HEALTH, SAFETY & ENVIRONMENTAL POLICY & PROCEDURES

Record of Policy Reviews

Date	Review Number	Section Reviewed	Amended by	Checked by	Approved by
01/09/2014	1 2 3	Part 2- Organisation Section 2 / Part 4 – Specific Arrangements Section 13	Stephen Woolf ProAktive 	Ken Stevens ProAktive 	Jack Fulton Northern Steel Decking 
18/06/2015	4	All	Richard Wadkin ProAktive 	Ken Stevens ProAktive 	Jack Fulton Northern Steel Decking 
07/06/2016	5	All	Richard Wadkin ProAktive 	Ken Stevens ProAktive 	Jack Fulton Northern Steel Decking 
12/06/2017	6	All	Richard Wadkin ProAktive 	Ken Stevens ProAktive 	Jack Fulton Northern Steel Decking 

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Part 1 - Policy Statements

1. Health and Safety Policy Introduction
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01. Health and Safety Policy Introduction

This Health and Safety Policy is in accordance with Section 2 (3) of the Health and Safety at Work etc Act 1974 and Section 5 of the Management of Health and Safety at Work Regulations 1999.

Northern Steel Decking Ltd (NSD) is engaged upon the provision of dedicated distribution, design and installation for Composite Metal Flooring Ltd (CMF) throughout the United Kingdom (UK). NSD works in close conjunction with its associate company Stud Welders in South Wales.

With our head office in South Yorkshire and our office in Glasgow, NSD is ideally located for fast, easy access throughout the UK. As a CMF principal distributor and registered installer, we are fully established as experienced designers and installers of the complete range of Met Floor decking products.

Health and Safety is an integral part of an effective, efficient and profitable organisation. NSD's objective is to create a positive Health and Safety culture where employees, clients, contractors, visitors and members of the public are not exposed to hazards arising from its activities. It is the responsibility of management to plan, organise, monitor and review Health and Safety performance and in recognition of our commitment to achieving excellence, our Health and Safety Policy will be implemented through the following primary objectives:

- ❑ The provision and maintenance of safe plant, equipment and safe systems of work
- ❑ The provision of suitable and sufficient information, instruction, training and supervision to enable employees, clients and contractors to perform their work safely and efficiently
- ❑ Provide all necessary safety equipment and protective clothing and take all reasonably practicable steps to ensure it is used correctly
- ❑ To ensure the safe transport, storage, handling and use of hazardous substances
- ❑ Maintain a constant and continuing interest in Health and Safety and Environmental matters applicable to the company's activities
- ❑ Consult with employees, clients, contractors and other authorities minimising both accidents and detrimental effects to the environment

NSD expects all employees to comply with Health, Safety and Environmental requirements and co-operate with the company in implementing its Policy by:

- ❑ Working safely and efficiently to prevent injury, illness to themselves and others by adhering to established Safe Working Practices
- ❑ Complying with statutory Health, Safety and Environmental requirements and Company procedures
- ❑ Using plant, equipment and protective clothing in a correct and safe manner
- ❑ Reporting accidents and incidents that have led or could have led to injury or damage

NSD recognises the paramount importance of Health and Safety, Welfare and Environment Management and is committed to achieving the highest standards of design, production, procurement and site activities. To implement these objectives NSD has appointed and

delegated key roles for Health and Safety including the appointment of external consultation with ProAktive. The task of these roles and external consultation is to undertake Audits, Reviews, assess current Health and Safety performance and to seek potential opportunities for improvement. Our aim is to achieve continual improvement in Health and Safety performance. Our goal is to ensure continual commitment to responsible Health and Safety Management.

A comprehensive Health and Safety Management System will be developed to address all aspects of Head Office and Site management, full account being taken of the needs of staff, visitors and the public.

NSD conforms to the latest guidelines available on “best management practice” and complies with all relevant statutory provisions, taking account of guidance from the Health and Safety Executive, European Commission Directives and other authoritative sources in providing safe welfare and safe health working conditions.

All NSD personnel are appropriately qualified and trained for the tasks they are required to perform and provision made for their continuing professional development.

Details of the Health and Safety Management System and any specific action points undertaken will be regularly communicated to those concerned. Implementation of the Health and Safety Management System will be monitored on a regular basis and fully reviewed as appropriate.

Confirmation of progress towards achieving Health and Safety objectives will be subject to the Managing Director’s verification.

Health and Safety Impacts

NSD will consider the potential Health and Safety impacts as part of our daily decision making, activities and services. To these ends the Company will:

- ❑ Operate and maintain a Health and Safety Management system based on the requirements of HSG 65 to demonstrate our commitment to Health and Safety Management
- ❑ Continually improve our Health and Safety performance, establishing improvement objectives and targets and regularly reviewing our progress towards achieving these goals
- ❑ NSD will also encourage contractors to improve their own Health and Safety performance and visitors to act both in a responsible and safe manner whilst at our Sites or Head Office
- ❑ Commit to compliance with all Health and Safety Legislation, Regulations and other requirements, and secure compliance from those for whom we are responsible
- ❑ Reduce our Health and Safety impacts wherever possible by effectively managing our purchase and use of resources. All procurements will be undertaken with Health and Safety in mind
- ❑ Communicate this Policy to contractors, temporary staff and all persons working for or on behalf of NSD and ensure they receive appropriate training to enable them to achieve our aims and objectives

- ❑ Make this Policy freely available to members of staff, visitors and other interested parties; demonstrating our commitment to Health and Safety. To encourage others to adopt similar standards and best practice

- ❑ Maintain and enhance a companywide organisational structure and culture which recognises and encourages the full and active participation of all employees in the systematic control of Health, Safety and Welfare

- ❑ Ensure that potential Health, Safety and Welfare risks associated with all our activities are assessed as early as is practicable in order to minimise adverse effects and to identify opportunities for improvement

- ❑ Continually improve our resources in the control of Health, Safety and Welfare risks through the implementation of structured Training and Development

Overall responsibility for the Health and Safety Policy rests with the Managing Director who has, where appropriate, delegated responsibility for its implementation to management as outlined in the Company's Health and Safety Policy / Procedures.

02. Health and Safety Policy Statement

This Health and Safety Policy Statement is in accordance with Section 2 (3) of the Health and Safety at Work etc Act 1974 and Section 5 of the Management of Health and Safety at Work Regulations 1999.

The Company recognises the paramount importance of Health, Safety and Welfare Management and is committed to achieving the highest standards of information, instruction, training and supervision to our employees and clients.

The Company will comply with statutory requirements and take account of guidance from the Health and Safety Executive, European Commission Directives and other authoritative sources in providing safe welfare and safe health working conditions.

Health and Safety is an integral part of an effective, efficient and profitable organisation. The Company's objective is to create a positive Health and Safety culture where employees, clients, contractors, visitors and members of the public are not exposed to hazards arising from its activities.

It is the responsibility of management to implement this Policy, to plan, organise, monitor and review Health and Safety performance and in particular the following:

- ❑ Provide a healthy and safe working environment for its employees
- ❑ Provide equipment that is suitable and without risks for use at work
- ❑ Provide training, instruction, information and supervision to our employees to enable them to carry out their job competently
- ❑ Seek to communicate effectively on all issues concerning health and safety
- ❑ Monitor the implementation and effectiveness of the policy, the methods and systems, and by a process of constant improvement, will seek to maintain high standards of health and safety
- ❑ Review the policy as necessary and at the very least, on an annual basis
- ❑ Liaise with and obtain health and safety advice from our external health and safety advisors

The Company recognises that the effective implementation of this policy depends on the co-operative efforts of all employees. All Company personnel are issued with a copy of this Health and Safety Policy Statement, with access to all relevant Policy documentation. The Company expects all employees to comply with Health, Safety and Welfare requirements and co-operate with the company in implementing its Policy by:

- ❑ Working safely and efficiently to prevent injury, illness to themselves and others
- ❑ Complying with statutory Health, Safety and Environmental requirements, Company Procedures and using plant, equipment and protective clothing in a correct and safe manner
- ❑ Reporting accidents and incidents that have led or could have led to injury or damage

Overall responsibility for the Health and Safety Policy Statement rests with the Company's Managing Director who has, where appropriate, delegated responsibility for its implementation to Management as outlined in the company's Health and Safety Policy.

Name of Managing Director: Jack Fulton

Signed: 

Date: 12/06/2017

03. Environmental Policy Statement

This Environmental Policy Statement is in accordance with the Environmental Protection Act 1990.

Protection of the environment is an integral part of the Company's business philosophy. The impact that any of our activities and even those of our clients, may have on the environment is an important consideration.

The Company will operate in harmony with the global environment and promote environmental protection as a core part of its activities. This is an integral part of an effective, efficient and profitable organisation. It is the responsibility of all management to implement this Policy, to plan, organise, monitor and review with particular attention to the following:

- ❑ Conservation of energy
- ❑ Sustainable use of raw materials
- ❑ Environmentally responsible waste management
- ❑ Progressive reduction of the Company's environmental impact
- ❑ Environmentally responsible marketing, promotion and advertising
- ❑ Compliance with legislation using the most practicable available technology
- ❑ Effective environmental audit systems
- ❑ Appropriate training to assist employees to meet their objectives

All personnel are issued with a copy of this Environmental Policy Statement and have access to all relevant Policy documentation. All employees must comply with the Environmental Policy and its requirements and co-operate with the Company in implementing its Policy.

The Company will comply with statutory requirements and take account of guidance from the Environment Agency, European Commission Directives and other authoritative sources.

Whilst recognising the fundamental responsibility of the Company and its employees for environmental protection, the Company where appropriate will seek specialist advice on environmental issues to ensure a full understanding of emerging environmental concerns and the development, updating and implementation of effective environmental policies.

Overall responsibility for the Environmental Policy Statement rests with the Company's Managing Director who has, where appropriate, delegated responsibility for its implementation to Management as outlined in this Environmental Policy.

Name of Managing Director: Jack Fulton

Signed: 

Date: 12/06/2017

04. Health and Safety 'No Smoking' Policy Statement

Introduction

This policy has been developed to protect all employees and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

We are committed to creating a high quality, healthy and safe working environment for our employees and visitors. In accordance with that commitment, we recognise the right of all employees to work in a smoke free environment.

The Health Act 2006 implements new rules regulating smoking at work in England with effect from 1 July 2007. The legislative changes mean that smoking is illegal in certain wholly or substantially enclosed public places and it is an offence to smoke in no smoking premises or to knowingly permit smoking in no smoking premises. Statutory fines will apply if this legislation is breached.

This policy applies to all employees, visitors and contractors and will be applied fairly across the site.

Smoking Areas

Smoking is prohibited in all buildings. There are no exemptions! Smoking is not permitted within vehicles owned or operated by the Company. Smoking is only permitted in the following areas:

- ❑ Outside the main building within the car park

Signage

'No Smoking' signs will be displayed as required within the building and works vehicles.

Responsibility and enforcement

Compliance with the legislation and the company's policy is mandatory. Failure to conform to the requirements of this policy will constitute a disciplinary offence for employees and may result in formal action. Any contractor or visitor who refuses to comply with the requirements of this policy will be required to leave the premises.

Name of Managing Director: Jack Fulton

Signed: 

Date: 12/06/2017

Part 2 - Organisation

1. Current Regulations
2. Company Health and Safety Management Structure
3. Responsibilities
4. Review and Monitoring Procedures

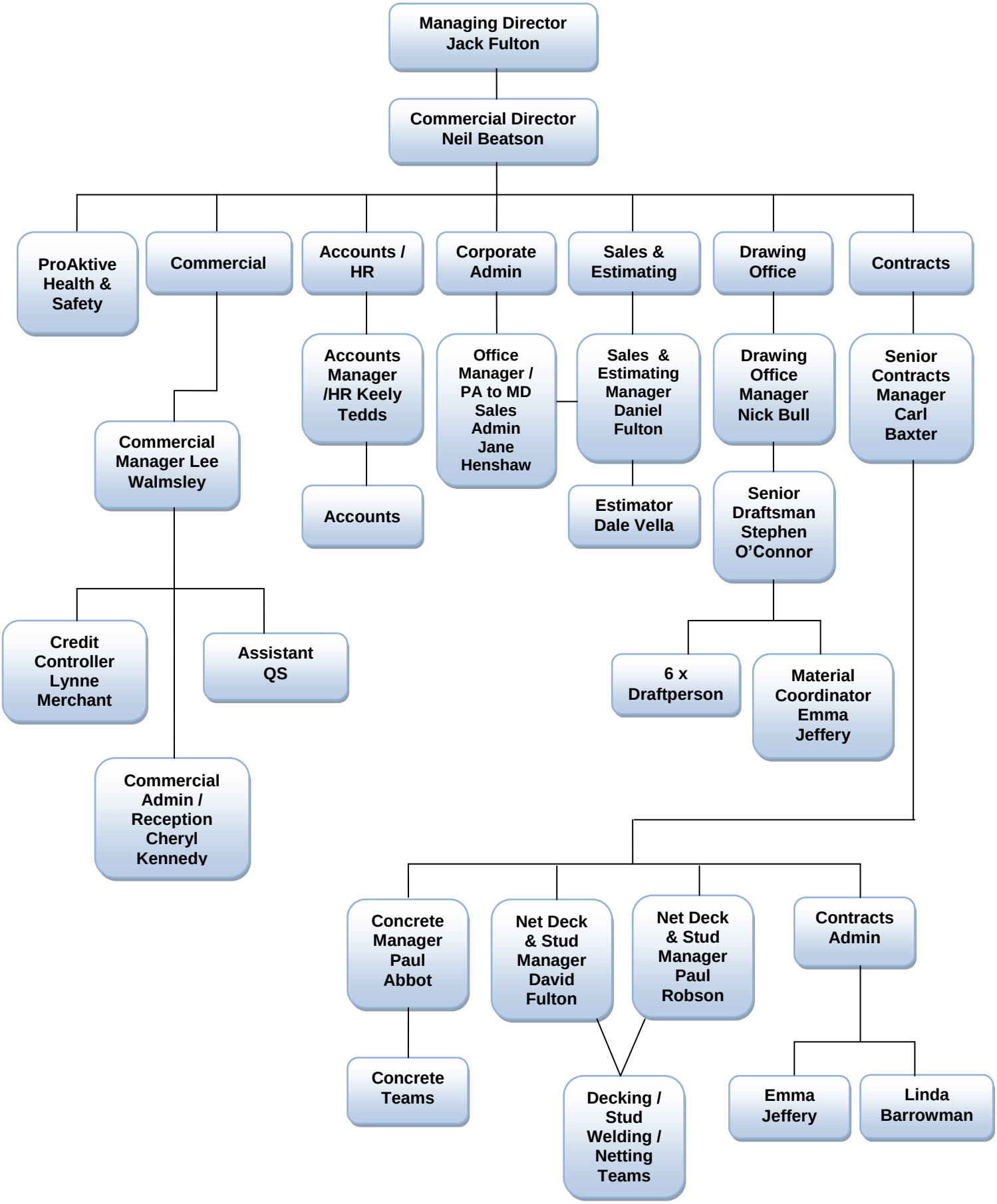
01. Current Regulations

Every effort is made to ensure that the information in this list of Current Legislation is accurate before it is printed, but no legal responsibility is accepted for any errors or omissions. The following list is considered to be at present in line with Northern Steel Decking's (NSD) work undertakings and activities. Further advice and guidance on the following Legislation may be obtained from our health and safety consultants ProAktive, who act as the "competent person", in relation to health and safety for NSD.

Register of Applicable Health and Safety Legislation

Abbreviations	Legislation	Year
HASAWA	Health and Safety at Work etc Act	1974
FAR	Health and Safety (First Aid) Regulations	1981
EWR	Electricity at Work Regulations	1989
EPA	Environmental Protection Act	1990
DSE	Health and Safety (Display Screen Equipment) Regulations	1992
MHOR	Manual Handling Operations Regulations	1992
PPER	Personal Protective Equipment at Work Regulations	1992
WHSWR	Workplace (Health, Safety and Welfare) Regulations	1992
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	2013
HSCER	Health and Safety (Consultation with Employees) Regulations	1996
SSSR	Health and Safety (Safety Signs and Signals) Regulations	1996
CSR	Confined Space Regulations	1997
LOLER	Lifting Operations and Lifting Equipment Regulations	1998
PUWER	Provision and Use of Work Equipment Regulations	1998
MHSWR	Management of Health and Safety at Work Regulations	1999
CLAW	Control of Lead at Work Regulations	2002
COSHH	Control of Substances Hazardous to Health Regulations	2002
CLP	Classification Labelling and Packaging Regulations	2008
DSEAR	Dangerous Substances and Explosive Atmospheres and Explosive Atmospheres Regulations	2002
NWR	Control of Noise at Work Regulations	2005
CVWR	Control of Vibration at Work Regulations	2005
RRFSO	Regulatory Reform (Fire Safety) Order	2005
WAH	Work at Height Regulations	2005
EA	Equality Act	2010
CDM	Construction (Design and Management) Regulations	2015
CAWR	The Control of Asbestos Regulations	2012

02. Health and Safety Organisational Structure



03. Responsibilities

Job Title: Managing Director

The Managing Director has overall responsibility for health and safety within the Company.

In particular the **Managing Director** is responsible for:

- ❑ Assuring that adequate funds and resources are available to meet those requirements of the Company Health and Safety Policy;
- ❑ Ensuring that Health and Safety is taken into account when planning and organising work.
- ❑ Undertaking disciplinary measures against employees who fail to comply with the Company Health and Safety Policy, procedures and standards;
- ❑ Monitoring the health and safety performance of the Company.
- ❑ Setting and reviewing the Health and Safety procedures and standards in light of the Company's Health and Safety Policy.
- ❑ Ensuring that arrangements are in place to identify training needs of employees and providing relevant training.
- ❑ Providing equipment and substances that are safe and without risks to health.
- ❑ Ensuring employees are competent for the task they are asked to perform.
- ❑ Ensuring systems of work put into place are in accordance with the requirements of all relevant health and safety legislation.
- ❑ Leading by good example on all matters of health and safety.

Name of Managing Director: Jack Fulton

Signature: 

Date: 12/06/2017

Job Title: Commercial Director

It shall be the duty of the Commercial Director to ensure that the Company Health and Safety Policy are adhered to and in particular:

- ❑ To carry out their duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ❑ Ensuring that Health and Safety is taken into account when planning and organising the work in their undertaking;
- ❑ Implementing disciplinary measures against employees who fail to comply with the Company Health and Safety Policy, procedures and standards;
- ❑ Reporting on the Health and Safety performance of areas under their control to the Managing Director;
- ❑ Setting and reviewing the Health and Safety procedures and standards in light of the Company's Health and Safety Policy.
- ❑ Ensuring that all staff reporting to them, performs their tasks in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ❑ Ensuring employees are competent for the task they are asked to perform by identifying training needs of employees and arranging relevant training.
- ❑ Ensuring systems of work put into place are in accordance with the requirements of all relevant health and safety legislation.
- ❑ To ensure that all necessary routine inspections are carried out by their staff in their spheres of influence as required by this policy.
- ❑ Ensuring that accidents, dangerous occurrences and complaints in or about the workplace are investigated promptly and thoroughly and that steps are taken to correct any failings identified.
- ❑ To monitor the health and safety performance of the areas under their control.
- ❑ To lead by good example on all matter relating to health and safety.

Name of Commercial Director: Neil Beatson

Signature: 

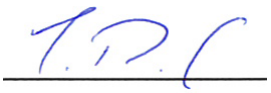
Date: 12/06/2017

Job Title: Health and Safety Co-ordinator

It shall be the duty of the **Health and Safety Co-ordinator** to ensure that the Company Health and Safety Policy are adhered to and in particular to ensure that:

- ❑ The Company operates in compliance with Health and Safety legislation and safe working practice.
- ❑ Assessments of risk are carried out on new buildings, facilities, equipment, plant and systems prior to being commissioned to ensure that they are suitable on grounds of health and safety.
- ❑ An annual review of risk assessment takes place to ensure that risks are effectively and appropriately controlled.
- ❑ All work procedures arising from risk assessments are complied with.
- ❑ Health and Safety checklists are completed at the frequency specified and action is taken to correct any failings.
- ❑ All contractors visiting the site comply with the Company's policy and rules, and carry out their duties in a safe manner.
- ❑ Visitors are provided with information about safety procedures on the site.
- ❑ Accidents, dangerous occurrences and complaints in or about the workplace are investigated promptly and thoroughly, and that steps are taken to correct any failings identified.
- ❑ They lead by good example on all matters of health and safety.

Name of Health and Safety Co-ordinator: Carl Baxter

Signature: 

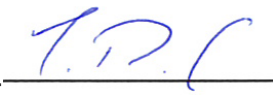
Date: 12/06/2017

Job Title: Senior Contracts Manager

It shall be the duty of the Senior Contracts Manager to ensure that the Company Health and Safety Policy are adhered to and in particular:

- ❑ To carry out their duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ❑ To ensure that all staff reporting to them performs their tasks in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ❑ To ensure that all necessary routine inspections are carried out by their staff in their spheres of influence as required by this scheme.
- ❑ To be alert to hazards in the work environment and undertake workplace assessments
- ❑ To notify all defects to the Managing Director and arrange for those defects to be corrected.
- ❑ To make suggestions for safer work procedures as appropriate.
- ❑ To ensure accidents, dangerous occurrences and complaints are investigated promptly and thoroughly, and that steps are taken to correct any failings identified
- ❑ To ensure that all staff reporting to them have received adequate and suitable information, instruction, supervision and training to enable them to function safely.
- ❑ To complete all checks and check lists as directed.
- ❑ To lead by good example on all matter relating to health and safety.

Name of Senior Contracts Manager: Carl Baxter

Signature: 

Date: 12/06/2017

Job Title: NSD Managers

It shall be the duty of the NSD Managers to ensure that the Company Health and Safety Policy are adhered to and in particular:

- ❑ To carry out their duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ❑ To ensure that all staff reporting to them performs their tasks in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ❑ To be alert to hazards in the work environment.
- ❑ To notify all defects to the Senior Contracts Manager and arrange for those defects to be corrected.
- ❑ To make suggestions for safer work procedures as appropriate
- ❑ To ensure accidents, dangerous occurrences and complaints are reported promptly to the Senior Contracts Manager.
- ❑ To ensure that all staff reporting to her/him have received adequate and suitable information, instruction, supervision and training to enable them to function safely.
- ❑ To complete all checks and check lists as directed.

To lead by good example, on all matters, relating to health and safety.

Job Title: Employee

It shall be the duty of all employees to ensure that the Company Health and Safety Policy are adhered to and in particular:

- ❑ To ensure that the following health and safety procedures are complied with, as set down in the Health and Safety Management System
- ❑ To take reasonable care of their own health and safety and ensure they do not put anyone else at risk.
- ❑ To be alert to hazards in the workplace and to report all defects to his / her line Manager.
- ❑ To make suggestions for safer work procedures as appropriate.
- ❑ To co-operate with their employer on matters of health and safety.
- ❑ To complete all checks and check lists as directed.
- ❑ To carry out any other health and safety duties as required by the Directors and Managers on behalf of the employer.

04. Review and Monitoring Procedures

In order to demonstrate the effectiveness of the Company Health and Safety Policy and ensure that standards are continually improved, the Company will undertake monitoring at prescribed intervals. Monitoring will also take place in the event of an accident or incident in order to establish causes and identify measures that can be taken to prevent a similar incident recurring. (See also Arrangements on Accidents and Incidents.)

Monitoring duties will be allocated to specific individuals. The monitoring checklists will be completed at the prescribed intervals. Any deficiencies identified will be reported to the Company for action. Deficiencies that cannot be rectified immediately should also be recorded on a “Defects Report Form” and signed off when the necessary action has been taken i.e. when the works have been completed.

The monitoring checklists are not rigid and should be adapted as an on-going process to meet the Company’s needs and to reflect the current activities. These monitoring checklists do not replace the requirement on all employees to hazard spot and report defects immediately on finding them.

Part 3 – General Arrangements

1. Employee Information
2. Employee Rules
3. Contractor Information
4. Visitor Information
5. Visitor Rules
6. Risk Assessment
7. Training
8. Personal Protective Equipment
9. Respiratory Protective Equipment
10. Accidents and Incidents
11. First Aid
12. Medical Questionnaire
13. Welfare
14. Site (Health, Safety and Welfare) Management
15. CDM 2015

01. Employee Information

The Company will provide employees with information on:

- ❑ The results of risk assessments and in particular and preventative methods that need to be implemented in order to work safely
- ❑ Emergency procedures, for example in the event of a fire
- ❑ Health and safety rules relating to their work area
- ❑ First aid arrangements

The requirement to consult with employees is met either by regular meetings between managers and staff on a regular basis throughout the company or the use of e-mails, notice boards and one-to-one discussions. Any items raised at these meetings are then passed to the Company for action.

In addition, all employees are required to read the employee handbook which includes general health and safety information for all employees and where to find additional information on risk assessments and safe working procedures.

The employee should sign and date the acknowledgement form to confirm that the information has been received and understood.

Notices to be Displayed

The following notices should be displayed on the staff notice board:

- ❑ The Health and Safety Law Poster – What you should know
- ❑ A copy of the company Health and Safety Policy
- ❑ Emergency procedures including fire procedures
- ❑ First aid details
- ❑ A copy of the Employers' Liability Insurance Certificate

02. Employee Rules

The Health and Safety at Work etc Act 1974 stipulates that you have specific duties while at work. The Company's Code of Conduct for health and safety is set out below. It covers the main standards of behaviour the Company requires from employees. The Code includes the Company Rules, which employees need to follow. A breach of the Company Rules may result in disciplinary action / dismissal and / or criminal prosecution under the relevant health and safety legislation.

- ❑ Take reasonable care of your own Health and Safety
- ❑ Ensure that you do not put at risk the Health and Safety of any other person
- ❑ Co-operate with your employer, or any other person, with duties relating to Health and Safety
- ❑ Do not interfere with or misuse anything provided for your Health, Safety or Welfare
- ❑ Comply with the Company's Health, Safety and Environmental Policy
- ❑ Observe all method statements, risk assessments, safe systems of work and emergency procedures in place throughout the Company
- ❑ Observe all safety signage and information boards throughout the company
- ❑ Never operate any item of plant or equipment unless trained and authorised to do so
- ❑ Report defects in plant or equipment to your line manager without delay
- ❑ Report any activity, procedure or situation, which you consider to be a potential hazard without delay to your manager
- ❑ Comply with the safety regulations or safe working procedures relating to the task you are performing and use the correct protective clothing, tools or equipment provided for use when undertaking the task
- ❑ Keep tools, appliances and equipment in good condition
- ❑ Protect skin by the use personal protective equipment and barrier creams provided
- ❑ Make full use of cleaning materials and other facilities provided
- ❑ Avoid improvisation which invokes unnecessary risks.
- ❑ Always seek further guidance from your manager if you are unsure of any aspect of the work which might affect the safety of yourself or others
- ❑ Report all accidents or near misses at work to management whether injury is sustained or not
- ❑ Assist with the investigation of accidents, near misses or dangerous occurrences at work when necessary
- ❑ Maintain a clean and tidy workplace

- ❑ When visiting other workplace premises be fully aware of the procedures for such visits with regard to Health and Safety

- ❑ Ensure that access routes, corridors, and means of escape are kept clear from obstruction

- ❑ Do not bring, consume or take alcohol, drugs or any other illegal substances onto Company premises

- ❑ Inform your manager of any medication you are taking that may affect the health and safety of yourself and others whilst at work

- ❑ Do not smoke on company premises / in company vehicles – use the designated areas provided

If you are unsure of anything or do not understand, ask! Remember, there are no stupid questions concerning health and safety.

