

# **SOUTHWARK METALS LIMITED**

## **HEALTH & SAFETY POLICY & PROCEDURE MANUAL**

**MAY 2017**

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**Lodge Incorporated Ltd will be responsible for updating all none-legislative and regulatory sections.**

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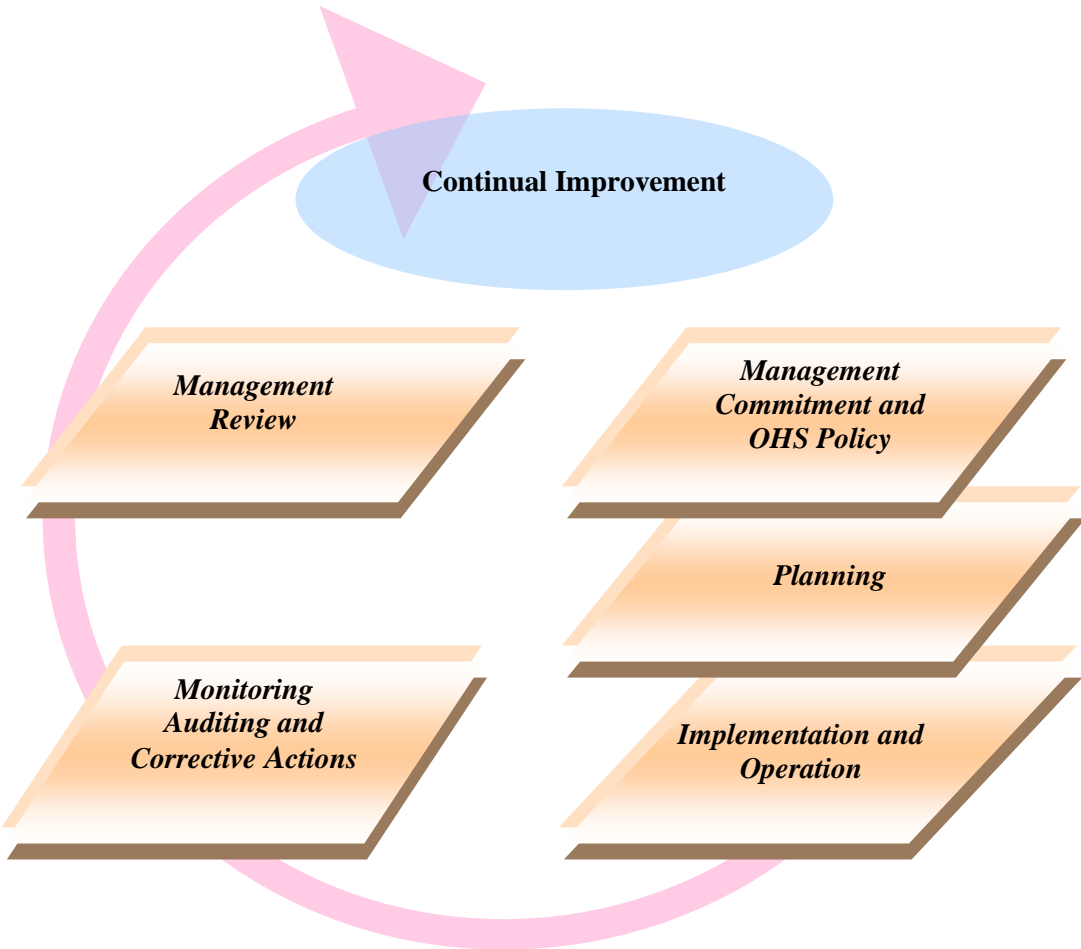
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# 1. HEALTH & SAFETY MANAGEMENT SYSTEM

The Directors accept that they are ultimately responsible for the actions of the Company under their control. However they clearly cannot be responsible for every aspect of Health and Safety but must delegate these duties to others within the Company. The organisation chart shows the basic structure of the Company and outlines the way in which this is delegated to the senior staff together with their areas of responsibility.

In accordance with the requirements of the Management of Health & Safety at Work Regulations, the Company feels it does not have an employee with adequate knowledge and experience to fulfil the role of Health and Safety Adviser and so it has appointed external Advisers to this function. The Advisers are Lodge Incorporated Ltd Chiltern Edge, 1 Mill Road, Stokenchurch HP14 3TP.

With regards to driving Health and Safety forward, there must be strong commitment from the Directors and Senior Managers. The Director has shown this commitment in the Company's Health & Safety policy statement. The following diagram illustrates the basic building blocks of a progressive Health and Safety management system. The Company's procedures are based on this accepted model.



## 2. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Southwark Metals Limited, approved by its Director, that as a Company Southwark Metals Limited will strive for continual improvement, and operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company. The Company will ensure the work under its control is carried out in such a way as to minimise the risk to the Health & Safety of its employees and any other person who could be affected so far as is reasonably practicable.

Thomas William Pratt has been nominated as the Director responsible for implementing this policy and his duties, and that of the other Senior Managers and all employees are detailed in the Company's Safety manual.

All managers shall familiarise themselves with their duties as detailed in the Health & Safety manual, and all employees have a part to play if high standards are to be achieved and maintained.

The Company requests that all employees take a pro-active role in improving Health & Safety performance and encourages suggestions on how methods of work can be improved. The duty of employees is explained in the Company's Safety manual and at the Health & Safety induction talk on first joining the Company. This will be reinforced through general Health & Safety awareness training courses when the Company's working procedures and the contents of the Company's Health & Safety manual will be brought to the attention of the employee.

The Company will provide safe plant, equipment and tools that conform to EC, BS and other relevant standards and that safe systems of work are in place and followed. With regards to the safe handling of Substances the Company has COSHH procedures and a COSHH manual in place to ensure safe practices when handling hazardous Substances. In this way the Company will ensure they will provide a safe place of work and a safe working environment for its employees and ensure other persons are not adversely affected by the Company's work.

These safe systems of work are underpinned by a strong commitment to training and the Company will review staff training needs on an annual basis. Southwark Metals Limited will ensure a suitable budget is allowed for employee training and retraining. Southwark Metals Limited assisted by Lodge Incorporated Ltd, Health & Safety Advisers, will monitor the operation of this policy. Lodge Incorporated Ltd will be available to advise all employees on matters relating to Health and Safety.

This statement is to be displayed in a prominent position at all work locations and sites. A copy of the Company's Health & Safety manual with full details of the organisation and arrangements for implementing the policy will also be available at each work location and site, for reference by any employee.

This policy statement and the Health & Safety manual will be reviewed by Southwark Metals Limited on an annual basis and updated as either legislation changes or working practices change.

Original signed & dated by the Health and Safety Director Thomas William Pratt

### **3. VULNERABLE ROAD USERS POLICY STATEMENT**

#### **Introduction**

The purpose of this document is to outline the Company's policy on how it aims to reduce the level of accidents its vehicles are involved in, particularly ensuring the safety of vulnerable road users. To this end the Company has identified a number of road users and situations where our Drivers of Company vehicles will need to be extra vigilant.

#### *1. Who are Vulnerable Road Users?*

1.1 Vulnerable road users can be described as anyone or anything that is smaller than the vehicle being driven. The smaller vehicles cars, vans and lorries and more importantly motor cyclists, pedal cyclists and pedestrians, all are vulnerable and could be involved in incidents involving the Company vehicles. In relation to pedestrians, children, older people, disabled people, and people distracted such as walking dogs, talking on the phone or listening to music rather than concentrating on the traffic are also seen as high risk.

#### *2. What are Vulnerable/High Risk Situations?*

2.1 Other road user are at most risk when a lorry is overtaking, suddenly braking, turning or reversing. These risks are heightened when one of the vehicles is operating in a built up/heavily populated area such as town centres, busy sites or industrial estates. Weather conditions can also increase the risks in these situations such as when visibility is poor, the roads are wet or even worse icy. Therefore once again the Company expects their Drivers to be extra vigilant in these circumstances.

2.2 All Company vehicles will be fitted with the appropriate signage warning other road users to keep a safe distance, particularly in relation to the vehicles blind spots such as not being in the vision of the mirrors, behind the tailgates, and when the vehicle is turning.

2.3 In addition the Company Drivers have been instructed to be extra vigilant when passing buses or bus stops, pedestrian crossings, traffic lights, parked vehicles, obstructed views such as roads with trees and bushes or when emergency vehicles are approaching.

2.4 Also In addition to the above the Drivers will at all times observe and obey all road and traffic laws at all times which will be strictly enforced and upheld by the Company, failure to comply will result in possible dismissal.



### *3. Accident Reporting (and insurance claim management and documentation)*

3.1 It is vitally important that the Drivers report all accidents or incidents to the Management immediately or as soon as possible following any actions taken in regards of safety. They are required by the Company to give a clear and precise description of when, where, how and why the accident or incident happened. Without this information the Company's Insurers will not be able to manage any subsequent insurance claims properly as a result of the accident and more importantly it will assist in the internal investigation that will take place by the Company itself.

3.2 The Company will at all times work closely with its vehicle Insurers to reduce the level of accidents and subsequent claims. Any claims and reports will be processed in the correct manner and kept on file.

### *4. Vehicle Inspections and Maintenance*

4.1 In addition to the Company's already planned programme of vehicle maintenance and servicing the Drivers are also responsible for undertaking daily vehicle safety checks to ensure that the vehicles are roadworthy at all time, mirrors are clean and positioned properly and all warning signage is clear and properly displayed.

### *5. Driver Training*

5.1 Company Drivers in addition to their vocational driving tests and licenses will be required to undergo and assist in continuing professional and personal development in the form of obtaining the Driver Certification in Professional Competence and any other driver management training considered necessary.

### *6. Staff and Union Consultation*

6.1 The Management will introduce this policy with full consultation with all Staff and Unions to ensure full co-operation, participation and observance of the conditions stated in the document.

6.2 Should in the unlikely event there be any consistent or persistent failure to observe this or any other Company policies the individual concerned will be subject to the Company's disciplinary procedures which could result in actions taken.

Original signed & dated by the Health and Safety Director Thomas William Pratt

## 4. SMOKING POLICY STATEMENT

With the introduction of Smoke-free legislation Southwark Metals Limited has agreed the need for a Company smoking policy which applies to all employees irrespective of status and any other contractor employed in the companies undertaking; or visitor to the premises.

2007 saw the introduction of legislation that will see virtually all enclosed workplaces become completely smoke-free. These measures are intended to protect everyone from the harmful effects of second-hand smoke when out at work or leisure, as well as providing smokers with an environment where it is easier to give up.

Breathing in second-hand smoke leads to a 24% increased risk of contracting lung cancer in non-smokers and 23% - 25% increased risk of heart disease in smokers and non-smokers respectively. Additionally it can lead to cause or trigger asthma as well as many other illnesses and minor conditions.

It is the policy of Southwark Metals Limited to protect everyone against the effects of second-hand smoke; promote Health in the workforce and to provide support, information and encouragement those people who would like to stop smoking. Therefore, it is Southwark Metals Limited's policy that all enclosed or substantially enclosed workplaces will be smoke-free and the use of any tobacco product will be prohibited.

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is: "safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work."

Thomas William Pratt has been nominated as the Director with responsibility for implementation of this policy; he/she will be responsible for the provision of advice on suitable outside agencies and counsellors. Southwark Metals Limited will also be responsible for ensure the compliance of any such training programme/initiative advised or implemented by external Councillors, Advisors or agencies.

A copy of this policy statement will be displayed prominently on all main information boards. The Company smoking policy will be brought to the attention of all employees; Contractors and visitors during the induction process. Anyone wishing to stop smoking or requiring further information is encouraged to contact Southwark Metals Limited.

Original signed and dated by Thomas William Pratt.

#### *4.1 Smoking Policy on Company Premises*

This policy is written with everybody's best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke; with this in mind the following principles are to be observed by all employees and Contractors:

- Smoking is not permitted in any part of the premises or grounds, including offices, corridors, toilets, site cabins, temporary cabins and car parks.
- Smoking is strictly forbidden in all premises; fixed or temporary where food is prepared or consumed, food preparation also includes beverages and any other liquid refreshment.
- Smoking is permitted at specifically designated areas identified by "SMOKING PERMITTED IN THIS LOCATION" signs.
- Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers.
- Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.
- Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.
- Smokers are requested not to smoke immediately outside any work base; this also applies to part-time or temporary staff, visitors and Contractors.

#### *4.2 Smoking Policy on Other Premises*

Employees or Contractors located at premises not under the direct control of Southwark Metals Limited are expected not to smoke in any part of the premises or grounds, including offices, corridors, toilets and car parks. Smokers are requested not to smoke immediately outside any work base. Representatives of the Company attending meetings or other events at venues where smoking is permitted, employees or Contractors are expected to observe the Southwark Metals Limited smoking policy.

#### *4.3 Consultation*

All views will be taken into account and a full employee consultation will take place where opinions can be raised. Once any changes have been brought in, employees will be given time to adjust to the changes. All employees and Contractors are encouraged to contribute to the review process through their immediate line manager or Health & Safety committee representative. Twelve weeks' notice will be given to all employees following any changes made to the policy.

#### *Enforcement of the Policy*

In the unlikely event of an employee or contractor not respecting the policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures.

## **5. ENVIRONMENTAL POLICY STATEMENT**

Southwark Metals Limited recognises the need to conduct its business in a manner consistent with sound environmental management practises, balancing the business aims of the company with the requirement to manage and protect the environment. In undertaking its operations the Company is committed to continued improvements in aspects of its business when related to the environment.

It is the policy of Southwark Metals Limited to comply with all relevant environmental legislative requirements, other duties and responsibilities and set Company objectives appertaining to all the environmental aspects of our business.

The management will establish and review when necessary the environmental objectives and targets for the Companies activities and services.  
We will whenever possible reduce the consumption of non-renewable resources.

Minimise waste and reuse materials, compatible with best practises and specifically minimise the environmental impact, for the life cycle; (including disposal) of plant, equipment, and other physical assets under the control of the Supplier; by setting and monitoring environmental objectives and striving for continual improvement in environmental performance.

Minimise the effects of the Companies activities on flora and fauna.

Whenever practicable, to prevent pollution by minimising dust, noise, artificial light and unnecessary traffic movements.

