monthly/quarterly by:

(*Delete as appropriate)

Section 10

Health and Safety Induction Record/Checklist

HEALTH AND SAFETY INDUCTION RECORD/CHECKLIST

Name: _____ **Job Title:** _____

Start date: _____

Initial induction should to 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"> i. General workplace, workshop or laboratory health & safety (housekeeping, safe storage, local rules etc)? ii. Safe lifting techniques? iii. Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable? iv. Safe use & maintenance of machinery and equipment, including pointing out the safety features? v. Electrical safety? vi. Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)? <p>5.3 Have the H&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

Appendix A

Miscellaneous Forms

CDM Inspection Report
DSE Assessment Form
PPE Issue Record
Employee Safety Training Record
Manual Handling Operations Risk Assessment Checklist
Health Surveillance Record
Accident Report Form

CDM INSPECTION REPORT

Construction (Design and Management) Regulations 2007 INSPECTION REPORT

1 Name and address of person for whom inspection was carried out.

2 Site address

3 Date and time of inspection

4 Location and description of workplace (including any plant, equipment or materials)

5 Matters which give rise to any health and safety risks.

6 Can work be carried out safely?

Y / N

7 If not, name of person informed?

8 Details of any other action taken as a result of matters identified in 5 above.

9 Details of any further action considered necessary.

10 Name and position of person making the report.

11 Date report handed over.

Construction (Design and Management) Regulations 2007

INSPECTION REPORTS: NOTES

Place of work requiring inspection	Timing and frequency of inspection			
	Before being used for the first time.	After substantial addition, dismantling or alteration.	After any event likely to have affected its strength or stability.	At regular intervals not exceeding 7 days.
Any working platform or part thereof or any personal suspension equipment.	√	√	√	√

NOTES

General

- The inspection report should be completed before the end of the relevant working period.
- The person who prepares the report should, within 24 hours, provide either the report or a copy to the person on whose behalf the inspection was carried out.
- The report should be kept on site until work is complete. It should then be retained for three months at an office of the person for whom the inspection was carried out.

Working Platforms Only

- An inspection is only required where a person is liable to fall more than 2 metres from a place of work.
- Any employer or any other person who controls the activities of persons using a scaffold shall ensure that it is stable and of sound construction and that the relevant safeguards are in place before his employees or persons under his control first use the scaffold.
- No report is required following the inspection of any mobile tower scaffold which remains in the same place for less than 7 days.
- Where an inspection of a working platform or part thereof or any personal suspension equipment is carried out:
 - before it is taken into use for the first time; or
 - after any substantial addition, dismantling or other alteration; not more than one report is required for any 24 hour period.

Checklist of Typical Scaffolding Faults

Footings	Standards	Ledgers	Bracing	Putlogs and transoms	Couplings	Bridles	Ties	Boarding	Guard-rails and toe-boards	Ladders
Soft and uneven	Not plumb	Not level	Some missing	Wrongly spaced	Wrong fitting	Wrong spacing	Some missing	Bad boards	Wrong height	Damaged
No base plates	Jointed at same height	Joints in same bay	Loose	Loose	Loose	Wrong couplings	Loose	Trap boards	Loose	Insufficient length
Undermined	Damaged	Damaged	-	-	No check couplers	-	-	Insufficient supports	-	-

DSE ASSESSMENT FORM

DSE Workstation Assessment Checklist

Workstation location and I.D. number (if applicable)	
User:	
Checklist completed by:	
Assessment checked by:	
Date of assessment:	
Any further action needed? Please summarise details	
Follow-up action completed on:	

This checklist can be used as an aid to completing Display Screen Equipment (DSE) risk assessments and to help comply with the Health and Safety (Display Screen Equipment) Regulations.

The checklist should be given to individual DSE Users to complete, then completed forms should be reviewed by the DSE Assessor to identify any problems that require further attention.