The Company Rules are not exhaustive. All employees are under a duty to comply with the standards of behaviour and performance required by the Company and to behave in a reasonable manner at all times!

03. Contractor Information

Employers and self-employed persons have a responsibility under The Health and Safety at Work etc. Act to carry out their business without exposing employees and other people to risks to their health and safety.

The Company have taken steps to satisfy this general requirement and now wish to ensure that all contractors who carry out work for them also acknowledge and accept their own responsibilities under health and safety legislation.

This is necessary because we could be held legally liable for failing to satisfy ourselves that contractors are competent to carry out their work safely and without risk to our own employees and other persons who may be affected by such work.

Before being awarded any contract, contractors must satisfy the Company that their safety policy, organisation and arrangements, attitude and systems of work comply with all relevant legal requirements. To this end, if you wish to be considered to carry out work for use, you should provide the following information:

- ❑ Your Health and Safety Policy Statement, together with organisation and arrangements
- ❑ Details of all risk assessments carried out pertinent to the proposed work being undertaken
- ❑ Safe working procedures to control the risks identified
- ❑ Details of qualifications and experience relevant to the job which you are proposing to perform
- ❑ Details of any formal health and safety enforcement action taken against you or your organisation in the past 2 years (i.e. Improvement Notice, Prohibition Notice or prosecution). **This information will be kept strictly confidential!**
- ❑ Details of insurance cover e.g. Public Liability and Employees Liability Insurance

A system of safety monitoring is in operation and your activities will be monitored. You will be notified if any unsafe procedures are noted. Contractors are obliged to obey safety instructions given to them by the Site Manager or site contact person.

In the event of an incidence or practice which presents a risk of serious personal injury to them, or others on the site you will be required to cease work and leave the site immediately. Such instructions must be followed after making the workplace safe.

Health and Safety Information for Contractors

In order to fulfil our legal duty to provide contractors and their employees with information about health and safety and to safeguard your health, safety and welfare while you are on this site, the following documents are available on site:

- ❑ The Company's Health and Safety Policy Statement
- ❑ Procedures covering:
  - Fire Safety
  - Accidents
- ❑ Risk Assessments and work procedures related to your work area
- ❑ The document Health and Safety Rules for Contractors
- ❑ Asbestos register

Health and Safety Rules for Contractors

The purpose of these rules is to ensure that contractors carry out their work safely, minimising risk to other persons working in the area, and to themselves and their own employees.

This is a requirement of the Health and Safety at Work etc Act 1974.

Before Starting Work

Contractors must not start work without reporting to the person identified as dealing with their contract who can be contacted through the Reception.

When work is to be undertaken which affects the electrical or mechanical equipment, then at least 48 hours notice must be given to the contact person on site. The same notice should also be given for any "hot work".

Contractors must inform the site contact person of all hazardous equipment and materials which they propose to bring on site. Hazard Data Sheets must be provided for all hazardous substances where appropriate under The Control of Substances Hazardous to Health Regulations.

The area of work, access, storage arrangements etc. shall be clearly defined and agreed with the Site Manager.

Contractors must ensure that they and their employees are familiar with the emergency procedures on site. The document entitled Health and Safety Information for Contractors contains details of emergency procedures and other information relating to health and safety on site. A copy will be given to each contractor before work starts.

Contractors should notify the site contact person of the name and contact number of the person responsible for health and safety. This person will liaise with the site contact person about all matters concerned with the health and safety of the contractor's work activities on site.

Safe Working Practice

Contractors will be expected to have carried out an assessment of the health and safety risks associated with their work activities and must ensure that their work on site complies with safe working practice and legal requirements and does not expose persons to risks to their health and safety.

The site shall be tidied and left in a safe condition at the end of each working day.

Emergency Procedures

Contractors are responsible for ensuring that persons in their charge are accounted for should evacuation of the premises be necessary in an emergency.

In an emergency, contractors should follow the safety instructions of the staff and should note that their external emergency evacuation point will be pointed out to them by staff in whose area they are currently working.

Fire Safety

- ❑ Contractors should familiarise themselves with the fire evacuation procedures for the site
- ❑ Extinguishers and fire alarm points are not to be obstructed or removed
- ❑ Fire exits and fire escape routes shall be kept clear and available for use at all times
- ❑ Fire doors shall be kept shut and not wedged open
- ❑ Hot work or naked flames shall not be used without a “permit to work” system

First Aid

Contractors must report all accidents to the Reception. They should be aware of the need for them to report certain accidents and dangerous occurrences to the enforcement authority, under **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.**

These rules are intended to ensure the safety of contractors, their employees and other persons working on our behalf. If the rules are broken, contractors, their employers and employees may find themselves legally and personally liable under Health and Safety law.

04. Visitor Information

The Company has a duty to ensure the health and safety of visitors to our premises. In order to do this all visitors will be asked to sign in and out of our visitors' book. The term "visitor" applies to members of the public, clients, and colleagues from other companies and contractors.

Visitors will be accompanied at all times they are on the premises. Contractors may be left to carry out the work they have been engaged to do, providing they are one of our approved contractors and have been informed of our health and safety rules for contractors and visitors.

In the event of the fire alarm being raised, visitors will be directed to the assembly point.

Visitors will be asked to read the "Visitor Rules".

Any person(s) found on the premises on their own should be approached and directed to the reception area so they can be signed in or asked to leave the site if not a genuine visitor.

Visitors will not be permitted to use any equipment or operate any machinery owned by the Company unless specifically on site and authorised to do that.

05. Visitor Rules

Welcome to Northern Steel Decking.

We place great importance on the safety and welfare of all those on the site, whether employee, contractor or visitor.

As a visitor to our premises, you may not be acquainted with the site and therefore we ask you to follow a few simple rules and guidelines to ensure your safety:

- ❑ Smoking is not allowed anywhere on these premises
- ❑ If you discover or suspect a fire you should activate the nearest Fire Alarm Call Point and inform the nearest member of our staff of your action. Only attempt to tackle the fire with the equipment provided if there is no risk to yourself and you are trained to do so
- ❑ If you hear the alarm you should leave the site as quickly and calmly as possible, following the nearest marked fire escape route signs. Do not waste time collecting belongings! You should then make your way to the assembly point which will be pointed out to you by our Staff
- ❑ It is a condition of access to our premises that you comply with all the signs and instructions which are designed to safeguard your safety. You are required to carry out your visit on site safely and with regard to the health and safety not only of yourself, but also of others who may be affected
- ❑ If you see any process or practice which you consider to be unsafe, we encourage you to report it to your host

Many thanks for your attention. We wish you a successful visit!

06. Risk Assessment

The Management of Health and Safety at Work Regulations requires employers to carry out risk assessments. This means examining the activities of the Company to identify any hazards that could cause harm to employees, visitors or members of the public.

Managers identify areas and activities which require risk assessments to be carried out. The risk assessments significant findings i.e. the protective and preventative control measures are brought to the attention of the persons affected by them through information, instruction and training.

Employees are encouraged to be involved in the risk assessment process, particularly where they have experience and skills that will contribute to an effective, practical risk assessment. Employees should also bring to the attention of management any reason, incidence or event which leads them to believe that the risk assessment is no longer workable or relevant.

All risk assessments will be reviewed should there be any material changes in the work practices, equipment, locations or personnel or adverse incident that renders the risk assessment invalid.

There are specific regulations that require detailed risk assessment to be undertaken, for example manual handling operations, control of hazardous substances, etc. These have been covered separately in these management arrangements under the topic title and where required will be undertaken by management.

Carrying out a risk assessment

The Health and Safety Executive advise that there are five basic steps that should be taken when carrying out a risk assessment. In the course of undertaking risk assessments the Company endeavour to ensure that the HSE guidance is met. In that the Company will:

1. Identify the hazard.
A hazard is something with the potential to cause harm.

2. Decide who may be harmed and how.
Some activities may affect more than employees. The Company will consider Sub-contractors, visitors and pedestrians.

3. Evaluate the risks.
We will consider whether the existing controls already in place are enough to prevent people being harmed by a particular hazard. In the case of generic risk assessments some of these control measures are predetermined.

4. Record the findings.
We will record the significant findings of our risk assessments and make copies of the risk assessments records available to employees.

5. Review the assessment.
Assessments will be reviewed if there is a significant change and it is good practice anyway to review them from time to time.

07. Training

The importance of training employees to enable them to carry out their work not only efficiently but safely cannot be underestimated and as such various pieces of legislation require employees to be trained on specific issues, e.g. manual handling, use of personal protective equipment, use of work equipment, etc.

In general terms both the Health and Safety at Work Etc and The Management of Health and Safety at Work Regulations place a duty on employers to provide their employees with adequate health and safety training. The Company will:

- ❑ Identify the training requirements for each job type
- ❑ Implement training requirements
- ❑ Arrange refresher training as necessary
- ❑ Ensure all new starters receive induction training
- ❑ Keep records of all training

Training in health and safety will be provided to all employees. This training should follow the form of organised training courses and also informal guidance and instruction in safe working practice whenever the opportunity allows. For employees who are new to the organisation, their training should be provided within one week of initial recruitment as induction training.

Health and safety training will be carried out under the direction of the Company and should cover the following general areas:

- ❑ The company safety policy, organisation and arrangements
- ❑ Health and safety legislation
- ❑ Health and safety duties and responsibilities of managers, supervisors, operatives and others
- ❑ Conditions of employment relating to health and safety
- ❑ Fire and other emergency procedures
- ❑ First aid arrangements
- ❑ Accident and near miss reporting
- ❑ Hazard spotting, the importance of tidiness, correct working practices
- ❑ Using electrical equipment safely
- ❑ Using display screen equipment
- ❑ Carrying out manual handling operations safely
- ❑ Using specialised equipment/machinery safely

In addition to general health and safety training and information, employees will need to be provided with information specific to their job. This should inform them about the health and safety hazards associated with each of their work tasks. They will need to understand any risk assessments appropriate to their work, as well as the protective and preventative measures for controlling those risks.

Training must also be provided where changes in an employee's work environment, equipment or work procedures expose them to new or increased risks to their health and safety. Where new equipment is involved, detailed training may be available from the supplier.

All training should be recorded even if the training is a simple ten minute explanation of a task on a one-to-one basis. Management should maintain a record of the training provided to employees. Refresher training will be given as and when required. It is the responsibility of all persons in a management role to identify employees who may require additional training.

08. Personal Protective Equipment

The Personal Protective Equipment at Work Regulations, require employers to provide suitable protective equipment and clothing where employees cannot be protected by any other means. Personal protective equipment (PPE) is classed as a last resort control measure. Risk assessments will identify where it is appropriate to provide PPE.

The Company will issue suitable PPE to employees. In order for the PPE to be suitable it must:

- ❑ Provide protection against the identified hazard
- ❑ Fit the user and be comfortable
- ❑ Be compatible if used with other items of PPE

All employees receiving PPE will sign the PPE issue record to confirm that they have the PPE. The Company will ensure that suitable training is given to employees on:

- ❑ The reason PPE is provided
- ❑ The risks it is designed to protect against
- ❑ How to use the PPE correctly
- ❑ The duties of the employee regarding the use of PPE, maintenance of it and reporting loss and / or defect.

The Company will also ensure that suitable storage facilities are provided for the PPE when not in use. Signs and notices will be displayed to remind the employees of their obligation to wear PPE. The Company will take appropriate disciplinary action against employees found not wearing their PPE.

09. Respiratory Protective Equipment

The Personal Protective Equipment Regulations at Work require employers to provide suitable protective equipment and clothing where employees cannot be protected by any other means. In other words, personal protective equipment is classed as a last resort control measure. Risk assessments will identify where it is appropriate to provide respiratory personal (RPE).

The Company will issue suitable RPE to employees. In order for the PPE to be suitable it must:

- ❑ Provide protection against the identified hazard
- ❑ Fit the user and be comfortable
- ❑ Be compatible if used with other items of RPE

All employees receiving PPE will sign the RPE issue record to confirm that they have the applicable RPE for the task. The Company will ensure that suitable training is given to employees on:

- ❑ The reason RPE is provided
- ❑ The risks it is designed to protect against
- ❑ How to use the RPE correctly, through “face fit” testing
- ❑ The duties of the employee regarding the use of RPE, maintenance of it and reporting loss or defect

Correct fitting is important and face-fit testing will be organised**.** Beards and stubble growth prevent a good fit and facemask type respirators cannot be used in these circumstances.

The Company will also ensure that suitable storage facilities are provided for the RPE when not in use. Signs and notices will be displayed to remind the employees of their obligation to wear RPE. The Company will take appropriate disciplinary action against employees found not wearing their RPE.

10. Accidents and Incidents

All accidents and incidents, whether they result in an injury or not, have to be reported to the Company and depending on the nature and circumstances, a report may have to be made to the local enforcing authority (HSE or Local Authority). The main purpose of reporting accidents is that information can be obtained regarding the cause of the incident to allow steps to be taken to prevent a similar occurrence happening in the future.

Accident Arrangements

- ❑ Inform all employees that all accidents and near misses should be reported to their Manager immediately

In the event of an accident

- ❑ Seek first aid assistance if required
- ❑ Administer appropriate first aid by trained First Aider or Appointed Person
- ❑ Complete accident book
- ❑ Company should review completed accident report and carry out investigation as necessary
- ❑ Completed accident reports should be taken from the accident book and filed in a secure place
- ❑ Review accident data periodically by Senior Managers to establish trends

Carrying out an Accident Investigation

- ❑ Witnesses should be interviewed as soon as practical after the incident. Ensure that facts are obtained rather than assumptions
- ❑ Look at positions of people, equipment, machinery, etc. Take photographs or make a sketch
- ❑ Ascertain who was in the area and why
- ❑ Determine what activities were taking place immediately prior to the accident
- ❑ Determine whether safe systems were being followed such as using the correct equipment including personal protective equipment
- ❑ If the accident occurred outside consider whether the weather had any influence
- ❑ Collate relevant documentation such as risk assessments, written safe systems of work, maintenance records, training and authorisation records
- ❑ Analyse findings of investigation in order to determine what reasonable steps can be taken to prevent a recurrence

Reporting Incidents to the Local Enforcing Authority

Employers have a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to report certain categories of incident. These are categorised as:-

Work-related fatalities

Where any person dies as a result of a work-related accident or as a result of occupational exposure to a biological agent, the responsible person must follow the reporting procedure.

Where an employee has suffered an injury reportable under regulation 4 which is a cause of his death within one year of the date of the accident, the employer must notify the relevant enforcing authority of the death in an approved manner without delay, whether or not the injury has been reported under regulation 4.

This regulation does not apply to a self-employed person who suffers a fatal accident or fatal exposure on premises controlled by that self-employed person.

Non-fatal injuries to workers

(a) - any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;

(b) - amputation of an arm, hand, finger, thumb, leg, foot or toe;

(c) - any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;

(d) - any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;

(e) - any burn injury (including scalding) which -

(i) - covers more than 10% of the whole body's total surface area; or

(ii) - causes significant damage to the eyes, respiratory system or other vital organs;

(f) - any degree of scalping requiring hospital treatment;

(g) - loss of consciousness caused by head injury or asphyxia; or

(h) - any other injury arising from working in an enclosed space which -

(i) - leads to hypothermia or heat-induced illness; or

(iii) - requires resuscitation or admittance to hospital for more than 24 hours,

The responsible person must follow the reporting procedure:-

Where any person at work is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work, the responsible person must send a report to the relevant enforcing authority in an approved manner as soon as practicable and in any event within 15 days of the accident.

Non-fatal injuries to non-workers

Where any person not at work, as a result of a work-related accident, suffers -

(a) - an injury, and that person is taken from the site of the accident to a hospital for treatment in respect of that injury; or

(b) - a specified injury on hospital premises,

Specified dangerous occurrences

Occupational diseases

The responsible person receives a diagnosis of -

(a) Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;

(b) Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;

(c) Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant;

(d) Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration;

(e) Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer; or

(f) Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements,

Exposure to carcinogens, mutagens and biological agents

(a) Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or

(b) Any disease attributed to an occupational exposure to a biological agent,

Diseases offshore

In relation to a person at an offshore workplace, the responsible person receives a diagnosis of any of the diseases listed in Schedule 3

Gas-related injuries and hazards

Where a conveyor of flammable gas through a fixed pipe distribution system, or a filler, importer or supplier (except by retail) of a refillable container containing liquefied petroleum gas, receives notification of the death, loss of consciousness or taking to hospital of a person because of an injury arising in connection with that gas, that person must -

(a) Notify the Executive of the incident without delay; and
(b) Send a report of the incident to the Executive in an approved manner within 14 days of the incident.

(Where an approved person has sufficient information to decide that the design, construction, manner of installation, modification or servicing of a gas fitting is or could have been likely to cause the death, loss of consciousness or taking to hospital of a person because of -

(a) The accidental leakage of gas;
(b) The incomplete combustion of gas; or
(c) The inadequate removal of the products of combustion of gas,

the approved person must send a report of that information to the Executive in an approved manner within 14 days of acquiring that information.

Nothing is reportable -

(a) Under this regulation, if it is notifiable or reportable elsewhere in these Regulations;
(b) Under paragraph (2), in relation to any gas fitting undergoing testing or examination at a place set aside for that purpose; or
(c) Under paragraph (2), if the approved person has previously reported that information.

In this regulation –
"approved person" means an employer or self-employed person who is a member of a class of persons approved by the Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998(1);
"gas fitting" means a gas fitting defined in those Regulations or any flue or ventilation used in connection with that fitting; and
"liquefied petroleum gas" means commercial butane (that is, a hydrocarbon mixture consisting predominantly of butane, butylene or any mixture of them) or commercial propane (that is, a hydrocarbon mixture consisting predominantly of propane, propylene or any mixture of them) or any mixture of commercial butane and commercial propane.

Recording and record-keeping

The responsible person must keep a record of any -

(a) reportable incident under regulation 4, 5, 6 or 7, which contains the particulars specified in paragraphs 5 to 11 of Part 2 of Schedule 1;
(b) diagnosis reportable under regulation 8, 9 or 10, which contains the particulars specified in paragraphs 12 to 17 of Part 2 of Schedule 1;
(c) injury to a person at work resulting from an accident arising out of or in connection with that work, incapacitating that person for routine work for more than three consecutive days (excluding the day of the accident), which contains the particulars specified in paragraphs 18 to 21 of Part 2 of Schedule 1; and
(d) other particulars approved by the Executive or the ORR for demonstrating compliance with the approved manner of reporting under Part 1 of Schedule 1.

An entry in the record referred to in paragraph (1) must be kept for at least three years from the date on which it was made, and the record must be kept at the place where the work to which it relates is carried on, or at the usual place of business of the responsible person; and

Further advice on accident reporting and investigations can be obtained from ProAktive.

11. First Aid

The Company will ensure that adequate first aid facilities are provided at the workplace dependant on the number of employees, the nature of the work and locations. Any staff allocated first aid responsibilities will be trained accordingly to enable them to competently fulfil that function.

First aid personnel will be trained to one of the levels listed below:

First aiders are staff who have had training by an approved organisation and on completion of the training course were able to demonstrate an acceptable level of competence. A certificate is awarded that remains valid for *three years* after which time the first aider must attend a refresher course and show continued competence in order for the certificate to be re-issued. First aiders are able to administer “first aid” treatment in order to keep the injured person comfortable until the emergency services arrive.

Appointed persons will take charge during a first aid emergency situation and summon the emergency services or arrange transport to the local hospital. Appointed Persons have attended an “emergency first aid” course.

NB: The HSE advice that first aiders attend a yearly refresher during the *three year* certification period to maintain competence and brush up on industry best practice.

First Aid Boxes

First aid boxes should contain a sufficient quantity of suitable first aid supplies and nothing else. Medication and creams of any kind should not be kept in a first aid box. The container or box; should be clearly identified as a first aid box by a white cross on a green background.

A typical first aid box should contain the following items:

- ❑ One (1) guidance card
- ❑ Twenty (20) individually wrapped sterile adhesive dressings
- ❑ Two (2) sterile eye pads
- ❑ Six (6) individually wrapped triangular bandages
- ❑ Six (6) safety pins
- ❑ Six (6) medium individually wrapped sterile un-medicated wound dressing
- ❑ Two (2) large individually wrapped sterile un-medicated wound dressing
- ❑ Three (3) extra large individually wrapped sterile un-medicated wound dressing
- ❑ Ten (10) individually wrapped moist cleaning wipes (alcohol free)

Disposable gloves and aprons can be provided along with scissors.

The first aid personnel are responsible for the checking of the first aid boxes to ensure they are adequately stocked.

12. Medical Questionnaire (Northern Steel Decking)

1. Personal details:

Post applied for: ..... Department: .....

Surname: ..... Forename(s): .....

Date of birth: ..... Telephone: .....

Address: .....

Name and address of GP: .....

2. Occupational history:

Has your employment ever been terminated on the grounds of ill health?

❑ Yes ❑ No

Approximately how many days/weeks sickness absence did you have in the last twelve months?

……..

Have you worked in an industry with high noise or vibration levels?

❑ Yes ❑ No

3. Medical history:

What is your height? ..... What is your weight? .....

How many units of alcohol do you consume weekly? .....

Do you smoke? .....

Are you currently taking prescribed medicine? .....

Are you currently under the care of a doctor or other medical professional? .....

Are you currently suffering from or have suffered from any of the illnesses listed below:

Heart trouble ❑ Yes ❑ No	Lung disease ❑ Yes ❑ No	Stomach/bowel trouble ❑ Yes ❑ No
Jaundice/hepatitis ❑ Yes ❑ No	Joint Problems ❑ Yes ❑ No	Headaches/migraines ❑ Yes ❑ No
Diabetes ❑ Yes ❑ No	Allergies ❑ Yes ❑ No	Severe stress reaction ❑ Yes ❑ No
Serious accident ❑ Yes ❑ No	High blood pressure ❑ Yes ❑ No	Asthma ❑ Yes ❑ No
Hernia or rupture ❑ Yes ❑ No	Kidney/bladder disorder ❑ Yes ❑ No	Back/neck problems ❑ Yes ❑ No
Fits/blackouts/epilepsy ❑ Yes ❑ No	Depression/anxiety ❑ Yes ❑ No	Hearing/sight problems ❑ Yes ❑ No
Skin problems ❑ Yes ❑ No	Surgical operations ❑ Yes ❑ No	Mobility problems ❑ Yes ❑ No
Circulatory problems ❑ Yes ❑ No	Recent fractures ❑ Yes ❑ No	Arthritis/Rheumatism ❑ Yes ❑ No

Any other significant health problems? ❑ Yes ❑ No

If you have answered yes to any questions in section 2 or 3, please give details and approximate dates where relevant on a separate sheet. This is particularly important where you have a qualifying disability under the Equality Act 2010, as it will enable us to identify what, if any reasonable adjustments can be made.

.....

.....

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.....

.....

I hereby declare that the information given is full and true to the best of my knowledge.
I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, disciplinary action may be taken against me, which may include dismissal.

Signed: ..... Date: .....

13. Health and Welfare (Company Offices)

General

The Workplace (Health, Safety and Welfare) Regulations covers a wide range of basic health and safety issues that apply to a variety of premises and business types. Employers have a duty to ensure that the workplace is safe and without risks to health for employees and any other person working on or visiting that workplace.

Regular checks of the workplace will be conducted to ensure it is maintained without risk to those working there or visiting. Management is responsible for ensuring that the workplace checklist is completed at regular intervals.

- ❑ All areas of the site will be maintained in a clean, safe condition.
- ❑ Adequate space will be provided to allow all work activities to be carried out safely.
- ❑ The premises will be adequately lit, heated and ventilated.
- ❑ All areas where there is a likelihood of falls or falling objects will be guarded to prevent this.
- ❑ Employee's welfare facilities will be kept clean and tidy and maintained in good working order. Employees will be protected from tobacco smoke to reduce the risks associated with "passive" smoking as smoking is banned in all buildings.
- ❑ Access routes will be maintained in good condition and kept free from obstruction
- ❑ Floors will be maintained in good condition and kept free from tripping and slipping hazards.
- ❑ Large areas of glazing will either be protected or constructed of a safety material.
- ❑ Spillages will be cleaned up immediately.
- ❑ Where practical, pedestrian routes will be segregated from vehicle routes.

Hazard Spotting and Reporting Defects

Everyone within the Company has a responsibility to look after themselves and other persons who may be affected. This means that anyone who identifies a potential hazard, that could cause harm, has a duty to rectify the problem. This may involve the person who finds the problem sorting it there and then, or if beyond that person's control, reporting it to a responsible person who is able to take appropriate action.

Any hazard that is left has the potential to cause an accident. Typically a hazard might be a defect in the premises, faulty equipment, a spill or slippery area, obstructed fire doors or an untidy storage area. All these could adversely affect the health and safety of employees. Where it can be shown that any person wilfully ignored a problem they could be held personally liable.

Construction Welfare Facilities

Construction site workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing.

This management arrangements covers both transient construction sites and fixed construction sites

Fixed construction sites

Fixed construction sites are defined as sites that last longer than one week.

Management shall consider the need for welfare facilities, their location on site and regular maintenance during the project. The manager shall arrange for facilities to be available and connected to services before construction work, including demolition, starts. Management shall ensure that the facilities reflect the size of the site, the nature of the work and the number of workers.

Management shall ensure that all welfare facilities are accessible, have adequate heating, lighting and ventilation. The manager shall ensure that the facilities are kept clean & tidy.