We will ensure that all Company employees are made aware of the environmental objectives and targets of this statement and the contribution that is expected of them. We will also provide adequate information, instruction, training and supervision where needed to our employees to ensure that they are competent to undertake their tasks and activities safely and without risk or adverse effects to the environment.

Original signed and dated by Mr Thomas William Pratt

Health and Safety Director  
Southwark Metals Limited.

## 6. QUALITY POLICY STATEMENT

Southwark Metals Limited recognises the importance of ensuring that quality remains paramount, not only to comply with the Client's needs but also to act as a recommendation for future contracts.

Our Policy is as follows:

To always look closely at the Client's needs and requirements.

To require our Supervisors and Foremen to demonstrate leadership and commitment to taking pride in the finished article.

To ensure that all Company Employees are made aware of their own responsibility towards the quality of their own work.

To give all Employees adequate information and training to achieve the best possible results in their works.

To understand and manage any risk associated with the quality offered.

To work with and assist others when needed to implement this policy.

To openly admit when mistakes are made so that they can be investigated to ensure that the shortfall does not happen again.

To attempt to continually improve quality and performance.

For the Management to review at least annually business quality objectives and discuss any targets for the next period.

To perform regular independent audits on contracts with regards to quality and performance which will then be brought to the attention of the Director.

This policy will be regularly monitored and reviewed by Thomas William Pratt

Signed:

Thomas William Pratt Health and Safety Director of Southwark Metals Limited

Date:

## **7. DRUG AND ALCOHOL ABUSE POLICY STATEMENT**

Alcohol or drug abuse by Employees and Sub-Contractors can affect not only their safety, but also that of others who may be affected by their omissions.

Therefore it is the Company policy that any person known to be, or suspected of being adversely affected by alcohol or drugs be removed from the place of work and reported to the Supervisor.

Any Operative who is taking a course of medication that could possibly affect his work needs to report to his Supervisor so that a decision can be made as to whether it is safe to work.

Our Company Policy will be strictly enforced as follows:

No Employee or Sub-Contractor should report for work if they are under the influence of alcohol or drugs.

They should not possess any alcohol, drugs or other suspect substances while at work.

They must not consume any alcohol, drugs or other substances that could impair their judgement while at work.

Failure to uphold this policy will result in dismissal from site and then proceed with an internal investigation, which could lead to dismissal from the Company and possible criminal charges brought against the offending person.

This policy will be regularly monitored and reviewed by Thomas William Pratt

Signed:

Thomas William Pratt Safety Director of Southwark Metals Limited

Date:

## **8. EQUAL OPPORTUNITIES POLICY STATEMENT**

It is the Company's policy to promote equal opportunities in all aspects of employment.

Regardless of colour, race, ethnic origin or sex the Company aims to accord equal opportunity in recruitment, training, promotion opportunities and terms of employment.

As a safeguard a grievance procedure is available to individual employees who feel that they have received unfair treatment on the grounds of their colour, race, ethnic origin or sex.

The equal opportunities grievance procedure is for the individual to first contact their immediate Supervisor verbally.

If not satisfied with the response the matter should then be elevated to the Manager.

Should this still not be satisfactory to the individual, the matter should then be raised in writing to a Director of the Company, whereby a meeting will be arranged with all the relevant parties to attend.

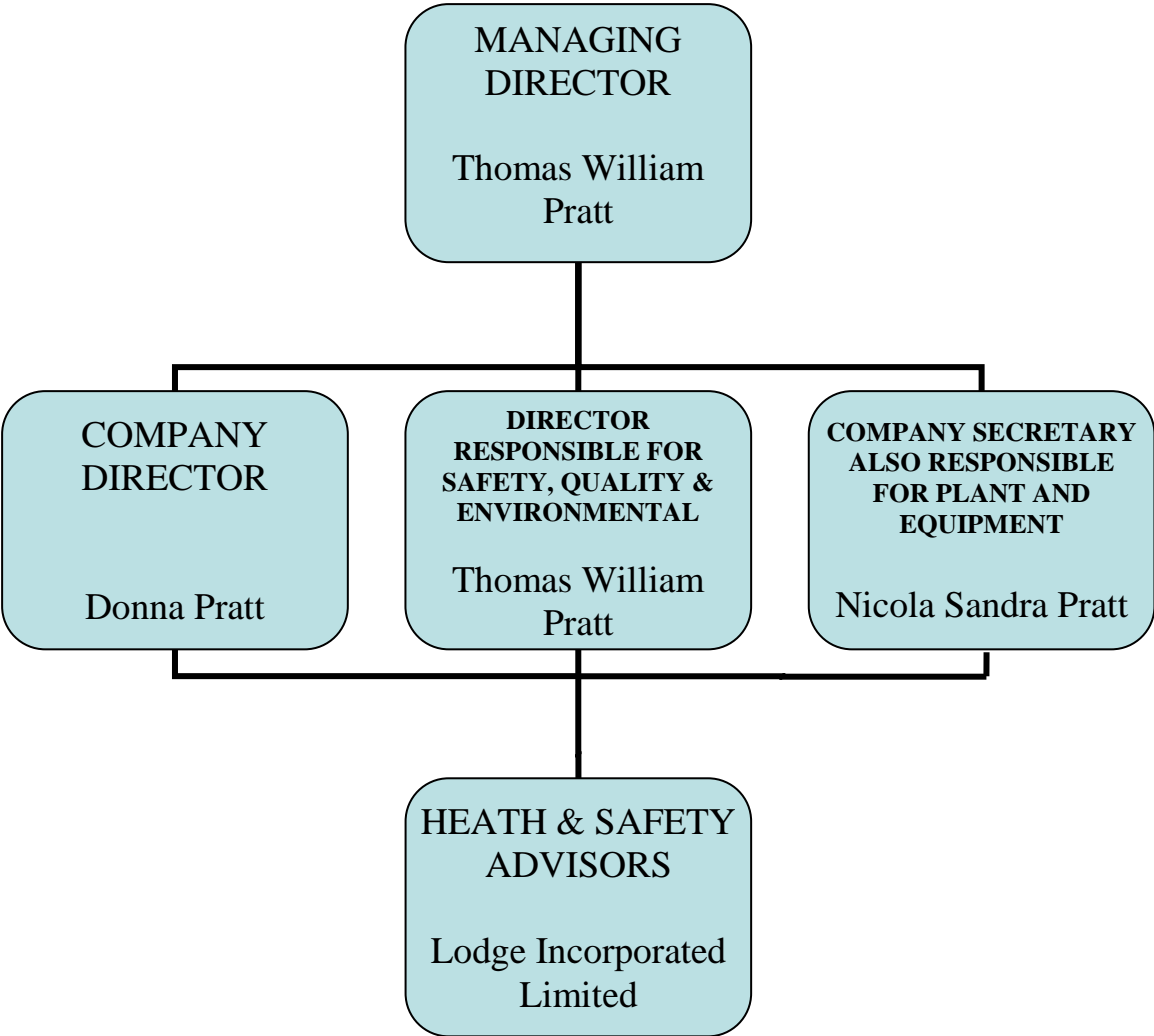
This policy will be regularly monitored and reviewed by Thomas William Pratt

Signed:

Thomas William Pratt Health and Safety Director of Southwark Metals Limited

Date:

**9. ORGANISATION CHART**





## **10. DUTIES & RESPONSIBILITIES**

### ***10.1 Duties of the Safety Director***

The Safety Director is responsible for:

- Allocating adequate resources to Health and Safety issues so that all staff know what is required of them under this policy.
- Ensuring he is aware of the current standards with regards to Health and Safety issues which may affect the Company.
- Setting targets and objectives with regard to Health and Safety and receiving reports on how these objectives are being implemented and achieved.
- Continually reaffirming the Company's commitment to Health and Safety issues through his every day role within the Company and the interaction with the Staff.
- Providing a Company statement on any issue of Health and Safety, which requires a formal statement.
- Having regular meetings with the Director and Senior Managers allocated responsibility for Health and Safety together with the appointed external Advisers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on Health and Safety issues.

### ***10.2 Additional Duties of the Director with Special Responsibility for Health and Safety***

N.B Here after referred to as the 'Safety Director'.

In addition to his general Director duties the Safety Director shall have additional responsibilities for:

- Providing a Company statement on any issue of Health and Safety, which requires a formal statement.
- Ensuring he is informed of and agrees with any correspondence to/from the Health & Safety Executive.
- Having regular meetings with the Company's Health & Safety Adviser and the project managers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on Health and Safety issues.
- Ensuring that all Employees are informed of any major Health & Safety issues affecting or likely to affect the Company, and promote a pro-active approach to positive Health and Safety and risk management.
- Ensuring there is adequate Health and Safety advice and awareness at all levels of the Company.

- Ensuring all employees are made aware of the Company's Health and Safety Policy and that they receive adequate training and consultation to enable them to satisfy their roles and this Safety policy.

### **10.3 Duties of Director and Other Senior Managers**

Director and other Senior Managers should implement the Policy by:

- Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- Ensuring the CDM Regulations are followed and the necessary Health and Safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- Ensuring staff at all levels receive appropriate training.
- Monitoring Health and Safety performance through site meetings, actioning of Health & Safety Adviser reports, and responding to actual site conditions observed when on routine site inspections.
- Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which Health & Safety performance can be improved.
- Liaising with the Company's Health & Safety Advisers and taking charge of problems, which cannot be resolved at site level, especially with regards to the control of Sub-Contractors.
- Setting a good personal example and having adequate knowledge of Health and Safety legislation relating to the Company's work.

### **10.4 Duties of Site Manager (and other persons in control of the site)**

The duties of the site manager or person in control of the site are to:

- Understand the Company's Health and Safety policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- Have adequate knowledge of, and observe the requirements of the construction regulations and other legislation and codes of practice; ensuring that all statutory registers and records are maintained and that persons under his/her control are adequately trained to enable them to carry out their duties.
- Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting the "best working practice" approach is used for high risk activities.
- Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment trained first Aiders or appointed persons, and that procedures, to be followed in an emergency are all in place.

- In planning the site layout and work, make adequate provision for welfare facilities. Organise the site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and out of site hours. Encourage employees to be pro-active in developing a positive approach to Health & Safety performance.
- Carry out (or arrange for others to carry out) site induction talks for new arrivals to site.
- Ensure any accident/incident is reported in accordance with Company Policy.
- Set a good personal example at all times.

### ***10.5 Duties of Foreman, Engineers, Quantity Surveyors and Staff Visiting Site***

The duties of these staff are to:

- Be familiar with the Company's Health and Safety Policy and the legislation as it relates to their work.
- Ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risk.
- Ensure that new employees, apprentices, young persons or occasional site workers are aware of the dangers and what precautions they must take.
- Report any defects in plant, equipment, scaffolding, excavations etc. to the Site Manager, together with details of any dangerous practices observed on the site.
- Set a good personal example and ensure small plant, tools and equipment are being used correctly.

### ***10.6 Duties of Yard Manager and /or Plant and Equipment Manager***

These duties are as detailed in the Site Manager's duties, but in addition, the Yard and/or Plant and Equipment Manager should:

- Ensure that all plant and equipment sent to site is safe, is in accordance with manufacturer's specifications, and when applicable, has been thoroughly examined in accordance with PUWER and LOLER regulations and that copies of current documents are provided with the equipment.
- If hiring mobile plant ensure the plant satisfies the requirements of PUWER with regards to rollover and or falling object protection systems. If the plant Hire Company is providing plant operatives, ensure that the operatives are trained and certificated to operate the plant (and that they have copies of their training certificates on site).

- Arrange for regular servicing and maintenance of all plant and that adequate records are maintained to corroborate this. Any item of plant reported as being defective should be taken out of service until repaired/checked.
- Ensure that work in the workshop is carried out in a safe manner and that the workshop is maintained in a clean and tidy manner.
- Ensure that whenever possible “quiet plant” is used.
- When purchasing plant and equipment ensure that the item meets U.K. and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels and emissions.

### ***10.7 Duties of the Company’s Health & Safety Advisers***

The duties of the Company’s Health and Safety Advisers are:

- To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. At all times they must be prepared to assist management in whatever way they can with regards to Health and Safety.
- To encourage a pro-active approach to Health and Safety matters and a positive attitude to risk management functions.
- With regard to sites, they should carry out regular inspections and report on their findings. In addition they should assist the Site Manager by advising on working methods and training requirements. They should be available, when requested, to attend planning meetings.
- To assist the Safety Director, they should submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assist in setting objectives for the next period.
- If, in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the Site Manager, and if need be, the Safety Director.

### ***10.8 Duties of Office Managers and Office Supervisors***

The duties of the office manager or office supervisor are to:

- Understand the Company’s Health and Safety policy and ensure that it is brought to the attention of all employees, particularly new employees and temporary employees, through induction talks.
- Have adequate knowledge of the Health & Safety at Work Act and that persons under their control are adequately trained to enable them to carry out their duties.
- Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first Aiders or appointed persons, and that the procedures, to be followed in an emergency are all in place.

- Ensure that adequate arrangements are made for employees using VDU equipment with regard to work station, rest periods etc.
- Ensure that adequate arrangements are made for the provision for welfare facilities.
- Carry out (or arrange for others to carry out) induction talks for new employees or temporary employees.
- Ensure any accident/incident is reported in accordance with Company Policy.
- Set a good personal example at all times.

### **10.9 Duties of All Site Staff and Operatives**

The Health & Safety at Work Act 1974 requires that all employees and self-employed persons should take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties.

In particular, all Site Staff and Operatives can assist by:

- Taking a pro-active role in assessing the Company's Health & Safety performance and suggesting ways (via your manager or Safety committee) in which improvement can be made.
- Using of the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear etc.) if required for the job.
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, together with any unsafe acts to your immediate supervisor.
- Not operating any plant or carrying out any task for which they have not been trained or are unfamiliar.
- It is important that all site staff and operatives feel capable of doing the task in which they are involved. If you have any doubt they should inform their immediate supervisor.
- **CHANCES ARE NOT TO BE TAKEN.**

## **11. TRAINING**

### **11.1 Employees**

The Safety Director will carry out an annual review of Health & Safety training needs and will produce an annual training programme for all levels of staff. In carrying out the review the Safety Director will pay particular attention to persons whose roles have changed, possibly due to a change in their scope of work, or possibly due to changes in legislation. Employees taking on board additional responsibilities may need additional training. The training needs will be agreed by the Board and budgets allocated. The Safety Director and Health & Safety Adviser will monitor that the training schedule is completed.