Please work through the checklist, ticking either the 'yes' or 'no' column against each risk factor

- 'Yes' answers require no further action
- 'No' answers will require investigation and/or remedial action by the DSE assessor. They should record their decisions in the 'Action to take column'. Assessors should check later that the actions taken have resolved the problem.

The diagram in the Appendix provides a guide to setting up DSE workstations correctly. This can be given to DSE users and posted on the companies health and safety notice board.

Risk Factors	Yes	No	Things to consider	Action to take
<p>1.Display screens</p> <p>Are the characters clear and readable?</p> <p>Is the text size comfortable to read?</p> <p>Is the image stable, free from flicker and jitter?</p> <p>Is the screen's specification suitable for its intended use?</p> <p>Is the brightness and/or contrast adjustable?</p> <p>Does the screen swivel and tilt?</p> <p>Is the screen free from glare and reflections?</p> <p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Make sure screen is clean. Check that text and background colours work well together.</p> <p>Software settings may need adjusting to change text size.</p> <p>Try using different screen colours to reduce flicker eg darker background and lighter text. If problems still exist consult IT.</p> <p>Intensive graphic work or work requiring fine attention to small details may require large screens.</p> <p>Separate adjustment controls are not essential provided the user can read the screen easily.</p> <p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen/desk and/or shield the screen from source of reflections.</p> <p>Check that the blinds work. Blinds with vertical slats can be more suitable than horizontal ones. Only consider anti-glare filters as a last resort.</p>	

Risk Factors	Yes	No	Things to consider	Action to take
<p>2. Keyboards</p> <p>Is the keyboard separate from the screen?</p> <p>Does the keyboard tilt?</p> <p>Is it possible to find a comfortable keying position?</p> <p>Does the user have good keyboard technique?</p> <p>Are the characters on the keys easily readable?</p>			<p>This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).</p> <p>Tilt need not be built in.</p> <p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>User may require further training to prevent:</p> <ul style="list-style-type: none"> • hands bent up at wrist; • hitting the keys too hard; • overstretching the fingers. <p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	
<p>3. Mouse, trackball etc</p> <p>Is the device suitable for tasks it is used for?</p> <p>Is the device positioned close enough to the user?</p>			<p>If the user is having problems, try a different device. There are a variety of shapes and sizes available. Alternative devices like touch screens may be better for some tasks.</p> <p>Most devices are best placed as close as possible eg right beside the keyboard. Training/reminders may be needed to:</p> <ul style="list-style-type: none"> • prevent arm overreaching; • not to leave hand on the device when it is not being used; • encourage a relaxed 	

Risk Factors	Yes	No	Things to consider	Action to take
<p>Is there support for the device user's wrist and forearm?</p> <p>Does the device work smoothly at a speed that suits the user?</p> <p>Can the user easily adjust software settings for speed and accuracy of pointer?</p> <p>4. Furniture Is the work surface large enough for all the necessary equipment, papers etc?</p> <p>Can the user comfortably reach all the equipment and papers they need to use?</p> <p>Are surfaces free from glare and reflection?</p> <p>Is the chair suitable?</p> <p>Is the chair stable?</p>			<p>arm and straight wrist.</p> <p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p> <p>Cleaning may be required eg mouse ball and rollers</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p> <p>Users may need training in how to adjust device settings.</p> <p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p> <p>Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p> <p>Consider mats or blotters to reduce reflections and glare.</p> <p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment</p>	

Risk Factors	Yes	No	Things to consider	Action to take
<p>6. Environment</p> <p>Is there enough room to change position and vary movement?</p> <p>Is the lighting suitable, eg, not too bright or too dim to work comfortably?</p> <p>Does the air feel comfortable?</p> <p>Are levels of heat comfortable?</p> <p>Are the levels of noise comfortable?</p>			<p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages</p> <p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p> <p>Users should be able to control the light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (ensure lights do not cause glare by reflecting off walls or other surfaces.</p> <p>DSE and other equipment can dry the air.</p> <p>Circulate fresh air if possible.</p> <p>Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p> <p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or can users be moved away from the heat source?</p> <p>Consider moving sources of noise eg printers away from user. If not, consider soundproofing.</p>	