The provisions for welfare include:

Toilets

- An adequate number of toilets are provided
- Facilities are provided for women – the same toilet may be used as long as it is lockable & partitioned from any urinals
- The facilities shall, where possible, be connected to the mains drainage system. If this cannot be achieved, a built in supply and drainage tanks shall be provided
- Units used by female workers shall have effective means for disposal of sanitary waste

Washing facilities

- Sinks large enough for people to wash their face, hands and arms
- A supply of hot & cold or warm running water
- Soap & towels
- If mains water is not available, use clean water supplied from a tank

Storing & changing clothing

Facilities shall be provided for:

- Storing clothing not worn on site
- Protective equipment needed for site work
- Wet clothing to be dried

Rest Facilities

Facilities should be provided for taking breaks; the facilities should provide shelter from wind & rain & be heated. The facilities should have

- Tables & chairs
- A kettle or urn for boiling water
- A means for warming food

Non smokers should be able to use the facilities without suffering the discomfort of smoke. Plant & equipment shall not be stored in the facilities

Drinking Water

Drinking water shall be made available. Cups shall be provided

Heating

The facilities shall be adequately heated. If heating is to be provided using LPG heaters, cylinders shall be stored outside the accommodation

Transient Construction Sites

Transient construction sites are defined as sites less than one week's work, to include emergency works, small scale maintenance, construction work which is moving over a continuous geographical area e.g. road works, cable laying etc.

Whoever controls the site has responsibility for providing adequate welfare facilities. Management shall consider the availability of welfare facilities, their location and maintenance at the planning stage of the project.

Where the construction activity is remote from central facilities, use of facilities in private premises such as cafes is not considered suitable as a permanent alternative, however, the use of private facilities may be acceptable in limited circumstances, e.g. where there is no alternative and the work does not exceed weeks duration. Use of public toilets is only acceptable where it is impractical to either return to facilities at the main site or use portable installations at the worksite.

14. Site (Health, Safety and Welfare) Management

The sites may vary in size and number of activities that take place there. Our responsibilities and control may also vary depending on whether we are sole contractors or are working alongside others. However some basis principles will apply and these are covered in the following safe working procedure.
In order to maintain good health, safety and welfare standards at sites, the Contracts Managers and external health and safety advisors undertake regular site health and safety inspections. Records are kept of these inspections.

Health and Safety File

A Health and Safety File will be put together for each project.

This will include:

- the construction phase health & safety plan
- insurance certificates
- site inductions
- applicable risk assessments & method statements
- COSHH risk assessments & safety data sheets
- An emergency fire plan (where applicable)
- Scaffold / excavation inspection register
- Plant & equipment inspection register
- Relevant permits to work

All relevant documentation will be retained in the file such as risk assessments, safe systems of work, checklists, plans, maps etc.

Site Rules

Site rules are issued and/or displayed at each site. All persons on site are expected to adhere to these rules. All site personnel will receive a site health & safety induction by the Leading Hand (refer to site induction form)

Supervision

Each site will be under the direct control of a Leading Hand. The Leading Hand is an experienced, knowledgeable person who has received adequate information, instructions and training to allow them to carry out this role competently. The Leading Hand ensures that persons under their control are aware of and comply with the health and safety requirements of the site. The Leading Hand will carry out a regular documented inspection of the site.

Risk Assessments

All activities with a risk to health & safety shall be identified and a risk assessment carried out to determine the level of risk and to identify what precautions will be taken to reduce the risk to an acceptable level.

See general arrangements for risk assessment for further details

Instruction Information & Training

Northern Steel Decking Ltd shall ensure the Construction Phase HSE Plan is available to all personnel on site (if acting as the Principal Contrcator). The company shall ensure the site rules are communicated at induction to personnel entering site.

The Leading Hand shall provide regular toolbox talk to site operatives, choosing a subject relevant to the current activity. Records will be made of the operatives in attendance.

Specific Risks

1. Access on Site

Measures will be taken to ensure that operatives can reach their place of work safety and work there safety. Access routes will be maintained in good condition and adequately signposted. Edges of excavations and work at height shall be adequately protected with suitable edge protection. Holes will be protected with clearly marked & fixed covers to

prevent falls. The site shall be maintained to a tidy standards and suitable lighting shall be provided.

Care will be taken not to put persons at risk from moving vehicles; this includes members of the public as well as persons working on site. Where practical the vehicle routes will be segregated from pedestrian routes. The edges of excavations and working platforms will be protected from damage by vehicles.

2. Display of Statutory Notices

The following will be displayed on site:

- F10 Notification of Project to HSE
- Insurance Certification
- Emergency Plan
- Names of First Aiders / Fire Warden

3. Electricity & other services

All existing services shall be identified on site before work begins, and controls shall be implemented to prevent danger from them. Hidden electrical cables & other services shall be located and marked.

Where work involves working under overhead power lines, where practicable, the electrical supply shall be turned off, and goal posts shall be provided by vehicles working under the lines.

Low voltage tooling, such as battery operated tools or low voltage systems, shall be used on site. All cables & leads shall be protected from damage. Tools & equipment shall be regularly checked by users, and subject to regular inspection & testing regimes.

See specific arrangements for electrical safety for further details

4. Emergency Procedures

Emergency procedures for evacuating the site in case of fire shall be kept in the site file and communicated accordingly. There shall be a suitable method of raising the alarm and a method of contacting the emergency services. Adequate escape routes shall be set out & maintained to prevent them becoming obstructed.

Adequate first aid provision shall be provided

5. Excavations

Where excavations are in place, the following rules shall apply:

- Adequate support shall be provided, or the excavation shall be been sloped or battered back to a safe angle
- There shall be safe access into the excavation, e.g. a sufficiently long, secured ladder
- Barriers or other protection shall be provided to stop people and vehicles falling in
- Materials, spoil and plant shall be stored away from the edge of the excavation to reduce the chance of a collapse
- Excavations shall be regularly inspected by a competent person at

- At the start of every shift
- Following any event that is likely to have affected its strength or stability
- After any accidental fall of rock, earth or other material

Where any defects are found, the Leading Hand will order work to be stopped until the problem is rectified. The Leading Hand will inform the Contracts Manager of his actions. Written reports are kept of these inspections

6. Fire

The quantity of flammable materials, liquids and gases shall be kept to a minimum & properly stored. Flammable gas cylinders shall be returned to a ventilated store at the end of the shift. Smoking and other ignition sources shall be banned in areas where gases or flammable liquids are stored or
Used. Gas cylinders, associated hoses and equipment shall be properly maintained and in good condition. Flammable and combustible waste shall be removed regularly and stored in suitable bins or skips. Suitable fire extinguishers shall be provided

See general arrangements for fire safety for further details

7. Hand Arm Vibration (HAV)

Where practicable, exposure to HAV shall be reduced by selecting suitable work methods & plant, such as reduced vibration tooling. All such equipment shall be suitably maintained

8. Hazardous Substances

All harmful substances and materials, such as asbestos, lead, solvents, paints, cement and dust shall be identified and information obtained. Precautions to prevent or control exposure to hazardous substances shall be put into place.

Where asbestos is identified, it shall be removed by a licensed contractor

Suitable procedures shall be implemented to control exposure to wet cement.

See specific arrangements for hazardous substances fro further details

9. Hoists

Hoists shall be installed by a competent person and all operators shall be trained and competent. The rated capacity of the hoist shall be clearly marked. The hoist shall hold a current report of thorough
Examination and a record of inspection. Where practicable, there shall be a base enclosure to prevent people from being struck by any moving part of the hoist. Landing gates shall be kept shut except when the platform is at the landing

10. Ladders

Ladders shall only be used when there is not a safer practical alternative.

Where ladders are used, the following rules shall apply:

- They shall be kept in good condition.
- They shall rest against a solid surface and not on fragile or insecure materials.

- They shall be secured to prevent them slipping sideways or outwards.
- They shall rise a sufficient height above their landing
- They shall be positioned so that users don't have to over-stretch

See specific arrangements for ladders & stepladders for further details

11. Noise

Where practicable, noise from machinery & equipment shall be reduced by using different work methods or selecting quieter equipment. . Operatives working with noisy equipment shall wear the appropriate protective equipment to protect their hearing. In this case, hearing protection zones shall be marked out.

See specific arrangements on noise for further details

12. Public Protection

Where practicable, work shall be fenced off from the public. Roadworks shall be barriered off and lit. The public shall be protected from falling material

When work has stopped for the day:

- The boundary shall be secure
- All ladders shall be removed or their rungs boarded so that they cannot be used
- Excavations and openings shall be securely covered or fenced off
- Plant shall be immobilised to prevent unauthorised use
- Bricks and materials shall be safely stacked
- Flammable or dangerous substances shall be locked away in secure storage places

13. Roof work

Where roof work is carried out, edge protection shall be provided to stop people or materials falling. During industrial roofing, nets shall be provided to stop people falling from the leading edge of the roof and from partially fixed sheets. Nets shall be hung safely.

Fragile materials shall be identified and measures taken to prevent people falling through them.
Where practicable, people shall be kept away from areas below roof work.

See specific arrangements for working at height for further details

14. Scaffolding

Scaffolding shall be properly erected, altered & dismantled by competent people. Uprights shall be provided with base plates & timber sole plates where necessary. The scaffolding shall include double guard rails, toe boards, brick guards (where necessary) to prevent falls. Working platforms shall be fully boarded and the bards arranged to prevent tipping or tripping.
A competent person shall inspect the scaffold regularly, e.g. at least once a week; and always after it has been altered, damaged and following extreme weather. Results of inspections shall be recorded and kept in the health & safety file.

Where tower scaffolding is used, it shall be erected and used in accordance with supplier's instructions. The wheels of tower scaffolds shall be locked when in use and are the platforms empty when they are moved

Where any defects are found, the Leading Hand will order work to be stopped until the problem is rectified. The Leading Hand will inform the Contracts Manager of his actions. Written reports are kept of these inspections

15. Tools & Machinery

The right tools or machinery shall be being used for the job. All dangerous parts shall be guarded, guards shall be secured and in good repair. All equipment shall be maintained in good repair and all safety devices shall be operating correctly. Operators shall be trained and competent.

16. Traffic, Vehicles & Plant

Where practicable, vehicles and pedestrians shall be kept apart. Where this is not practicable barriers shall be used to separate the two & suitable warning signs shall be displayed.

Adequate clearance shall be maintained around slewing vehicles. Reversing shall be avoided where practicable, and if not trained banksmen shall be used.

Vehicles and plant shall be properly maintained; operators shall receive proper training and be competent. Passengers shall not ride on vehicles.

17. Vehicle Safety

Vehicles will only be operated by trained, authorised personnel. Controls will be put into place to prevent unauthorised use such as removing the keys form the vehicle (or removing the vehicle from site), when not in use. Reversing will be controlled and banksmen used.

18. Underground and overhead services

Every effort will be made to avoid contact with underground or overhead services. The location of services will be brought to the attention of the Leading Hand and employees.

19. Welfare

Adequate toilets and washing facilities will be provided to accommodate the number of persons working. Facilities will also be provided for making drinks, heating food & eating food, and drying wet clothing. They should be clean, warm and tidy. Non-smokers will be protected from tobacco smoke in rest areas.
Where work is of a short duration, local facilities may be used providing they are readily accessible. If local facilities are not available, on short term duration sites (less than 7 days) portable toilet facilities are provided. A supply of drinking water shall also be available on site.

Welfare facilities shall be kept reasonably clean & properly lit.

15. Construction Design & Management Regulations 2015

These regulations came into force on the 6th April 2015 and supersede the 2007 Regulations.

What are the aims of CDM in construction? CDM aims to improve Health & Safety in the industry by helping you to:-

- Sensibly plan the work so the risks involved are managed from start to finish.
- Have in place, the right people for the right job, at the right time.
- Co-operate and co-ordinate your work with others.
- Have the right information about the risk and how they are to be managed.
- Communicate this information effectively to those who need to know.
- Consult and engage with workers about the risk and how they are being managed.

Duties of the parties involved with CDM.

Clients Duties

1. To appoint the right people at the right time (if more than one contractor is involved) they will need to appoint in writing a principal designer and a principal contractor.

   These people need to have the skills, knowledge and experience to identify, reduce and manage the Health & Safety risks. They should be able to give references from previous clients and to be able to explain how they can achieve the above.

2. Ensure there are arrangements in place for managing and organising the project.

   Often the work involves high risk work from the list below; the Principal Designer should understand these and that the risks should be avoided where possible when designing the project.

   These high risk issues are the biggest causes of accidents and ill-health in construction work.

   The list is as follows:-

   - Falls from height
   - Collapse of excavations

- Collapse of structures
- Exposure to building dust
- Exposure to asbestos
- Electricity (buried services)
- Protection of the public from construction activities

3. Allow Adequate Time

   Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning and construction work to be undertaken properly.

4. Provide information to your designer and contractor to allow them to plan, budget and work around the problems; (such as overhead cables, asbestos, buried services etc.) Putting together the clients brief, which includes as much information about the project, together with timescales and how the project is to be managed will set the standards for managing Health & Safety.

5. Communicate with the designer and building contractor to ensure that everyone involved in the work communicates, co-operates and co-ordinates with each other. Meetings with the designer and contractor as work proceeds is advised as this will give opportunities to deal with problems as they arise and to discuss Health & Safety issues.

6. Ensure that adequate facilities are on site. Make sure that the contractor has made arrangements for adequate welfare facilities for their workers before the work starts (see Schedule 2 of the Regulations for the provisions expected).

7. Ensure that a Construction Phase Plan is in place, the Principal Contractor has to draw up a plan explaining how Health & Safety risks will be managed and should be proportionate to the scale of the work and associated risks. Work should not start until the plan is in place and approved by the client.

8. Keep the Health & Safety File

   At the end of the project, the Principal Designer should provide the client with the Health & Safety file. If the Principal Designer leaves the project before the end, then the Principal Contractor should undertake this task.

   The file is useful information which will help the client manage Health & Safety risks during future maintenance, repair, construction work or demolition.

9. Protection of the Public and Employees

   As an employer, you are responsible for protecting the public and others such as visitors from the risks that come about due to the construction activities, such considerations may include:-

- re-routing existing pedestrian routes
- site security from unauthorised persons
- adequate signage displayed
- ensure that construction deliveries are organised properly.

10. Ensure that the work places are designed correctly and meet the Workplace (Health, Safety and Welfare) Regulations 1992.

Domestic Clients Duties

Domestic Clients are people who have construction work carried out on their own home, or the home of family members that is not done as part of a business, whether for profit or not.

Domestic Clients duties are normally transferred to the contractor or Principal Contractor or can have a written agreement with the Principal Designer to carry out the clients duties.

Notifying Construction Projects

For some construction work (lasting more than 30 days with more than 20 workers working at the same time, or involving 500 person days of work). The project needs to be notified to the HSE before construction work starts.

Duties of the Principal Designer

The Principal Designer is required to plan, manage and co-ordinate the planning and design work. They should assist the client to gather information about the project and ensure that the designers have done all they can to check that it can be built safely.

Under CDM 2015, the Principal Designer assumes many of the responsibilities of the CDM Co-ordinator previously under CDM 2007. The intention is to ensure that Health & Safety is fully integrated into the design process, the Principal Designer will have the necessary designer skills, knowledge and experience to carry out their duties and will include key items such as:-

- to assist the client with the project set up.
- to assist the client to indentify, obtain and collate pre-construction information and this is passed on to those who need it.
- to co-ordinate Health & Safety during the pre-construction period.
- to ensure other designers comply with their duties and co-operate with each other.
- to liaise and communicate with the Principal Contractor for the duration of the project.
- To prepare the Health & Safety file.

Duties of the Principal Contractor

The Principal Contractor is required to plan, manage and co-ordinate the construction work and is the contractor in overall charge of the construction phase of the project.

They should be involved with the Principal Designer about the work to be undertaken.

Their key responsibilities are:-

- to prepare the Construction Phase Plan
- implementing the plan including facilitating and co-ordinating between contractors
- ensure the site is secured
- provide compliant welfare facilities
- ensure the workforce and visitors receive a site induction.
- monitor Health & Safety on site.
- liaise with the Principal Designer to provide information to the Principal Designer for the Health & Safety file.

Duties of Contractors

Contractors duties are to plan, manage and monitor construction work under their control so that it is carried out without risks to Health and Safety of their employees or others affected by their works. In essence they will prepare a method statement and risk assessment for their works and send this to the Principal Contractors for approval.

For projects with more than 1 contractor, to co-ordinate their activities with others on the project, in particular, comply with directions given to them by the Principal Designer or Principal Contractor.

They must ensure that persons undertaking duties for them are trained with proof of such and co-operate with their employer for these works.

Duties of Workers

Are the people who work under the control of the contractors on a construction site.

They must:-

- be consulted about matters which affect their Health, Safety and Welfare.
- take care of their own Health & Safety and others who may be affected by their actions.
- report anything they see which is likely to endanger either their own or others Health & Safety
- co-operate with their employer, fellow workers, contractors and other duty holders.
- Work to the safe methods of work provided by their employer, if deviation is required get authorisation for the work with written intention.

Part 4 – Specific Arrangements

1. Abrasive Wheels
2. Asbestos
3. Cartridge Operated Tools
4. Collective and Personal Falls Arrest Equipment
5. Company Vehicles
6. Confined Space
7. Control of Hazardous Substances
8. Dermatitis
9. Equality
10. Display Screen Equipment
11. Electrical Safety
12. Environment
13. Fire Safety
14. Fork Lift Trucks
15. Hand-arm Vibration
16. Health Surveillance
17. Hostile Environments
18. Hot Works
19. Housekeeping
20. Ladders and Stepladders
21. Lifting Equipment
22. Lone Working
23. Managing Stress at Work
24. Manual Handling
25. Mobile Elevating Work Platforms
26. Noise

27. Occupational Road Risk Small Vehicles

28. Pregnant Workers

29. Storage Areas

30. Storage of Liquid Petroleum Gas

31. Substance Misuse

32. Vehicle Movement

33. Waste Management

34. Welfare

35. Work Equipment

36. Work at Height

37. Work at Height Rescue

38. Working in the Sun

39. Workplace Safety

40. Young Persons

01. Abrasive Wheels

All reasonable steps will be taken to ensure the health and safety of employees who work with abrasive wheels. The Company acknowledges that health and safety hazards may arise from the use of abrasive wheels and will ensure that any risks are reduced to a minimum.

The Company will appoint employees to mount abrasive wheels and record the appointment by way of a signed and dated entry in a register with a certificate attached to the register. Persons appointed will be given copies of the entry or certificate. Records will also be kept of training provided to those using abrasive wheels in the course of their job.

The Company will, in consultation with workers and their representatives ensure that the following are implemented:

- ❑ Carry out a suitable and sufficient Risk Assessment
- ❑ So far as is reasonably practicable, ensure measures are taken to reduce the risks identified as a result of the Risk Assessment
- ❑ Ensure that all equipment used for grinding operations are maintained in good condition and are suitable for the task / training
- ❑ Advise all employees, including new employees, who work, will work or train others with abrasive wheels of the risks to health and safety and of the results of assessments

Where an employee raises a problem related to health and safety in the use of abrasive wheels, the Company will:

- ❑ Take all necessary steps to investigate the circumstances
- ❑ Take corrective measures where appropriate
- ❑ Advise the employee of actions taken

Where a problem arises in the use of abrasive wheels or machinery the employee must adopt the following procedure:

- ❑ Inform a member of management immediately
- ❑ In the case of an accident or emergency, respond quickly to ensure effective treatment and inform a member of management at the earliest opportunity

The Company will provide sufficient information, instruction, training and supervision to ensure the health and safety of workers who use abrasive wheels. Training in the use of abrasive wheels will include aspects of health and safety legislation in general the PUWER, CAVWR and PPE Regulations in particular. Training will also include the provisions of this Policy.

The main types of injury concerning the use of abrasive wheels are those that result from flying particles, those that occur when an abrasive wheel “bursts” and those that are caused by contact with the wheel. Risks can be reduced by adhering to the requirements of the PUWER, CAVWR and PPE Regulations and by adopting the following precautions:

- ❑ Ensure all operatives are adequately trained

- ❑ Ensure that all grinding machines, cutting machines and abrasive wheels are maintained and in good working order

- ❑ Select the correct abrasive wheel. If necessary seek advice from the manufacturers or suppliers

- ❑ Make sure that grinding wheels are not operated at excessive speed. Both spindles and wheels must be marked with their maximum operational speed.

- ❑ Ensure that all abrasive wheels are mounted by trained, competent persons. Damaged wheels must be rejected

- ❑ Guards should be securely attached to the body of the grinding machine and be strong enough to withstand the impact of flying fragments

The responsibility for ensuring that abrasive wheels are in a suitable condition prior to use and mounted correctly lies with the trained and competent employee who is operating the equipment. Responsibility for ensuring the adequate storage and provision of abrasive wheels lies with the Instructor delivering Abrasive Wheels training.

02. Asbestos

Asbestos or materials suspected to be asbestos containing are present in the buildings. In the event of the asbestos material being disturbed or damaged we recognise that this could expose harmful fibres and pose a risk to any persons in that area. In order to reduce the risk from asbestos the following steps are taken.

- ❑ The location of all asbestos or suspected asbestos is identified. This is recorded on a plan.
- ❑ Any additional information known such as type of asbestos is also recorded.
- ❑ A record is made of the condition of the asbestos.
- ❑ These records will be kept updated and readily available for viewing by persons who may be affected by the location of the asbestos.
- ❑ If in doubt, competent asbestos surveyors will carry out a survey and an analysis of the asbestos material. Until such time the material will be treated as asbestos material.
- ❑ An assessment is done on whether the asbestos poses a risk taking into account its location, type, condition and whether persons working in the premises will come into contact with it, this includes those persons who may come onto the premises to carry out maintenance work, e.g. contractors – see below.
- ❑ The location of the asbestos is identified by signage if it is in a location where it might be disturbed.
- ❑ The asbestos is checked periodically to ensure that it remains in a good condition, i.e. twice a year. If its condition deteriorates then a decision will be made on whether it needs to be removed or encapsulated. Such a decision will be made following discussions with a competent asbestos surveyor.
- ❑ All contractors who work near or are likely to work near the location of the asbestos will be informed of its location and be given a copy of the plan and relevant information along with the other contractor information supplied. See safe working procedure for Control of Contractors.

In the event of asbestos materials having to be removed, this will be done only by competent asbestos contractors unless it is known that the asbestos is of the low risk asbestos cement type and the sheets are in good condition. Disposal of any asbestos material is strictly controlled and the local authority or asbestos removal contractors will advice on the disposal sites which will accept asbestos waste.

Action on accidental discovery of asbestos:

Stop work immediately!

- ❑ Prevent anyone entering the area
- ❑ Determine if any dust is on clothing. If yes: - remove clothing carefully, shower or wash thoroughly, leave washing facilities in clean condition. Bag any contaminated clothing and quarantine the bag
- ❑ Company to ensure the suspected asbestos remains undisturbed or if already disturbed ensures contaminated area is quarantined to ensure no one enters the area
- ❑ Company to arrange analysis of material

03. Cartridge Operated Tools

The Company will ensure the safe operation and use of cartridge operated tools by measures including:

- ❑ Adequate information, instruction, training and supervision
- ❑ Use by competent and responsible users
- ❑ The compatibility of the base material, the type of fixing and the cartridge strength
- ❑ Where necessary by excluding those not involved directly with the task from the area of operation
- ❑ The provision and appropriate use of PPE
- ❑ The activity being carried out in accordance with BS 4078-1, Code of Practice for safe use
- ❑ Only using cartridge operated tools complying with BS 4078-2

NB: Cartridge operated tools will not be used in areas where there is a potentially flammable atmosphere or a risk of a dust explosion occurring.

There are two main types of cartridge operated tools:

Indirect Acting – In this type of tool the driving force is transmitted to the fixing by means of the expanding exploding gas in the piston
Direct Acting – With this type of tool the explosive force of the cartridge acts directly on the fixing, driving it along the barrel into the wall or fixing

Cartridge tools are generally classed as high power or low power. **Low power** is defined as giving the pin a kinetic energy not greater than 3.5 m/kg/f and a velocity not greater than 98.5m per second.

High power applies to any values that are greater to those defined by low power. Using high power tools can increase the risk of through-shoots. Where the fixing is fired right through the material and the object to which the material is to be fixed.

Most of the commonly available tools are low power, indirect acting. Some modern tools have means of adjustment which changes the expansion size of the gas chamber. There are also interchangeable pistons for different fixings or depths of penetration.

The Company will ensure that when using any cartridge operated tool the correct tool is chosen for the task by Risk Assessing the operation.

All tools used by the Company will incorporate a contact pressure safety device, which prevents them being fired unless the muzzle is pressed hard against the workface and a drop firing safety device which prevents the tool from firing when it is dropped onto a hard surface.

In addition, some tools are equipped with an unintentional firing safety device. This prevents the tool from firing if the trigger is pulled before the tool presses against the work surface. It should only be possible to fire the tool when it is correctly pressed against the work surface and the trigger then pulled.

Cartridges

Whilst there are no longer any formal requirements for the licensing of storing cartridges (except in quantities greater than 1 tonne) the HSE do require them to be kept in reasonable quantities and in locked steel containers.

Cartridges are designed for specific manufacturers of tools and are not interchangeable, even when they are of similar type or appearance, they also available in different strengths. The Company will start with a lower strength cartridge for a test fixing before changing to a more powerful cartridge if the depth of penetration is not sufficient.

BS 4078 requires the strength of the cartridges to be marked on the packaging and each cartridge to be colour coded to indicate its strength. The colour code as set out in BS 4078 is as follows:

Cartridge Strength	**Colour**
Extra Low (XL)	Brown
Low (L)	Green
Low / Medium (LM)	Yellow
Medium (M)	Blue
Medium / High (MH)	Red
High (H)	White
Extra High (XH)	Black

NB: The colour coding is not always universally followed. Therefore the Company will not rely on colour coding alone to indicate the strengths of the cartridges. Cartridges will be retained within their packages; which identifies their strength and not carried loose.

Fixings are generally drive nails, eyelet nails or threaded studs. Designed to penetrate wood, steel and concrete they have special characteristics of strength, hardness, shape, size and purpose which fit them to the purpose to which they are put. Ordinary nails and screws will **NEVER** be used as a substitute.

Attempting to fire into unsuitable materials with cartridge tools is extremely dangerous; therefore the relevant precautions will be undertaken by the Company prior to use. Before firing the first fixing, a simple test will be made by driving a fixing of the intended type into the base material with a hammer. The result will show whether the material is suitable. No attempt will be made to fix into unsuitable materials!