### **11.2 Capabilities & Training**

When the Company appoints an employee to a new position on initial recruitment, new appointment due to promotion or an interdepartmental move due consideration will be given to the employees own capabilities, both physical and mental.

All employees and Sub-Contractors shall be provided with adequate Health & Safety training where identified through risk assessment or upon the request of the person:

- On initial appointment.
- On being exposed to new or increased risks due to:
  - On transfer or new appointment or responsibilities within the Company.
  - The introduction of new equipment or a change in the use of equipment.
  - The introduction of new technology, working practices or legislation.
  - The introduction of a new system of work or changes to an existing system.

All training shall be repeated periodically to take in to account new guidance, legislation, new or changes to risks to Health and Safety. All training shall take place during normal working hours and no additional costs shall be levied against employees for any Health & Safety training.

### **11.3 Site Induction Training**

The Site Manager (or his delegated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the Health and Safety Plan together with the sites emergency and first aid procedures. He will also cover:

- The significant risks and precautions to be taken.
- The PPE requirements.
- Where/how to obtain additional PPE as required.
- Details of site emergency procedures.
- Details of site welfare arrangements.
- Details of any method statements relevant to the actual work the person is involved.
- The site rules in general.
- Confirmation of the induction talk will be recorded in the site diary or the induction register.

### **11.4 Plant Operatives**

All plant operatives will be trained and certificated in accordance with the training schemes run by the Construction Skills, National Plant Register, or to a similar standard. Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required. Records will be maintained in the Safety Director's office.

## **12. MONITORING AND REVIEW OF COMPANY'S SAFETY PERFORMANCE**

The Safety Director, the Company Health & Safety Advisers and other staff nominated by the Safety Director will monitor the implementation of the Company's Health and Safety policy and to review the Company's performance. To assist in this role, there will be a formal report produced at six monthly intervals and the report will cover:

- Review of any significant accidents or incidents - is a procedural change required?
- Review of any criticisms from HSE, Clients or other parties - is a procedural change required?
- Review of last period's "Safety objectives". Have they been achieved?
- Review any new legislation, guidance notes, or HSE initiatives.
- Review the Company's Health and Safety Policy document and working procedures as appropriate.
- Review training requirements.
- Set Health and Safety objectives for next period.

On a regular basis, the Health & Safety Adviser will carry out audits of the Company's procedures and will submit a formal report to the Safety Director.

In addition, the Health & Safety Adviser will carry out routine site inspections to monitor working practices and be available to advise all employees on Health and Safety issues.



## **13. HEALTH & SAFETY INSPECTION & REPORT PROCEDURES**

### ***13.1 Procedure During and Following a Health & Safety Adviser's Site Inspection***

The Health & Safety Adviser will make routine inspections of the site to monitor working practices and report on his findings. He will also advise the Site Manager and operatives of any Health and Safety issues as they arise. As well as monitoring work in progress he will be concerned with work to be completed in the immediate future, discussing with the Site Manager the items which should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit, he will produce a written report of his findings. These will be discussed with the Site Manager who will sign, acknowledging receipt of the report.

The action column on the report will at this stage be blank. As the Site Manager actions the items raised, he should indicate this in the action column with his initials and the date action was taken. Once all items have been cleared, the Site Manager should send one copy to the Safety Director or nominated manager as confirmation that the items have been actioned.

The Health & Safety Adviser's office will also send the Safety Director a typed copy of the report for his information. In this way the Safety Director can monitor the Site Manager's actions.

If on a Subsequent visit the Health & Safety Adviser is of the opinion that adequate action has not been, and will not be taken, he must inform the Safety Director as quickly as possible.

If the Health & Safety Adviser is of the opinion that an operation constitutes a risk of serious injury to any person then he will take whatever action he feels necessary. If the site manager disagrees with this action, the Health & Safety Adviser will record his opinion in his written report and inform the Safety Director as quickly as possible and copy him with the report by the quickest possible means. The Safety Director will then resolve the issue.

### ***13.2 Weekly Inspections by Site Manager***

On each site the Site Manager will undertake a general Health and Safety inspection of the work areas under his control. He can delegate this inspection to some other employee or even a Subcontractor's supervisor. In fact there is a lot of merit in sharing the inspection responsibility with other supervisory staff so that they all feel they have ownership of the Health and Safety conditions on site and they can all have an input through the inspection system as to which areas if any need improvement.

Once the inspection has been completed, it is for the site manager to ensure the necessary corrective action are taken and this should be confirmed on the inspection checklist indicating when they item has been cleared. There is no need to formally submit the inspection checklist to the office, but they must be retained and filed on site if records are made. See Appendix for inspection checklist.

### **13.3 Other Site Based Inspections**

In addition to the general weekly Health and Safety inspection there are a number of statutory inspections such as:

- Weekly inspections of any scaffolding in the site register.
- Inspections of any excavation works. If the excavation is open for 7 days or longer an entry must be made in the site register.
- Lifting Equipment arriving on site must be checked to ensure there is a current Thorough Examination Certificate for the item of plant, or if the plant is new, a Declaration of Conformity Certificate from the suppliers or manufactures. If no such certificate is available the plant should not be allowed onto site or be allowed to commence work until such certificate has been seen by the site manager. For normal lifting equipment the requirement is for a 12 monthly re-examination, but if the item is used for raising or lowering people, the examination must take place at 6 monthly intervals.
- Lifting Equipment and plant in general should be inspected by a competent person (usually the driver or operator) on a weekly basis and an entry made in the site register.
- Plant operators must be trained. Therefore Site Managers should check the training or competence certificates of all plant operatives when they arrive on site. There is a section in the site register to record such details. If the person cannot produce such evidence, they must not be allowed to operate plant. This applies to Sub Contractors as well as to direct staff.
- Lifting tackle (or lifting Accessories as it now termed) must also have a current thorough examination certificate. Such items require re-examination on a 6 monthly basis.

## **14. CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS**

### **14.1 Health & Safety Representatives**

The Company recognises the benefits of employees having a significant input into the Company's Health & Safety procedures. They play a vital role in providing feedback on actual performance, and identifying hazards that have previously been missed. Therefore in all situations, trade union appointed or Company appointed Safety representatives will be encouraged to assist the Company to maintain a safe and healthy workplace. This will be achieved by:

- Recognising Safety representatives appointed in accordance with the Safety Representatives under the Safety Representatives & Safety Committee's Regulations 1977 and providing them with every assistance to fulfil this role; or
- Encouraging employees to fulfil the role of Safety representative in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

On all sites, and other short-term projects, all employees (and Sub-Contractors) will receive a site induction talk. The induction will cover:

- The site/project rules and PPE requirements.
- Welfare facilities, where adequate welfare facilities have not been provided by the Client other arrangements will be made.
- First aid arrangements and emergency procedures, again if these arrangements are not deemed as adequate, the Company will provide additional first aid cover and the name of the nominated fully trained First Aider will be given to the person or persons in control of the site/project.
- The significant risks identified in the Safety plan.
- Relevant method statements.
- Details of the Health and Safety representatives and means of consultation.

Throughout the project, all employees and Contractors will be encouraged to continually liaise with the Site Manager, to assist in the identification of any Health & Safety hazard that has not previously been identified.

In addition the Company will encourage employees to take the role of Safety representative under the Health & Safety (Consultation with Employees) Regulations 1996 and the Company will offer them training and assistance to fulfil this role and to further enhance Health and Safety within the Company.

## **14.2 Consultation with Sub-Contractors**

Under the Construction (Design & Management) Regulations, Sub-Contractors have to be competent (see section on CDM Regulations - Selection of Contractors). In addition the Company has to provide details of the significant risks that will be encountered on site. This will be achieved via the project Health & Safety plan.

When Sub Contractors are submitting their proposals to the Company they will be asked to inform the Company about any significant risks their work will produce. These will be Subject to an agreed method statement and, if required an amendment or addition to the project Safety plan.

In this way there is an exchange of information before the contract commences. This flow of information and joint consultation must continue throughout the project. On large multi contractor projects this may require a formal Safety meeting with minutes etc. Because of the type of work undertaken by the Company it is unusual if there are several Contractors working under the Company's control. Therefore there is generally no need for a formal Safety meeting but the Site Manager (or supervisor) should still discuss Health & Safety matters with the Contractors and give them an opportunity to comment on the way the site is being run.

## 15. REPORTING OF ACCIDENTS & DANGEROUS OCCURRENCES

### 15.1 *Data Protection Act*

Accident reports are an item for consideration under the Data Protection Act. As such, any completed reports must be kept confidential and only seen by those persons authorised to do so. In practice this means the old accident book has been replaced by an Accident Recording System, which ensures compliance with these data protection requirements.

### 15.2 *All Accidents and Incidents - Accident Record System and Form F2508*

All accidents/incidents, which occur on premises under the Company's control, should be entered in the Accident Record System; no matter how trivial and irrespective of whether the injured person is an employee, self-employed, Sub-contractor, authorised visitor or member of the public. Completed report forms must be filed in a secure and confidential location or sent to the designated person at the Company's office.

Any near misses must also be taken extremely seriously and reported immediately to the Supervisor who will investigate the incident to ascertain whether additional control measures are needed to prevent a re-occurrence.

If as a result of an injury whilst at work the injured person requires medical treatment or cannot fulfil their normal duties, the incident may have to be reported to the appropriate enforcing authority using form F2508 or by telephone, fax or e-mails as detailed below. The requirements for reporting injuries and incidents are also described in the following sections.

### 15.3 *RIDDOR Reportable Accidents and Dangerous Occurrences*

RIDDOR reportable accidents and dangerous occurrences can be reported to the HSE Reporting Centre using the correct forms via the HSE website at [www.hse.gov.uk](http://www.hse.gov.uk)

Any fatal injuries or major injuries can still be reported by phone to the HSE incident contact centre **by telephone to 0845 300 9923**

This applies to all industries within the UK irrespective of site location. The RIDDOR reporting centre will take details of the incident and **they** will produce the form F2508 and they will send a copy to the employer of the injured person in the case of accidents or, to the Principal Contractor in the case of dangerous occurrences. If you report the incident by telephone, the operator will provide you with an incident number. It is important you record the incident number on the Accident Record System any Subsequent correspondence relating to the incident.

The following sections give guidance as the action the Site Manager must take if an incident occurs.

#### **15.4 Incidents Involving Members of the Public and Unauthorised Visitors**

If any member of the public or uninvited visitor is involved in an incident or is injured, details must be entered in the Accident Record System. Site Managers should also notify the Company Safety Director as soon as possible. In doing so you should discuss whether a full investigation is required by the Health & Safety Adviser and action accordingly.

If the incident has resulted in a member of the public or unauthorised visitor being taken to hospital (by whatever means) for treatment or attention, the incident must be reported to the Health and Safety Executive by the quickest means (i.e. telephone or fax) and confirmed within 10 days on form F2508 or by telephone, fax or e mails to the RIDDOR reporting centre as detailed above.

#### **15.5 Major or Fatal Accidents to Employees, Self Employed & Authorised Visitors**

A major injury is defined as:

- Fracture other than to fingers, thumbs or toes.
- Amputations
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation; or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful Substance or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any Substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

If a major Injury occurs the project manager should:

- Inform the Health and Safety Director immediately.
- Inform the Health & Safety Advisers immediately. They will advise you on the action that has to be taken.

- If the injured person is a Sub-contractor, inform their employers of the accident.
- Enter the details in the Accident Record System and send the report to the nominated person at head office
- If the injured person is an employee or self-employed, the Company must report the incident to the enforcing authority. This can be by completing a form F2508 or by telephone, fax or e-mail to the RIDDOR reporting centre as detailed above. The Safety Director must also be informed.
- If the injured person is employed by someone else, then it is the duty of the **Employer** of the injured person to report the injury (which can be done to the HSE reporting centre as described above) but it is essential for the Company to be given a with a copy of the F2508 so that the Company can be sure the accident has been reported. It is also a requirement of the CDM Regulations for Contractors to provide the Principal Contractor with a copy of any relevant F2508.
- Inform the Principal Contractor if applicable and ensure they are given a copy of the form 2508.

#### **15.6 Accidents to Employees Resulting in Absence from Work for 7 or More Days**

Any accident to an employee that results in the necessary absence from work, being unable to perform their normal duties (or incapacity to work had they been required to work) for 7 or more days, but the degree of injuries is not contained in the major injury category listed above, the site manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at head office
- Report the incident to the RIDDOR reporting centre as detailed above **or clearly** request the Health & Safety Advisers to report the incident on your behalf.
- The Site Manager must ensure the Safety Director is informed.
- Inform the Principal Contractor if applicable and eventually give them a copy of the form F2508.

#### **15.7 Accidents to Sub-Contractors Resulting in Absence from Work for 7 or More Days**

If a Sub-contractor's employee is injured and off site treatment is required, then the Site Manager may not be aware that the Sub-contractor has been absent for more than 7 days. The duty under RIDDOR is for the **Employer** of the injured employee to record the accident if over 3 days and then report the accident if over 7 days, not the main or Principal Contractor. In such a situation the site manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at Head Office and inform the injured person's employers.

- Request the Safety Director's office to send the standard letter about accidents to Sub-contractor's employees (see appendix) to the Sub-contractor Company.
- Inform the Principal Contractor if applicable and eventually give them a copy of the form F2508 if the injured person is absent from work for over 7 days.

### **15.8 Industrial Diseases**

There are a number of specified industrial diseases, which must be reported to the Health and Safety Executive. If such a situation is suspected, the Safety Director and Health & Safety Advisers should be contacted and the Company will be advised accordingly.

### **15.9 Dangerous Occurrences**

There are a number of specified incidents, which must be reported to the Health and Safety Executive "by the quickest practicable means." If an incident occurs which the Site Manager feels may be reportable, they should contact the Health & Safety Advisers who will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the premises or site i.e. the Principal Contractor. Again the Health & Safety Adviser will fully brief the Company on this.