Risk Factors	Yes	No	Things to consider	Action to take
<p>7.General</p> <p>Has the checklist covered all the problems you may have working with DSE?</p> <p>Can you confirm that you do not experience discomfort or other symptoms which you attribute to working with DSE?</p> <p>Have you been advised of your entitlement to eye and eyesight testing?</p> <p>Do you take regular breaks working away from DSE?</p>				
<p>Please write details of any problems here:</p>				

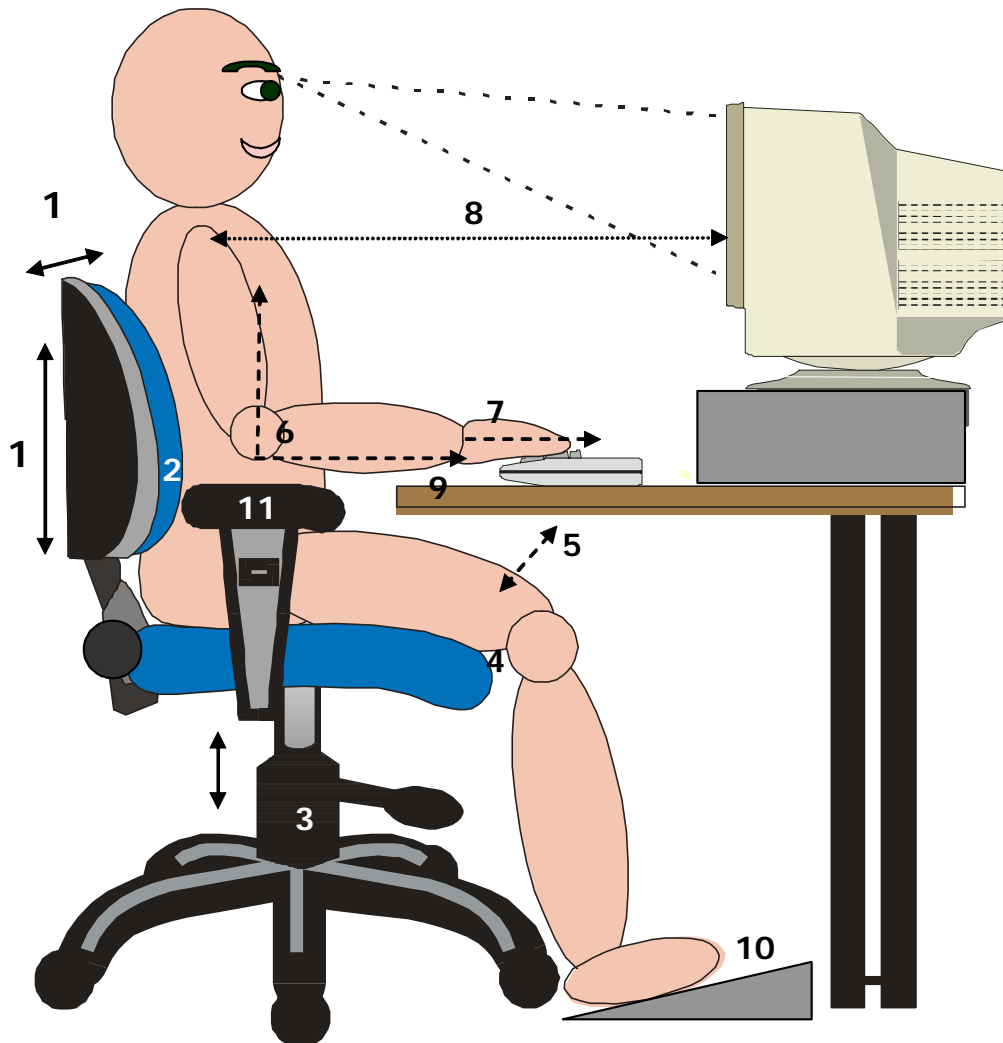
Name:

Signed:

Date:

Ideal seated position for DSE work

1. The seat back rest should be adjusted so you are sitting upright
2. Good lumbar support should be achieved (i.e. the lower back should be supported)
3. Seat height should be adjusted to achieve 4 – 7 below
4. There should be no excess pressure on the underside of your thighs and back of knees.
5. There should be room under the desk to allow changes in posture (no obstacles)
6. Forearms should be horizontal and elbows approximately at right angles
7. There should be minimal bending of the wrists and hands, they should be horizontal
8. Screen should be at arms length and height and angle should be adjusted to allow a comfortable head position with the neck and head straight
9. Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. Place mouse close to keyboard
10. A foot support should be provided if your feet do not now touch the ground
11. If seat arm-rests are provided these should not prevent you from pushing your chair under the desk or should be adjustable in height



PPE ISSUE RECORD

**PERSONAL PROTECTIVE EQUIPMENT
ISSUE RECORD**

EMPLOYEE NAME	
WORK LOCATION	
PREMISES/DIVISION/UNIT	

The personal protective equipment (PPE) listed below is issued to you in accordance with the Management of Health and Safety at Work Regulations 1999 and the Personal Protective Equipment at Work Regulations 1992.

It is your responsibility to:

1. Wear and use each item of PPE in accordance with the manufacturers instructions and any training given.
2. To clean and store the PPE correctly.
3. To report any defects when discovered and to obtain replacements.

Type of PPE	Date Issued	Signature

EMPLOYEE SAFETY TRAINING RECORD

*MANUAL HANDLING OPERATIONS RISK
ASSESSMENT CHECKLIST*

Manual Handling Operations Risk Assessment Checklist

Section A - Preliminary:

** Circle as appropriate*

Job Description:	Is an assessment needed? (i.e. is there a potential risk for injury and are the factors beyond the limits of the guidelines?) <p style="text-align: center;">Yes/No*</p>
------------------	--

If 'Yes' continue. If 'No' the assessment need go no further.

Operations covered by this assessment (detailed description): Locations: Personnel involved: Date of assessment:	Diagrams (other information):
---	-------------------------------

Section B - See over for detailed analysis

Section C - Overall assessment of the risk of injury? Low / Med / High*

Section D - Remedial action to be taken:

Remedial steps that should be taken, in order of priority:	
1	
2	
3	
4	
5	
6	
Date by which action should be taken:	
Date for reassessment:	
Assessor's name:	Signature:

TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT

Section B - More detailed assessment, where necessary:					
Questions to consider:	If yes, tick appropriate level of risk.			Problems occurring from the task. (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action. (Possible changes to be made to system/task, load, workplace/ space, environment. Communication that is needed)
	Low	Med	High		
The tasks - do they involve: <ul style="list-style-type: none"> • holding loads away from trunk? • twisting? • stooping? • reaching upwards? • large vertical movement (from floor level)? • long carrying distances (over 10 metres)? • strenuous pushing or pulling? • repetitive handling (over 30 times an hour)? • prolonged physical effort (more than one hour)? • insufficient rest or recovery? • insufficient assistance (team handling required)? • a rate imposed by a process? 					
The loads - are they: <ul style="list-style-type: none"> • heavy? • bulky/unwieldy? • difficult to grasp? • unstable/unpredictable (inc. contents)? • intrinsically harmful (e.g. sharp/ hot)? • lacking adequate handles, etc. or difficult to grip? • difficult to see round or over? • needing sealed lids or closures? • containing dangerous/fragile/caustic materials? 					
The working environment - are there: <ul style="list-style-type: none"> • constraints on posture? • poor floors? • variations in levels? • hot/cold/humid conditions? • strong air movements/adverse weather conditions? • poor lighting conditions? • difficulties with storage (too high, too low, awkward access)? • obstructions to movement and handling? 					
Individual capability - does the job: <ul style="list-style-type: none"> • require unusual capability? • hazard those with a health problem? • hazard those who are pregnant? • call for special information/training? 					
Other factors: Is movement or posture hindered by clothing or personal protective equipment?					
No. in each category: Risk factor multiplier Column Scores	x 1	x 2	x 3	Total Score = <input style="width: 40px; height: 20px;" type="text"/> Risk Category = <input style="width: 40px; height: 20px;" type="text"/>	LOW = 20 MED = 21-29 HIGH = 30+