Material	**Result**	**Conclusion**
Plaster, plywood, lightweight blocks	Sinks in easily	Too soft
Marble, some rock, hardened steel, weld metal	Fixing blunted	Too hard
Glass, glazed tiles, slates, some cast-iron	Material cracks or shatters	Too brittle
Sound wood, concrete, mild steel	Clear impression of fastener point	Suitable

Hazards

Hazards from the use of cartridge tools generally arise from one or more of the following three factors:

- ❑ Lack of competence, knowledge or training
- ❑ Misuse
- ❑ Poor maintenance rendering the equipment unsafe or defective

There are two conditions which the Company will, as far as is reasonably practicable, guard against are through penetration and ricochet. Causes of through penetration of the material are:

- ❑ Cartridge too powerful for the job being undertaken
- ❑ Voids in the structure being fixed into, or the material being fixed into is too thin
- ❑ Changes in the consistency of the material being penetrated
- ❑ Not establishing the density of the material being fixed into

To avoid these hazards the Company will ensure the following:

- ❑ Check the suitability of the material for cartridge fired fixing
- ❑ If necessary, make a trial fixing first with a low powered cartridge
- ❑ Check the area behind the material or structure into which the fixing is being fired and guard the area as to prevent access by unauthorised persons
- ❑ Use an indirect acting tool

Causes of ricochet are:

- ❑ Firing into a hole or a previously attempted fixing
- ❑ Attempting to fix into excessively hard materials, such as hardened steel or weld areas
- ❑ Cartridge tools not held square onto the work surface, causing the pin to strike at an angle risking deflection
- ❑ Attempting to fix too near to an edge
- ❑ Hitting a reinforcing rod or dense aggregate to near to the surface

To avoid these hazards the Company will ensure the following:

- ❑ Fixings will at least be the recommended distance from failed attempts
- ❑ Do not “fix” into unfamiliar materials without first checking their suitability for cartridge fixing

- Tools will be used at right angles to the work surface. The whole rim of the splinter will be firmly placed against the work surface so as to stabilise the tool and leave no gaps

NB: The risk of ricochet is reduced by the use of low powered, indirect acting tools. So far as is reasonably practicable, the Company will chose these over their high powered counterparts.

Fixing into Concrete

The advice of cartridge tool manufacturers will be sought by the Company when attempting to fix into concrete which is over two years old or any types of specific concrete.

Depth of Material - Concrete should be at least 100mm thick or three times the depth of the fixing penetration, so as to avoid fixings breaking through the back surface.

Penetration – Concrete varies in hardness and trial fixings may be necessary to establish optimum penetration.

Spalling in Concrete – Is caused by the initial compressive impact of the tool and results in a crater being formed around the fixing. It may be due to the fixing being too large or using a cartridge that is too powerful. Spalling can reduce the holding strength of a fixing by up to 20%.

Edge Failure - Is the result of attempting to fix too near the edge of the material, causing it to break away.

Fixing Distances – Always leave at least 75mm between the edge of the material and the nearest fixing, or from a failed attempt to fix. Fixing into masonry requires greater penetration. Fixings will not be made into mortar joints unless no other choice exists and then only after seeking advice from the cartridge tool manufacturer.

Fixing into Steel

Fixing Distances – The minimum fixed distances are 12mm from an edge of the material being fixed into and 25mm from any other fixing or failed fixing, or $2^{1/2}$ times the fixing shank diameter from an edge and 6 times the shank diameter from another fixing, where there is greater than the distance detailed above.

Shank Diameter – Will always be less than the thickness of the steel being fired into.

Penetration – Fixings will, whenever possible, penetrate just through the steel being fixed into, for maximum holding strength.

General Precautions

Recoil of cartridge tool can lead to loss of balance if working from an unstable workplace, in which case the Company will only use as far as is reasonably practicable low powered tools. Operators not familiar with cartridge tools, or with the type of tool to be used, will test the tool for recoil before use. In all circumstances an adequate and safe footing is a necessity. Makeshift platforms will not be used, so far as is reasonably practicable.

In the event of a misfire, the cartridge tool will be kept pressed against the work surface for a minimum of at least 30 seconds, to allow for any delayed detonation. Following this time period, the cartridge will then be removed strictly in accordance with the manufacturer's

instructions. Cartridges which have misfired will be stored in a metal container and returned to the supplier at the earliest opportunity.

The loading of tools will be carried out immediately prior to use. Once the tool is loaded it will **NEVER** be pointed towards other people or at any part of the operator's body! Unused cartridges must be removed from the tool at the earliest opportunity!

NB: Misfired cartridges will not be removed from the tool by levering under the rim; some types are rim detonated and could be fired by this action. Only the proper extraction tool provided by the supplier will be used.

Only responsible and competent persons will supervise and check the acquisition, issue, use, return and maintenance of cartridge operated tools.

Cartridge operated tools and cartridges will be stored in a place which is secure, dry and cool. The issue and storage of such tools and cartridges will be strictly controlled. The following notes must be clearly noted and understood:

- ❑ Cartridge tools will only be stored in an unloaded state
- ❑ Different strengths of cartridges will be kept separate and clearly marked
- ❑ The use of different makes of equipment on one site will be limited, so far as is reasonably practicable
- ❑ The manufacturer's instructions on the safe use of the tool will be made available to all operators

Personal protective equipment, complying with the relevant British Standards, will be used by operatives using cartridge operated tools, as follows:

- ❑ Eye protection to BS EN 166 will be provided and worn at all times when handling cartridge operated tools and their cartridges
- ❑ Noise levels will vary with the type of tool used, but all create a high intensity short duration noise. Suitable hearing protection will be provided and worn
- ❑ Safety helmets to BS EN 379 will be provided and worn while cartridge tools are used

The safety of other persons in the vicinity of where cartridge operated tools are being used will be covered in the undertaking of the Risk Assessment and all appropriate precautions taken.

When selecting and training personnel who are to be considered to operate cartridge operated tools the Company will take the following points into consideration:

- ❑ Operatives will be properly and adequately trained in the use of the equipment and the hazards which may arise
- ❑ Operatives will be tested for colour blindness (due to the colour code system used for identifying cartridges)
- ❑ Only persons over **18** years of age will be permitted to use cartridge operated tools
- ❑ Operatives who are selected will be of a mature and responsible disposition

04. Collective and Personal Fall Arrest Equipment

Where a Risk Assessment as identified that the risks of falls from height cannot be eliminated by the installation of barriers, guard rails, or other similar measures, the Company will ensure that its employees use fall arrest equipment.

In situations where people and traffic pass below others working at height, a safety net used in conjunction with fine mesh debris net will be used to protect those below from falling tools and materials, as well as providing fall arrest for the people working at height.

Where safety nets cannot be rigged for any reason and it is not practicable to use another form of soft landing system, the Company will use safety harnesses and lanyards, providing:

- ❑ Operatives have been trained in the use and care of equipment and wear it correctly
- ❑ The work environment enables falls to be arrested without injury to the person who has fallen
- ❑ A secure anchor point is available
- ❑ The person working at height "clips on"

Whichever system is used for minimising injury from falling, whether it is, safety nets another soft landing system, or the use of harnesses and lanyards, the system used by the Company will be:

- ❑ Designed to provide a Safe System of Work
- ❑ Installed by competent persons
- ❑ Maintained, inspected and supervised to ensure that it is being used correctly

The Company will provide employees with comprehensible and relevant information on any risks that exist in the workplace and on any control measures that are in place to reduce those risks.

Employees, who have a duty to tell the Company of any work situation which presents a risk to the health and safety of themselves, or any other persons, will do so.

Safety Nets

Safety nets should be manufactured to the requirements of **BS EN 1263-1** and erected in accordance with **BS EN 1263-2**. This latter standard gives information on the installation and use of safety nets. Safety nets will be erected as close as possible to the working level to minimise the height of any fall that may occur. There are two type of net manufacture:

Knotless – These provide energy absorption by permanent plastic deformation (stretching) of the net
Knotted – This, generally and heavier type of net, provides energy absorption by tightening at the knots and permanently deforming

NB: Safety nets are manufactured in square or diamond mesh, with two sizes: 60mm and 100mm. The 100mm is the normal mesh size used in the UK.

All nets should carry an identification label. This includes the date of the manufacture, the type of net, class and size and reference to the British Standard **BS EN 1263-1**. It should also carry a unique serial number for record purposes and traceability.

The positioning of a safety net system is critical to minimise the height of any fall that may occur. Although safety nets are designed for a maximum fall height of 6 metres, the maximum fall of 1 metre will be ensured by the Company as they will be positioned directly under the work area.

When nets are installed the Company will ensure that the maximum amount of sag is no more than 10% of the bay width. It is critical that adequate clearance is provided below the net so that should a fall occur deformation of the net can occur safely without the load or person striking the ground or some other object.

NB: If a person were to fall 2 metres into a net between 5 metres and 9 metres wide, the total deformation, including the erection sag, may be between 2.6 metres and 3.5 metres depending on the width of the net. The Company will check the manufacturer's specification to ensure that there is adequate clearance below the planned net position.

Competence

The way in which safety net systems are installed is critical. Not only will those installing the net system be trained and competent, the people inspecting the safety nets will be trained and competent. The Company will ensure that a hand over certificate for each section of the netting is received from the riggers upon completion.

There are industry agreed standards and qualifications on the rigging and inspection of safety nets. The Company will ensure that personnel are trained to these standards.

Periodic Testing

Safety nets are provided with short lengths of test cord attached to the net. These cords carry the net's unique serial number and are so fitted that they receive the same environmental exposure as the net material. At yearly intervals the Company will ensure that a test cord is detached from the net and sent back to the manufacturer so that it may undergo a tensile failure test, to monitor the degradation of the net material.

Inspection

Where safety net systems are erected, they will be inspected weekly by a trained competent person to ensure that they are still in a safe condition, fixed correctly and will provide the fall arrest capability required.

Inspections will be carried out more frequently if the circumstances indicate that the integrity of the system is in doubt.

A net will also be inspected after a person or substantial load has fallen on to it, to determine whether it should remain in service or be replaced. In some cases where it is necessary to seek specialist advice, the Company will do so.

All findings of inspections will be recorded and kept within the relevant site Health and Safety file.

Care of Nets

Care will be taken to reduce to a minimum unnecessary wear and mechanical damage likely to weaken the net. Materials will not be stacked on it and the deliberate jumping into, or the dropping of objects onto nets will be prohibited, as permanent deformation may occur. The following sources of damage or wear will be avoided as far as possible:

- ❑ Dragging the net over rough surfaces
- ❑ Contact between the net and sharp edges
- ❑ An accumulation of debris in the net
- ❑ Any sparks from, hot work, welding, grinding, burning operations, hot gases from blowlamps or hot ash from chimneys or surfaces
- ❑ Chemical attack or any form of radiation

Special care will be taken to prevent the net and any supporting framework from being struck by loads on moving vehicles or from vehicles.

Regular inspection is necessary to ensure that the nets remain serviceable. The net manufacturer will be consulted when there is any doubt about the suitability of nets for the use in hazardous conditions, after any known contamination or deformation as occurred.

When erecting nets in the vicinity of electrical power cables, the Company will consult the relevant authority before any work commences.

Maintenance

Nets will always be inspected after use and before storing, in order to remove glass, grit, metal and other debris to prevent abrasion and to identify areas of damage. If contaminated by acids or alkalis, nets will be thoroughly washed (preferably by hosing) and allowed to dry naturally away from heat. If areas of damage are found or chemical damage is suspected, the Company will refer to the manufacturer for competent people to repair and clean the nets.

Storage

The Company will take the following considerations when storing safety nets:

- ❑ Nets will be stored away from heat, chemicals and solar radiation
- ❑ Nets will be stored in dry conditions
- ❑ Nets will be stored to minimise vermin attack
- ❑ Wet nets will be dried naturally
- ❑ Storage cupboards will be well ventilated
- ❑ Nets will be turned periodically to allow circulation
- ❑ If stacked, nets will be packed up clear of the ground

Rescues from a Net System

Where the net system is erected as close as possible below the work area, many of the situations where persons enter a net will be minor “step ins”, with the person able to climb out unaided. On other occasions, a person may fall a considerable height into a net. They may fall onto materials lying in a net, or strike their head or body on, for example structural steelwork during the fall.

When such accidents occur, extreme care must be taken during the rescue of the person lying in the net. Due to the “stretching” nature of the net, it is possible that any rescuer entering it could inadvertently and unavoidably cause further injury to the victim.

The Company will therefore, as part of the Risk Assessment process, have emergency procedures written. These will be used in conjunction with the **Working at Height Rescue Procedure** and will cover the following:

- ❑ Treating first aid needs whilst in the net
- ❑ Emergency recovery from a rigged net system

Other Soft Landing Systems

Soft landing systems are an effective alternative to safety nets in some circumstances. Designed to be used in buildings with a storey height of up to 2.5 metres, one type of system comprises large polypropylene bags (typically 2.5 metres long x 0.55 metres wide x 0.55 metres deep) that are packed with polystyrene chippings or another energy absorbing material. The depth of the bags both cushions a fall and reduces the distance of that fall.

The bags are linked together with plastic snap clips to completely fill the area over which the protection is required. They can also be used on the first or subsequent floors while trusses are being installed or in the roof space when fixing bracings.
An alternative system that may be considered in appropriate circumstances is the use of air filled bags. Bags of varying sizes may be clipped together to completely fill the area over which the fall arrest protection is required. Air bags require an air compressor running all the time fall arrest is required to maintain the pressure of the airbag system. These devices work on the principle of a controlled rate of constant inflation and leakage so that the air bags will absorb the energy of someone falling onto them without bouncing.

Whilst soft landing systems do not prevent falls, they are very effective in eliminating injuries of falls of less than 2 metres and wherever practicable will be considered by the Company.

Safety Belts, Harnesses and Lanyards

If fall prevention measures or collective fall arrest measures are not practical, an alternative Safe System of Work will be employed by the Company. This safe system may require the use of safety harnesses and lanyards, but it will be a last resort.

Care will be taken when planning to use a safety harness, lanyard or energy absorbing system, since depending on where the lanyard is anchored, a falling person may fall around 4 metres before the fall is arrested.

One of the dangers of using such fall arrest equipment is that it only protects the user if they adjust and wear the harness correctly and secure the lanyard to an appropriate secure point. The use of such a system requires a high degree of training, competence and supervision which will be undertaken by the Company.

Training

Training will only be carried out by competent trainers, following industry and HSE guidelines. Training will refer to the manufacturer's instructions and will emphasise the importance of following those instructions.

Training will cover the selection, fitting, adjustment, maintenance and use of the safety belt or harness and explain the choice and use of suitable anchorage points. Employees will not be permitted to use the equipment before adequate instruction has been received and they have been judged competent in its use.

Safety belts and harnesses are wrongly regarded by some workers as an encumbrance and a restriction on their freedom of movement. The fact that a safety belt or harness can prevent serious injury or even save a life is often ignored. The problems arising from such attitudes can and will be solved by the Company by applying the principles of good health and safety management. These include educating our employees in the following:

- ❑ The need for such equipment
- ❑ Training them in its use
- ❑ Ensuring it is provided
- ❑ Through adequate supervision ensuring its use

Types of Belt / Harness and Selection

The correct selection of a safety harness or safety belt is important. If a person falls more than 600mm when using a safety belt, serious injury can be sustained sue to the heavy load being exerted on the spine and internal organs. Safety belts will only be used for pole access or other similar specialist access needs.

If any doubt exists concerning the suitability of a piece of equipment for a particular task or type of work, further information and advice will be sought from the manufacturer.

Whatever type is chosen consideration will be given to safety allied to mobility and wearer comfort. The main characteristics of the types of appliance, together with an indication of their uses are given below:

Pole Belt – A simple waist belt for use by pole linesman and for other similar tasks. They are not intended for situations where a drop may exceed 600mm.

Chest Harness – A safety belt with shoulder straps, for use where a lanyard and anchorage point limit the drop to a maximum of 600mm. It must be worn quite tightly to prevent any slippage after a fall.

General Purpose Safety Harness – A full harness with thigh and shoulder straps. In the event of a fall, a person is suspended in a reasonably upright position from the attachment point. If the harness is of the right size and properly adjusted, the wearer cannot fall out.

Safety Rescue Harness – Designed to be worn by anyone in a confined space or location where they may be overcome or incapacitated and need to be rescued. A safety rescue harness looks similar to General Purpose Safety Harness, but will support a person almost upright for rescue purposes. It is intended for a maximum drop of 600mm.

NB: Both Pole Belts and Chest Harnesses are for very specific and restricted use only. These harnesses, ropes and lanyards come under the examination requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Type of Lanyard

There are several types of lanyard each designed for a particular purpose:

Fall Arrest Lanyards – Incorporate an energy absorbing feature to reduce the shock loading on the body of the person who has fallen when the fall is arrested.

Twin Tailed Lanyards – Are a type of fall arrest lanyard that allows greater mobility at height by enabling the repositioning of one tail at a time so that the user is constantly "clipped on". However, this type of lanyard can pose additional risks to safety if it is not used correctly. If only one tail is clipped to a secure anchorage and the second tail is not located correctly, during a fall the second tail could loop over a fixed object and arrest the fall before the energy absorber has deployed, which could cause severe injury.

NB: The second tail must **NEVER** be clipped back onto the user's harness unless it is fitted with purpose fitted "parking points" that will break away from the harness if the second tail comes under tension. Alternatively the second tail can be left to hang free or **(on this type of lanyard only)** be simultaneously clipped to the same secure anchorage. If there is any doubt about these lanyards safe use then the Company will contact the supplier or manufacturer for assistance.

Restraint Lanyards – Are shorter and are used for limiting the range of movement of the wearer to stop them entering an area of danger, for example to prevent a cherry picker operator from being thrown out of the basket. These lanyards are not designed to arrest falls and have no energy absorbing feature. Irrespective of the type of lanyard used, they are only effective if the free end is securely anchored to a suitable anchorage point.

Selecting the Anchorage Point

In order to limit the drop the anchorage points should always be as high as possible above the person and as near to vertical as possible in order to avoid the "pendulum effect". Anchorage point must be capable of withstanding the anticipated shock loading.

Consideration will also be given by the Company to how persons will be rescued following an arrested fall, particularly when work is from high structures. This is covered in more detail in **Working at Height Rescue Procedure**.

Suspension Trauma

One of the effects of being suspended in a harness is a tightening of the leg straps that bear the body weight of the suspended person. This can affect the blood circulation in the legs and cause the suspended person considerable discomfort, possible kidney failure and eventually unconsciousness and death. This is known as suspension trauma. It is strongly recommended that no person remains suspended in a harness for longer than 10 minutes.

Fall victims can slow the onset of suspension trauma by pushing down vigorously with the legs, by positioning their body in a horizontal or slight leg-high position, or if there is something nearby upon which the feet can be rested, by standing up. This is covered in more detail in **Working at Height Rescue Procedure.**

Marking on Belts and Harnesses

Safety belts and harnesses must be clearly and indelibly marked or permanently labelled with the following information:

- ❑ The British or European Standard to which it conforms
- ❑ The name, trademark or other means of identification of the manufacturer
- ❑ The year in which the harness or belt was manufactured
- ❑ The type of belt or harness which it is
- ❑ The manufacturer's serial number
- ❑ The Company recognition marking for recording maintenance and inspections

Markings on Lanyards

Lanyards which are not permanently attached to belts or harnesses must be clearly and indelibly marked or permanently labelled with the following information:

- ❑ The British or European Standard to which it conforms
- ❑ The name, trademark or other means of identification of the manufacturer
- ❑ The year of manufacture
- ❑ The manufacturer's model number and the type of belt or harness with which the lanyard is designed to be used
- ❑ The Company recognition marking for recording maintenance and inspections

Ideally lanyards will have a label with the words or similar:

"*For maximum safety attach the free end to a point as high as possible above you and avoid looping the lanyard around small joists and angles with narrow edges."*

Lanyards should preferably be permanently attached to belts, so that "longer" lanyards cannot be substituted.

Shock Absorbers

If a person wearing a harness and lanyard falls, there is a considerable shock loading to the body and the further the fall, the greater the shock. Generally speaking the maximum distance a person should fall before a fall is arrested is 2 metres.

Shock absorbers in the form of tear-away stitching; stretch springs or a deforming metal strip are built into fall arrest lanyards as a means of reducing the shock loading.

Once a lanyard has been used to arrest a fall and the energy absorber has been deployed, it **MUST** be discarded!

Arrestor Devices

These devices are similar to the “inertia reel” safety seat belts fitted in cars. The safety harness is attached to a self reeling cable which is securely anchored. The wearer is free to move normally, but in the event of a sudden movement (a fall); the locking device is brought into operation. Various types are available:

- Self recoiling cable
- A traveller on a pre-tensioned vertical cable
- A rope and ladder climbing system

There are also proprietary systems where the lanyard is attached to a traveller which moves along a pre-positioned and tensioned horizontal or vertical steel cable. This permits movement around corners and obstacles without the need to unclip. The Company will seek advice on the best type for the job to be undertaken.

Storage

While not being worn appliances will be stored in a cool dry place and not subjected to direct sunlight. Where practicable the use of purpose designed cabinets that allow ventilation will be used. If the appliances become wet they will be allowed to dry naturally and not by direct heat.

The equipment will not be subjected to unnecessary strain or pressure and will be kept free from contact with sharp implements, corrosives and other possible sources of damage. Recommended cleaning instructions will be followed by the Company.

Inspection

Recent research involving synthetic fibre webbing lanyards (see HSE INDG367) has confirmed potential causes for degradation. For example, a 1mm cut in the edge of a lanyard can result in up to 40% loss of strength depending on the model of lanyard being used.

The wearer will make a visual inspection of equipment before use. The equipment will be examined by a competent person at least once every six months and a record will be kept of this inspection.

Safety belts, lanyards and harnesses will be examined by a competent person after a fall or other circumstances in which the equipment has been deployed, before it is reissued for use.

Safety belts, lanyards and harnesses will be taken out of use if found to be damaged or defective. Particular attention will be directed to the points below:

Webbing and Leather – Examine for cuts, cracks, tears or abrasions, stretching and distortion, damage due to deterioration, contact with heat, acids or other corrosives and rot.

Snap Hooks – Examine for damaged or distorted hooks, faulty springs and strained jaws.

Buckles – Carefully examine the shoulders of buckles; inspect for open or distorted rollers and undue wear.

Sewing – Examine for broken, cut or worn threads, open seams and failed stitching.

Lanyards, Ropes and Chains – Examine for damage or signs of wear and in the case of ropes, inter strand wear, unravelling extension and fusion.

For Webbing Lanyards, specific attention should be given to the following:

- ❑ Cuts to the edge of the webbing for example, as a result of being choke hitched around steelwork
- ❑ Surface abrasions to surface or edges
- ❑ Damaged stitching or the results of a chemical attack
- ❑ A knot in the lanyard other than the manufacturers

Unauthorised modifications – Equipment will be examined for “home-made” attachments or adaptations. It will be impressed upon the wearer that their lives could depend upon the continued efficiency and durability of their safety equipment and that by frequent personal inspections, the possibility of equipment failure will be reduced to a minimum.

A record will be kept for each harness and lanyard, particulars of examinations and other details of interest recorded. Each harness and lanyard should be marked with an individual serial number for identification purposes.

All equipment will be Thoroughly Examined at six monthly intervals and tested in compliance with the relevant legislation and standards. Records of all tests and inspections will be kept.

05. Company Vehicles

The Company will ensure that drivers of company vehicles:

- ❑ Hold the appropriate category of licence to drive the allocated vehicle
- ❑ Sign a vehicle assignment agreement that lays down rules of use of the company vehicle
- ❑ Are instructed not to use mobile phones when driving unless the vehicle is fitted with a “hands free” kit. Even when using a “hands free” kit the driver’s concentration may still be reduced and therefore should only be used if safe to do so
- ❑ Are covered by adequate insurance
- ❑ Drive vehicles that are maintained in a safe condition
- ❑ Are aware of any major changes in the Highway Code
- ❑ Report any medical condition at the earliest opportunity if it affects their driving ability, such as a heart condition, epilepsy or eye condition
- ❑ Are aware that some medications may cause drowsiness and therefore affect their driving ability temporarily
- ❑ Carry out regular checks of tyres, oil levels, vehicle lights and washer bottle levels. The checks should be completed using the company vehicle inspection record
- ❑ Found to be under the influence of drugs or alcohol will be dealt with in accordance with the Company’s disciplinary procedures
- ❑ Do not smoke or allow others to smoke in the company vehicles

06. Confined Space

It is the policy of the Company to take all reasonable steps to secure the health and safety of those persons in our employ who are required to make entry into confined spaces will be made.

Health and Safety hazards may arise when entry into confined spaces is required. It is the intention of the Company to ensure that any risks are reduced to a minimum, so far as is reasonably practicable.

When entry into a confined space cannot be avoided the Company will ensure that a Safe System of Work is adopted and followed. The Company will, in consultation with employees and their representatives ensure that:

- ❑ Design work tasks so as to avoid the need for entry into confined spaces where practicable

- ❑ Provide such information, instruction and training as is necessary to enable the appointment of "competent persons" capable of carrying out Risk Assessments when entry into confined spaces is planned

- ❑ Maintain a documented Permit to Work system that must be used whenever entry into "confined spaces" is required

When entry into confined spaces is required for employees:

- ❑ Maintain sufficient serviceable sets of appropriate breathing apparatus (and, if applicable, safety belts and ropes) to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there is liable to be a deficiency of oxygen

- ❑ Provide training in the use of breathing apparatus (and safety ropes where necessary) for those employees who may be required to use such equipment when working in confined spaces

When entry into confined spaces by contractors and sub-contractors (including the self-employed) is required:

- ❑ Ensure that only serviceable sets of approved breathing apparatus (and safety ropes) are used so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc or where there is a deficiency of oxygen

- ❑ Ensure that users of breathing apparatus and safety ropes have received adequate training in their use

- ❑ Provide such equipment and resources as are necessary to safely carry out entry into confined spaces

Record Keeping

In accordance with legislation a suitable and sufficient Risk Assessment for the purpose of deciding what measures are necessary for safety will be undertaken. For work in confined spaces if the Risk Assessment identifies risk of serious injury, then the Confined Spaces Regulations 1997 will apply. The Company will ensure that records will be kept of the following:

- ❑ Appointed competent persons, including date of appointment, date of review, any limitations
- ❑ Approved breathing apparatus and its inspection and maintenance history
- ❑ Trained "Approved Breathing Apparatus" users, including date of training, date of review and name of trainer
- ❑ Safety harnesses or lines, reviving equipment and any other emergency equipment, as well as its inspection and maintenance history
- ❑ Appointed examiners of breathing apparatus
- ❑ Training of attendants and rescue teams, including dates of training, date of review and name of trainer

Permits to Work

A Permit to Work system will be in place and appropriately controlled. When Permits to Work are issued the record will be in the form of a copy of the Permit to Work and will contain the following details:

- ❑ Plant detail (location / identity)
- ❑ Name of recipient
- ❑ Work being undertaken (detail to allow suitable and sufficient Risk Assessment)
- ❑ Person carrying out work (the Company / contractor / self-employed)
- ❑ Plant out-of-service period (statement of when / period of removal from service)
- ❑ Isolation carried out (electrical / fumes / mechanical / heat)
- ❑ Precautions introduced (monitoring of fumes / purging of vessels)
- ❑ Testing (results of any testing for contaminants)
- ❑ Further precautions required (breathing apparatus / low voltage and or intrinsically safe equipment)

The following information will be recorded on the Permit to Work when applicable:

- ❑ Extension of time period for work to be completed
- ❑ Changes in work to be carried out which are identified after commencement of work emergency cancellation

Provision of Ventilation

The Company will ensure that where possible to do so it will increase the number of openings into a confined space to improve ventilation. Where this is not possible mechanical ventilation will be provided to supply an adequate amount of fresh air. This is essential where portable gas cylinders and diesel fuelled equipment are used inside the space because of the dangers from build up of engine exhaust.