### **15.10 Definition of a RIDDOR Dangerous Occurrence**

The following are some of the prescribed incidents, which are reportable dangerous occurrences as defined under RIDDOR:

- The collapse of, or overturning or failure of any load bearing part of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing a fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collapse of, any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work, any false work.
- Explosion or fire causing suspension of normal work over 24 hours.



- Accidental release of any Substances, which may damage health.

Note - There are some other categories of RIDDOR reportable Dangerous Occurrences, but these have been omitted from the above list because it is highly unlikely the Company will be involved in such works or operations. If the company is in any doubt regarding Dangerous Occurrences, the Safety Advisers should be informed and they will then advise with regard to any specific incident.

The Safety Director Mr Thomas William Pratt takes full responsibility to ensure that all accidents and incidents are fully investigated both on site and by the Company Safety Advisors Lodge Incorporated Ltd, who will issue a full report to be kept on file, both for review and to implement any changes necessary to prevent a future occurrence.

## 16. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015



### 16.1 Outline of the Regulations

The Regulations place duties on all parties involved in construction work, from Clients, through the design team and into construction.

The Client must appoint a competent Principal Designer to ensure Health & Safety is taken into account at the design & planning stage of the project. As the design is finalised the Principal Designer must produce Pre-Construction Information of the project, identifying the major hazards, which the Contractors will encounter, together with details of the design stage risk assessments produce by the designers.

The Client must then appoint a competent Principal Contractor if more than one Contractor on site including Sub-Contractors to manage and co-ordinate Health & Safety activities on site. The Principal Contractor must develop the Health & Safety plan, detailing how they intend to manage the project, provide details of the site rules and site emergency and welfare arrangements.

As the construction phase commences, the Principal Designer should discuss and agree with the Principal Contractor the style and content of the Health and Safety File. This will enable the Principal Contractor to start collating the necessary information from suppliers and Sub Contractors, making it much easier for both the Principal Contractor and Principal Designer to produce the Health & Safety File at the end of the project.

The Client must ensure the Principal Designer; Principal Contractor and Contractors are competent. Providing the person or Company has sufficient competence, the person or Company could be appointed as both Principal Designer and Principal Contractor. If within the Clients undertaking, there is sufficiently skilled and competent staff, then the Client could also take the role of Principal Designer and Principal Contractor if they so wished.

Contractors who Sub-contract work must similarly ensure the Sub-Contractors are competent.

## **16.2 Application of the Regulations**

Part of the regulations cover the general management duties, which apply to all construction projects, including Domestic Clients.

Written methods of work i.e. "Plans" are required for all demolition and high-risk work at height for projects that come under the Regulations.

Part of the regulations set out additional management duties, which apply to projects above the notification threshold; the information that has to be sent to HSE is set out in Schedule 1 of the regulations:

- If the work will involve more than 30 days of construction activities, involves more than 20 workers simultaneously, or more than 500 person days of construction work then the HSE are to be informed then the form F10 Submitted which is available from the HSE.

The regulations apply to all construction work carried out on construction sites, and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by Contractors who actually carry out the work, irrespective of whether they are employers or are self-employed. Duties are also held by those who do not undertake construction work themselves, but control the way in which the work is done. In each case, the extent of the duty is in proportion to the degree of control which the individual or organisation has over the work in question.

### **16.3 Company Appointed as a Principal Contractor**

When the Company is appointed to the role of Principal Contractor it shall:

- Satisfy ourselves the Clients are aware of their duties and that a Principal Designer has been appointed and HSE notified before they start work.
- Make sure the appointees are competent to address the Health and Safety issues likely to be involved in the management of the construction phase.
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time, which they will be allowed for planning and preparation before they begin work on site.
- Ensure that all Contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from Contractors for information should be met promptly.
- Ensure safe working and co-ordination and co-operation between Contractors.
- Ensure that a suitable Construction Phase Health and Safety plan ('the plan') is:
  - Prepared before construction work begins.
  - Developed in discussion with, and communicated to, Contractors affected by it.
  - Implemented and;
  - Kept up to date as the project progresses.
- Satisfy us that the designers and Contractors that they engage are competent and adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase.
- Take reasonable steps to prevent unauthorised access to the site.
- Prepare and enforce any necessary site rules.
- Provide (copies of or access to) relevant parts of the plan and other information to Contractors, including the self-employed, in time for them to plan their work.
- Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist Contractors, and its implications for the plan.
- Provide the Principal Designer promptly with any information relevant to the Health and Safety file.
- Ensure that all the workers have been provided with suitable Health and Safety induction, information and training.
- Ensure that the workforce is consulted about Health and Safety matters.
- Display the project notification.

#### **16.3.1 Construction Health and Safety Plan**

The Principal Designer is responsible for providing pre construction information for the project. When the company has been appointed as Principal Contractor, the company shall take the pre-construction information provided and incorporate it into the Construction Phase Health and Safety plan. As such the plan will set out the

arrangements for the management of Health & Safety issues of the project. The areas to be covered shall include but not be limited to:

- A general description of the project including any key dates.
- The management structure for the project including details of Client, Principal Designer, designers, Principal Contractor and other consultants
- Information with regards to any restrictions that apply to the project.
- Details of the standards the Company will apply.
- Details of when and how risk assessments and method statements from Contractors will be assessed and approved.
- Details of how essential information will be conveyed to and from Contractors together with the consultation process.
- The site arrangements for dealing with the significant risk identified in the project planning stage.
- Health risks, including:
  - The removal of asbestos;
  - Dealing with contaminated land;
  - Manual handling;
  - Use of hazardous Substances, particularly where there is a need for health monitoring;
  - Reducing noise and vibration;
  - Work with ionising radiation
  - Any other significant health risks.
- Arrangements for how the risk assessments will be reviewed as the project progresses and new Contractors arrive on site.
- The emergency procedures for the project including how any RIDDOR reportable incidents will be handled.
- The welfare arrangements for the project.
- Details of the induction training for all people on the project and other training in general.
- The site security and access arrangements.
- Site rules for the project.
- Arrangements for monitoring the project with regards to Health and Safety.
- Information with regards what will be required for the Health and Safety File.

If there are significant fire risks associated with the project a specific fire Safety plan will be produced with details of the precautions and procedures to be followed to control this risk. If there are no significant fire risks, then normal Company procedures relating to the control of fire risks will apply.

## **16.4 Company Appointed as a Contractor**

When acting as a contractor on a project, whether appointed by the Principal Contractor, or the Client it is the Company's intention to fulfil its obligations and duties under the regulations by:

- Ensuring our Client is aware of their duties, including provision of adequate welfare facilities. **On very short-term contracts less than 7 days, other arrangements may be made such as returning to base, or use of pre-arranged Private or Public facilities on a purely temporary basis.**
- Satisfy ourselves that we and anyone the Company employs or engages are competent and adequately resourced.
- Plan, manage and monitor our work to ensure that workers under our control are safe from the start of their work on site.
- Ensuring that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Providing workers under our control (whether employed or self-employed) with any necessary information, including relevant aspects of other Contractors' work, and site induction (where not provided by a Principal Contractor), which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensuring that any design work we do complies with regulation 11.
- Complying with any requirements listed in Schedules 2 and Part 4 of these Regulations that apply to our work.
- Cooperating and coordinating their work with others working on the project.
- Ensuring the workforce is properly consulted on matters affecting their Health and Safety.
- Obtaining specialist advice (e.g. from a structural engineer or occupational hygienist) where necessary when planning high risk-work – e.g. alterations that could result in structural collapse or construction on contaminated land.

### **16.4.1 Additional Duties on a Notifiable Project**

- Check that a Principal Designer has been appointed and the HSE have been notified before work commences.
- Co-operate with the Principal Contractor and others working on the project or adjacent sites.
- Inform the Principal Contractor about risks to others created by our work.
- Provide details to the Principal Contractor of any contractor who we engage in connection with carrying out our work.
- Comply with any reasonable directions from the Principal Contractor, and with any relevant rules in the Health and Safety plan
- Inform the Principal Contractor of any problems with the plan or risks identified during our work that have significant implications for the management of the project.
- Inform the Principal Contractor about accidents and dangerous occurrences.
- Provide information for the Health and Safety File.

## 17. RISK ASSESSMENTS STRATEGY

Companies are required to carry out risk assessments of the work being undertaken to identify the risks to their employees, other work people and visitors or members of the public. As a result of this assessment, the risks can be categorised and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed method statements will be required.

The Company's approach to risk assessments is as follows:

**Model Assessments** - in the following section are details of the significant risks, which will be encountered on a typical construction project undertaken by the Company, together with details of the standard Company procedures for controlling these risks. These procedures must be followed and are enforced by the site manager.

**Site Specific Risk Assessments** - with each development, the Principal Designer and Principal Contractor will indicate in the Health & Safety plan details of any site-specific risk assessments. At the start of site operations the Site Manager should: -

- Consult with the Principal Designer and refer to the Health & Safety plan and produce site-specific risk assessments for any areas identified to be a specific risk.
- Check any generic risk assessments they intend to use and confirm they valid for this project.
- Bring the significant risks and precautions to be taken to the attention of the relevant employees, and Contractors through the induction talks, toolbox talks and general liaison and consultation methods.

The Company Health & Safety Advisers will assist with risk assessments if required.

### 17.1 Risk Assessment in Practice

Southwark Metals Limited shall undertake to carry out suitable and sufficient assessments of the risks to the Health and Safety of its employees to which they are exposed to whilst at work and to the risks to the Health and Safety of persons who may be affected the Company's undertakings.

All assessments made shall be reviewed:

- At least on an annual basis.
- There is reason to suspect it is no longer valid.
- There has been a significant change in the matters to which it relates.

All assessments will be carried out by a competent person or under the supervision of a competent person; for the risk assessment process a competent person is a person with training, knowledge and experience of the work process, environment or condition being assessed.

When carrying out or reviewing risk assessments the following process is to be applied:

- Ensure that the risk assessment is specific to the work practice, project or operation for which it was submitted.
- Ensure the author of the risk assessment is competent in the work practice/field for its intended use.
- All foreseeable hazards associated with the work practice should be listed in order of priority or severity of impact.
- Persons who could be directly or indirectly affected or impacted upon are to be identified.
- Existing control measures and their adequacy should be identified.
- What is the likelihood of these hazards impacting or affecting those identified at risk and the likely outcome?
- Additional control measures required reducing the likelihood of harm or the impact on those identified at risk and the timetable for implementation.
- Has the risk been reduced to an acceptable level?
- Person responsible for ensuring the control measures are in place has been identified.
- Method of informing those at risk.
- Systems and procedures are in place to ensure that the risk assessment is periodically reviewed to ensure the safe systems are adequate.

## **17.2 Risk Prevention**

The Company understands its responsibilities and duties for providing a safe place of work, safe plant & equipment and a safe working environment; in order for this to be achieved the Company has adopted the principles of risk and hazard prevention as laid down in schedule 1 of the MHSWR 99:

### **17.2.1 Risk Avoidance:**

- By using less hazardous Substances such as paints, acids (as metal cleansers).
- Employing modern plant and equipment that is better guarded.
- Having in place a preventative maintenance programme to ensure operator Safety, equipment reliability and cost savings.



- Reduce processes where the risk assessment has identified high-risk activities; many materials are now delivered pre-cut by suppliers to reduce cutting and manual handling operations.

### **17.2.2 Risk Assessment & Control**

- At source by engineering controls and employing collective protective measures.
- Where practicable employ segregation to enclose the work process or operation.
- Employing fixed guards on all fixed plant where practicable.
- Employ processes to minimise the release, or to suppress or contain airborne hazards; such as the use of mobile LEV for welding.
- Where practicable employ plant and machinery that can be operated remotely or can be fed automatically.
- Always seek to employ collective rather than individual controls where practicable.

### **17.2.3 Risk Minimisation:**

- Developing, reviewing and updating the Company's written safe systems of work for both workshop and construction site based work processes.
- The use of personal protective clothing and equipment.

### **17.2.4 Employment of new Technologies:**

- Where practicable using new and updated plant, equipment and work practices in accordance with current knowledge, legislation and recognised industry standards.
- Provide suitable and appropriate training and instruction, according to the level of understanding, appointment and industry standards and legislation.

Wherever practicable the principals shall be applied in the following order of priority;

- **Risk Avoidance.**
- **Evaluation of risks that cannot be avoided.**
- **Addressing risks at source.**
- **Adapting the work to the individual.**
- **Employment of best technologies and Industry work practices.**
- **Employment of none or less dangerous methods.**
- **Development and employment of workable and coherent safe systems of work.**
- **Giving priority to collective protective measures over individual measures.**
- **Providing suitable and appropriate instruction to employees.**

Southwark Metals Limited is committed to providing a safe place of work, safe plant and equipment and to providing suitable and appropriate systems and procedures for all employees and persons who may be affected by their undertakings.

## **18. SIGNIFICANT RISKS & STANDARD COMPANY PROCEDURES**

In the following Sub sections are details of the Company's standard or model control measures for dealing with hazards, which are commonly encountered on a day-to-day basis. The Site Manager will follow and enforce these procedures unless there is a site-specific assessment detailing and enforcing more stringent control measures.

### **18.1 Abrasive Wheels**

The Abrasive Wheels Regulations were revoked by the PUWER 98 regulations. Under PUWER there is the general requirement on all employers to ensure that employees who use work equipment have received adequate training in the use of the equipment, the risks that the equipment produces and the precautions to be taken. Whilst the Abrasive Wheel Regulations may have been revoked, there is still a requirement to train, and to be able to demonstrate the person has been trained if required to do so. Therefore it is Company policy that training certificates will be held by all persons who use or have to change abrasive wheels or discs.

### **18.2 Access –Work at Height Regulations 2005**

A safe means of access and safe place of work is essential in any construction or maintenance activity. Every year, 50% of all fatal or serious accidents occur because a person falls from a height. The Work at Height Regulations 2005 require employers (and self-employed persons) to plan all work at height, using a risk assessment approach, using the 'hierarchy of risk control' to assist in ensuring the correct safeguards and most suitable work equipment is selected for the task.