HEALTH SURVEILLANCE RECORD

PRIVATE & CONFIDENTIAL

Health Surveillance Record

Organisation Name:		Employees Name :		Job Title:	
National Insurance No:		Male/Female:	Nationality:	Date of Birth:	
Brief description of work carried out:					
Type of health surveillance used:		Results of the examination/test:		Signature:	Date:
General Comments :					
Signature:				Date:	

ACCIDENT REPORT FORM

1 WHERE AND WHEN

Where did the incident happen? Pls. Specify

Exact location

When did the incident happen?

Date: / / Time : am/pm

2 THE INCIDENT

Description of what happened (facts only)

3 PERSON INVOLVED/AFFECTED

Type of Person involved/ affected? (p/s. tick)

Member of Staff
 Job Title
 Other (please specify below)

Details of person involved/affected?

Name _____
 Surname _____
 Male Female
 Date of Birth / /
 Address _____
 Post Code _____
 Phone (home) _____
 Phone (work) _____

4 IMPACT ON INDIVIDUAL

Impact on individual-Severity of injury

None Minor Moderate Major
 Part of body _____ left/right

Type of injury

Abrasion Fracture/dislocation
 Amputation Laceration
 Bruise Pain
 Burn/scald Puncture
 Crush/internal injury Sprain/strain
 Distress Swelling
 Other (please specify) _____

5 TREATMENT (if any)

None required A&E/Minor injuries
 First aid Admitted to hospital
 Advised to see GP/ OHS

6 STAFF ABSENCE

None Over 3 days
 3 days or less

7 WITNESSES/ PERSON PRESENT

Name _____
 Address _____

 Post Code _____
 Phone _____

8 INVESTIGATION

Was the location of equipment or person authorised?

Yes No N/A

Was the activity of the person authorised?

Yes No N/A

Were safe work practices being used?

Yes No N/A

Contributory factors? (tick one only)

Environment/ Premises Procedures/ Information
 Equipment/ materials Human factors
 Other (please specify) _____

Was the activity covered by Risk Assessment?

Yes No N/A

Remedial Actions taken/ planned?
 (Immediate and Long-term action)

Has the Risk Assessment been reviewed?

Yes No N/A

9 SIGNATURES

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

Person completing this form

Signature _____ Date / /
 Print name _____
 Job title _____
 Phone _____

Manager/ Supervisor

Signature _____ Date / /
 Print name _____
 Job title _____
 Phone _____

EQUIPMENT INSPECTION REGISTER

EQUIPMENT INSPECTION REGISTER

Equipment Type:	Identification Number:	Storage Location:	Designated Uses:	Designated Users:	Personal Responsible For Inspection:	Inspection Frequency:
INSPECTION DATE		PASS/FAIL	ACTION TAKEN	SIGNATURE		

NOTE: Equipment, which fails, must be taken out of use immediately and prominently labelled until it has been repaired or disposed of.
 Equipment, which cannot be satisfactorily repaired, must be destroyed and the method of disposal must be recorded in the register.

PORTABLE APPLIANCE TEST REGISTER

Appendix B

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 (Head Protection) Regulations 1989
- Construction (Design and Management) Regulations 2007
- Control of Asbestos Regulations 2006
- 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)
- 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
- Work at Height Regulations 2005
- Working Time Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992