NB: The use of petrol fuelled engines is not allowed to be used in confined spaces due to the high levels of carbon monoxide emitted from the exhaust!

Testing the Air

Where the Risk Assessment identifies appropriate testing of the atmosphere prior to entry into a confined space will be undertaken to confirm that it is free from toxic and flammable vapours and fit to breathe.

Testing will be carried out by a competent person using a suitable and sufficient gas detection monitor which is correctly calibrated. Where the Risk Assessment indicates that conditions within the confined space may change then continuous air monitoring will be provided with a record kept of atmospheric checks three times daily.

Provision of Special Tools and Lighting

Non-sparking or intrinsically safe tools and lighting will be provided where flammable or potentially explosive atmospheres are likely.

For work inside metal tanks suitable and sufficient precautions will be taken to prevent electric shock including the use of low voltage equipment (less than 25volts) and where necessary residual current devices.

Procedures for Dealing with Confined Space Issues

Where an employee raises a matter related to health and safety associated with work in confined spaces, the Company will:

- ❑ Take all necessary steps to investigate the circumstances
- ❑ Take corrective measures where appropriate
- ❑ Advise the employee of actions taken

Where a problem arises associated with work in confined spaces, the employee must adopt the following procedures:

- ❑ Inform a responsible person immediately
- ❑ In the case of an adverse health condition, advise the Appointed First Aider

Emergency Procedures

All necessary arrangements will be made to raise the alarm and carry out rescue operations in the case of emergency. Contingency plans will be made according to the risks identified in the Risk Assessment and will include the following:

- ❑ Communications - How the alarm will be raised, how information will be communicated from inside to outside with arrangements to cover potential shift work and holidays
- ❑ Rescue and resuscitation equipment – Will depend on the risks identified. Information, instruction and training will be given on all equipment to the rescue team
- ❑ Shutdown – Where necessary all equipment and plant will be shutdown prior to any rescue being undertaken

- ❑ Capabilities of Rescuers – Rescuers will be adequately trained and sufficiently fit to carry out their task. They will be capable of using the equipment provided and protected from the cause of the emergency

- ❑ First Aid Procedures – Trained first aiders will be available on site

- ❑ Local Emergency Services – All relevant information will be provided upon their arrival on site

- ❑ Sufficient information, instruction and training will be provided as is necessary to ensure the health and safety of workers who are required to enter confined spaces.

Managers and supervisors who are responsible for workers required to enter confined spaces will also be given appropriate training.

07. Control of Hazardous Substances

The Control of Substances Hazardous to Health Regulations requires an assessment to be made of risks created by "hazardous" substances. The regulations are based on the step by step approach of identifying the hazardous substance, deciding on the level of risk involved in the use of the substance and implementing controls to ensure those risks are minimised. These controls usually involve:

- ❑ Eliminating the use of the substance
- ❑ Substituting it with a less hazardous substance
- ❑ Controlling the use of the substance and protecting employees and others from risk

An inventory / initial assessment will be retained of the hazardous substances kept, or generated by work processes on the premises, under the control of management. This inventory is kept up to date.

An initial assessment of those hazardous substances on or generated on the premises has been carried out by management. Any new substances or processes resulting in the production of a substance, i.e. substances not already on the inventory, should be preliminary assessed using the attached checklist inventory / initial assessment of hazardous substances. This aims to gather information about the use or generation of hazardous substances on the premises or on site.

If following the preliminary assessment it would appear that there is a significant risk from being exposed to the substance, having regard to its nature and the circumstances of its use, then management will organise a more detailed assessment. Where possible, the supplier's safety data sheet should be obtained to provide necessary information when carrying out the risk assessment. These safety data sheets should be made available to persons using any hazardous substances and preferably kept at the point of use for reference in the event of an accident happening involving the substance. The safety data sheets should be updated as necessary along with the inventory.

Management should ensure that all employees exposed to hazardous substances are given adequate training to enable them to work safely, this includes the findings of the risk assessments, and in particular the control measures needed to minimise the risk. Employees should be instructed not to use any hazardous substance unless trained and authorised to do so and unless it is on the inventory. All training and instruction should be recorded.

In the event of detailed risk assessments having been carried out, the risk assessments will be reviewed regularly and in the event of any process or work activity changes.

Management will ensure that all control measures are correctly applied through regular documented monitoring of the workplace and work activity.

The Company will:

- ❑ Identify hazardous substances that are used, handled or produced on site
- ❑ Obtain safety data sheets and make them available to employees
- ❑ Carry out risk assessments on activities involving exposure to hazardous substances

The Company will ensure control measures are put in place to reduce exposure to the hazardous substance, including:

- ❑ Eliminating the hazardous substance, or if not practical
- ❑ Substituting the hazardous substance where practical do so
- ❑ Segregating the substance from employees if practical to do so
- ❑ Using extraction systems if practical to do so
- ❑ Proving training, information and instruction to employees
- ❑ Providing personal protective equipment
- ❑ Monitor control measures in place
- ❑ Review the use of hazardous substances including updating safety data sheets and information for employees

08. Dermatitis

Occupational skin disease is important and a common health problem. Repeated skin irritation or skin sensitisation can lead to dermatitis. If the Company can detect the signs of dermatitis early enough, and reduce workers‟ exposure to the substances responsible, we as a Company will ensure that this takes place to reduce or cure the disease. If left untreated, dermatitis can become irreversible. If skin becomes sensitised, a small amount can trigger a bad reaction.

The Company will plan what we are going to do if a worker shows signs of occupational dermatitis and make sure our employees are aware of our plans. The Company will make use of manufacturer's material safety data sheets and HSE EH40 / 2005 Workplace Exposure Limits and will take particular note of products labelled R43 "May cause sensitisation by skin contact", or R42/43 "May cause sensitisation by inhalation and skin contact".

Substances

Epoxy resins, latex, rubber chemicals, soaps and cleaners, metalworking fluids, cement, wet work, enzymes and wood can all cause dermatitis. Corrosive and irritating chemicals also lead to dermatitis. Solvents on the skin make other chemicals more likely to cause skin damage.

Hand immersion, particularly multiple short-term immersions using soap or detergent, is associated with dermatitis. The company will assess workers' skin condition as soon as possible after they start a relevant job to provide a baseline of identification, for example within six weeks.

Introduce regular testing - every few months or annually - as advised by the health professional. This could involve a questionnaire and skin inspection, hands, forearms and lower legs if these can be contaminated.

The Company health provider should interpret the results and identify any need to revise the risk assessment. The Company will appoint a responsible person, supported by the health professional, to report any symptoms that occur between tests, for example the nominated first aider.

The Company will keep a health record, and encourage workers to keep a copy of their results in case they change jobs. The company will ensure that it keeps records of the following:

- ❑ The activity that can cause dermatitis
- ❑ Worker's name, address and National Insurance number
- ❑ Products or process they work on, and how often
- ❑ Protective measures provided
- ❑ Date of starting work with the product or process
- ❑ The result of skin inspection

09. Equality

The Equality Act supersedes the Disability Discrimination Act which aims to end the unfair discrimination that is often suffered by people with disabilities in various fields including employment. It is unlawful for an employer to treat any employee or job applicant less favourably, because of a reason relating to his or her disability, than a person to whom the reason does not apply, unless the treatment can be shown to be justified.

Furthermore, where a physical feature of the premises or a particular employment arrangement causes a disabled employee or job applicant substantial disadvantage compared to a non-disabled person, it is the duty of the employer to take such steps as it is reasonable, in all the circumstances of the case, for him / her to take in order to prevent the arrangements or feature having that effect.

A failure to make such adjustment is unlawful discrimination in the absence of objective justification. The Act affects all areas of employment, including recruitment and internal vacancy-filling, performance appraisal, promotion, training and development. The Equality Act places duties on employers with regard to the employment of disabled persons:

- Suitable and sufficient Risk Assessment must be carried out with regards to the disabled person
- Emergency plans and Fire Risk Assessments will need to be amended accordingly
- The access to goods and services part of the legislation may require premises to be audited with regards to access / egress, welfare and emergency facilities

Definition

'Disability' is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out their normal day-to-day activities. The Equality Act makes it unlawful for employers to discriminate against current or prospective workers who have a disability or who have had a disability in the past.

The employer also has a duty under the Act to make 'reasonable adjustments' to the workplace, workstation or working environment to help the disabled person cope with their disability.

A 'reasonable adjustment' is any step(s) that it is reasonable to have to take in all the circumstances. These adjustments should ensure that employment arrangements or premises do not put a disabled person at a disadvantage in comparison to a non-disabled person. An employment tribunal would look at all the circumstances of the case before making a decision as to what constituted reasonable adjustments. For example, things that may have a bearing would be the financial cost of the adjustment, the resources of the employer, practicability of the adjustment and the availability to the employer of financial or other assistance to help make an adjustment.

Access Audits

Businesses should address any physical features which make it difficult for disabled people to use their services. Adaptations and aids sometimes require specialist advice for their specification and installation. Providers of goods and services also should ensure their shops and showrooms are fully accessible.

The access issues which face employers and disabled employees employing, or providing a service to, a disabled person may require no alterations or adaptations at all, but where they are required, assess those requirements and make recommendations on design and

installation. The access issues apply whether the premises are a factory, office or shop. Access audits identify potential problem areas and recommend solutions across a broad range of issues including:

- ❑ The approach to the premises (parking, kerbs, lighting)
- ❑ The entrance (door width, level threshold, door handles
- ❑ The reception (clear signing, non-slip flooring, communication aids)
- ❑ The corridor (width and space to manoeuvre)
- ❑ WC provided for people with disabilities
- ❑ Means of escape (visual alarm, exits accessible by all, signage)

The Company can also assess the needs of a disabled employee in their place of work, looking at:

- ❑ Design and layout of desks and furniture
- ❑ Access to heating and lighting controls
- ❑ Sufficient circulation space
- ❑ Adaptations and specialist equipment

Disability Awareness Training

The Equality Act 2010 requires all employers to provide employment rights for disabled people. The Act also makes it unlawful for providers of goods and services to offer a less favourable service to a disabled person. The Company will consider training for meeting the needs of disabled people. Courses are tailored to the needs of the organisation and its staff, but typically may include:

- ❑ Introduction to the Act
- ❑ Exploration of barriers to assess and integration
- ❑ Common assumptions and labelling
- ❑ Effective communications
- ❑ Review of existing organisational policies and procedures
- ❑ Guidance on good practice for employers and service providers
- ❑ Training days need to comprise of a variety of activities with high levels of participation and opportunities to explore issues

10. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations require employers to determine whether any employees are "users" of display screen equipment, as defined in the Regulations and to provide a working environment, including the work activities and equipment that will not give rise to injury or ill-health.

Management will carry out an initial assessment to identify which employees, if any, are classed as “users”. Where “users” are identified, a further detailed risk assessment must be carried out to highlight any matters that require action regarding the display screen equipment, how it is used, the workstation and the environment. The detailed assessment will be carried out by the Manager. Any further control measures identified will be implemented and “users” informed of the findings.

Appropriate information and training will be given to enable all persons to use the display screen equipment safely and without risks to health. This will include how to adopt a good posture, positioning of equipment, ensuring the chair is correctly adjusted and the need to take regular breaks when undertaking prolonged periods of keyboard or mouse work.

Employees should inform the Manager of any ill health or injury that may affect their use of display screen equipment. In addition if any member of employees experiences any discomfort when using the display screen equipment they should inform the Manager so that suitable action can be taken.

Users of display screen equipment will be entitled to an eyesight test at approved opticians at the expense of the Company.

A new assessment should be carried out by the Manager whenever work circumstances change, e.g. new equipment, new work practices, or if another employee is appointed who uses display screen equipment. A copy of all assessments should be filed for future reference. The Company will:

- ❑ Identify employees who use display screen equipment
- ❑ Carry out risk assessments for those employees who are reliant on the display screen equipment, or who spend more than hour a day continuously at the display screen equipment
- ❑ Inform employees who use display screen equipment of the potential risks of working at display screen equipment
- ❑ Train employees how to adjust their workstations and chairs, and how to adopt a good posture to prevent incidents of ill-health
- ❑ Inform employees of the need to take regular breaks and how to request an eyesight test
- ❑ Instruct employees to report any discomfort when using the display screen equipment
- ❑ Monitor the use of display screen equipment and review assessments as necessary, following changes in staff or workstations, or incidents of ill-health or injury

11. Electrical Safety

The Company will arrange inspection and testing of the electrical systems and equipment by competent persons. Appropriate documentation will be kept. The frequencies of test and inspection will be determined by the competent persons.

The Company will instruct all employees who use electrical equipment on basic electrical safety. This includes:

- ❑ not using any equipment that is obviously defective
- ❑ checking that the cable insulation is not damaged
- ❑ checking that the outer sheath of the cable is securely held in the cable grip within the plug
- ❑ checking that the plug and casing of the equipment is undamaged
- ❑ reporting any defective electrical equipment to their line manager or other responsible person
- ❑ switching off electrical equipment after use
- ❑ not tampering with or carrying out any repairs on electrical equipment unless authorised to do so
- ❑ not bringing in personal electrical equipment to work unless permission is obtained and the necessary electrical tests are undertaken

In addition to the electrical safety, employees should also use the equipment in such a manner, as to prevent trailing cables and should not use the equipment in wet conditions unless specifically designed for that purpose. Extra care should be taken when being used on pedestrian / traffic routes.

Any equipment being identified as defective should be taken out of use by the Company and clearly labelled or if there is possibility that it could be inadvertently used, removing the plug to prevent operation.

12. Environment

The Company is fully committed to helping to safeguard the environment and recognises that respect for the environment is synonymous with human well being. The Policy has three tangible directions:

- Good housekeeping: to manage our places of work in ways to minimise environmental impact and the use of natural resources
- To maximise the ecological potential and biodiversity of our places of work
- To ensure that our environmental policies and practices are accurately perceived by all staff, public and visitors

To implement these objectives there will be the undertaking of audits and reviews, by management, to assess our current practices and to seek improvements. Systems will be developed to address all aspects of Environmental management, taking account of the needs of staff, visitors and the public and ensuring compliance. Management will comply with relevant local, national and European regulations.

All management personnel will be appropriately qualified and trained for the tasks they are required to perform, with appropriate provision for their continued professional development. The Policy together with all objectives and appropriate action plans will be regularly communicated to all staff and visitors.

The Policy will be monitored on a regular basis and fully reviewed every three years. The Policy will be considered as an integral part of our day to day decision making, activities and services. Accordingly the Company will:

- Operate and maintain an environmental management system based on the requirements of ISO 14001 demonstrating our commitment to environmental management
- Continually improve our environmental performance through the use of specific, with regular reviews to monitor progress. We will also encourage visitors and contractors to improve their own environmental performance
- Commit to compliance with all environmental legislation and regulations and secure compliance from those for whom we are responsible
- Reduce the environmental impact of our activities, wherever possible, by effectively managing our use of energy and resources, and minimising emissions to atmosphere. We will strive to minimise waste and recycle wherever practicable
- Communicate this Policy to all those working for or visiting the company and ensure they receive appropriate training to enable them to achieve our aims and objectives
- Make this Policy freely available to all members of staff, visitors and other interested parties and encourage others to adopt similar standards and best practice

13. Fire Safety

Fires in the workplace could potentially cause significant injury and even fatalities to a number of people, however with a few relatively simple precautions and procedures, the fire risk can be minimised. The Company will ensure that:

- ❑ Suitable fire extinguishers are placed at strategic locations throughout the premises.
- ❑ Fire escape routes are clearly marked with the appropriate fire safety signs and are regularly checked to ensure they are kept free of obstruction at all times.
- ❑ Persons working within the premises are asked to report any defects, damage or absence of any fire apparatus
- ❑ Any defective fire safety equipment is replaced or repaired as soon as practical
- ❑ Employees are instructed not to wedge fire doors open and in particular, to ensure they are closed on leaving the building at the end of work.
- ❑ Smoking is not allowed anywhere on the premises!
- ❑ A fire log is kept of all the tests and maintenance carried out on the fire equipment and of the fire training and drills undertaken.
- ❑ Fire evacuation notices which advise people what to do in the event of fire are displayed in prominent locations throughout the premises.
- ❑ New employees and contractors are issued on induction with fire procedures which include the assembly point, nearest fire exits and action to be taken on hearing the alarm

Fire Evacuation Procedure

It is the responsibility of the person discovering the fire to summon the fire brigade and to notify the Manager that they have done this.

If an alarm is raised then people will leave the premises in an orderly manner and assemble at the designated assembly point. All persons will leave the premises by the nearest fire exit without stopping to collect their belongings. No person will be allowed to re-enter the building under any circumstances unless authorised to do so by the Senior Fire Officer of the Fire Authority.

Small fires may be tackled by staff using the appropriate extinguishers but only if they have been trained to do so and if by doing so they are not putting themselves at undue risk. Extinguishers should not continue to be used if there is a risk of the escape route being cut off by smoke or fire or if the fire continues to grow. In cases of doubt always raise the alarm, evacuate the premises and await the arrival of the fire brigade.

The Company will ensure that clear access to the premises is maintained, as far as is reasonably practicable, to enable the emergency services to have unrestricted access to the site of the fire.

Staff will have regard to contractors and visitors on the premises and these persons will be escorted / instructed where to assemble.

Once the premises have been cleared, the Manager will go to the Assembly Point with the staff and visitor register to enable these persons to be accounted for and await the arrival of the emergency services.

14. Fork Lift Trucks

Fork lift trucks are used to move heavy and bulky items around the premises and re-stack them. Fork lift trucks are often involved in serious accidents that occur at premises where fork lift trucks are used.

The fork lift trucks used on the premises all comply too EC standards and are regularly maintained. In addition the load bearing lifting parts are examined by a competent person and a certificate obtained.

As well as a manufacturers plate being fitted and giving information such as serial number, un-laden weight, rated capacity and maximum lift height, the fork lift trucks are supplied with horns, movement warning devices such as bleepers and flashing lights and seat restraints.

All fork lift truck drivers have attended a training course run by an accredited trainer. Refresher training is given when necessary, e.g. expiry of license or identified as a training need. Employees have been instructed that they must not operate a fork lift truck unless trained and authorised to do so.

Fork lift trucks do operate in areas where they may be other workers. In order to safeguard their safety the operations are segregated by the use of barriers where practical. Where this is not practical, warning signs are displayed informing employees that lift trucks are working in that area. Drivers have been instructed to use the horn and flashing lights where other employees are likely to be present.

Employees should be made aware of standing clear of lift trucks that are lifting or lowering loads and not to walk directly behind the lift truck as they may not be seen by the driver.

All floors where the fork lift trucks operate are maintained in good condition and kept free from pot holes and obstructions.

Drivers should be aware of the following basic rules:

- ❑ Observe safe loading limits.
- ❑ Look out for obstructions.
- ❑ Ensure the width of the load is not wider than the gangways and openings
- ❑ Avoid sudden stops
- ❑ Travel with the forks lowered
- ❑ Lower heavy loads slowly
- ❑ Leave the fork lift truck with the forks lowered
- ❑ Never leave the keys in an unattended lift truck
- ❑ Never allow unauthorised persons to operate a fork lift truck
- ❑ Complete daily maintenance checklists

The LPG refuelling takes place in well ventilated areas away from sources of ignition since there is a risk of explosion or fire. Emergency eye wash facilities are also provided. To avoid sparks the LPG should be fitted with the engine isolated and switched off.

In order to ensure the fork lift truck is in good working order the following daily checks should be made by the drivers:

- ❑ Tyres are free from damage and at the correct pressure
- ❑ Parking and service brakes are working efficiently
- ❑ Audible warning signals work
- ❑ Fluid levels, i.e. water, fuel, lubricating oil and hydraulic oil
- ❑ Batteries adequately charged
- ❑ Systems for lifting e.g. forks, chains, mast, mast carriage

Records of the daily checks should be retained in the warehouse office and counter checked / signed for by the supervisor at the end of each week.

Any issues / defects arising should be reported immediately to supervision and the fork lift truck (if deemed inoperable) taken out of service until such issues / defects have been remedied by a competent engineer.

15. Hand-arm Vibration

Vibrating hand held tools, equipment or processes can have an adverse effect on employees using or exposed to them. Operatives of vibrating equipment can suffer from various forms of damage known as hand-arm vibration syndrome if suitable control measures are not put into place. In order to reduce the risk from vibrating tools or processes, management will ensure the following steps are taken:

- ❑ Identify all tools or activities where employees may be at risk from vibration. For example, power hammers, compactors, concrete breakers, chain saws, circular saws, gardening equipment

- ❑ Provide information and training to operators on hand-arm vibration syndrome symptoms and how to report any injury or adverse health effects

The Company will ensure that training undertaken will cover the following information:

- ❑ Improving blood flow to hands and fingers whilst working

- ❑ Keeping hands warm

- ❑ Reducing or stopping smoking

- ❑ Selecting the right tool for the job

- ❑ Not using more force than necessary

- ❑ Taking regular breaks

- ❑ Maintaining tools in good condition

- ❑ Recognising and acting on symptoms

The Company will carry out specific risk assessments on equipment which can potentially create hazardous vibration and control, as far as is reasonably practical, the vibration from the equipment / machines. This can be achieved by using low-vibration tools or fitting ‘ant-vibration’ handles.

The Company will provide and encourage the wearing of warm gloves to help maintain the blood flow to the fingers, rotate jobs or ensure regular breaks are taken as far as is practical.

Where a risk from vibrating tools has been identified, a suitable health surveillance programme will be implemented with an occupational specialist. Regular checks are to be carried out on operators’ hands. Operators will be reminded of symptoms and reporting procedures.

New equipment will be assessed before purchase and preference will be given to those with low vibration levels. All equipment will receive regular maintenance to keep it in good working order since a machine that is well maintained will reduce vibration levels.

16. Health Surveillance

Appropriate health surveillance will be provided to employees who are likely to be exposed to substances that may affect their health in order to identify illness at the earliest possible stage.

If an employee is likely to be exposed to substances hazardous to health, the Company will provide sufficient information and instruction, so that employees are aware of:

- ❑ The health risks
- ❑ The precautions that should be taken

Our health surveillance arrangements will consist of the following:

- ❑ Employee questionnaires for new staff
- ❑ Baseline assessments conducted by appropriately qualified personnel
- ❑ For low risk employees health surveillance questionnaires

Where the Company are aware that employees may suffer from ill health through particular work activities or work on particular sites the Company will seek further advice from our health and safety advisors.

17. Hostile Environments

Where Risk Assessments are carried out and identify hostile environments, a record of the significant findings appropriate control measures will be kept (such as details of personal protective equipment provided). Where training is carried out, a record of the training will be maintained in the employee's personal records.

The Company recognises the importance of safety, health and welfare in and believes in the active participation and co-operation of every employee engaged by the Company in order to achieve and maintain the highest practicable standard of accident prevention.

Activities will be conducted paying all due regard to statutory requirements, with appropriate safeguards against exposing employees and the general public to risks to their health and safety.

The Company will safeguard employees against hostile environment risks presented by extremes of temperature, dust, noise, inclement weather and harsh sunlight. This will be achieved within the framework of the Company organisation and arrangements for the promotion of safety, health and welfare.

Should employees have any concerns related to health and safety in inclement weather they should inform management, enabling the Company to take any appropriate remedial measures.

The Company will, in consultation with workers and their representatives carry out a Risk Assessment of those situations where workers are exposed to potentially hostile environments and implement appropriate control measures, for example:

- ❑ Lock-out devices
- ❑ Permit to Work Systems
- ❑ Restricting access to controlled areas to authorised personnel only
- ❑ Personal / respiratory protective equipment (PPE / RPE)

Management will, where employees cannot be protected from hostile environment risks, for example inclement weather, through engineering controls or by the use of PPE:

- ❑ Halt work pending a return to safe conditions or until such a time as a Safe System of Work is formulated
- ❑ Make arrangements for the safe handling, storage, transportation and use of all articles and substances
- ❑ Where necessary, provide information, instruction and training to personnel prior to them embarking on a task, which will be reinforced periodically as required

Procedural Responsibilities

Where hazardous conditions exist or are likely to become manifest and are not induced by the work activity, managers should ensure that special procedures are implemented which are designed to exclude the hostile environment risk at source, by such means as the use of cooling fans, extraction fans, water sprays and sound proofing.

Managers will ensure that adequate procedures are devised to deal with emergencies and that lines of communication are publicised understood and periodically tested. These lines of communication are particularly important for employees working in hostile environments.

Managers will ensure that all employees under their charge know their safety duties and follow all approved procedures. Any special procedures formulated will be written and explained to the workforce.

Managers must ensure that any special procedures necessary for the safety of workers in hostile environments are implemented and adhered to. They are responsible for keeping senior management informed of the successes and failures of Company Policy by:

- ❑ Supplying data or other material on hostile environment safety and making recommendations when necessary for improving safety standards within such environments

- ❑ Reporting to senior management and investigating all accidents and near-miss incidents occurring within their workplace

- ❑ Taking disciplinary action for breach of safety regulations relating to hostile environments

If lone working is involved there will be an increased need for supervision. This will involve establishing better lines of communication and should involve the use of radio reports at prescribed intervals. When this is through travel from one location to another via car then company mobile phones will be utilised.

- ❑ Employees must ensure that when working in hostile environments they adopt the following:

- ❑ Comply with work procedures devised by management

- ❑ Follow communication procedures that have been devised

- ❑ Report any defects or unsafe conditions

- ❑ They are aware of how different equipment should be used, if at all, in particular hostile environments, for example use of power tools in wet conditions

- ❑ Make proper use of any personal protective equipment supplied by the Company, maintain such equipment in a serviceable condition and report any defects to management

18. Hot Works

The Company will comply with all mandatory requirements and, so far as is reasonably practicable, ensure the health and safety of all who may be affected by oxy-fuel and electric arc cutting, gouging and welding processes.