Hierarchy of risk control includes:

- Eliminating the risk wherever possible; can the work be carried out without the need to work at height?
- Provide a safe working place with secure protection – permanent protection or a temporarily protected place of work.
- Provide 'collective protection' such as Safety nets or Safety landing systems - once correctly installed, they protect everyone working in that area.
- Minimise the exposure by reducing the time and number of people required to work at height. During planning consider prefabrication therefore minimising the time spent working at height.
- Only if none of the above is reasonably practicable should you consider personal fall prevention or fall arrest devices such as Safety harnesses. If there is no alternative, the Safety harness and restraint system must be carefully selected to minimise the risk of injury should a fall occur and that speedy and safe recovery of the person can be undertaken.

Work at height means any height from which a person can be injured should they fall. This means any work at height must be risk assessed and suitable safeguards taken.

### **18.3 Access - Ladders**

Ladders should only be used as a means of access and then the ladder should be placed on firm level stable ground and secured to prevent slipping or falling. Ladders must not be used as a working platform unless it is reasonable to do so taking into account:

- The low risk nature of the work being carried out; and
- Its duration; plus
- We must show it was not reasonably practicable to use alternative, more suitable work equipment.

If ladders are used, their use must comply with schedule 6 of the Work at Height Regulations 2005 namely they should be:

- Suitable and of sufficient strength for the purposes for which it is being used.
- Placed on firm level ground.
- It must be secured or other means used to prevent it slipping or sliding.
- If used as a means of access there must be a suitable handhold to provide a safe stepping off point.
- If the ladder run is greater than 9 metres, there should be intermediate landing areas or rest platforms wherever practicable.

### **18.4 Access - General Scaffolds in Tube & Fittings**

All scaffolds, irrespective of height or size must be erected, altered or dismantled in accordance with a plan for such work. The plan is to ensure the scaffold structure remains stable at all times and that the persons undertaking the work are safe.

For standard design scaffolds and towers, it is acceptable to use a model plan provided from the designer, manufacturer or other suitable qualified person. However, the plan must be assessed to ensure it is appropriate to the site conditions prevailing at the time of the work.

Scaffolds should only be erected, altered and dismantled by people with specific training and under the supervision of a competent person.

If the scaffold structure has been assembled from tube and fittings, the persons undertaking this work must work in accordance with the NASC Technical Guidance TG20:13 Guide to Good Practice for Scaffolding with Tubes and Fittings. This technical guidance has been endorsed by the HSE and provides good practice guidance on the use of the recognised British and European standard BSEN12811-1, which has since January 2011 completely replaced the old BS 5973 and will no longer be deemed by the HSE as an acceptable standard for scaffolding.

## 18.5 Access - Mobile Towers

Mobile towers should only be erected or altered by specifically trained persons, working under the supervision of a competent person.

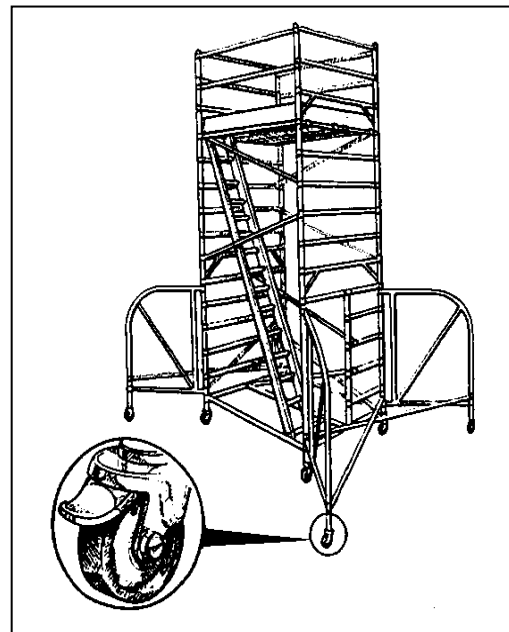
The erection of the tower must be in accordance with the manufacturers design instructions and standard erection plan, which must be followed at all times it is therefore essential to have a copy of the manufacturer's erection manual or plan available at the place of work. Some manufacturers have these instructions fixed to the actual tower. If the plan is not available the tower should not be erected.

The following basic guidelines should be followed before and during the use of mobile towers.

### Before Use of a Tower:

After a tower has been erected, the following checks should be made before it is used: -

- Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check outriggers or stabilisers, where required, are correctly positioned and secured.
- Check that all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all the bracing members have been located exactly in accordance with the erection plan.
- Check that all guardrails and toeboards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Check that the base to height of platform ratio does not exceed 1:3 when working externally; or at a ratio of 1:3.5 when working internally.



### During Use of Tower

During use, the tower should be kept in good order. A competent person should inspect the tower regularly to see that the structure has not been altered in any way. Should parts become damaged they should be replaced.

## **18.6 Access – Mobile Elevating Work Platforms (MEWP's)**

There are many types of access platform available and for some jobs they may provide a more suitable alternative to ladders, scaffolding etc., but some basic rules should be followed:

- Never attempt to operate an access platform unless you have been properly trained and competent and authorised to do so.
- Ensure that the unit is on firm, level ground
- Follow the manufacturer's instructions with regards to outriggers, screw jacks stabilisers, maximum safe working load, wind loadings, and tyre pressures.

A current thorough examination certificate must be available for the equipment. The equipment must satisfy the requirements of PUWER '98 with regards to stability and security of the equipment.

Operatives should be trained and certificated in the operation of MEWP's. Training means more than familiarisation with the machine at the time of delivery and the Company will expect operatives to have undertaken a proper training course such as the CITB approved or similar course.

With regards to the use of a work restraint system (a harness, lanyard and anchor point) in which the length of the lanyard is such that the wearer cannot fall from the working platform of the MEWP. HSE guidance advises work restraint systems should be used for high-risk operations such as:

- Protruding building or structural features that could catch or trap the basket.
- Use adjacent to plant or transport operations that could strike the MEWP.
- If the operative has to or is likely to lean out of the basket or over reach.
- Working with awkward work pieces that could move unexpectedly.
- If the basket could jerk or move suddenly.

In all these situations a full body harness secured to the anchor point in the platform must be used. In practice operatives working from cherry pickers or telescopic type MEWP's should use a work restraint system at all times. When using scissors lifts, an assessment must be made and if the work is high risk as defined above then a harness must be used.

The operator should check the machine daily before use. In addition, on a weekly basis the nominated competent person (who may also be the operator) should check the machine and record the inspection in the site inspection register.

## **18.7 Confined or Restricted Spaces**

A confined or restricted space is defined in the Confined Spaces Regulations 1997 and is used to describe a working place that has restricted means of access or may

have little or no ventilation or there are other difficulties which could result in the atmosphere becoming toxic or dangerously low in oxygen content.

If work has to take place in such a workplace a thorough and competent assessment of the work area has to be made. As a result of this assessment, the Company can decide on the procedures that must be taken to safeguard those working there. The person making the assessment must be familiar with working in hazardous confined spaces and be competent to thoroughly assess the situation, taking into consideration the work that has to be undertaken.

Any confined space work should have been identified at the planning stage and detailed in the site Health and Safety plan. However if this is not the case the Principal Contractor should be informed of the need to enter a confined or restricted space and a written system of work be produced and agreed. If a contractor is entering a known confined space on Client's premises, it may be that the Client will require the contractor to follow the Client's safe system of work, in which case the contractor must liaise with the Client and action accordingly.

### **How does a confined space become dangerous?**

Some confined spaces are naturally dangerous such as:

- Sewers and manholes where dangerous levels of gas could be encountered.
- Gas and toxic Substances leaking or leaching into trenches and pits from contaminated land or nearby faulty plant or equipment.
- Inside steel vessels the rusting of the metals surface could use up the oxygen resulting in a dangerous atmosphere.
- By disturbing sludge and sediments in tanks and vessels and as a result dangerous fumes are released
- By introducing Substances or operations into an otherwise safe area and as a result the atmosphere becomes dangerous, i.e. welding operations or applying internal surface coatings.

In carrying out the assessment the following must be considered:

- Identify what work must be done in the confined space and the hazards involved.
- Consider if the operation can be modified to eliminate the need to work within the confined space.
- Ensure written procedures are produced and that everyone is aware of these procedures.
- Ensure the necessary people are adequately trained and have the necessary equipment.
- Ensure the appropriate emergency procedures and emergency equipment is in place.
- Ensure any essential isolation has been completed and the necessary permits obtained.

- Ensure there is a safe means of access into the confined space.
- Ensure the necessary pre entry checks are carried out and if required the workspace is mechanically ventilated.
- If the atmosphere is flammable the space must be ventilated to reduce the flammable levels to below the lower explosive levels.
- Whilst the work is taking place ensure there is adequate ongoing monitoring of the atmosphere and of the workers i.e. an outside man.
- Ensure there are proper means of communication with the people in the confined space.

For more detailed guidance reference should be made to the Confined Spaces Regulations ACoP document L101 or to the Company's Health and Safety Advisers.

### **18.8 Electricity at Work Regulations - Sites**

In accordance with the requirements of the Electricity at Work Regulations 1989 the Company maintains the register of electrical equipment and ensures the equipment is inspected and tested on a regular basis, namely:

- Visual inspection every time before first use for all electrical equipment in use including the plugs, leads, wire casings and the equipment itself, together with a check for the current PAT test certificate.
- PAT test & formal recorded inspection at 3 monthly intervals for 110-volt portable tools used on a regular basis.
- Annually for site accommodation units.
- Any hired electrical equipment must be similarly inspected and tested.

All portable electrical equipment should preferably be operated at 110 volts, supplied from a transformer centre tapped to earth, thus limiting fault currents to 55 volts. This includes temporary site lighting.

Site offices may be operated at 230 volts, but the installation should be carried out by a competent electrician, and an installation test certificate obtained.

If the Company is responsible for providing and maintaining a temporary electrical supply around a site, the work should be undertaken by a competent electrical contractor and an installation certificate is required on completion of the work. The certificate should also state what maintenance, test and inspections are required and at what frequency. HSE guidance booklet HS (G) 141 entitled Electrical Safety on Construction Sites gives full guidance on the requirements for test and inspections. The following table summarises the main requirements#

EQUIPMENT/ APPLICATION	VOLTAGE	USER CHECK	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TEST
Battery-operated power tools and torches	Less than 25 volts	No	No	No
25v Portable hand lamps (confined or damp situations)	25 volt Secondary winding from transformer	No	No	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25 volt)	No	No	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55 volt)	Weekly	Monthly	Before first use on site and then 3 monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230 volt mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230v Equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs Fixed [**]		Daily/every shift	Weekly	[*] Before first use on site and then 3 monthly
Equipment in site offices		Monthly	6 Monthly	Before first use on site and then yearly
	230 volt office equipment			

{\*} NOTE: RCDs need a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCDs will need to be used.

{\*\*} It is recommended that portable RCDs be tested monthly.

Contractors and the self-employed should maintain and inspect their power tools to a similar standard.

### **18.9 Electricity at Work Regulations - Permanent Offices**

In accordance with the Electricity at Work Regulations 1989 the following tests and inspections should be undertaken:

- Fixed installation - this should be inspected and tested by an approved electrical Company who can issue an installation certificate. This should be repeated as advised by the last test, or at 5-year intervals.
- Portable equipment - the following chart provides guidance on the test and inspections periods.



Equipment	User Checks	Visual Inspection	Inspection and Test
Battery Operated	No	No	No
Computers & VDU's photocopiers, fax machines and other office machinery	No	Yes - 2/4 years	No if double insulated otherwise yes up to 5 year cycle
Hand held double insulated equipment	Yes	Yes - 6 months to 1 year	No
Hand held earthed equipment i.e. kettles, some floor cleaners	Yes	Yes - 6 months to 1 year	Yes – 1-2 years
Extension leads and trailing cables	Yes	Yes - 6 monthly	Yes - 1-5 years depending upon equipment in use

### **18.10 Lifting Equipment & Lifting Accessories**

The Lifting Operations and Lifting Equipment Regulations 1998 apply to these activities. Irrespective as to whether you hire or own the lifting equipment or lifting accessory, there is a duty on the user to ensure a current thorough examination certificate is in place for that item. In practice this means the Site Manager must see the current thorough examination certificate, and record this in the site register, or if possible, retain a copy of the thorough examination certificate whilst the item is on site. **There must be a copy of the current thorough examination certificate on site before allowing the machine to work.**

#### 18.10.1 Thorough Examination of Lifting Equipment

A competent person must carry out a thorough examination in accordance with a written scheme or at least once in every **period of 12 months**. However if the lifting equipment is used to **carry people**, the thorough examination must be carried out at least once in **every 6 months**.

#### 18.10.2 Lifting Accessories

With regards to lifting accessories, (i.e. slings shackles etc., these have to be thoroughly examined at least once in **every 6 months** or as specified by the competent person on the last thorough examination report or in the written scheme.

**The Site Manager must have a copy of the current thorough examination certificate on site before allowing the items to be used.**

### 18.10.3 Inspections of Lifting Equipment & Lifting Accessories

With regards to **inspections** of lifting equipment and lifting accessories, the regulations require an *appropriate inspection* by a competent person at suitable intervals. In practice this means a weekly inspection of lifting equipment by a competent person such as the operator or other suitable experienced person. The results of the inspection should be recorded in a site register. If the inspection shows there are faults with the equipment, these faults must be brought to the attention of the owner of the equipment without delay.

### **18.11 Management of Lifting Operations**

If lifting operations such as crane lifts have to take place, these have to be properly planned and managed. An Appointed Person should plan the lift. A Lift Supervisor should be present and supervise the actual lifting operation. The degree of competence and qualification of the people holding these positions should reflect the complexity of the lift. For simple operations this could well be the Site Manager and machine operator, but for complex crane lifts this may have to be trained persons, together with trained Banksman and slingers. In general the Company will use the 'contract lift' option from the crane or lift hire Company.

### **18.12 Manual Handling Operations**

In carrying out the risk assessment, consideration will be given to the requirements of the Manual Handling Operation Regulations 1992. Under these regulations employers have a duty to prevent employees from handling loads that are likely to cause injury. This injury may be due to the weight of the load but it is not sufficient just to think of manual handling hazards only as a function of weight. Other factors should be considered such as:

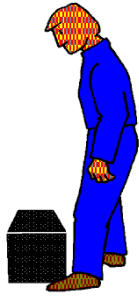
- The physical size of the load.
- The provision of carrying handles or lifting straps.
- The position of the centre of gravity within the load.
- Is the load rigid or will the load move; i.e. partially filled fluid containers.
- Is the load inert or is it a person or animal.
- Where is it being moved from and to where?
- If the load is being moved outside consider weather conditions.
- Consider the ground conditions over which the load has to be moved etc.

In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes of the person actually doing the lifting and carrying. Every employee is an individual and employers must also consider this when assessing manual handling tasks.

The first step in carrying out the assessment is to eliminate the need to manually handle loads if this is possible. This means introducing mechanical ways of lifting and moving loads whenever practicable.

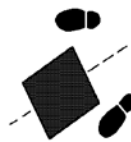
In a fixed industrial environment where the same loads are handling in the same way in the same place, then an assessment can be undertaken and the assessment will be valid for some time. However in a construction environment the workplace is continually changing and so the Site Managers and every employee must continuously be looking for, and assessing site operations that involve manual handling operations.

Employees are to be encouraged to highlight activities, which involve manual handling operations, which are likely to cause injury. In planning the site the Site Manager will try to minimise the requirements for manual handling and ongoing training will be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and to enable them to lift using kinetic handling techniques as shown below.

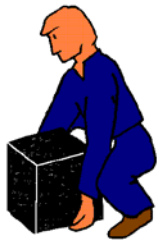


- ◆ **1) Stop and think.** Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift - such as floor to shoulder height - consider resting the load mid-way on a table or bench in order to change grip.

- ◆ **2) Place the feet.** Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable.



- ◆ **3) Adopt a good posture.** Bend the knees so that the hands when grasping the load are as nearly level with the waist as possible. But do not kneel or over flex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep shoulders level and facing in the same direction as the hips.



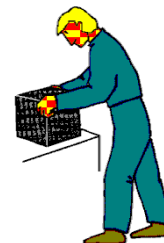
- ◆ **4) Get a firm grip**  
Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.



- ◆ **5) Don't jerk** Carry out the lifting movement smoothly, keeping control of the load?



- ◆ **6) Move the feet.** Don't twist the trunk when turning to the side.
- ◆ **7) Keep close to the load.** Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible try sliding it towards you before attempting to lift it.



- ◆ **8) Put down, and then adjust.** If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

### **18.13 Noise Hazards**

The Control of Noise at Work Regulations 2005 require employers to reduce noise levels to as low as reasonably practicable. In addition to this global requirement there are the following levels and limits:

The **lower exposure action values** are:

- A daily or weekly personal noise exposure of 80 dB (A-weighted).
- A peak sound pressure of 135 dB (C-weighted).

If the employees' exposure is below this level, employers should still try to reduce noise levels but there are no specified actions to complete.

If an employee is exposed to noise levels above the **lower exposure action level**, the employer must undertake a suitable and sufficient noise assessment of the person's workplace with a view to identifying ways and means of reducing that exposure. In undertaking such assessment, the employers should identify if the persons noise exposure is above the **Lower Exposure Action Value**, the **Upper Exposure Action Value** or above the **Exposure Limit Value**.

The **upper exposure action values** are:

- A daily or weekly personal noise exposure of 85 dB (A-weighted).
- A peak sound pressure of 137 dB (C-weighted).

If any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.

The **exposure limit values** are

- A daily or weekly personal noise exposure of 87 dB (A-weighted).
- A peak sound pressure of 140 dB (C-weighted).

In calculating this reading, this limit does take into account the protection provided by any hearing protection provided to the employee.

#### **18.13.1 Provision of Hearing Protection**

Without prejudice to the above, if noise levels cannot be reduced to below the lower exposure action limit, employers must make hearing protection available and encourage its use.

If noise levels cannot be reduced to below the upper exposure action limit, the employer must designate such workplace as **Hearing Protection Zone** and ensure suitable warning signs and suitable hearing protection is provided and worn.

### **18.13.2 Health Surveillance**

If the noise assessment indicates there is a risk to the employee from noise levels, in addition to the above, the person should undergo regular Health surveillance to check and ensure their hearing is not being damaged.

### **18.14 Personal Protective Equipment**

It is Company policy that all site operatives under the Company's control will wear a Safety helmet, Hi-Vis and Safety footwear at all times whilst on site. In addition, items such as respirators, eye protection and Safety harness, etc. will also be used as indicated by the risk assessment i.e. grade 1 impact full wrap around goggles or face mask when cutting or grinding. When required the correct gloves are to be worn for the task being performed as detailed by the four digit coded system (a) Abrasion resistance 0-4, (b) Blade cut resistance 0-5, (c) Tear resistance 0-4 and (d) Puncture resistance 0-4. Safety harness, dust masks, respirators, etc. will also be used as indicated by the risk assessment or as instructed by the Site Manager. All PPE supplied will conform with the European standards and be CE marked. Facilities will be provided for the storage and cleaning of such equipment.

**Note: it is recommended by the HSE that dust masks and respirators are only used following a face fit test for the Operatives involved.**

### **18.15 Plant and Plant Operators**

Plant such as excavators, cranes, and hiabs (i.e. lifting equipment as defined and extended under the LOLER Regulations) must have copies of the latest thorough examination certificates on site. It is also Company policy for the operator (or other suitable person as nominated by the Site Manager) to carry out a weekly inspection and record the results of the inspection in Company's site register.

Any lifting accessories (slings, chains etc.) should also have copies of their six-monthly thorough examination certificates available on site.

Similarly, any operator of plant including dumpers and fork trucks should be trained and certificated under the CITB, National Plant Register or similar training scheme and a copy of the operation training card/certificate should be on site.

### **18.16 Protection of Children and Members of the Public**

During planning consideration must be given to the protection of the public especially children. The HSE have issued a guidance booklet HS (G) 141 entitled Protecting the Public - Your Next Move – a copy is available from HSE books. This guidance together with the guidance on the control of mobile plant and vehicles should be considered when producing risk assessments and the project Health & Safety plan. As well as ensuring the public are safe during operating hours the site must be left in a secure and safe condition. This is especially so if the site is in a public or residential area. Therefore at the end of the working day, consideration must be given to leaving the site in a safe condition. The following on site precautions should be considered:

- Whenever possible fence the entire site using 2 metre high de-mountable type fencing or close hoarding to prevent children and others gaining access to the site.
- Removal or 'board over' ladders to prevent access onto scaffolds.
- If there is an obvious hazard of children gaining access to the scaffold the area must be secured with additional 2 metre high fencing or hoarding local to the working area and the ladder access physically removed.
- Excavations should be protected by rigid barriers of a type that will keep children away from this danger. If needed, use additional local fencing to protect the excavation.
- All plant should be secured in the compound or totally immobilised, so that it cannot move even if the brakes are released.
- Materials should be stored at low level on firm, flat ground. Items such as manhole rings should be stored horizontally and damaged brick packs broken down and re stacked.
- Loose material such as sand or spoil heaps must have very gentle batters to their slopes.

If there is evidence that uninvited members of the public, especially children, have or probably will come onto the site, then additional measure such as the use of security staff should be considered.

The Site Manager will regularly review and decide exactly what security measures are needed to ensure the Safety of the public and children in particular.

### ***18.17 Services - Underground and Overhead***

The Company should have been informed at tender stage of any known services on or near the site. Even if the information available says there are no services the Site Manager should thoroughly check the area. Overhead services are obvious and easily located. If work has to take place close to overhead power lines enquiries should be made to the Regional Electricity Company to obtain accurate information on clearance distances and the precautions to be taken. A detailed method statement should be produced. Further guidance can be found in HSE guidance note GS6 "Avoidance of danger from overhead power lines".

Underground services are much harder to locate but items such as valve covers; manhole covers and marker posts all indicate there could be services in the ground.

Even after taking these precautions the area should be checked with a cable locator before commencing excavation work. All excavation work should use safe digging techniques detailed in HSE guidance HS (G) 47 "Avoidance of danger from underground services."

### **18.18 Small Power Tools and Hand Tools**

Small power tools and hand tools are frequently abused items on a construction site. Accepting that by limiting power supplies to 110 volts the risk of serious injury is drastically reduced. However the inspection procedures still need to be adequate to identify faults on a reasonably regular basis. Accepting the fact that users of the equipment should inspect the tools before each use, tools and equipment that are available for general use must be inspected in accordance with Company procedures. The HSE recommend a 3 monthly inspection period as a realistic timescale for the visual inspection of items such as small power tools and portable power leads. At the same time it would make sense to check toolboxes for the condition of hand tools, whether Company issued or not. Therefore Site Managers should implement such an inspection programme and record the results in an auditable format.

### **18.19 Storage of Materials**

When storing materials, consideration must be given to security and stability. The storage area should be prepared by levelling the ground. Wherever possible, storage should be in the secure compound area or inside secure containers. Loose materials such as sand or soil must have shallow sloping sides to minimise risk to any children who may gain access onto the site.

### **18.20 Vibration Hazards & Strategy to Prevent Hand Arm Vibration Syndrome**

This guidance is based on Control of Vibration at Work Regulations 2005 and HSE guidance leaflets on this topic.

#### **18.20.1 Vibration White Finger – The Hazards and Employees Strategy**

##### **What is Vibration White Finger?**

Vibration White Finger (VWF) is the most common symptom of hand-arm vibration syndrome (HAVS). VWF is also known as 'dead hand' or dead finger and could affect those who regularly use high-vibration equipment. It can damage blood vessels, reducing blood supply, and also nerves in the fingers, causing a permanent loss of feeling. The bones and muscles may also become damaged. It can cause loss of flexibility and strength of grip. It may be more difficult to work with hand-held tools or everyday items.

##### **What are the Signs?**

The symptoms of VWF are usually set off by cold. Early on they are mild. The first sign is often an occasional attack when the fingertips become white. If the person continues to work with vibrating tools, the affected area can get larger. During an attack there may also be numbness, or 'pins and needles', and an attack may end with the whiteness changing to a deep red flush, which is often very painful.

##### **What Causes the Problem?**

Many common tools and processes produce high levels of vibration, such as pneumatic breakers and drills, pedestal grinders, power hammers, chainsaws, and riveting and chipping hammers. The risk depends on a number of things. The



amount of vibration is important along with how long the tools are used the way in which they are used and the working conditions, such as posture and how cold it is.

A simple rule is to regard any vibrating tool as suspect if it causes tingling or numbness in the fingers after about 5 to 10 minutes of continuous use.

### **What can Employees do to reduce the Risk?**

Employees play a vital part in ensuring an effective policy is maintained to control the hazard of VWF. This includes:

- Telling the supervisor about any tools or processes, which produce high levels of vibration, so that the risk can be properly assessed.
- Keep warm at work, especially the hands (to help maintain good blood flow to the hand and fingers). Wear warm gloves and extra clothing if working in the cold.
- Don't smoke, or at least cut down just before and while you are at work. Smoking affects blood flow.
- Exercise the hands and fingers to improve blood flow.
- Use the right tool for the job. Making do with the wrong tools can mean more vibration, or that the operative will have to grip the tools more tightly.
- Do not use any more force than necessary when operating tools safely and effectively.
- Try to avoid long periods of using equipment without a break - short bursts are better.
- Keep tools in good working order - if they are in bad condition ask the supervisor to get them repaired.
- Take an active part in the Company's Health and Safety training.
- **DON'T IGNORE SYMPTOMS.** Vibration could affect the fingers and hands, employees are to be encouraged to see their doctor and inform their supervisors.

### **18.20.2 What is the Legal Position**

Control of Vibration at Work Regulations requires you to:

- Assess the vibration risk to your employees.
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
  - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
  - Provide Health Surveillance (regular Health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:

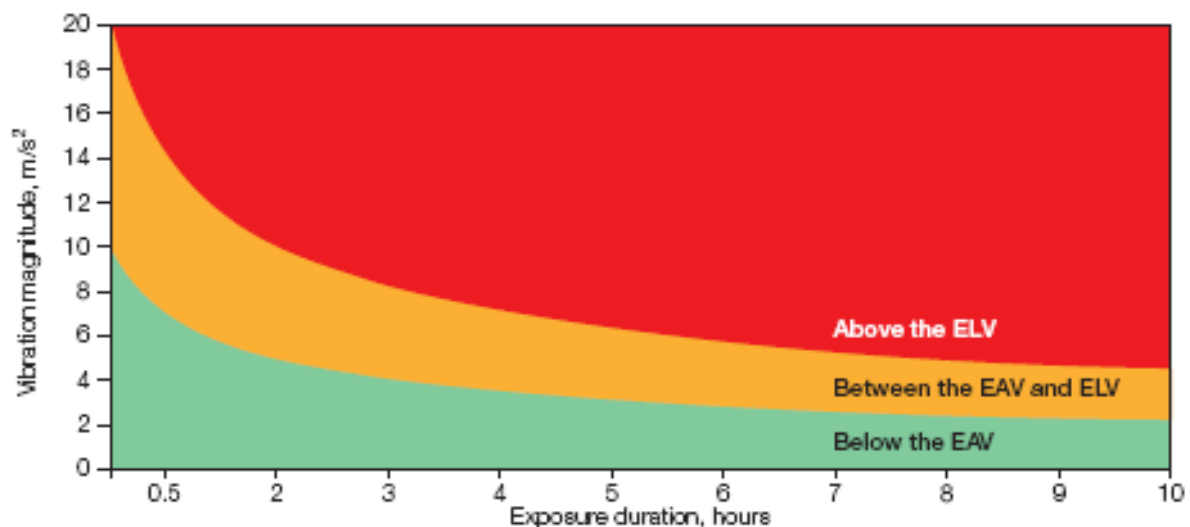
- Take immediate action to reduce their exposure below the limit value.
- Provide information and training to employees on Health risks and the actions the Company is taking to control those risks.
- Consult your trade union Safety representative or employee representative on your proposals to control risk and to provide Health surveillance.
- Keep a record of your risk assessment and control actions.
- Keep Health records for employees under Health surveillance.
- Review and update your risk assessment regularly.

### 18.20.3 What is the Exposure Action Value?

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of  $2.5 \text{ m/s}^2$ .