This will be achieved by establishing Safe Systems of Work, based on Risk Assessments by competent persons that will either eliminate or reduce hazards to acceptable levels. The safety systems will be supported by the provision and maintenance of the requisite safety and personal protective equipment, information and training where needed and the development of safety awareness throughout all levels of the Company.

- ❑ The following procedures will deal with any potential risks to health and safety:
- ❑ Safety procedures will be devised (see Safe System of Work below for example)
- ❑ All operators will be trained and competent in those procedures
- ❑ Necessary safety equipment will be available and fit for its purpose
- ❑ The safety systems will be audited and appropriate records kept and reviewed

All operators will share the responsibility for preserving their own, their colleagues' and other people's health and safety. By complying with the Company's safety systems and informing their managers of any unsafe or hazardous conditions of work; or of their own physical condition if that could prejudice safety. The Company will review any such reports and take appropriate action, informing employees of the outcome.

When undertaking any hot work on behalf of the Company the following requirements are to be observed:

- ❑ All equipment must be in good condition, properly installed and routinely inspected by a competent person, and records must be kept where required by regulations
- ❑ Flexible hoses, cables and connections must be free from damage or risk of damage in service. Cables and hoses shall have adequate carrying capacity
- ❑ Operators shall wear eye, ear, face, head and body personal protective equipment provided
- ❑ The atmosphere in the vicinity of work must be known to be safe to breathe and free from flammable gases
- ❑ Adequate ventilation and fume extraction must be provided and used as required by the COSHH Risk Assessment and especially in enclosed areas and pits
- ❑ Surfaces to be heated by the process must be cleaned of contaminants that may be degraded by heat or give off noxious fumes, for example paints, plastics, zinc coating
- ❑ Naked flames or high temperature surfaces must not be allowed in the vicinity of volatile solvents. All moveable flammable materials must be removed from the vicinity of work and fireproof covers placed over all flammable materials that cannot be removed
- ❑ The work-piece and any access equipment must be safely secured

- ❑ A permit to work procedure must be operated in hazardous closed environments

- ❑ The work surrounding work area including levels below must be cordoned off with appropriate barriers and warning signs to notify others and prevent unauthorised access

When undertaking any oxy-fuel gas processes on behalf of the Company the following requirements are to be observed:

- ❑ Handle cylinders carefully, keep outside enclosed areas and tether upright safely. Keep oxygen cylinders away from fuel gas cylinders where possible

- ❑ Ensure screwed fittings and hoses are correct and keep screwed and sealed surfaces free of contaminants, oil and grease

- ❑ Close cylinder valves when flame is extinguished

- ❑ Ensure any vessel, drum or tank that has contained flammable or toxic substances has been properly cleaned and inspected before subjecting it to hot work

- ❑ Remove all torches from enclosed areas when not in use

- ❑ Use fire-watchers if there is a possibility of ignition unobserved by the operator, for example on the other side of bulkheads

When undertaking any arc cutting, gouging and welding processes on behalf of the Company the following requirements are to be observed:

- ❑ Connect the welding current return cable to the work-piece close to the arc point or to a well electrically conductive support structure in good contact with the work-piece. Also, connect the work-piece or the support structure to a separate earth terminal

- ❑ Beware of increased fume hazards when welding with chrome containing fluxed consumables or high current metal inert gas (MIG) or tungsten inert gas (TIG) processes

- ❑ Avoid being in contact with water or wet floors when welding. Use duck-boards or rubber protection

- ❑ Provide screens to limit exposure of others to glare from arcs

- ❑ Use the correct eye and face protection with the correct filter glass

- ❑ Use a low voltage open circuit relay device if welding with alternating current in constricted or damp places

19. Housekeeping

Poor standards of housekeeping are a common cause of injury at work and can create unnecessary fire hazards. They often result from poor working practices and / or organisational deficiencies.

The Company recognises the need to ensure that adequate standards of housekeeping are achieved. The Company attains the highest possible standards in accordance with its commitment to providing a Safe Place of Work. Poor practices include:

- ❑ Untidiness
- ❑ Lack of thought and consideration by the individual
- ❑ Ignoring rules and procedures

Poor housekeeping resulting from organisational arrangements includes:

- ❑ Badly designed systems of work
- ❑ Insufficient space for work activity
- ❑ Inadequate storage facilities
- ❑ Lack of training or information
- ❑ Poor supervision
- ❑ Infrequency or inefficiency of cleaning arrangements

Inspections of the Workplace

Workplace inspections will be carried out, on a regular basis, by designated personnel to identify areas where standards require improvement. These areas will be highlighted for remedial action.

Storage Facilities

Storage areas will have been defined within the workplace. Requirements should be reviewed periodically and whenever refurbishment or relocation takes place. Articles and substances will be stored in defined areas at all times.

Waste Collection and Removal

Floors will be cleaned on a regular basis and waste bins should be emptied daily. Rubbish will be kept in suitable containers and should not be allowed to overflow. Combustible waste must be kept away from ignition sources, large items of rubbish that pose a particular hazard, for example obsolete items of furniture, and will be disposed of without delay.

Information and Training

Suitable information and training will be provided to all employees in housekeeping arrangements within the workplace and in the standards expected by the Company.

Procedures

To ensure satisfactory standards of housekeeping are achieved the following arrangements will be adhered to:

- ❑ Check that the workplace is free from hazards at the beginning of each day
- ❑ Always put articles away immediately after use
- ❑ Clear up any spillage immediately
- ❑ Do not allow objects to protrude into walkways
- ❑ Ensure that waste materials are properly stored and are removed on a regular basis
- ❑ Ensure that special arrangements are made for the removal of unusual or extra large objects or substances
- ❑ Do not store articles or substances anywhere other than in designated areas
- ❑ Ensure the workplace is tidy and articles and substances have been put away at the end of the shift

All Company staff must ensure that they maintain, within their areas of responsibility, a satisfactory standard of housekeeping at all times. The following duties apply:

- ❑ Ensure that articles are not left in walkways or on the floor
- ❑ Ensure that there are no trailing cables
- ❑ Ensure that articles are stored in designated places
- ❑ Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained
- ❑ Arrange for obsolete or unwanted articles of furniture to be removed
- ❑ Ensuring that they do not allow waste materials to accumulate in their working area, and keeping their workstations tidy
- ❑ Acting in accordance with information and training relating to housekeeping in the workplace
- ❑ Reporting problems relating to storage or removal of articles to management

20. Ladders and Stepladders

The ladder is a commonly used piece of equipment yet it tends to be taken for granted and abused. Annually there are many serious accidents, some fatal, involving the use of ladders and step ladders.

Only persons trained and authorised to use ladders safely may use them on the premises. The ladders and step ladders should be checked by the user to ensure they are free from the following defects:

- ❑ Paint, oil, mud and other residual debris
- ❑ Cracks
- ❑ Painted, missing, bent or loose rungs
- ❑ Warping, splitting (if wooden) or corrosion (if metal)
- ❑ Damaged or missing slip resistant plastic/rubber feet
- ❑ For step ladders – missing or damaged stays, chains or cords
- ❑ Routine checks should also be undertaken and recorded

When erecting a ladder the following basic rules should be applied:

- ❑ Ladders should be erected on firm, level ground so that the weight is evenly distributed on each stile
- ❑ Ladders should be set at 1m out at the base for 4m of height that is an angle of 75^0
- ❑ Ladders must be lashed, or otherwise secured, against slippage sideways at the top or outwards at the base.
- ❑ Where the height of the ladder is less than 5m, a second person may foot the ladder to prevent it slipping
- ❑ Where ladders are lashed in place, suitable cones / signs should be displayed to minimise the risk of vehicles / people hitting the ladder
- ❑ Where ladders lead to a stepping off point, they must extend at least 1.05m above the stepping off point
- ❑ Step ladders should be extended fully to create a wide base

21. Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) cover lifting equipment and associated accessories. Lifting equipment and accessories will not be used unless it has either been thoroughly examined by a competent person or if not previously used, it has an "EC" declaration of conformity.

All equipment used for lifting will be marked so that it can be easily identified and entered into a register to ensure that no items are missed during the maintenance and inspection programmes.

All lifting equipment and accessories will be maintained in accordance with manufacturer's recommendations. In addition to the maintenance, all lifting equipment and accessories will be subjected to a thorough examination by a competent person. The Company's insurers assist in the selection of a competent person. The frequency and nature of the thorough examination will be determined by the competent person along with any testing required. However as a rough guide all lifting equipment will be thoroughly examined every 12 months unless used for transporting people and then this will be examined every six months. All lifting accessories e.g. chains and slings will be examined every six months.

- Thorough examinations will also be undertaken if the equipment has been subjected to any damage

- Suitable storage facilities which will protect the lifting accessories from damage will be provided

- Records are kept of the maintenance carried out on each item and of the details of the thorough examination

All lifting equipment and accessories will be marked with the safe working loads or be provided with such information. Employees, as part of their training into the safe operation of lifting equipment, will be instructed not to exceed the safe working load. Training will also include how to report any defects in the lifting equipment.

22. Lone Working

Some employees work activities involve them working away from the office when visiting clients, undertaking site visits. Employees who regularly carry out such work are either provided with company vehicles or use their own private vehicle for work.

Due to the nature of the work, it is unlikely that our employees will be subjected to verbal or physical abuse. However certain procedures are in place to help locate our employees should we need to in an emergency situation.

Employees are provided with or have access to a mobile phone when conducting duties away from the office.

Employees sign in and out when leaving / arriving at the office.

Employees leave details of visits and expected time of return in the office. If they are delayed or their plans are altered then contact should be made with the office to let them know of the changes.

If employees were in any doubt or were concerned about visiting a particular neighbourhood on their own, they should be accompanied by a colleague.

Employees should record any incidents of aggressive behaviour towards them, whether it is from a client, or member of the public, in the accident book whether or not it resulted in an injury. If the aggressor is a client, an indicator will be made on the client file to alert other employees that the person is potentially aggressive and they should visit in pairs or not at all.

When at the client's premises any health and safety rules such as visitor and fire procedures should be followed. Employees have been instructed not to enter any restricted areas unless authorised to do so.

Suitable footwear and clothing should be worn having consideration for the type of premises to be visited. If personal protective equipment is required such as at a construction site or workshop, then employees have been instructed not to enter unless the client is able to provide them with appropriate clothing or equipment.

Generally work equipment belonging to the client should not be used by employees unless permission is granted by the client.

In the event of having to make visits in bad weather, an assessment should be made as to whether it is safe to make a journey. Consideration should be given to the urgency of the visit, length of the journey, the seriousness of the weather and advice from the local police and automobile organisations when making the assessment.

23. Managing Stress at Work

Everyone experiences reactions to stress at some time or another. Some people actually enjoy and get a “buzz” from being put under pressure. However problems can arise when people are put under too much pressure that they are not able to cope with. This may be a temporary situation or if it lasts for a long period can cause severe ill health to the person concerned.

All staff and managers have a responsibility for managing stress in the workplace.

The Company will:

- ❑ Be vigilant and act on their suspicion if they believe that a member of staff may be experiencing stress.
- ❑ Ensure that staff, are adequately trained and able to carry out their work efficiently and competently.
- ❑ Ensure that all members of staff are treated fairly and consistently.
- ❑ Encourage staff to report if they feel under pressure or know of a colleague under pressure
- ❑ Deal with all reports of stress appropriately and without ridicule
- ❑ Ensure staff, are aware that bullying and harassment will not be tolerated
- ❑ Work with staff experiencing stress to find a suitable solution. If necessary specialist assistance, will be sought to help individuals deal with stress.

24. Manual Handling

The Manual Handling Operations Regulations require employers to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured. Where this is not practical to do so, the employer must carry out an assessment of all risky operations and then take steps to reduce those risks.

A manual handling operation is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load) by hand or by bodily force.

Managers should first consider each employee's work activities and identify all manual handling operations which fall within the definition above.

From this list of manual handling operations the Manager should then highlight those operations where there is a risk of injury and whether the operation can be avoided, mechanised or automated at reasonable cost (Section 1 of the manual handing risk assessment).

If there is a risk of injury and the operation cannot be avoided, mechanised or automated then these operations will need to be risk assessed by completing Section 2 of the manual handling risk assessment checklist.

Where practical, manual handling operations will be mechanised by using lifting equipment and machinery and trolleys or sack barrows where space may be restricted e.g. in buildings. Any equipment provided for the use of manual handling operations will be maintained.

Any control measures identified through the risk assessment process need to be brought to the attention of employees involved in the manual handling operations. Employee training on manual handling techniques will also be carried out since it is recognised that many accidents and long term injuries occur through incorrect manual handling operations, therefore training in correct procedures and techniques is essential.

The Company will:

- ❑ Identify all manual handling operations where there is a risk of significant injury
- ❑ Carry out a risk assessment on the manual handling activity
- ❑ Mechanise the activity by using lifting equipment such as trolleys or sack barrows. Where practical
- ❑ Maintain any equipment provided for the use of manual handling operations
- ❑ Ensure any control measures identified through the risk assessment process are brought to the attention of staff involved in the manual handling operations
- ❑ Provide staff training on manual handling techniques

How to lift

- ❑ Stand close to the object with feet apart
- ❑ Do not twist your body
- ❑ Squat down – back straight- knees bent
- ❑ Grab the object firmly
- ❑ Breathe in (inflated lungs activate the inner muscles and help support the spine).
- ❑ Lift slowly using the leg muscles – straighten up to vertical
- ❑ Hold the object close to your body
- ❑ Do not use jerky movements
- ❑ If lifting with someone else talk to each other all the time to co-ordinate the movement – do not assume

25. Mobile Elevating Work Platforms

The basic types of mobile elevating work platform are:
- ❑ scissor lifts
- ❑ telescopic booms or jibs
- ❑ articulating and telescopic booms

All of these may be either:
- ❑ towable units
- ❑ vehicle-mounted
- ❑ self-propelled, or
- ❑ pedestrian controlled

The main functional differences between the three basic types of platform are described below.

Scissor lift

This type of appliance gives a vertical lift only (see below). It may be fitted with outriggers, depending on its size and the height to which it extends.

Hydraulic extending boom (telescopic)

This type gives both vertical height and outreach (see below). The working platform may also be manoeuvrable. All boom-type MEWPS are generally known as ‘cherry-pickers’.

Articulating and telescopic or multi-boom articulated

These types of equipment are usually vehicle mounted (see below). They give a wide range of reach and height, with good platform mobility. They are nearly always equipped with outriggers. There are specialised types, for instance, machines that enable access to the underside of bridge arches from the roadway above.

Some units have a ‘travel while elevated’ ability and four-wheel drive (see below). Rough terrain MEWPs have been specially developed for construction site work.

Sizes

Sizes and capabilities vary considerably. Small, one-person platforms are available, with safe working loads of about 100 kg, and working heights of a few metres.

At the other end of the scale, platforms may be over 4 m x 2 m in size and have safe working loads in excess of 1,000 kg. Extending boom heights exceeding 60 m are obtainable and the outreach of some units can exceed 30 m.

The work activity which results in the use of MEWPs must, of course, have been subject to a risk assessment under The Management of Health and Safety at Work Regulations.

Causes of accidents

MEWPs can provide safe access and safe working at heights, and are often safer than ladders or other access equipment. However, there have been a number of serious accidents in which operators have been thrown from MEWPs, particularly ‘cherry pickers’.

This can be caused by such events as the moving basket snagging an obstruction or the operator simply leaning too far beyond the guard-rail. In many cases, the wearing of a safety harness and short restraint lanyard, clipped to a strong point inside the basket, would have prevented the accident.

This advice relates primarily to ‘cherry pickers’ but it is also relevant to scissor lifts if the operator is at risk of falling, for example, as a result of leaning too far over the guard-rail.

The typical ‘cherry picker’ consists of one or more pivoted arms. Movement from a single pivot causes the basket to move through an arc. To make the basket move in a straight line, for example up or down the face of a building, the operator must adjust more than one control either alternately or simultaneously.

Accidents can occur when the operator is too ‘heavy handed’ with the controls, or the actual movement of the basket in relation to the degree of control movement is too coarse. This may cause the basket to move further and more rapidly than anticipated, or the operator may not be able to compensate quickly enough for the ‘arc’ movement. This may result in the basket striking, or being obstructed by, a nearby structure. If this occurs and power continues to be applied, the basket could become jammed and it is possible that a structural failure of part of the machine or a sudden movement of the basket could throw the operator out.

Other significant causes of accidents are:

- ❑ when a nearby vehicle or mobile plant strikes the MEWP, for example, if part of the boom encroaches into a traffic route
- ❑ if road traffic skids into the machine on wet or icy roads
- ❑ entrapment of the operator below a fixed object whilst elevating the basket or platform
- ❑ failure of the levelling system or a major component of the MEWP
- ❑ an unexpected movement or overturning due to incorrect installation, or soft or uneven ground
- ❑ falls from height whilst climbing from a MEWP onto a roof or other high level place (MEWPs are intended for use as work platforms and not as a substitute for stairs to gain access to upper levels).
- ❑ lack of information, instruction and training resulting in collisions whilst manoeuvring
- ❑ where the nature of work being done from the basket may mean that operators are likely to lean out. This may happen, for example, when operators:
  1. inadvertently, or for reasons of speed and convenience, overreach or stretch from the basket and overbalance, or
  2. are handling awkward work pieces which may move unexpectedly
- ❑ where rapid movement of the machine is possible
- ❑ where there are protruding features which could catch, impede or trap the basket.

Error of judgement by operators, or a lack of sufficient information, instruction, training and supervision can cause rapid movement of the basket and collision whilst manoeuvring. Whilst many incidents have been attributed to ‘operator-error’, these errors are foreseeable and should be considered as part of the employer’s risk assessment.

The Company’s risk assessment will, therefore, consider:

- ❑ information, instruction, training and supervision
- ❑ competence and operator suitability
- ❑ the degree of fine control that is necessary and available for the safe movement of a MEWP
- ❑ the condition, suitability and maintenance of the MEWP
- ❑ the need for, and use of, fall-arrest or fall restraint equipment

Controlling the risks

Having assessed the risks, the Company and others responsible for the use of MEWPs will implement measures to control those risks. The precautions for safe working from a MEWP include:

- ensuring that a MEWP is suitable for the job to be undertaken, as revealed by a risk assessment
- ensuring guard-rails and toe-boards are fitted to the platform or the basket
- ensuring the machine is never overloaded
- using stability devices provided, i.e. outriggers, to make the machine stable
- the provision of designated anchorage points for the attachment of lanyards
- locking-out controls (other than those in the basket) to prevent unintentional operation
- correct planning of the proposed task
- use of trained, competent and
- experienced operators
- instructions when to enter or leave a
- basket, such as when it is fully lowered
- instructions for emergency procedures, such as rescue should the operator be incapacitated
- use, as and where necessary, of suitable
- fall restraint equipment or, in high-risk
- situations, fall-arrest equipment

Fall protection Work restraint system

Whereas fall-arrest equipment allows a person to fall but arrests the fall before the person hits the surface below, work restraint equipment prevents the fall from happening. The main feature of work restraint equipment is that a shorter lanyard is used which restricts the operator's limit of travel to the confines of the basket or platform.

Lanyards should be carefully selected, taking into account the features of the machine on which they are to be used, to ensure that the user cannot get into a situation where a fall could occur.

There are, as yet, no European Standards for 'restraint systems' but the scope of BS EN 358 specifically states that such devices are not intended to arrest a fall.

Fall-arrest system

This passage of text refers predominantly to the use of 'cherry pickers', although in some circumstances parts could also be relevant to the use of scissor lifts. Where a decision has been taken to rely on fall-arrest equipment as a means of preventing injury, it will be necessary for the operator to wear a full body harness and a lanyard equipped with an energy absorber. Vital considerations are:

- the height at which work is being carried out must be such that it allows the lanyard to arrest the fall and the energy absorber to deploy before the wearer hits the surface below. A minimum working height of 6 metres is recommended if fall-arrest is to operate successfully
- the anchor point on the machine must have been designed to withstand the shock-loading of arresting a fall. Many anchor points fitted to MEWPs are only rated for work restraint. If the anchor point is not marked with its rating, contact the manufacturer to find it out

- users of harness and lanyard must have been trained in their use, inspection and care
- in arresting a fall, a ‘cherry picker’ will flex, which could eject other occupants and materials out of the basket. This could also overturn the machine if it is operating towards the extent of its lateral operating-envelope
- a check must be made that the structure has no projecting features that the falling person would strike during the fall
- how the person who has fallen will be rescued after the fall has been arrested

This may be as simple as another operator gently lowering the boom of a ‘cherry picker’ using the ground level controls until the fallen person is at ground level. A safety harness must never be attached to anything outside the platform; operation of the controls in this situation could leave the user suspended in mid air.

An exception to wearing a harness whilst operating a mobile elevating work platform is when the machine is working over or near water. If a harness is being worn in such circumstances and the MEWP toppled into the water, the operator could be dragged under the water and drowned. The wearing of harnesses in such situations is not recommended, although operators should wear life jackets.

Safe operation of MEWPs Safety helmets

Safety helmets must be worn if there are overhead obstructions in the area of operation or if there is a possibility of injury resulting from falling objects. On all building and construction sites, the wearing of safety helmets is mandatory. Chin straps should be worn to prevent the helmet slipping off and falling to a lower level and perhaps injuring someone.

Safe working load

The safe working load (SWL) specified by the manufacturer must not be exceeded. The maximum number of persons permitted on the platform may also be given but, if it is not, 85–90 kg of the SWL should be allowed for each person.

Care must be taken not to exceed the SWL with tools and equipment when work is being carried out from the platform. Examples of how this can also be caused are:

- allowing an accumulation of plaster, cement, blasting grit or other loose materials
- the removal and lowering of fans, motors, pipe work, window frames or other equipment from high level onto the platform prior to removing them for repair, maintenance or replacement
- the temporary storage of removed materials, such as roof tiles
- any form of shock loading

It is usual for a single SWL to be specified for all conditions of height or reach.

Height and reach

The figures given by manufacturers are the maximum possible; allowance has already been made for the physical height and reach of the operator. If it becomes evident that the task requires a range of travel that is outside the reach of the machine, work must be stopped and the job reassessed.

Steps, ladders, hop-ups or boxes must never be used on the platform or in the basket to gain extra height or reach!

Operating envelope

All configurations of MEWPs have an operating area or envelope. With scissor lifts, the operating envelope will be determined by the maximum height and width of the platform; with articulated booms, it is a more complex shape.

As maximum height and maximum reach are not usually available at the same time, care is needed to ensure that the intended work area is within the machine's operating envelope.

Ground conditions

MEWPs are often fitted with outriggers or stabilisers and these must always be fully deployed and used as recommended by the manufacturer. Attempting to operate the unit too close to a building or obstruction can make it impossible to fully extend the outriggers, and therefore unsafe to use. Before deploying stabilisers or outriggers, check:

- ❑ that the machine is either level, or can be levelled up
- ❑ that the ground is firm, without hidden voids and will support the loading with the use of adequate packing if necessary
- ❑ that the machine will not have to pass over a cellar, basement, sewer, drain, manhole, old trench, un-compacted backfill or anything else that might collapse

Travelling in operational mode

Travelling with the platform occupied or boom extended should only be undertaken when this mode of operation is within the machine's specified capabilities. Travel must never take place with outriggers or stabilisers extended, unless the machine is designed to function in this way. Before travelling, a check should be made to ensure:

- ❑ no ramps, trenches, holes or other ground obstructions lie in the path of travel
- ❑ no overhead electrical or other (communication) cables, building projections or other overhead hazards will be encountered
- ❑ adequate warning has been given to people on the ground
- ❑ a signaller or other responsible person is employed, if necessary
- ❑ nothing has been left unsecured and liable to fall off
- ❑ no trailing hoses, cables, wires on the unit or other snagging hazards are in the path of travel

Travelling up and down inclines and traversing slopes should only be undertaken within the limits laid down by the manufacturers. Specially designed units, designated as 'rough terrain', can operate (usually without any stabilisers or outriggers) on construction and other sites where ground conditions may not permit a standard type vehicle to be used.

Tandem use

Under no circumstances should two platforms be linked together or bridged. However, in some circumstances, manufacturers can advise on the **interlocking** of platforms and controls so that one set of controls operates both platforms, allowing directional stability to be maintained at all times.

If a unit is being used in conjunction with a crane or some other appliance, a safe system of work must be planned and implemented; it should clearly define individual responsibilities and set out precise arrangements for communication.

Wind and wind speeds

A MEWP must not be used in wind speeds exceeding those specified by the manufacturer. One commonly specified wind speed upper limit is that of 30 mph (Beaufort Scale Force 6 – Strong Breeze) or about 12.5 m per second.

This is also generally accepted as the maximum wind strength in which an operator can work without undue discomfort. Other problems associated with operating in windy conditions include:

- the funnelling effects of winds between buildings, where actual wind speeds may be double that measured in the open in the vicinity of large slab-sided buildings, high wind speeds and eddy currents may be created at the corners and on the side facing the wind
- the effect of height; wind speed may be 50% greater at a height of 20 m than it is at ground level is the percentage to be added to ground level wind speed to correct for working height. Height above ground at which platform will be used
- wind chill factor. On a calm day 10°C is cool but not unpleasant, but with a wind of 20 mph the temperature experienced on the face and hands is 0°C. If the day is cold, bout freezing, the temperature experienced on the skin can be down to –15°C, making it almost impossible for the operator to work safely unless properly clothed and equipped for the circumstances.

Problems may also arise when handling sheet materials, panels and other materials light in weight in relation to their area. They can act like ‘sails’ and seriously affect the stability of a mobile elevating work platform due to the excess wind loading. If such materials are to be used, due allowance should be made, especially in gusty conditions.

Due to the difficulty in accurately estimating wind speeds by the observation of trees, windblown litter, smoke, etc., a hand-held anemometer should be used where necessary.

Use on roads

People trained to operate a vehicle-mounted MEWP on site may not drive it on a public road, unless they hold the appropriate goods vehicle licence.

Prohibited uses

MEWPs must not be used:

- as jacks, props, ties or supports
- primarily for the transportation of goods or materials
- as a crane or lifting appliance

Such uses are either outside the designed use and safe working limits of the machine, or would bring it under other statutory provisions, such as those applicable to cranes and hoists.

Platforms must not be tied to buildings or other structures to gain additional support. The operation of the controls in such circumstances could cause an accident or create another hazard.

Extra height should not be gained by using ladders, stepladders or similar devices on the platform or in the basket of a MEWP. If the machine itself does not reach the required height,

it is the wrong machine for the job. An alternative machine must be obtained or an alternative (safe) means of access devised.

Operator requirements - physical fitness

People nominated or applying for training as operators should meet the following general requirements:

- ❑ must have full physical mobility
- ❑ must have sufficient agility to climb in and out of the platform
- ❑ must have a good head for heights, and not be subject to vertigo or acrophobia (fear of heights)
- ❑ must have good hearing in case warning signals are given
- ❑ must have the correct colour vision for colour-coded controls (the Ishihara colour test may be relevant)
- ❑ must have the ability to accurately judge space and distance
- ❑ must have good eye-to-hand co-ordination, and sufficient dexterity to operate the controls
- ❑ must have good eyesight, with glasses if necessary. The ability to read a car number plate at 25 m is usually satisfactory
- ❑ must have a stable disposition

Fainting or dizziness may render people unsuitable as operatives.

Duties of operators

The main duties of operators are:

- ❑ to operate the machine safely and without risks to themselves or anyone else who may be affected by the works which are being carried out
- ❑ to operate the machine in compliance with the manufacturer's instructions and recommendations, and to ensure that it remains safe and stable
- ❑ not to abuse, ignore or override any safety device or equipment
- ❑ to report all defects, faults or dangerous situations
- ❑ to stop work and seek advice in any conditions that they consider could be unsafe

Training

No-one will be allowed to operate a MEWP unless they have demonstrated their competence on the machine and have had proper and adequate training. A wide range of MEWPs are now available, and operators will be trained specifically for the type of machine in use that they are required to use.

For example, a person competent to operate a scissor lift would need separate and specific training and become competent before they could use an articulated boom unit ('cherry picker'). Both knowledge and skill should be tested during training to ensure that the operative has achieved a satisfactory standard of competence. For all types of unit, three main stages of training can be identified:

- ❑ basic understanding of the operating principles, and the knowledge necessary for the day-to-day operation of the platform
- ❑ task-specific training and practice on the type of machine concerned, if possible under all foreseeable operating conditions
- ❑ properly supervised on-site familiarisation to gain experience and confidence

It is important to ensure that operatives fully understand the functions of limit switches and interlocks, and the serious dangers which can be caused by defeating or overriding them.

Most manufacturers provide some form of training or offer training courses. When units are hired, it is important to ensure that the hire company provides adequate operative training unless trained operators are already available.

The demonstration of equipment by a manufacturer's or hire company's representative should not in itself be regarded as sufficient training for those who are to operate it. In addition, the ability and experience of demonstrators and instructors should be verifiable, especially in respect of the user's proposed mode of use of the equipment.

Other points that will be considered by the Company are:

- ❑ Operatives should only be permitted to use the type of unit they have been trained and authorised to use
- ❑ Only operators who hold a current CPCS (Construction Plant Competence Scheme) Card, or its equivalent, will be allowed to operate MEWPs
- ❑ After training, an 'in-company authorisation' will be issued, and adequate records kept of initial and any further training
- ❑ The safety element of the training must include safety awareness and recognition of hazards

Hazards

Some of the more common hazards associated with the use of MEWPs are outlined below. The list should not be regarded as exhaustive:

Work on or near a highway

- ❑ A collision with another vehicle. Always use barriers, lights, cones, notices, guards, or arrange traffic diversions
- ❑ The knuckle or elbow of an articulated boom encroaching into a traffic lane. Always ensure adequate space is available
- ❑ Operating the platform encroaching into traffic lanes. Ensure that adequate provisions have been made

Overhead electrical cables

- ❑ Electric shock from contact with, or electric arcing due to close approach to, overhead electric cables is often fatal

Always maintain a safe distance from overhead electrical cables (see HSE guidance in Health and safety in construction HSG150). The absolute minimum distance, measured from the furthest point of outreach to the ground level barrier or point directly beneath the outmost conductor, must be at least 6 m (when there is not work or passage under the lines), although most electricity companies recommend 9 m.

High winds can cause cables to sway and significantly reduce this distance. No part of any machine should be closer than 15 m to any overhead line on steel pylons (9 m if on a wooden or steel pole) unless by arrangement with the electricity company.

Falls of people or materials

- ❑ Ensure that fall arrest or work restraint equipment is worn at all times

- ❑ Do not allow any loose materials to accumulate on the platform
- ❑ If there is any danger of tools being dropped from the platform or basket by the operator then, where practical, the tools should be securely tethered to a point within the basket; alternatively, the area beneath the platform should be regarded as a danger area

Entrapment of people

- ❑ All moving parts and mechanisms should be properly and securely guarded
- ❑ All operators should be made aware of the hazards and procedures for avoiding entrapment between the platform and any fixed obstruction

Overturning

- ❑ Check for soft ground, drains and other unsuitable ground conditions before deploying the outriggers or stabilisers; check for the hazard before siting the machine
- ❑ Beware of overloading, especially if the platform or basket is being used at maximum outreach to remove fans, motors or other heavy loads. Always observe the safe working load
- ❑ Be careful when operating on a slope, even with the machine properly levelled by using the stabilisers or outriggers
- ❑ Always check that the machine is stable before operating
- ❑ Be careful when travelling with the platform raised, especially on poor ground conditions
- ❑ Unless the machine is specifically designed to travel while the outriggers or stabilisers are deployed, never attempt to travel in this manner
- ❑ Be careful not to collide with any obstruction or other vehicle

Restricted or enclosed spaces

- ❑ Extra care is needed when working in, or manoeuvring into, restricted or confined spaces to avoid collisions and or entrapment. A full and precise understanding of all controls is essential
- ❑ If the self-propelled unit has an internal combustion engine, remember that the exhaust fumes will cause a hazard in any confined or enclosed space
- ❑ Batteries for units should not be charged in enclosed spaces. There is a hazard of explosive hydrogen gases being given off
- ❑ LPG powered vehicles should not be refuelled in a confined space. Any spillage of fuel will quickly and dramatically expand into a large gas cloud. The gas will then accumulate at the lowest point and create an explosive hazard

Interference with vehicles in public places

- ❑ Additional interlocks or guards may be necessary to prevent the operation of, or tampering with, ground level controls by unauthorised persons or children
- ❑ Care should be taken against the risk of entrapment as a result of inquisitive people, and especially children, getting too close or underneath. Scissor lifts are particularly hazardous

Other hazards

- ❑ Never attempt to use a unit which has a nearly flat battery. This could result in the operator being stranded aloft, in which case an emergency descent procedure would be required
- ❑ Avoid knuckles, joints and hoses becoming encrusted with paint, blasting grit, cement or plaster. This can be avoided by using gaiters which are usually supplied by the manufacturer

- ❑ Beware of the sideways thrust or torque from a drill or hand tools, or the recoil or thrust of cartridge tools. Whenever and wherever possible, the platform should be square onto the work. If it is sideways on, any thrust or recoil will push the platform away from the workface. Boom length will increase this effect

Inspections and thorough examinations

The maintenance of MEWPs is an essential feature in ensuring their safety when in use. The requirements of The Lifting Operations and Lifting Equipment Regulations require a competent person to draw up a schedule for maintenance, taking into account the machine's mode of use, its frequency of use and the conditions under which it is used.

The regulations require the minimum of a thorough examination before being used for the first time and, thereafter, every six months or when exposed to conditions that may cause deterioration. Records of such inspections should be kept until the next thorough examination or for a period of two years. However, the following inspections are recommended.

1. Daily inspections at start of work, usually carried out by the operator. They should check the following:

- ❑ tyre pressures and wheel nuts
- ❑ brakes and steering
- ❑ fuel, oil, water, hydraulic fluid and battery levels
- ❑ lights, warning devices and communications
- ❑ structure for visible defects
- ❑ all operating controls
- ❑ all hydraulic fluid lines for any leaks, however small

2. Weekly inspections by a competent maintenance fitter or operator after a specific number of hours of use. They should be:

- ❑ a check of all items covered under the daily inspection
- ❑ an operational check of all functions of the machine
- ❑ a close visual examination of the chassis and structure

A record that these inspections have been carried out should be kept.

3. At six-monthly intervals or after 1,000 operational hours, or as recommended by the manufacturer, a thorough examination should be made by a competent person and a written report issued. An insurance company engineer or surveyor may carry out the examination in conjunction with that of other items such as lifting gear.

A similar examination will be undertaken after an accident, major repair or modification.

Maintenance work on scissor lifts

Special care is needed in the care and maintenance of this type of MEWP. No work or inspection should take place within the stack of a scissor lift unless scotches or chocks are used to prevent any entrapment hazard arising from mechanical or hydraulic failure leading to movement of the elevating / lowering mechanism.

Mobile Elevating Work Platforms Safety checklist

- ❑ Has a risk assessment for the work been carried out?
- ❑ Has the daily inspection been completed?
- ❑ Are lanyards always clipped to a strong point on the machine?
- ❑ Ensure that the wind speed is not excessive.
- ❑ Are the correct signs and barriers erected?
- ❑ Is the operative, competent (CPCS card), authorised and fully fit?
- ❑ Ensure that the safe working load will not be exceeded.
- ❑ Ensure that it is all clear overhead.
- ❑ Ensure that the ground conditions are satisfactory.
- ❑ Ensure a current record of the last thorough examination is available prior to use.
- ❑ Are all outriggers and stabilisers safely deployed?
- ❑ Make sure that the machine is level.
- ❑ Ensure as far as possible that there are no cellars, drains or other voids beneath the area where the machine will be working.
- ❑ Make sure that all tools and materials are secure.
- ❑ Is a work restraint system or fall-arrest system necessary and, if so, is it available and used?
- ❑ Make sure that the platform is not slippery or obstructed.
- ❑ Ensure that all work is within the specified reach of the unit.
- ❑ If movement of the machine is planned, ensure that the route is clear and safe.
- ❑ Ensure that there are no restricted or confined space hazards.
- ❑ Ensure that no part of the machine will encroach into a traffic route.

26. Noise

The Control of Noise at Work Regulations (CNAWR) requires employers to take action to protect workers from exposure to noise. Assessments need to be undertaken to identify noise levels and the control measures needed to be taken to reduce the noise levels to an acceptable level. There are certain action levels specified in the regulations, and depending on what level the noise reaches, “action” has to be taken by the employer to safeguard the hearing of the affected employees.

Managers should identify work areas or activities where noise levels are high and employees and other persons may be at risk. If a normal conversation between two people stood approximately two metres apart is unable to take place due to the surrounding noise, this may be a very basic yardstick when deciding whether noise levels are high and noise assessments need to be undertaken. Only competent persons can carry out noise assessments!

Action levels and limit values

CNAWR require employers to take specific action at certain action values. These relate to the levels of exposure to noise of employees averaged over a working day or week and the maximum noises (peak sound pressure) to which employees are exposed in a working day.

Lower exposure action value:

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

Upper exposure action value:

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

There are also levels of noise exposure which must not be exceeded.

Exposure limit value:

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

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

Where an assessment has identified that the first action level has been reached (80dB (A)) or above the Company will make suitable personal ear protection available to employees. The suppliers of the ear protection should be consulted to ensure the correct type of ear protection is provided as these differ depending on noise levels and frequencies.
Where the second action level has been reached (85dB (A)) or above, management will seek the assistance of the competent person where appropriate, to reduce the noise at source by engineering means.

The Company shall ensure that employees who are likely to be exposed to noise are given information, instruction and training on:

- ❑ The risk of hearing damage that exposure may cause
- ❑ Possible actions to minimise the risk
- ❑ The availability and types of hearing protection provided
- ❑ Employee's legal obligations to wear the ear protection or use any alternative controls

Health Surveillance (Audiometric Testing) shall be provided for all employees who are likely to be regularly exposed to noise above the upper action level, or for those who are at risk for any reason e.g. they already suffer from hearing loss or are particularly sensitive to damage.

27. Occupational Road Risk

This safe working procedure provides guidance on health and safety issues for occupational road risk. Some employees drive company vehicles cars for work activities. The procedures for company vehicles are broadly the same whether the car is in Company ownership or privately owned with respect to having appropriate insurance, roadworthy vehicles, the use of mobile phones and driving whilst under the influence of drink or drugs.

Assessment

A risk assessment will be carried out on road risk activities, and will be subject to regular review. See general arrangements for risk assessment for further details.

Drivers

All drivers will receive this procedure as part of their induction to the organisation. Drivers are expected to read, understand and comply with these rules.

Drivers are expected to notify the organisation if they have received six points on their licences for speeding offences, or other points for dangerous driving.

Drivers have a responsibility to be aware of any major changes in the Highway Code.

Drivers should report any medical condition to their manager at the earliest opportunity, if it affects their driving ability, such as a heart condition, epilepsy or eye condition. Drivers should be aware that some medications may cause drowsiness and therefore affect their driving ability temporarily. Any driver found driving under the influence of drugs or alcohol will be dealt with in accordance with the Company's disciplinary procedures.

Vehicles

All vehicles driven for work will be covered by adequate insurance.

All vehicles driven for work will be maintained in a safe condition. It is the responsibility of the driver to ensure the vehicle is serviced at the required intervals and to carry out basic checks themselves such as tyres, oil levels, lights and washer bottle levels.

Smoking will not be permitted in any company vehicle!

Communications

Drivers are instructed not to use mobile phones when driving even if the vehicle is fitted with a "hands free" kit. When a "hands free" kit is used the driver's concentration may still be reduced and therefore should not be used when travelling. The main purpose of the hands free kit is to allow the phone to charge and alert the driver that a call has been received and is stored on the voice mail until such time it is appropriate to take the call / message.

Route Planning

Vehicles routes will be planned to be safe. Sufficient consideration will be given to adverse weather conditions such as snow and high winds. All road traffic accidents involving company vehicles will be investigated!

Road Traffic Accidents

In the event of a road traffic accident, employees should:

- ❑ Use hazard warning lights to warn other traffic
- ❑ Ask drivers to turn off their engines and stop smoking
- ❑ Arrange or the emergency services to be called immediately providing details of the accident location and any casualties
- ❑ Move uninjured people away from vehicles to safety, do not move uninjured people unless they are in immediate danger
- ❑ Stay at the scene until the emergency services arrive

28. Pregnant Workers

The Company, on being informed that one of their employees is pregnant, will carry out a risk assessment or review existing risk assessments to establish whether being pregnant poses a greater risk to the employee than before.

If the risk assessment identifies that there are significant risks to the employee or unborn child that cannot be controlled, then the pregnant employee will be given alternative duties. If that is impractical she will be suspended from work but receive the same salary she would have received if at work.

The Company acknowledges research and studies that have proven that pregnant employees are not at particular risk from using display screen equipment. However pregnant employees will be encouraged to have regard to their posture and be encouraged to take additional breaks where they are prone to headaches, fatigue or backaches as a result of their pregnancy.

29. Storage Areas

Storage areas can cover a variety of storage conditions from stationery cupboards to warehousing. However the basic principles are the same. Storage areas must:

- ❑ be kept in a clean and tidy condition
- ❑ be provided with secure shelving or racking
- ❑ have clear access to the storage area, i.e. keep the floors clear as far as is practicable
- ❑ have stable stacks of a sensible height

Accidents often occur when retrieving the items due to the failure to use appropriate access equipment. Shelving and furniture must not be used in order to reach items stored at a higher level. In warehouses fork lift trucks are used to deposit and retrieve stock from the racking.

Racking should be of adequate strength for the items to be stored on it. The supplier should be consulted to ensure the racking is suitable and will be able to cope with the loads imposed on it. Employees should be instructed on the safe working loads and not to exceed these limits.

All racking should be installed in accordance with the manufacturers / suppliers instructions and should be secured for stability. Free standing racking should not be used where fork lift trucks operate.

Racking can become damaged, particularly where fork lift trucks are used and therefore protection should be fitted to the support uprights to prevent fork lift trucks from colliding with the racking. The protective barriers / column guards should be painted in a bright colour so they are easily seen.

Regular checks should be made of the racking and any defects brought to the attention of the Company so that arrangements can be made to rectify the defect. Records should be made of the results of the checks. The Company have instructed employees to report any defects in the racking.

Where it is necessary to retrieve items from racking by hand this should be done preferably not from ladders but by free standing platforms steps, e.g. “aeroplane type” steps. If ladders must be used, then they should be provided with hooks and anti-slide devices at the top to prevent the ladder from slipping and twisting. Fork-lifts and pallet trucks should not be used in areas where such operations take place.

30. Storage of Liquid Petroleum Gas (LPG)

LPG can be potentially hazardous if not stored in a safe manner. If stored incorrectly there can be a risk of leaks leading to explosions, release of flammable gases, and severe frost burns if it comes into contact with the skin.

Where practical, LPG will be stored in the open air to ensure adequate ventilation. The storage area will be made secure to prevent unauthorised persons coming into contact with the LPG. All storage compounds / cages will be kept locked. Compounds / cages will be kept free from weeds, rubbish and other combustible items. The compound / cage will not be sited adjacent to any building unless less than 400 kilograms are stored. Drains will be avoided within 3m of the storage place or within 2m in the case of storage less than 400 kg.

Warning signs will be displayed prohibiting smoking and naked flames.

All refillable cylinders will be treated a s full since being a pressurised vessel they are never completely “empty” and should still be handled with care.

Cylinders should be stored upright and care should be taken not to damage the valves. Staff will be trained on the action to take should they suspect that a cylinder is leaking. Leaks may be detected by sense of smell, sound of escaping gas, and signs of condensation or frosting around the leak. Leaks may be confirmed by brushing soapy water over the suspected area of leakage.

If there is a leaking cylinder call the gas supplier immediately for further advice.

Dry powder fire extinguishers should be located near to the store, for large walk in compounds the fire extinguishers may be placed inside near to the entrance.

All staff; are trained on the safe handling and emergency procedures for dealing with LPG cylinders.

Cylinders, depending on their size may be quite heavy. Staff will be instructed in correct manual handling techniques. Where practical mechanical means will be used to move the cylinders around, care must be taken not to drop the cylinders.

31. Substance Misuse

Violations of this Arrangement will be handled under the normal Disciplinary Procedures of the Company.

Contractors are expected to develop their own Substance Misuse Procedures consistent with the "underlying principles" of this Arrangement. However, all Contractors' staff present on any of the Company's premises will be governed by the Company's Policy.

Drug and Alcohol

The Company holds Health and Safety as a core business value and is therefore committed to creating an environment free from incident or injury. The effective elimination of employee drug and alcohol abuse is an integral part of this.

The Company operates a "zero tolerance" to drugs and (a limit of 20 mg / ml BAC) alcohol. Any employee, (contractor or person engaged to work directly or indirectly,) reporting for duty, either under the influence of alcohol, drugs or substances, or having consumed alcohol and / or drugs before work or on the premises, or with an alcohol level above that outlined by the Company is in breach of the Company Policy.

Failure to comply with the terms of the Company Policy is considered gross misconduct initiating disciplinary action and potential dismissal.

The effects of drugs and alcohol take time to wear off and an employee testing positive as per current accepted workplace standards, is at risk of disciplinary action and potential termination of their employment, regardless of when the substance was consumed.

Any employee who seeks help and guidance in overcoming a drug or alcohol problem will be supported by the Company, but only if this action was taken before being selected for a drug and alcohol test. Any prospective employee who admits to having had a previous alcohol and / or drugs related problem within the past 12 months, may require further screening by the Company as evidence of satisfactory rehabilitation and may be subject to additional testing.

Screening and Sampling

For the purpose of the Company Policy drugs are defined as illegal drugs, as prescribed by legislation, or medicines used without prescription, or in excessive (above therapeutic) doses as defined by the toxicologist or medical review officer.

Medicines are defined as those prescribed to the employee, or bought over the counter. All medicines that have the possibility of affecting someone carry warnings such as "may cause impairment or drowsiness". Use of these impairing medicines must be reported to a manager for him to assess whether it is safe to continue performing a particular type of work.

Substances are those which may carry warnings against consumption inhalation or ingestion such as glue, solvents and vapours, and are likely to affect health and safety.

All employees on consulting a doctor are required to explain their safety critical work role and request that non impairing medicines are to be prescribed. If this is not possible, the employee must report the consumption of an impairing medicine to the Company. Failure to do this may result in disciplinary action.

Anyone found in possession or under the influence of alcohol, illegal drugs, or substances on the premises will be considered in breach of the Company Policy and will enter disciplinary procedures likely to result in dismissal and the Police informed.

Drugs and / or alcohol screening may take place at any time and requires a urine sample to be submitted for testing, for example Pre-Employment, on Probation, at Random, or With Cause or Suspicion.

- Pre Employment screening can be done as soon as possible at first interview. The interviewee will be notified in the letter offering the interview, that “the company has a zero tolerance to drugs and alcohol” to cover the administration of the test. “If a positive test is found, or there is a refusal to participate, the selection procedure will be terminated.”

- Probation screening can take place at random

- Random screening can involve anyone in the workforce

- With Cause screening is conducted when any incident is reported to the Company Management

- With Suspicion screening takes place when a suspicion has arisen and the Company is obliged to eliminate the possibility of drugs and / or alcohol

- All employees and contractors will be subject to drug and alcohol screening!

All screening will be performed on a confidential and professional basis. Drug and alcohol testing will be by an onsite urine test undertaken by a trained competent person and any positives will be confirmed at a fully accredited laboratory.

If a negative is seen at the point of drug and alcohol screening, the result is recorded and no further action taken.

If a positive is recorded, the employee is notified of the positive result and explained that the next step is to forward an “A” sample to an accredited laboratory for confirmation purposes (the employee will be issued with a “B” sample to enable private analysis if they so require).

Whilst awaiting results from the external laboratory the employee will be suspended on full pay, but assumed to be not “guilty”! Failure to participate in, provide a sample or attempts to pervert the results of a screen will be seen by the Company as a serious case of gross misconduct and likely to lead to immediate termination of employment!

External “consultant confirmation sample collectors” will attend to all laboratory samples. Supporting paper work will require proof of identity of the employee and a confidential history of any medication or over the counter preparations taken in the last seven days. Collection for each different type of confirmation sample will be to the latest workplace testing standards. In the likely case of a urine sample being required, the employee is required to remove any outer clothing such as jackets and coats, and to turn out their pockets. They will not be allowed any bags and will have to wash their hands and have them inspected prior to testing. The urine sample will be examined for integrity and tested for temperature before being split into the “A” and “B” sample. From this point all information is bar coded and confidential within a full chain of custody process.

Witnesses for both employee and employers may be present for the screen. However, if a union representative is requested, then a representative from any union is acceptable.

Potential delays caused by waiting for a particular person who may not be on shift or at a different location is not acceptable and will be considered as an attempt to pervert the process!

If the shift or working day has ended, the employee (and Manager) will remain until the sample collection procedure has been satisfactorily completed.

In certain cases, for example With Cause or With Suspicion, it may be deemed necessary by the Company to move directly to a laboratory confirmation method. This method of test and confirmation is at the discretion of the Company.

An incidence of testing positive will be dealt with through a formal hearing as per the Company Disciplinary Procedures, if upheld, action may include immediate dismissal, “second chance” (with closely monitored repeat testing), or a rehabilitation course with counselling and further intense screening. The decision not to terminate employment requires the sanction of the Company’s Managing Director. The Policy and its terms will be reviewed on a regular basis and modified as required or by changes in legislation.

32. Vehicle Movement

Where ever vehicles are moving around or on and off the premises there is the potential for accidents unless strictly controlled. Where practical vehicles should be kept segregated from employees and others e.g. visitors who are not directly involved with the vehicle activity.

In addition to the movement of fork lift trucks (see Arrangement for fork lift trucks) delivery vehicles are entering the premises on a daily basis. Here it is vital that the movement of vehicles is strictly managed since the drivers may be visiting the premises for the first time and unaware of the layout and Company procedures.

All drivers should be instructed to park their vehicle outside the premises and to go to a nominated reception area for the drivers. Here a designated employee will meet the drivers and brief them on the safety procedures.

The drivers should be informed that they will have to reverse into the loading bay area due to space constraints and that they will be guided in by an employee wearing high visibility vest who has been trained on the hazards and safety precautions associated with vehicle movement.

It will also be the duty of this employee to ensure the area is clear before instructing the driver to reverse. Non essential employees will be prohibited from entering the loading bay area at this time. Notices should be displayed to this effect. All employees involved in the delivery should be instructed to stand well clear and never between the vehicle and a fixed structure.

Once the vehicle has been loaded / unloaded there needs to be a system in place to prevent the vehicle pulling away before it is safe to do so. This may lead to mechanical equipment and persons falling from the dock. The keys should be taken from the driver after the vehicle has been reversed and attached to a hook on the roller shutter doors on the loading bay. Once the loading / unloading is completed and the doors safely shut, the keys can be obtained and given to the driver.

33. Waste Management

The need for environmental protection and the potential impact of any activity by the Company, our subcontractors and clients is a major consideration.

The Company will arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements, with all waste disposal arrangements regularly reviewed. Recycling initiatives will be taken where reasonably practicable. The waste strategy of the Company has three key objectives, to:

- **Good housekeeping:** to manage our designated Sites and Head Office and ancillary facilities in ways to minimise deleterious environmental impacts and the use of natural resources

- **Conservation of biodiversity:** to maximise the ecological potential of our designated Sites and Head Office

- **Communications and education:** to ensure that our environmental attitude, policies and practices are accurately perceived by the staff, public and all visitors to the Company premises / sites

The strategy is based on a waste hierarchy ranking options according to what is best for the environment:

- **Reduction –** Reducing the quantity of waste or its hazardous properties by using resources more efficiently

- **Re-Use –** Putting materials back into service so that they do not enter the waste stream

- **Recovery –** Through recycling, composting or recovery of energy from waste

- **Disposal –** With the emphasis on ensuring that disposal is undertaken to high standards to make it as sustainable as possible

NB: The appropriate waste management option for a particular waste stream is the Best Practicable Environmental Option (BPEO). The BPEO is the option which provides the most benefits and / or the least damage to the environment as a whole, at an acceptable cost to the Company.

Arrangements for Securing the Health and Welfare of Workers

The Company will reduce our environmental impacts wherever possible by effectively managing our use of energy, the purchase and use of resources and minimising emissions to the atmosphere. The Company will strive to minimise waste and introduce recycling where practicable in order to not protect the environment but also the welfare of our employees.

Waste Disposal Containers

Suitable receptacles clearly marked to display the type of waste it is designed to hold are situated in strategic positions throughout the workplace. Waste products must only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste. Waste containers are emptied regularly and are removed by an authorised person. If additional disposal facilities are required these may be obtained by request from the Client.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and marked accordingly.

Disposal of Hazardous Waste

Arrangements for the removal of Special Waste, for example liquids, asbestos and other hazardous substances will only be made with an appropriately licensed person. Liquid waste, other than normal effluent, will not be poured into the sewers. Arrangements for disposal of liquid waste will only be made with an authorised person.

Employees will be provided with appropriate information, instruction and training and supplied with all personal protective equipment prior to handling waste materials.

Use of Waste Disposal Equipment

Equipment provided for the preparation of waste must only be used by fully trained and competent personnel who have been authorised to carry out such work. Examples of waste preparation equipment include compactors, balers, shredders and bio-digesters.

Responsibility

The Company employees must ensure that our Environmental Arrangements are adhered to within their area of authority. Special arrangements regarding disposal of waste products must be organised in association with the Waste Regulation Authority or a competent and licensed contractor. Where these arrangements have already been made by the client the Company will fall under their control unless directed otherwise.

All employees must ensure that they dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to management, who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of certain wastes. This must be established before the waste handling activity commences.

Employees should be aware of their responsibilities under EPA. Employees must report any problems, which arise regarding waste disposal to management, so that corrective action can be taken.

Information and Training

Suitable and sufficient information and training will be provided, as necessary, to ensure that the Arrangements are fully understood and adhered to and that no person is put at risk by the inappropriate disposal of waste.

Waste Disposal Procedure

The disposal of waste at the workplace must be carried out safely and in compliance with all requirements. Everyone is required to:

- ❑ Use only designated receptacles for holding waste products. Do not put waste materials in receptacles that have not been allocated for that specific purpose. Take note of any segregation requirements, for example hazardous waste or recyclable materials

- ❑ Do not discard waste carelessly into receptacles; place it properly inside the unit
- ❑ Do not overfill waste containers. Inform the client (where the Company are under their control) or management when additional resources are likely to be required
- ❑ Report any leakage or overflow of waste from a waste container to the client (where the Company are under their control) or to management
- ❑ Ensure that any spillage of substances at the workplace is cleared in an approved manner and that any materials that have been used for cleaning are properly disposed of
- ❑ Make a note of any special arrangements or precautions that will have to be taken by the authorised waste remover
- ❑ Unless you are trained and authorised to do so, do not use disposal preparation equipment and machinery
- ❑ Wear any personal protective equipment that is required for the safe handling of waste products

Procurement

In procuring and services preference, where possible will be given to those that are energy and water efficient, least polluting, durable, re-usable, re-cyclable, made from re-cycled materials and are not over packed.

Minimising Waste

A hierarchical approach is employed in waste management control and will be implemented by the Company:

- ❑ **Reuse** - Seek to reuse the item within a different location within the facility or another external facility
- ❑ **Repair** - If broken, seek to repair the item before buying new, thus saving money and avoiding wasting resources
- ❑ **Re-cycle** - Seek to re-cycle paper, printer and toner cartridges, bottles, cans, plastics and other items so that raw materials and energy are not wastefully used in producing new items
- ❑ **Disposal** – is a last resort after all options have been considered

All of the above items can be of economical benefit to the company.

Waste Audits

Waste audits should be conducted to measure consumption and the types and amounts of waste produced. The information should be used to establish a baseline against which progress can be measured. The waste audit should:

- ❑ Assess the level of compliance with the EPA Duty of Care on the handling, storage and disposal of the waste

- ❑ Identify all points at which waste is produced
- ❑ Establish methods for measuring the waste for monitoring
- ❑ Identify costs of the current disposal method, including storage and transportation
- ❑ Identify any wastes that are hazardous and consider how they may be “separated” or “replaced”
- ❑ Look at opportunities to reduce, reuse or re-cycle the waste
- ❑ Establish priorities for waste minimisation schemes that take into account the environmental impact of different waste streams, legal implications and financial constraints

The most efficient way to reduce waste is to re-use resources more efficiently and to cut down on the amount thrown away. This is why waste disposal should be considered at every stage from procurement and use to disposal (Life Cycle Assessment). It is also good practice to look for opportunities to re-use and re-cycle used and unwanted goods and materials, especially as this can sometimes reduce waste disposal costs and often raise revenue.

34. Welfare Facilities

Construction site workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing.

This management arrangements covers both transient construction sites and fixed construction sites

Fixed construction sites

Fixed construction sites are defined as sites that last longer than one week.

Management shall consider the need for welfare facilities, their location on site and regular maintenance during the project. The manager shall arrange for facilities to be available and connected to services before construction work, including demolition, starts. Management shall ensure that the facilities reflect the size of the site, the nature of the work and the number of workers.

Management shall ensure that all welfare facilities are accessible, have adequate heating, lighting and ventilation. The manager shall ensure that the facilities are kept clean & tidy.

The provisions for welfare include:

Toilets

- ❑ An adequate number of toilets are provided
- ❑ Facilities are provided for women – the same toilet may be used as long as it is lockable and partitioned from any urinals
- ❑ The facilities shall, where possible, be connected to the mains drainage system. If this cannot be achieved, a built in supply and drainage tanks shall be provided
- ❑ Units used by female workers shall have effective means for disposal of sanitary waste

Washing facilities

- ❑ Sinks large enough for people to wash their face, hands and arms
- ❑ A supply of hot and cold or warm running water
- ❑ Soap and towels
- ❑ If mains water is not available, use clean water supplied from a tank

Storing and changing clothing

Facilities shall be provided for:

- ❑ Storing clothing not worn on site
- ❑ Protective equipment needed for site work
- ❑ Wet clothing to be dried

Rest Facilities

Facilities should be provided for taking breaks; the facilities should provide shelter from wind, rain and be heated. The facilities should have:

- ❑ Tables and chairs
- ❑ A kettle or urn for boiling water

- ❑ A means for warming food

Non smokers should be able to use the facilities without suffering the discomfort of smoke. Plant and equipment shall not be stored in the facilities.

Drinking Water

- ❑ Drinking water shall be made available.
- ❑ Cups shall be provided

Heating

The facilities shall be adequately heated. If heating is to be provided using LPG heaters, cylinders shall be stored outside the accommodation.

Transient Construction Sites

Transient construction sites are defined as sites less than one weeks work, to include emergency works, small scale maintenance, construction work which is moving over a continuous geographical area e.g. road works, cable laying etc.

Whoever controls the site has responsibility for providing adequate welfare facilities. Management shall consider the availability of welfare facilities, their location and maintenance at the planning stage of the project.

Where the construction activity is remote from central facilities, use of facilities in private premises such as cafes is not considered suitable as a permanent alternative, however, the use of private facilities may be acceptable in limited circumstances, e.g. where there is no alternative and the work does not exceed weeks duration. Use of public toilets is only acceptable where it is impractical to either return to facilities at the main site or use portable

installations at the worksite. The following table provides an indication of the preferred options for temporary welfare facilities:

Toilets	1	Fixed installation on site
	2	Portable installation on site
	3	Vehicle incorporating a chemical toilet
	4	Fixed installation near site
	5	Portable installation near site
	6	Pre – arranged use of private facilities
Washing facilities	1	Sinks as part of installation as above
	2	Hand washing facilities made available within the work vehicle
	3	Provision of non alcoholic wipes

Rest areas	1	Fixed installation on site
	2	Mobile installation on site
	3	Work vehicle which has sufficient seating
	4	Facilities conveniently located to the worksite, including private facilities
Drinking water	1	Fixed installation on site
	2	Suitable container of drinking water
	3	Boiling water for hot drinks
Area for changing & storing clothing	1	Fixed installation on site
	2	On vehicle if appropriate

35. Work Equipment

The term “work equipment” applies to all equipment that is used in the course of someone’s work whether it is mechanical or not. From a chair to an elaborate piece of machinery all equipment used for work needs to satisfy the requirements of the Provision and Use of Work Equipment Regulations. The Company will ensure that any equipment used is:

- ❑ Suitable, for its intended purpose, taking into account the working conditions, where the equipment is to be used and any risks associated with the equipment itself
- ❑ Maintained, in good condition including arranging regular servicing where applicable. Maintenance logs should be kept of all such equipment
- ❑ Only, provided to employees who have had sufficient information, instruction and training to be able to use the equipment safely. Supervisors and managers must also have adequate information, training and written instructions where appropriate to cover work equipment under their control
- ❑ Compliant, with EC Product Directives, i.e. bears the CE mark

Where equipment is assessed as being potentially hazardous the Company must also ensure the equipment is:

- ❑ Adequately, guarded to prevent access to dangerous moving parts
- ❑ Provided, with appropriate safety controls such as emergency stop devices to bring the equipment to a safe condition in a safe manner
- ❑ Provided, with an accessible means of isolation from its power source
- ❑ Stabilised, to prevent it moving, falling or collapsing. This applies to both fixed and mobile equipment
- ❑ Only, operated where there is adequate lighting
- ❑ Constructed, to allow it to be shut down or inactivated during maintenance. Where this is not practicable maintenance should not be undertaken until a specific risk assessment has been carried out
- ❑ Marked, with clearly identifiable health and safety markings or warning devices

36. Work at Height

All reasonable steps will be taken by the Company to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The Company will provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity. The employee and any other person involved in the work activity shall co-operate in the implementation of this Arrangement.

The Company will, in consultation with workers and their representatives, ensure that working at height is avoided where reasonably practicable. The Company will issue work equipment or other measures to prevent falls where working at height is unavoidable and use work equipment or other measures to minimise the distance and consequences of a fall should one occur by:

- ❑ Carrying out an assessment of the risks involved in work at height and take steps to eliminate or control them
- ❑ Provide all the necessary equipment to allow safe access to and egress from the place of work
- ❑ Provide suitable plant to enable the materials used during the course of the work to be safely lifted to, and stored if necessary at, the workplace
- ❑ Arrange for the regular inspection of all equipment required for working at height in line with our statutory requirements
- ❑ Provide sufficient lighting, so that work can be carried out safely and access and egress routes are clearly visible
- ❑ Appoint a competent person to be responsible for the supervision, erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at heights
- ❑ When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily until such time as it is safe to continue
- ❑ Implement as appropriate emergency rescue and first aid to deal with potential falls

The Company will prepare an appropriate Method Statement (a written Safe System of Work incorporating the results of any Risk Assessments made) for work at height, to be signed by all those in acknowledgement of the Safe System of Work. Where it is not possible to establish or follow as appropriate the Method Statement:

- ❑ No further work should be undertaken
- ❑ A member of management should be informed
- ❑ Alternative procedures will be outlined by management and workers will be advised of these following appropriate consultation

The Company will provide all information, instruction and training that an employee may require to carry out his trade in a safe manner when working at height. It will also ensure that those responsible for ancillary plant and equipment are suitably and adequately trained and

capable of providing the correct information on its use. Records and inspections of all equipment used whilst working at height will be kept in the site Health and Safety file.

Planning

Under the Work at Height Regulations there is a duty for all work at height to be properly planned and organised, to this end the Company will ensure the following:

- ❑ Take account of the findings / control measures of the Risk Assessment
- ❑ Ensure that there is no work to be undertaken at height if it is safe and reasonably practicable to do so otherwise
- ❑ Ensure that work is properly planned, appropriately supervised, and carried out in a safe way so far as is reasonably practicable
- ❑ Plan for emergencies and rescue
- ❑ If poor weather poses any threat to an employees' health and safety work will be halted except in emergencies

Everyone involved with working at height will be competent or supervised by a competent person. This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment. Where other precautions do not entirely eliminate the risk of a fall occurring, the Company will, so far as is reasonably practicable, train those working at height, on how to avoid a fall and minimise injury should they fall.

The Place Where Work is to be Undertaken

The Company will ensure that the environment where any work at height is to be carried out (including means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into the demands of the task, the equipment and the working environment).

Equipment, Temporary Structures and Safety Features

The Company will provide, so far as is reasonably practicable, suitable and sufficient work equipment that would prevent a fall from occurring.

If the control measures do not entirely eliminate the risk of a fall occurring, the Company will do all that is reasonably practicable to minimise the distance and effect of a fall. Accordingly the Company will ensure that when work equipment is selected:

- ❑ The most suitable work equipment is selected
- ❑ Give collective protection measures, for example guard rails, priority over personal protective measures, for example safety harnesses

Account will also be taken of:

- ❑ The working conditions / environment
- ❑ Risks to the safety of those at the place where the work equipment is to be used

NB: More detailed guidance on falls from height can be found in the accompanying document **Working at Height Rescue Procedure.**

Inspections

The Company will ensure that any inspections and any testing of plant or equipment for work at height will be undertaken by a competent person. So far as is reasonably practicable, each individual place at work will be checked on every occasion before work commences. Any plant or equipment will be inspected:

- ❑ After it is assembled or installed (or after it has been assembled and installed if both are required for the safe operation)

- ❑ As often as is necessary to ensure safety and in particular to make sure that any deterioration can be detected and remedied in good time

The Company will ensure that when any equipment or plant is moved on and off site, it is accompanied by an indication (clearly to everyone involved) that the last inspection regime required by Work at Height Regulations 2005 or 9(4) of the Lifting Equipment Lifting Operations Regulations 1998 has been satisfactorily carried out.

The Company will ensure that any platform used for (or access to) construction work and from which a person could fall is inspected in place not more than seven (7) days before use. Where it is a mobile elevated work platform, inspection on a daily basis is sufficient without re-inspection every time it is moved. The competent person carrying out the inspection must ensure that they:

- ❑ Prepares a report before going off duty

- ❑ Gives the report to the relevant member of management (or a copy) within 24 hours of completing the inspection

Any defects found will be reported to a member of management immediately. All reports and inspections will be retained within the site Health and Safety file until the job has been completed and then retained at head office for at least three months after the completion of the job.

Fragile Surfaces

The Company will ensure that nobody working under our direction will venture onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment. If anyone does work on or near to a fragile surface the Company will:

- ❑ Ensure, so far as is reasonably practicable, that suitable platforms, coverings, guard rails are provided and used to minimise the risk

- ❑ Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall

- ❑ Anyone working on or near to a fragile surface will also be warned of the danger by the placement of prominent notices fixed at the entrance to the danger zone and / or around the edge of the fragile surface

Falling Objects

All measures, so far as is reasonably practicable, will be taken to prevent objects from falling by ensuring that:

- ❑ Nothing is thrown or tipped from height
- ❑ Stored in such a way that its movement is likely to injure anyone
- ❑ Any workplace where there is the risk of someone being struck by a falling object will be clearly indicated, so far as is reasonably practicable, and unauthorised people denied entry

37. Work at Height Rescue

This procedure is intended to provide guidance on emergency rescue planning at height, for rescue or self evacuation of an individual without additional assistance. The emergency plan is an important consideration when working at height and according the following points will be encompassed:

- ❑ An awareness of suspension trauma and its potential consequences
- ❑ An appreciation of where and when rescue provision may be required
- ❑ The provision for rescue equipment and appreciation of suitable equipment may be

Rescue operations may need to be carried out under pressure, consideration will cover all aspects of the rescue process including:

- ❑ The type of equipment that may be required
- ❑ The demands placed upon the rescuer(s)
- ❑ The potential training any rescuer may require to, carry out the rescue
- ❑ How the effectiveness of the rescue system as a whole can be maintained

It should be noted that each situation will be unique and will have to implement in line with this procedure specific site rescue procedures and therefore necessitate very different procedures in relation to the specific emergency.

The Company will ensure that there is a rescue plan and adequate resources in place where work at height is carried out. These will be regularly Risk Assessed, and updated where necessary. Resources will include not only the provision of equipment but also personnel who have been trained in the use of that equipment.

When planning for rescue, consideration will be given to the type of situation from which the casualty may need to be recovered and the type of fall protection equipment which the casualty should be using.

Rescue Involving a Casualty and Evacuation from the Workplace

Examples of different fall protection systems from which a casualty may need to be recovered and for which suitable provision should be made include:

- ❑ Steel wire fall arrest block
- ❑ Textile fall arrest block
- ❑ Vertical anchor line – textile
- ❑ Vertical anchor line – wire
- ❑ Vertical rail
- ❑ Horizontal wire anchor line
- ❑ Horizontal textile anchor line

- ❑ Energy absorbing lanyard

All rescue planning and operations should consider the following issues:

- ❑ The safety of the persons carrying out or assisting with the rescue
- ❑ The anchor points to be used for the rescue equipment
- ❑ The suitability of equipment (anchors, harnesses, attachments and connectors) that has already arrested the fall of the casualty for use during the rescue
- ❑ The method that will be used to attach the casualty to the rescue system
- ❑ The direction that the casualty needs to be moved to get them to the point of safety (raising, lowering or lateral)
- ❑ The First Aid needs the casualty with respect to injury or suspension trauma
- ❑ The possible needs of the casualty following the rescue

Consideration as to the design limitations of all equipment to be used in any emergency situation must be made and the potential increased load factor.

When undertaking any rescue minimising the risks to rescuers is paramount. Always avoid placing additional personnel at risk!

Types of Rescue

There are four options for dealing with an emergency which requires an injured or incapacitated person to be recovered to safety. These are outlined in order of preference (bearing in mind the immediate aim is to recover the casualty to the nearest point of safety) and are as follows:

- ❑ Lowering a remote casualty
- ❑ Raising a remote casualty
- ❑ Self evacuation by descent
- ❑ Rescuing another in descent

However, consideration must be given as to whether it is safer to leave the casualty in place and await further assistance. The potential for a casualty to be located over an edge must also be considered. All of the four types of rescue will be further complicated where edges and obstructions are involved. Recovery over an edge will:

- ❑ Increase the effective load in raising operations due to additional friction
- ❑ Create risks of cutting or abrasion of the anchor line
- ❑ Interfere with the operation of rescue equipment

The above will be considered when selecting equipment to ensure that it will still operate effectively in the conditions required.

General Considerations for Carrying Out a Rescue

The following considerations will need to be made in most situations:

- ❑ Risk Assessment may indicate the need to use rescue equipment that is capable of coping with the conditions or an additional safety line may be required as a back up
- ❑ When operating rescue equipment it is essential that control is maintained at all times, consider the manufacturer's user instructions
- ❑ The anchoring rescue equipment should be in a position where the equipment can be operated easily and safely. It may be preferable to site the equipment away from the edge to be able to operate it in safety. In this situation it may be necessary to use additional equipment to redirect or align the system correctly
- ❑ Edges can cause problems including abrasion of the system, increased friction and a potential for shock loading if the edge collapses
- ❑ Always maintain a steady, controlled rate of movement at all times when raising or lowering a casualty and ensure that they do not come into contact with obstructions. Some items of rescue equipment, for example certain winches and descent devices, allow movement only in one direction, so it is important not to lift or lower the casualty into a position where they become stranded
- ❑ A guy line or tag line may be attached to the casualty to pull them away from any obstructions and direct them towards the desired location
- ❑ The person being rescued may be conscious or unconscious and the rescue plan must allow for this. It is important that during the rescue the rescuer as not moved them into a potentially dangerous situation
- ❑ Ideally, the rescuer should be able to communicate with the casualty at all times or see the casualty at all times or communicate with someone who can see the casualty at all times

General Procedure for Casualty Recovery

It will be the responsibility of the relevant member of management to liaise with the emergency services when conducting casualty recovery on the following:

- ❑ Assess the situation fully before commencing a rescue operation in particular whether it would be better to wait for or organise additional assistance
- ❑ Request medical assistance
- ❑ Identify proper position from which to carry out the operation and identify proper anchorage points
- ❑ Identify a point of safety to move the casualty to
- ❑ Make sure all involved are aware of the procedure to be carried out and their role within it whilst ensuring all personnel have been trained in rescue procedures are competent to carry out their role

- ❑ Carry out the rescue steadily and in a controlled manner
- ❑ Make sure communication is maintained at all times
- ❑ Monitor the casualty's condition at all times and where possible provide the necessary first aid
- ❑ Conduct a review of the whole situation identifying areas of improvement for the future
- ❑ Advise a member of management

Suspension Trauma

All users of personal fall protection systems, and others involved with work at a height, should be aware of the following guidance available that might be taken in the event of a casualty being in a suspended position:

- ❑ The longer the casualty is suspended without moving, the greater the chances are of Suspension Trauma developing and the more serious it is likely to be.
- ❑ An injured person hanging in a harness awaiting rescue should hopefully be therefore removed from upright suspension as quickly as possible. The aim should be to do this within 10 minutes. This is particularly important for a casualty who is motionless
- ❑ A conscious casualty should be encouraged to exercise their legs gently, to stimulate circulation of the blood

NB: Manufacturers provide various type of suspension trauma relief equipment. These can delay the effects of suspension trauma, but they are designed for use on conscious and able casualties, they are not therefore an alternative to rescue.

Regarding the position of the casualty during suspension trauma the following advice may be useful:

- ❑ During rescue, a position with the lower limbs slightly elevated may be preferable
- ❑ After rescue, position the casualty in an upright sitting position, with knees bent, referred to as the "W" position – DO NOT allow them to lie flat
- ❑ Only move the casualty to a fully horizontal position on the advice of qualified medical personnel
- ❑ If suspension trauma is a possibility, alert medical agencies immediately and advise them of the issues

Following an accident, the casualty should be:

- ❑ Removed from the suspended position and cared for in a proper manner
- ❑ Given medical assistance as quickly as possible

The Company will ensure that users of personal fall protection equipment are aware of the issues surrounding suspension trauma. In addition First Aiders will be trained in techniques to deal with suspension trauma.

Rescue Equipment

Rescue equipment will be provided at sites where there is a requirement for working at height. Rescue equipment will conform to appropriate European or British standards and will be tested at regular intervals to ensure that it is fit for purpose by a competent person.

Harnesses used for rescue can either be designed for rescue specifically and those designed for fall protection that can be utilised during a rescue including a fall protection harness used by the casualty.

Harnesses designed specifically for rescue may offer benefits such as quick and easy fitting to a casualty (ideal where the casualty is unconscious, requires securing quickly or needs to be evacuated from a situation without delay) or the orientation that they suspend the casualty (this is essential when raising a casualty through a confined access point).

Rescue or evacuation equipment will be inspected as per other equipment for work at height and records kept. Although specified periodic inspections may differ from that for normal work equipment. The rescue or evacuation equipment must be stored correctly.

This equipment will be inspected at least once a year and always after use for a rescue or evacuation, by a competent person. For additional guidance refer to the manufacturer or supplier.

First Aid Requirements for Working at Height

The First Aid at Work Regulations requires every employer to carry out a Risk Assessment of the requirements for First Aid. When making these Risk Assessments the following will be considered:

- ❑ The location of the workplace
- ❑ The type of risks involved
- ❑ The remoteness of the site from emergency services
- ❑ The needs of remote works
- ❑ Employees working on shared or multi-occupied sites

Suitable First Aid kits will be available at every worksite together with a person who has specific responsibilities for administering First Aid. The knowledge requirements for First Aiders where training is being done for work at height are outlined in BS 8454. These are in summary are as follows:

- ❑ The role of the first aider, use of available equipment and recording of incidents
- ❑ Basic hygiene
- ❑ Risk Assessment of the situation sufficient to enable effective action
- ❑ Casualty assessment and handling

The First Aid at Work Regulations requires the administration of First Aid safely, promptly and effectively caters for:

Those unconscious and / or in seizure

Those wounded or bleeding and / or in shock / choking

Having sustained a fracture or sustained a spinal injury

Suffering from suspension trauma

Administration of cardiopulmonary resuscitation promptly and effectively and the effective use of a neck collar

The Company will ensure that all our First Aiders for all work at height are able to satisfy these requirements. The Company will ensure that all users of fall protection equipment are trained by a competent organisation. Training will include information on the selection of the correct products for intended work situation and including checks where appropriate.

38. Working in the Sun

The company recognises that exposure to ultraviolet (UV) radiation from the sun can cause skin damage including sunburn, blistering, skin ageing and in the long term can lead to skin cancer. Management shall ensure that:

- ❑ Sun protection advice is provided to relevant employees
- ❑ Workers are encouraged to keep covered up during the summer months - especially at lunch time when the sun is at its hottest.
- ❑ Workers are encouraged to use sunscreen of at least Sun Protection Factor 15 on any part of the body they cannot cover up and to apply it as directed on the product
- ❑ Workers are encouraged to take their breaks in the shade, if possible, rather than staying out in the sun
- ❑ Encourage workers to check their skin regularly for unusual spots or moles that change size, shape or colour and to seek medical advice promptly if they find anything that causes them concern
- ❑ Management shall consider scheduling work to minimise exposure
- ❑ Management shall site water points and rest areas in the shade and encourage workers to drink plenty of water to avoid dehydration

39. Workplace Safety

The Company will ensure that regular checks of the workplace are conducted to ensure it is maintained without risk to those working there or visiting. In particular that:

- ❑ All areas of the premises both internal and externally are maintained in a clean, safe condition
- ❑ Adequate space is provided to allow all work activities to be carried out safely
- ❑ The premises are adequately lit, heated and ventilated
- ❑ All areas where there is a likelihood of falls or falling objects, is guarded to prevent this
- ❑ Staff welfare facilities are kept clean and tidy and maintained in good working order. Staff, are not permitted to smoke within buildings or vehicles
- ❑ Access routes are maintained in good condition and kept free from obstruction
- ❑ Floors are maintained in good condition and kept free from tripping and slipping hazards
- ❑ Large areas of glazing are either protected or constructed of a safety material
- ❑ Spillages are cleaned up immediately

Hazard Spotting and Reporting Defects

Everyone within the Company has a responsibility to look after themselves and other persons who may be affected. This means that anyone who identifies a potential hazard, that could cause harm, has a duty to rectify the problem. This may involve the person who finds the problem sorting it there and then, or if beyond that person's control, reporting it to a responsible person who is able to take appropriate action. The person identifying the "hazard" should complete the defects report form. Once the defect has been rectified the form should be signed off as being completed by the Manager.

Any hazard that is left has the potential to cause an accident. Typically a hazard might be a defect in the premises, faulty equipment, a spill or slippery area, obstructed fire doors or an untidy storage area. All these could adversely affect the health and safety of you. Where it can be shown that any person wilfully ignored a problem they could be held personally liable.

40. Young Persons

Where young persons are employed between the ages of 16 and 18 years old, additional care is needed to ensure they are working without risks to their health and safety. All reasonable steps will be taken to ensure they have received adequate training and supervision taking into account their lack of experience.

The Company will carry out a risk assessment on the activities of all young person's to identify any potential hazards they may be exposed to and be at greater risk to, due to their young age, than their older colleagues who may undertake the same duties.

In particular, exposure to potentially hazardous machinery, hazardous substances, noise or vibration and strenuous manual handling activities will be identified. Exposure to these potential hazards will be controlled or prevented depending on the level of risk.

The Company will identify young persons and ensure suitable and sufficient control measures are implemented to protect the young persons. The Company will also be responsible for ensuring the young person is adequately supervised. Great emphasis will be placed on training since this will not only enable the young person to work safely but also with time and experience, will give the young person the "tools" to make reasonable judgments and take responsibility for their own safety in the future.