### 18.20.4 What is the Exposure Limit Value

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of  $5 \text{ m/s}^2$ . It represents a high risk above which employees should not be exposed. The Regulations allow a transitional period for the limit value until July 2010. This only applies to work equipment already in use before July 2007. The exposure limit value may be exceeded during the transitional period as long as you have complied with all the other requirements of the Regulations and taken all reasonably practicable actions to reduce exposure as much as you can.



How vibration level and duration affect exposure

### **18.20.5 High Risk People and Equipment (Above the ELV)**

Employees who regularly operate:

- Hammer action tools for more than about one hour per day; or
- Some rotary and other action tools for more than about two hours per day.

Employees in this group are likely to be above the exposure limit value set out in the Regulations. The limit value could be exceeded in a much shorter time in some cases, especially where the tools are not the most suitable for the job.

### **18.20.6 Medium Risk People and Equipment (above the EAV)**

Employees who regularly operate:

- Hammer action tools for more than about 30 minutes per day; or
- Some rotary and other action tools for more than about one hour per day.

Employees in this group are likely to be exposed above the exposure action value set out in the Regulations.

### **18.20.7 How to Undertake a Vibration Assessment**

The Company must reduce the risk wherever this is reasonably practicable by, for example:

- Make a list of equipment that may cause vibration, and what sort of work it is used for.
- Collect information about the equipment from equipment handbooks (make, model, power, vibration risks, vibration information etc.). Take care because test result figures are based on new machines under test conditions. In practice figures are usually much higher. Therefore if a range of figures are given use the higher figures.
- Make a list of employees who use the vibrating equipment and which jobs they do.
- Note as accurately as possible how long employees' hands are actually in contact with the equipment while it is vibrating – in some cases this 'trigger time' may only be a few minutes in several hours of work with the equipment.
- Ask employees which equipment seems to have high vibration and about any other problems they may have in using it, e.g. its weight, awkward postures needed to use the tool, difficulty in holding and operating it.
- Record the relevant information they have collected and their assessment of who is likely to be at risk.

### 18.20.8 Estimating Exposure

You may be able to get suitable vibration data from the equipment handbook, or from the equipment supplier. The table below gives examples of vibration levels the HSE has measured on equipment in use and have made this available for general use.

Tool Type	Lowest m/s <sup>2</sup>	Typical m/s <sup>2</sup>	Highest m/s <sup>2</sup>
Road Breaker	5	12	20
Hammer Drill	6	9	25
Angle grinders	4		8
Power Strimmers	2	4	
Orbital sanders	7		10
Hammer Scabblers			40

If you plan to use the manufacturer's vibration data you should check that it represents the way you use the equipment (see 'Duties of manufacturers and suppliers') since some data may underestimate workplace vibration levels substantially. Test result figures are based on new machines under test conditions. In practice figures are usually much higher. Therefore if a range of figures are given use the higher figures.

You also need to check, by observing them, how long employees are actually exposed to the vibration (i.e. the total daily 'trigger time' with the equipment operating and in contact with the employee's hand(s)). Employees are unlikely to be able to provide this information very accurately themselves. You could observe and measure the trigger time over, for example, half an hour and then use the result to estimate the trigger time for the full shift. Alternatively, where the work task is repetitive, e.g. drilling large numbers of holes in masonry, you could measure the trigger time when drilling several holes and multiply the average by the number of holes typically drilled in a shift.

If the employee is exposed to vibration from more than one tool or work process during a typical day, you will need to collect information on likely vibration levels and 'trigger time' for each one. Once you have collected relevant vibration data and exposure times you will need to use an exposure calculator to assess each employee's daily exposure (see HSE's vibration web pages at [www.hse.gov.uk/vibration](http://www.hse.gov.uk/vibration)). Alternatively, you can use the simple 'exposure points' system in the table below to estimate the daily exposure.

Tool vibration (m/s <sup>2</sup> )	3	4	5	6	7	10	12	15
Points per hour (approximate)	20	30	50	70	100	200	300	450

Multiply the points assigned to the tool vibration by the number of hours of daily 'trigger time' for the tool(s) and then compare the total with the exposure action value (EAV) and exposure limit value (ELV) points.

100 points per day = exposure action value (EAV)

400 points per day = exposure limit value (ELV)

## HSE's Simple Exposure Point System

### 18.20.9 Vibration White Finger - Management Strategy

- At the planning stage looking for activities that will involve extensive or prolonged use of vibrating tools. If there are such operations get the work can be properly assessed, ensure that the best available tools are selected and a safe system of work developed.
- Provide training to purchasers who buy or hire equipment so they select the most appropriate items and do not select merely on price.
- Operatives working on vibrating tools should be 'spelled' on and off the work to reduce the risk. The assessment will provide guidance with that particular tool but as a general guide no one should work for more than 1 hour on such equipment without sharing such tasks with other operatives.
- Keep equipment well maintained and sharp. It is no good using a blunt breaker point on a new vibration damped machine!
- Select systems of work that minimise exposure for example, use a breaker mounted on a mini machine instead of hand held; use diamond rotary cutting instead of hammer drilling or breaking.
- Ensuring employees wear gloves to keep their hands warm. In cold spells, allow extra time for the employee to take breaks in a warm area and consume warm drinks to assist in keeping good blood flow to the hands and fingers.
- Train operatives in the correct use of tools and in recognising early symptoms of injury.
- Inform operatives of the risk assessment and why it is essential they co-operate with any Health surveillance to help prevent vibration problems.

### 18.20.10 Health Surveillance

Even with all of the above measures in place, periodic Health surveillance will still be required. Basic Health surveillance consists of regularly seeking information about early symptoms of ill Health by using a questionnaire. It is important that our employees understand that the aim of Health surveillance is to protect them from developing advanced symptoms of ill Health so that they can continue to work. We

will need their understanding and co-operation if Health surveillance is to be effective.

The Company should ensure Health questionnaires are completed at pre-employment stage, and every 2 years thereafter. If employees leave our employment, the questionnaire should be completed when possible. Such information must be kept with other confidential personal details.

#### **18.20.11 Action from Employees and Supervisors**

If an employee comments that they are having prolonged tingling sensations in their hands or fingers even after they have finished work, or they have other reasons to suspect they may be experiencing symptoms of vibration white finger, take action such as informing the Safety Director or seek further advice from the Company's Health and Safety Advisers. By taking positive corrective action at this early stage could prevent the full symptoms developing and potentially permanent damage occurring.

Further information is available from the HSE web page [www.hse.gov.uk/vibration](http://www.hse.gov.uk/vibration) or from the Company's Health and Safety Advisers.

#### **18.21 Weils Disease (*Leptospirosis*)**

Weils Disease (*Leptospirosis*) starts as a flu like illness with severe persistent headaches, which can be fatal. It is transmitted to humans by contact with urine from infected rats or in a modified form from cattle urine. Therefore particular care must be taken in areas where rats are likely to be present or if working in old farm or abattoir buildings. HSE have produced a guidance card on *Leptospirosis* and these are available from the Health & Safety Advisers. These cards should be issued to all operatives together with information about *Leptospirosis* at the site induction talk.

If there is evidence of rat infestation, great care must be taken. Standing water can act as a breeding ground for the *Leptospirosis* bacteria. If such conditions exist good personal hygiene is essential with hands being washed before consuming food or drink. Smoking should be prohibited, as this is an easy way in which contaminated hands can pass on the infection to the mouth via a cigarette. Therefore smoking should only be permitted after the person has thoroughly washed their hands. Protective clothing and changing facilities will be required to ensure street clothing does not become contaminated.

#### **18.22 Man Made Mineral Fibres (MMMF) and Asbestos**

Before commencing work on any existing building, enquires must be made with the building owner or occupier with regards to asbestos. Buildings constructed during the 1990's may contain some asbestos materials. Buildings constructed in the 1980's could contain asbestos materials and buildings constructed pre 1980 probably will contain asbestos materials. That is why it is essential accurate information is obtained about asbestos materials before work commences and this information brought to the attention of all persons working on site.

Occasionally, asbestos type material may be encountered. If employees or Contractors suspect they have found asbestos especially if the material is fibrous, work should stop and the supervisor or engineer should be contacted immediately.

Work with particular asbestos-containing materials can only be carried out by somebody who holds a licence issued by HSE. Licences are granted for a limited period of time (usually one or three years), enabling HSE to review licences and the performance of licence holders at regular intervals.

The [Control of Asbestos Regulations 2012](#) came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping.

**It is recommended by the HSE that to fully comply with the regulations all Operatives working in or on buildings built before the year 2000 receive a recognised form of basic asbestos awareness information, which ideally should be refreshed annually.**

Manmade mineral fibre is found as insulation in lofts, insulation panels etc. The fibres are a respiratory hazard as well as being a skin irritant. The risk will vary according to the type of MMMF being used, the amount of exposure, ventilation and other factors, and the risk should be assessed at the tender/planning stage. A product Safety data sheet should be obtained from the supplier to fully assess the risk of the product. From January 1999 some MMMF have been classified as having the potential to cause irreversible effects on the body and have been assigned risk phrase R40 that must be clearly displayed on all packaging. Ceramic fibres and other special application MMMF products have been classified as having the potential to cause cancer and have been assigned the risk phrase R45 or R49 which must be clearly displayed on all packaging. As a general precaution, overalls, gloves, and respirator should be used when working with MMMF and all waste should be bagged and properly disposed of and not left to become damaged or blown around the site.












## 19. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations imposes a duty on every employer to identify all Substances in use and to assess the risk to their employees (and others) from the Substance, taking into account the manner in which it is being used and the quantities involved. "Substance Hazardous to Health" means any Substance, which is:


- Listed in the current 'CHIP' list and /or carrying a hazard warning symbol as shown below.
- A Substance with a workplace exposure limit; these are listed in HSE document EH40 entitled 'Workplace Exposure Limits' (WEL).
- A biological agent. i.e. Leptospirosis
- Dust of any kind, when present in a Substantial concentration.
- Any other Substance, which has comparable hazards to people's health.

There are other hazardous Substances, but because they have legislation specifically covering their use they are not covered by the COSHH Regulations, for example asbestos and lead Substances. Substances covered by the COSHH regulations will typically be denoted by warning symbols as shown below.

What do the COSHH symbols mean?

 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

**NEW CoSHH Symbols**



**OLD**

For full details of COSHH procedures you should refer to the COSHH manual. There is a brief synopsis of the action to be taken in the following Sub sections.



### **19.1 Identification & Assessments**

The risk associated with the use of the Substance must be assessed by making a systematic review and asking:

- Which hazardous Substance are we using? i.e. identify the hazardous Substances.
- What quantities of Substance are involved?
- What form is the Substance in? i.e. liquid, dust, solid, vapour
- How can it harm someone? i.e. by inhalation, by skin contact, by absorption through the skin, by ingestion.
- Who could be exposed to the Substance and for how long?
- Does the Substance have to be used or can a non-hazardous or less hazardous Substance be substituted?

In gathering this information reference may have to be made to the manufacturer's product data sheet **but** the data sheet **is not** a COSHH assessment. See the Company's COSHH manual for further details.

### **19.2 Instructions and Training**

The Company is responsible for ensuring employees are trained and properly instructed in the use of any hazardous Substance and about the importance of using the washing facilities before consuming food or drink. Smoking is not permitted when working with hazardous Substances. Site Managers should ensure employees are properly instructed before using hazardous Substances.

## **20. HEALTH SURVEILLANCE**

### **20.1 Health Surveillance**

Southwark Metals Limited is aware their responsibilities for ensuring the long-term Health and wellbeing of its employees. Where Health surveillance has been identified as being required either by risk assessment for hazards such as; Noise, Vibration, and Welding or by specific legislation such as COSHH, Lead or Asbestos regulations, Health surveillance will be undertaken and monitored by a Registered Occupational Health Practitioner.

The purpose of Health surveillance is:

- To detect any adverse changes to the Health of individuals that may be attributed to exposure to Substances or conditions hazardous to health.
- To assist in the evaluation of control measures.
- To evaluate hazards to Health by the collection and use of data.
- To establish a baseline.

The surveillance is carried out in two distinct phases:

### **20.2 Initial or baseline Health surveillance**

When employees move into jobs involving exposure to Substances or physical agents in which Health surveillance is required, the Company will need to know if they are fit for work and if they have been exposed to and are suffering the effects of exposure to any specific agents. The employee is asked to complete a simple questionnaire about possible symptoms and their medical history. The specialist Health nurse receiving Health surveillance referrals from the workforce will receive the completed questionnaire and decide if the person needs to undergo a full assessment with a nurse. This procedure is the initial part of the Health surveillance programme and is required for baseline Health assessment of the individual.

### **20.3 Ongoing Health surveillance**

In order to identify employees with symptoms that require further investigation and also to monitor employees for the signs and symptoms of exposure to work place hazards employees are given access to the Company Occupational Health Nurse. For work practices where exposure is significant or legislation dictates, annual assessments are required.

Further guidance and information can be obtained in the HSE guidance on "Health surveillance at work" HSG61

## **21. OFFICE SAFETY AND VISUAL DISPLAY UNITS**

### ***21.1 Visual Display Units***

A number of administration staff will be essential users of VDU equipment. The Company accepts its responsibility under the Health & Safety (Display Screen Equipment) Regulations 1992, and it will provide: -

- Assessments of the Work-Stations (and any necessary improvements required as a result of the assessment). New Work-Stations will be in accordance with the schedule to the regulations.
- Eyesight tests for users who request eyesight tests and if, as a result, it is shown that glasses are needed to specifically work with VDU's to provide such glasses.
- Training for users.

Further detailed guidance can be found in Health and Safety Executive Guidance Booklet HS (G) 90 'VDU's and Easy Guide to the Regulations'.

## **22. SELECTION OF SUB-CONTRACTORS**

Any Sub-contractor used by the Company, must have been vetted and placed on a Company approved list. The Company uses an assessment proforma in the form of a self-audit questionnaire (See Appendix), which must be completed by the Sub-contractor, and the response assessed by the Contracts Manager. If the Safety Director feels it is appropriate he may ask for a more in-depth Health & Safety audit to be carried out on the Company before granting approval.

## 23. WORKING TIME REGULATIONS

The Company is aware of the Working Time Regulations 1998, which impose restrictions on the amount of time spent at work by an employee or worker. The definition of a 'worker' covers not only employees but also those persons who work under a contract to do or perform any work or services for another party. Limitations will include:

- A limit of 48 hours per week can be done by a worker during a 7-day period. This is calculated over a standard reference period of 17 weeks, but can extend to 12 months when working within Working Rules of the CIJC. A worker may agree in writing that the 48-hour limit does not apply. An agreement would usually require that the worker give 3 months' notice to change the arrangements. Irrespective of any agreements, there is a limitation which requires 11 consecutive hours rest in a 24 hour period and 24 consecutive hours rest in a 7 day period.
- Restrictions on night work. A night worker's average normal hours of work shall not exceed 8 hours for each 24 hour period (averaged) especially where the work involves special hazards or heavy physical or mental strain, in which case it can never exceed 8 hours. Free Health assessments prior to workers being assigned to night work and at regular intervals thereafter.
- A daily rest break of 20 minutes where the working day is longer than 6 hours (30 minutes rest in the case of young workers where the working day exceeds 4½ hours). A rest period of 11 consecutive hours in each 24-hour period (12 hours rest in the case of young workers).
- Weekly rest breaks of 24 hours in each 7-day period (or 48 hours every 14 days). This rest period does not have to be or include a Sunday.
- Minimum of 4 weeks paid leave (after 13 weeks employment). The paid leave entitlement is not in addition to any existing contractual leave entitlement. This would include Bank and Public holidays.

The Regulations define what is meant by 'working time', 'worker', 'collective agreements', 'night workers' etc. as well as methods for calculating averaged 'normal hours'.

These Regulations will be enforced by the Health & Safety Executive and disputes settled through Employment Tribunals.

There are a number of exceptions and individuals can choose to exempt themselves from certain aspects of the regulations. The Company (through the Health and Safety Advisers) will provide further guidance to any member of staff who requires more information.

## **24. MOBILE TELEPHONE POLICY**

The purpose of this policy is to provide Company guidelines for use of mobile phones, whether supplied by the Company or not, but used on Company business. In particular, it is to ensure that employees are using mobile phones in accordance with guidelines provided by the Health & Safety Executive (HSE) and Department of Transport.

### ***24.1 Mobile Phones - Health and Personal Safety***

The Company asks their staff not to use mobile phones whilst carrying out **any** job of work, including driving, if the use of a mobile phone might interfere with their concentration and consequently could affect their own or other people Health and Safety. Voicemail or call divert facilities provided with the phone should be used to minimise the number of calls made or received whilst actually driving or concentrating on work activities. Let the phone store the message / voicemail until you are safe and ready to deal with the messages.

### ***24.2 Mobile Phones and Driving - Directly Employed Staff***

It is an offence for drivers to use a mobile phone or a similar interactive device for accessing any sort of data (internet, sending or receiving text messages or any other image) if held in the driver's hand during at least part of the period of its operation.

The Company's field/site staff spends a significant proportion of their working day driving. They have mobile phones so they can be contacted and can make calls as required during the course of their work. It is therefore essential that staff understand and comply with this new legislation and do not allow the use of the mobile phone to distract them or interfere with the required concentration when actually driving, or whilst concentrating on other work tasks.

The Company may provide hands free equipment to some staff so that if essential or emergency situations arise, the phone can be used in accordance with this new legal requirement.

### ***24.3 Office Based Staff***

Office based staff should also be aware of this new legislation and the implications to Health and Safety of road users. Office staff should be aware of calls to field staff that are in vehicles and could be driving. If the member of staff is actually driving keep the call to a minimum or alternatively ask the 'driver' to call back when convenient and safe to do so.

## **25. WORK RELATED ROAD SAFETY FOR ESSENTIAL COMPANY DRIVERS**

The purpose of this policy is to provide guidance to reduce at work road traffic incidents through the use of vehicles used on Company business whether or not they are provided by the Company. The policy will also apply to those who may only drive occasionally or who work on or near to roads.

The Health and Safety at Work Act 1974 requires employers to ensure, so far as is reasonably practicable, the Health and Safety of their employees whilst at work and to ensure that others including members of the public and other employers' personnel are not put at risk by work related driving activities.

The Management of Health and Safety at Work Regulations requires employers to carry out an assessment of the risks to the Health and Safety of their employees, whilst they are at work, and to other people who may be affected by their work activities. This includes any driving activity on the road.

Health and Safety law does not apply to commuting, unless the employee is travelling from their home to a work location other than their usual place of work.

### **25.1 Employer duties**

An employer can be liable for prosecution if timetables or schedules are set so tight that drivers would have to break road speed limits if they attempted to meet them and for causing and permitting a person to drive without a relevant and current driving licence.

Where Company vehicles are provided for employees, the employer should ensure that they are fit for the purpose of the job, ensuring they undergo regular servicing and maintenance checks, and are fully insured and taxed.

### **25.2 Employee duties**

The driver of the vehicle must be competent and have a full UK Driving Licence. They must comply with the Road Traffic Acts and the Highway Code as ultimately the driver at the wheel is responsible for their own and others Safety on the road.

The driver should check the vehicle before setting off on a journey, to ensure that consumable and driver serviceable items are correct. Employees should report all work-related road incidents to their line manager.

### **25.3 Maintenance of Vehicles and General Safety Checks**

Vehicles must be regularly inspected and serviced in accordance with manufacturers' recommendations and undergo regular servicing and MOT when required.

#### **25.4 The Vehicle**

All Company vehicles should be fit and suitable for their purpose. Privately owned vehicles are not to be used for work purposes unless they are insured for business use and they comply with road traffic requirements.

#### **25.5 Driver Safety and Security**

All drivers should wear a seat belt at all times. Drivers should be mindful of their own and any passenger security and take appropriate precautions with regards to locking doors, windows and not leaving objects on display that could attract a thief to strike against the vehicle or driver.

#### **25.6 Driver Fitness and Health**

All drivers should meet eyesight requirements as set out in the Highway Code. Staff should not drive whilst taking medicine, which could impair their judgement.

#### **25.7 Driver Tiredness**

Tiredness can kill; therefore driving whilst tired should be avoided to prevent falling asleep at the wheel. Regular breaks should be taken, i.e. take at least a 15 minute break for every 2 hours of driving. Statistics show the 'at risk' times for falling asleep whilst driving are between midnight and 6am. It therefore follows when planning journeys it is best to try and avoid these times, or if it is not possible to ensure more frequent rest breaks are taken.

#### **25.8 Route Planning and Scheduling**

Allowing time to plan the journey will ensure drivers use the safest routes. Statistically, motorways are the safest roads. Setting realistic work schedules can help to prevent sleep related accidents. This together with route planning will increase the Safety of work related driving.

#### **25.9 Adverse Weather Conditions (snow or very high winds)**

Journey and routes re assessed to see if a less hazardous route is more suited in such adverse weather conditions, even if the amended route is longer in mileage and time.



**APPENDIX 'A'**

**LETTER TO CONTRACTORS RE ACCIDENT TO EMPLOYEE**

Dear Sirs,

**Re: Accident to your employee**

It has been noted that one of your employees was injured whilst working on a Southwark Metals Limited site at

If as a result of these injuries your employee was absent from work for 7 or more days, or not able to perform their normal duties, then the local Health and Safety Executive office should be informed on form F2508 - "Notifications of an Accident".

You are requested to confirm with Southwark Metals Limited the period of absence and if more than 7 days, forward a copy of the form F2508.

Thanking you in anticipation.

Yours faithfully,

**APPENDIX 'B'**

<b>Southwark Metals Limited</b>					
<b>HEALTH &amp; SAFETY QUESTIONNAIRE FOR CONTRACTORS TENDERING FOR WORK</b>					
<i>NAME OF COMPANY:</i>		<i>CONTACT NAME:</i>		<i>BUSINESS DESCRIPTION</i>	
<b>ADDRESS:</b>					
TEL NO:			FAX NO:		
YEARS TRADING:		APPROXIMATE TURNOVER PER YEAR:			
NO'S EMPLOYED:	DIRECT:	SELF EMPLOYED:	SUB-CONTRACT:		
<b><u>DETAILS OF INSURANCES:</u></b>				<u>LIMIT OF COVER</u>	
A) EMPLOYERS LIABILITY				YES/NO	
B) PUBLIC LIABILITY				YES/NO	
<b><u>HEALTH &amp; SAFETY DETAILS</u></b>					
A) DO YOU HAVE A SAFETY POLICY? (Include contents page and policy statement only)				YES/NO	
B) WHO IS THE DIRECTOR WITH SPECIAL RESPONSIBILITIES FOR H&S					
C) DO YOU EMPLOY THE SERVICES OF A SAFETY ADVISER (IF YES - attach details of the person and their qualifications)				YES/NO	
D) DO YOU HAVE ANY PROCEDURES RELATING TO COSHH? (Enclose one example of a COSHH assessment)				YES/NO	
E) DO YOU CARRY OUT RISK ASSESSMENTS ON YOUR OPERATIONS? (Enclose one example of a risk assessment)				YES/NO	
F) GIVE EXAMPLES OF HEALTH & SAFETY TRAINING UNDERTAKEN DURING THE PAST 3 YEARS - attach Training Plan or Policy.					
G) HAS YOUR COMPANY BEEN SUBJECT TO H & S ENFORCEMENT ACTION? PROSECUTION PROHIBITION NOTICE IMPROVEMENT NOTICE Attach details as applicable.				YES/NO YES/NO YES/NO	
H) UNDER CDM REGS. INDICATE THE ROLES YOU HAVE UNDERTAKEN Attach details.					
I) CSCS - INDICATE WHAT PERCENTAGE OF YOUR SITE STAFF ARE REGISTERED WITH CSCS OR AFFILIATED SCHEMES. % (If you do not Subscribe to the CSCS scheme explain how you confirm the competence of your employees)					
<b><u>PERSON COMPLETING QUESTIONNAIRE</u></b>					
I DECLARE THE ABOVE IS CORRECT:					
NAME (PRINT)..... POSITION:					
SIGNED..... DATE:					

## APPENDIX 'C'

# Southwark Metals Limited

## HEALTH & SAFETY CHECKLIST FOR USE BY SUPERVISORS & SITE MANAGERS

Site staff should undertake a weekly check as a part of the Health and Safety management system. Not every section needs to be checked weekly, the site manager can choose a representative number of sections. Different members of the site management team or even supervisors from Sub Contractors could be asked to undertake the check.

Other senior staff could also use this checklist when they carry out their random audit. At this time all relevant sections should be completed.

<b>Project Name</b>			
<b>Inspection carried out by</b>		<b>Date &amp; Time</b>	
<b>Section 1 Notices &amp; Documentation</b>	<b>Comments</b>		
Check the following Notices/posters: <ul style="list-style-type: none"><li>• H&amp;S Law Poster,</li><li>• EL Insurance Cert.</li><li>• Policy Statements,</li><li>• Site rules,</li><li>• Information about emergency procedures.</li></ul>			
Check the following documents: <ul style="list-style-type: none"><li>• H&amp;S plan including any fire, traffic management plans</li><li>• Risk assessments,</li><li>• Method Statements</li><li>• COSHH assessments, method statements both for our Company and Sub-Contractors.</li></ul>			
<b>Section 2 Training</b>	<b>Comments</b>		
<ul style="list-style-type: none"><li>• Check formal training records for both Company and the Sub-Contractors' staff.</li><li>• Check toolbox talk training and method statement briefing records.</li><li>• Check the training schedule against today's signing in register - is everyone covered.</li><li>• Check operator knowledge of Method Statement and content of risk assessments by spot-checking on tasks activity.</li></ul>			

<b>Section 3 Safe Places of Work</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Work at Height Regulations - have specific assessments been undertaken and implemented?</li> <li>• Check working areas. Are they safe, with good access and safe working platforms/places?</li> <li>• If ladders or stepladders are being used, are there specific assessments in place to justify their use?</li> <li>• Is general access good, including lighting?</li> <li>• Are there any slip and trip hazards?</li> <li>• Is the site clean and tidy?</li> </ul>	
<b>Section 4 Scaffolds &amp; Mobile Towers</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Are they correctly erected in accordance with the erection plan?</li> <li>• Is there a competent supervisor and trained operatives?</li> <li>• Are platforms, guardrails and toeboards correct?</li> <li>• Are registers and inspections maintained?</li> </ul>	
<b>Section 5 Cranes &amp; Lifting Equipment &amp; Mobile Plant</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Check thorough examination certs.</li> <li>• Check competency certs for appointed persons for lifting operations, operators, and Banksmen/slingers.</li> <li>• Are weekly inspections being undertaken and recorded?</li> <li>• Are there arrangements for safe overnight storage of mobile plant?</li> <li>• Are there safe refuelling arrangements?</li> </ul>	
<b>Section 6 Health Hazards</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Are COSHH procedures and assessments in place?</li> <li>• Have noise hazards been assessed?</li> <li>• Have vibration hazards been assessed?</li> <li>• Have manual handling and muscular skeletal hazards been assessed?</li> <li>• Are there other Health hazards if so comment?</li> <li>• Are operatives wearing the required PPE?</li> </ul>	

<b>Section 7 Electrical System</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Is there an installation certificate for site compound?</li> <li>• Do Sub-Contractors have PAT testing for portable equipment?</li> </ul>	
<b>Section 8 Emergency Procedures</b>	<b>Comments</b>
<p>Have arrangements been made for:</p> <ul style="list-style-type: none"> <li>• Fire assessments and fire prevention.</li> <li>• Fire fighting – extinguishers.</li> <li>• Fire alarm systems.</li> <li>• Fire evacuation procedures.</li> </ul> <p>Have arrangements been made for:</p> <ul style="list-style-type: none"> <li>• First aid and medical emergencies procedures.</li> <li>• Trained first Aiders.</li> <li>• First aid box.</li> </ul>	
<b>Section 9 Welfare Arrangements</b>	<b>Comments</b>
<p>Have arrangements been made for:</p> <ul style="list-style-type: none"> <li>• Toilets and washing facilities.</li> <li>• Facilities for making drinks and warming food.</li> <li>• Rest area and area for consuming food and drinks.</li> <li>• Changing areas and facilities for storing clothes and PPE.</li> <li>• Drying room facilities.</li> <li>• Are the welfare facilities maintained in a clean condition and consumables restocked as required?</li> </ul>	

Any Additional Comments: