

Trident Building Renovations Ltd
5 Underwood Street
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TRIDENT BUILDING RENOVATIONS LTD SAFETY POLICY DOCUMENT

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The Company will ensure adequate resources will be provided to ensure all our employees, the sub-contractors and stakeholders are aware of this policy and committed to its effective implementation. There will be active open communication and consultation between all our employees, the sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.

The Company will ensure the health and safety at work of all our employees and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

The Company will provide adequate resources to enable us to develop and use suitable safety management.

Senior management will ensure that.

- (a) Adequate resources are provided for health and safety.
- (b) Health and safety is adequately assessed, controlled and monitored.
- (c) Company staff is actively involved on matters that affect health and safety.

All our employees and stakeholders have an awareness and understanding of health and safety hazards and risks that affect our business.

The Company will identify the workplace health and safety hazards and we will inform our employees, the sub-contractors and stakeholders, as appropriate, of these workplace hazards.

The Company will require the sub-contractors and stakeholders to identify health and safety hazards that may impact on our work activities.

All our employees and stakeholders have the competence to undertake their work with minimum risks to health and safety.

All our employees will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.

Our general health and safety arrangements are set out in the following sections of this Health and Safety Policy Document, and its appendices. These will be amplified by supporting documentation as appropriate.

Every employee must read and follow the instructions and guidance in this policy document.

Sub-contractors and sub-consultants will be required to perform in a similar manner, so that the requirement of their own Health and Safety Policy and our Health and Safety Policy are not jeopardised.

This policy and document will be monitored, reviewed and revised at intervals as necessary, and at least on a regular annual basis.

Signed:

Date:

Most Senior Managing Director

Latest Review Date:

This Health and Safety Policy Statement is to be brought to the notice of all employees, by prominent display at workplaces as appropriate.

ORGANISATIONAL STRUCTURE

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2.1 Managing Director

The Managing Director has the overall responsibility for safety and should:

Ensure there is an effective company policy for health and safety and that all employees, contractors and temporary workers are made aware of their individual responsibility.

- (a) Understand and ensure, through the appointment of competent persons, that the Company's responsibilities as employers under the Health and Safety at Work Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- (b) Ensure that all directors and managers understand and fulfil their responsibilities with regard to health and safety.
- (c) Ensure financial support is made available to meet the resources required under statutory obligations.
- (d) Make provision for adequate and appropriate training to be given to all employees. Ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- (e) Set a personal example by wearing appropriate personal protective clothing/equipment and observe all safety requirements/procedures.

2.2 Company organisation

The Company will be responsible for all arrangements regarding health, safety and welfare at the place of work and chosen management guidance system HSG65 Rev 2013 published by the Health and Safety Executive. The Company will protect the health, safety and welfare of our employees and other people who might be affected by our business.

The Managing Director will be responsible for the monitoring of the Company's Health and Safety Policy and other related matters.

Our employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in the workplace. The Company will give information about the risks in the workplace and, also instruct and train all employees on how to deal with any risks.

2.3 Company responsibilities

Directors, Managing Surveyors, Contract Surveyors, In-house Health and Safety Co-ordinator and all staff are responsible for the implementation of the Company's Health and Safety Policy. Management will consult with employees on health and safety issues. Consultation will be either direct or through a safety representative and management will lend support to comply with all company policy and procedures.

The Company requires all employees, to set a personal example and to take care of their own health and safety and that of others who may be affected by their acts or omissions whilst at work.

Management will promote and encourage safety awareness in employees and sub-contractors under their control.

All employees should have knowledge of the work they are employed to carry out.

The Company provides, organises and encourages training for all its employees, to meet the changing requirements of the industry.

The Company encourages and manages effective consultation and communication on health and safety issues amongst all employees via regular staff meetings, the Health and Safety Committee and annual appraisals or job chats.

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2.4 Directors

The Board of Directors will ensure that:

- (a) The Health and Safety Policy is monitored regularly reviewed for its effectiveness.
Responsibility for safety is assigned and accepted at all levels.
It understands the application of the Health and Safety at Work, Act 1974 and other legislation relevant to the Company's business.
- (b) All "assessments" as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- (c) It recommends control measures and advises on the standard of PPE issued to employees.
- (d) Conducts health and safety inspections and prepare reports of all the Company's operations.
It carries out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- (e) It advises the Company Secretary of all incidents reportable under R.I.D.D.O.R.
- (f) It highlights areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance.
- (g) It sets a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.
- (h) Safety training is arranged for all employees when appropriate.
- (i) A file on health and safety regulations and directives is maintained and updated.
- (j) All employees are consulted on issues of health and safety.
- (k) Financial support is made available to meet the resources required under statutory obligations.
- (l) It attends such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.

2.5 In-house Health and Safety Co-ordinator

The In-house Health and Safety Co-ordinator is responsible to the Managing Director for the administration and general co-ordination of health and safety and training in the Company.

The main responsibilities are:

- (a) To understand the application of the Health and Safety at Work, Act 1974 and other legislation relevant to the Company's business. To advise the Directors and Managers on all safety, health and welfare matters to ensure the Company complies with its statutory obligations.
- (b) To prepare and keep up to date a Statement of the Company's Health and Safety Policy and ensure that it is brought to the notice of all employees.
- (c) Identifying health and safety training needs, distributing up-to-date records of training undertaken by the Company, and by individuals or organisations working with the Company.
- (d) Operating the Company's IT Policy including completion of the Company display screen assessment form.
- (e) Recording and reporting accidents in the office and maintaining central records on accident reports and near misses, and analysing both. Investigate and make recommendations to prevent re-occurrence.
- (f) Ensuring that there are adequate numbers of qualified First Aiders employed by the Company to cover the office and sites at all times.
- (g) Monitor control measures and prepare risk assessments.

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2.5 In-house Health and Safety Co-ordinator continued

- (h) Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- (i) To recommend control measures and advise on the standard of P.P.E. issued to employees.
- (j) Conduct health and safety inspections and prepare reports of all the Company's operations.
- (k) To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- (l) Advise the Company Secretary of all incidents reportable under R.I.D.D.O.R.
- (m) Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with.
- (n) Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate.
- (o) Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- (p) Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of appointed First Aiders are displayed and maintained in prominent locations.
- (q) Ensure that all new employees in the company are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and their personal responsibilities as set out in this manual.
- (r) Reprimand any employee for failing to discharge their health and safety responsibilities.
- (s) To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.

2.6 Managing Surveyors

Managing Surveyors have a duty to ensure that at the planning stage of a contract, consideration is given to the most appropriate, safe and cost effective methods of completing the work.

More detailed responsibilities include:

- (a) Understand and implement the Company Safety Policy.
- (b) Ensure all persons under their control understand their responsibilities under health and safety law, and the Company Policy.
- (c) Ensure the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibility and are equipped to play their part.
- (d) Supervise as necessary, to ensure they are working safely and are using the correct equipment. Reprimand any employee for failing to discharge their health and safety responsibilities.
- (e) Investigate and report all accidents, dangerous occurrences, diseases and near misses to the Director or Managing Director.
- (f) Liaise with the HSE and Safety Advisor (Owen Construction Consultancy Ltd).
- (g) Ensure that all forms required under the Health and Safety at Work Act 1974 and related legislation are issued and kept up to date.
- (h) To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.

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2.6 Managing Surveyors continued

- (i) Ensure safety training is arranged for all employees when appropriate.
- (j) Ensure a file on health and safety regulations and directives is maintained and updated.
- (k) Ensure all employees are consulted on issues of health and safety.

2.7 Quantity Surveyors

The above personnel are office based, but visit sites at regular intervals.

They are responsible for:

- (a) Operating safely in the office.
- (b) Setting a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.
- (c) Reporting any significant failings on site to the Site Manager before leaving site.
- (d) Preparing and submitting a written report of any serious safety failings to the Site Manager on return to the office.

2.8 Site Managers

Site Managers are accountable to the Managing Surveyors for fulfilling the following responsibilities.

Organising the site or sites under them to determine at Planning Stag.

- (a) The most appropriate order and working method.
- (b) Adequate welfare facilities are to be provided to comply with the Construction (Design & Management) Regulations 2015. Update as and when required the Construction Phase Plan and Health and Safety file.
- (c) Ensure site inductions are carried out to all personnel working or visiting site.
- (d) Adequate supplies of personal protective equipment are provided and are suitable for the work being undertaken on site.
- (e) Ensure adequate fire and emergency evacuation precautions and information and that adequate first aid provision is provided.
- (f) Ensure that all new employees are fully trained and supervised until deemed to be competent in the use of all tools and equipment required to carry out duties.
- (g) Ensure the security and safety of work sites under their control.
- (h) Check over working methods and precautions with site management if appropriate before work commences.

Site Managers in control of sites working with operatives and sub-contractors should co-ordinate or undertake site management functions as appropriate for the site.

Understand the Company's Policy and appreciate the responsibility allocated to all staff and employees. Ensure allocation of responsibilities with the client, sub-contractors, statutory authority and others. Provide written instructions to establish working methods, to explain the sequence of operations, using the correct equipment, to outline potential hazards at each stage and indicate precautions to be adopted. Ensure that all statutory inspections and the relevant documentation and also:

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2.8 Site Managers continued

- (a) Report any accidents, dangerous occurrences and near misses to the head office in accordance with the Company Policy.
- (b) Ensure electrical equipment used on site is 110v and that it is maintained in a safe and proper manner in accordance with approved codes of practice.
- (c) Ensure site rules are adhered to and reprimand any employee for failing to discharge their health and safety responsibilities.
- (d) Provide all relevant information to the Management ensuring the Health and Safety file is completed and ready to be passed to the Principal Designer on completion of works.
- (e) To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.

2.9 Operatives

All employees must read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.

Operatives will be consulted on matters that affect their health, safety and welfare.

Operatives must take care of their own health and safety, and of others who might be affected by their actions and the following Company rules must be abided by.

They must:

- (a) Work in a safe manner at all times and not take unnecessary risks, which could endanger themselves or others.
- (b) Report anything they see which is likely to endanger either their own or others' health and safety. Report any injury resulting from an accident at work to their Site Manager or Contract Surveyor and ensure that it is entered in the accident book. Report to the Site Manager or Contract Surveyor any unsafe or unhealthy working conditions.
- (c) Use the correct equipment and tools for the job and keep them in good condition. Wear all protective clothing provided by the Company when instructed to do so. Only carry out work that they are trained to do and attend any further training provided. Not use plant and equipment unless trained to do so and given authority by the Site Manager or Contract Surveyor.
- (d) Cooperate with their employer, Site Manager, fellow workers, contractors and other duty holders. Not enter into horseplay on site and abide by the site rules.

2.10 Office staff

All individuals in the office are responsible for working in a safe and healthy manner and assisting others in the same. In particular by:

- (a) Ensuring that they are complying with all office emergency procedures and comply with instructions given by Fire Wardens.
- (b) Ensuring that their workstation is maintained in a clean and safe manner and generally assist in maintaining a safe atmosphere throughout the office.
- (c) Operating VDU and other office equipment safely and in accordance with recommended working practices.
- (d) Reporting known hazards or health risks to the Health and Safety Co-ordinator.

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2.11 Purchaser/Buyer

The Company Buyer is office based and responsible for co-ordinating the purchase and hire of equipment for site and is responsible for the operation of the yard. Their main responsibilities, with the support of the buying office staff include:

Assisting sites in the provision of materials and equipment at the appropriate time and to the correct standard.

Ensuring that equipment supplied is suitable for the task defined by Site Contract Management and that adequate training is provided to the users on site, if appropriate.

Ensuring that the Company Plant and Equipment forms are up to date and any equipment for repair or deemed to be unsafe is clearly marked.

Ensuring that Company lifting equipment is tested in accordance with LOLER regulations.

Co-ordinating the testing of Company electrical equipment in accordance with regulations including portable appliance testing "PAT testing".

Ensure that work equipment is tested in accordance with PUWER Regulations.

Ensure hired in plant and equipment is accompanied by all appropriate training, inspection and maintenance records.

Maintaining a tidy and safe yard to include appropriate warning notices in and around the yard.

2.12 Sub-contractors

All sub-contractors will be selected in accordance with the Company question evaluation questionnaire and will be expected to comply with the Company Health and Safety Policy.

Sub-contractors must ensure their own Company Safety Policy is made available prior to starting their works.

Detailed method statements and risk assessments will be required from all sub-contractors when carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, high voltage work, etc. These must be agreed by the Health and Safety Co-ordinator and Site Manager before work begins and copies made available on site, in order that compliance can be maintained.

All works must be carried out in accordance with the relevant statutory provisions, taking into special account the safety of others and the general public.

Scaffolding used must be inspected by the employer or a competent person to ensure that it is erected, inspected and maintained in accordance with regulations and Codes of Practice. Works cannot begin on site until a scaffold handover certificate has been issued.

All plant and equipment brought on to site by sub-contractors must be fitted with any necessary guards and safety devices and with any necessary certificates available for checking.

Sub-contractors are responsible for checking their own equipment in accordance with PUWER, LOLER and all regulations.

All transformers, generators, extensions leads; plugs and sockets must adhere to current British or EC standards for industrial use and be in good condition and reduced down to 110v.

Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the Site Manager/Managing Surveyor.

Sub-contractors must comply with any safety instructions issued by the Site Manager, Managing Surveyor, In-house Safety Co-ordinator or client's representative Principal Designer etc.

Sub-contractors informed of any hazards will be expected to take immediate action to rectify them.

Sub-contractors will provide the name of the person they have appointed as their Supervisor.

Any material or substance brought on site which has health, fire or explosion risks must be used and stored in strict accordance with current regulations and Codes of Practice and that information, verbal or written, must be provided to any person who may be affected on site.

It is the policy of the Company that all staff, sub-contractors and visitors on construction sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management.

Sub Contractors must set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.

Sub-contractors will be expected to keep all work places tidy and all debris, waste material etc. must be cleared regularly as work proceeds.

ARRANGEMENTS

TRIDENT BUILDING RENOVATIONS LTD SAFETY POLICY DOCUMENT

3.1 Company information, instruction training and supervision

Information

The Company will give sufficient information to all employees and management to carry out their duties in a competent manner. Subsequently, management shall consider the purpose and significance of the information towards health and safety, and ensure that the necessary information is provided, in a suitable format to those persons who may need the information.

Employees have a role to play in that they should request sufficient and detailed information to enable them to carry out their duties in a safe manner.

Instruction

Instruction will be given to employees verbally when procedures are of a relatively simple nature. However when necessary written instruction will be issued in the form of site inductions, formal training, email, risk assessments, method statements and health and safety bulletins.

When a task is assigned to an employee to carry out or manage themselves, or when procedures, affecting safety are to be implemented, then the Site Manager or Contracts Surveyor concerned shall ensure that the individuals concerned have sufficient details for work to be completed safely. Individuals will be required to confirm their understanding of the arrangements by a dated signature.

Training

The Company will comply with the Health and Safety at Work Act 1974 which requires the Company to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees.

All employees shall receive induction training on joining the Company tailored to the tasks that are to be assigned to them.

Employees shall receive further suitable training to enable them to undertake the tasks assigned to them in a manner that is safe for them all other workers and the general public.

Management have the general duty to ensure that when an individual in their charge is directed to undertake a given role, that the requirements for general knowledge, skills and experience for that role, are matched by training or other suitable and qualified achievements.

Training shall be an on-going process for every employee and the Company will monitor and instruct when the need for refresher training is required.

A training file shall be maintained by the Company on each individual employee. This will have sufficient information for Managing Surveyors and the Site Manager to assign work to the employee. The training file will be generally well organised, safeguarded against loss and damage and maintained in such a general way that ensures that the main details are always available to management.

Supervision

The Managing Surveyors and Site Manager will know what the Company expect from them in terms of health and safety. They will understand the Company health and safety policy, where they fit in, and how the Company want health and safety managed.

The Managing Surveyors and Site Manager will ensure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.

They will ensure there are arrangements in place to check the work of contractors and that those works are being carried out as agreed.

The Managing Surveyors and Site Managers will ensure that workers in their charge understand the risks associated with the work environment and measures to control them.

The Managing Surveyors and Site Managers will ensure employees have training in the specific hazards of the Company processes and how the Company expect those risks to be controlled.

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3.1 Company information, instruction training and supervision continued

Supervision continued

New, inexperienced or young people, as well as those whose first language is not English, are very likely to need more supervision than others.

The Managing Surveyors and Site Managers will ensure workers know how to raise concerns and are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.

The Managing Surveyors and Site Managers shall give sufficient time to actively monitoring the work of those in their charge. The level of supervision shall match the level of risk and complexity of the work.

3.2 Consultation and Communication

The Company will be active and ensure there is open communication and consultation between all our employees, the sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.

The Company has a Health and Safety Committee. A representative from senior management, the Site Manager and site operative will make up the committee.

Regular health and safety meetings will take place at intervals not exceeding three months. All employees shall be given the opportunity to contribute to the meeting via their Managing Surveyor. Employees and contractors are encouraged to raise any issues or concerns during these sessions, for example, unsafe working practices, welfare provisions, problems with plant etc.

Matters concerning health and safety raised by employees will be thoroughly investigated and shall be undertaken in a confidential and sympathetic manner, with the results communicated to the Managing Director.

When job specific risk assessments are undertaken, adequate consultation shall take place with the employees affected to ensure that risks are understood and control measures are practicable. Significant special instructions in matters of health and safety shall be given by way of internal memos issued to relevant employees; these shall be held on file and considered in policy/procedure reviews.

3.3 Construction Design Management 2015 (CDM 2015)

The Company will provide adequate time and resources to manage and carry out duties that comply with Construction Design Management 2015 regulations.

Client duties.

The client must ensure that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.

The client must make suitable arrangements for managing a project safely, including ensuring:

- (a) Other duty holders are appointed.
- (b) Sufficient time and resources are allocated.
- (c) Relevant information is prepared and provided to other duty holders.
- (d) The Principal Designer and Principal Contractor carry out their duties.
- (e) Welfare facilities are provided.
- (f) The Principal Designer or Designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties.
- (g) Ensure that the Principal Contractor or Contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties.
- (h) The project team is adequately resourced.
- (i) The project or client brief has been issued to the project team.

3.3 Construction Design Management 2015 (CDM 2015) continued

- (j) The project team has been provided with information about the existing site or structure (pre-construction information)
- (k) Arrangements are in place to manage health and safety throughout the project.
- (l) Sufficient time has been allowed to complete the key activities.
- (m) Where required, an online F10 notification form has been submitted to HSE to notify them of commencement of work.
- (n) A construction phase plan has been adequately developed before work starts on site.
- (o) Suitable welfare facilities have been provided before work starts on site.
- (p) The format and content of the health and safety file has been agreed.

Principal Designer duties

The Principal Designer's role is to plan, manage and monitor the pre-construction phase, to co-ordinate health and safety.

The pre-construction phase is defined as any period during which design or preparatory work is carried out for a project, which may continue during construction.

The Principal Designer must:

- (a) Assist the client in identifying, obtaining and collating the pre-construction information.
- (b) Provide pre-construction information to designers, the Principal Contractor and contractors.
- (c) Ensure that designers comply with their duties and co-operate with each other.
- (d) Liaise with the Principal Contractor for the duration of the appointment
- (e) Prepare the health and safety file.

The Principal Designer's duties apply regardless of the contractual arrangements for the appointment of other designers and whether or not the project is notifiable to the Health and Safety Executive (HSE). If the Principal Designer appoints other designers, the Principal Designer is responsible for ensuring that they have the relevant skills, knowledge and experience to deliver their work.

Note: Construction phase works will not commence until a Principal Designer has been appointed in writing by the client.

Principal Contractor

When the Company is to act as the Principal Contractor the Company will manage the construction phase of a project. Liaise with the Client and Principal Designer throughout the project, including during the pre-construction phase.

The Company will carry out the following actions and duties:

- (a) Prepare a Construction Phase Plan that ensures the work is carried out without risk to health and safety and is proportionate to the scale and complexity of the project.
- (b) Ensure the implementation of the plan, including facilitating co-operation and co-ordination between contractors.

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3.3 Construction Design Management 2015 (CDM 2015) continued

- (c) Ensure monitoring reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health.
- (d) Securing the site taking steps to prevent unauthorised access to the site by using fencing and other controls.
- (e) Providing welfare facilities making sure that suitable facilities are provided throughout the construction phase.
- (f) Providing site induction giving workers, visitors and others information about risks and rules that are relevant to the site work and their work.
- (g) Liaising on design and discussing with the Principal Designer any design or change to a design.

Works will only commence once the following has been confirmed.

- (a) The client is aware of their duties.
- (b) A Principal Designer has been appointed.
- (c) The client has completed and submitted an F10 for notifiable projects.
- (d) Suitable and adequate welfare facilities are available.
- (e) The client is satisfied the Construction Phase Plan has been suitably developed.
- (f) A site induction has been provided.
- (g) Ensuring that the workforce, and that of contractors, is capable and they have the appropriate skills, knowledge, training and experience.
- (h) Ensuring that contractors are informed of the time available for planning and preparation.
- (i) Ensuring that the workforce, and the workforce of contractors, is provided with relevant information, instruction and appropriate supervision.
- (j) Reasonable steps have been taken to prevent access by unauthorised persons to the site.

Appointing Contractors

When appointing Contractors, Sub- contractors and trades the following checks will be made:

- (a) Check their health and safety capabilities.
- (b) Provide them with the health and safety information they need for the work.
- (c) Talk about the work with them before they start.
- (d) Make sure that they are provided everything the Company has agreed (for example safe scaffolds, plant and access to welfare facilities)
- (e) Monitor their performance and remedy any shortcomings.
- (f) Plan, manage and monitor construction work under our control so that it is carried without risks to health and safety.

Health and safety file

When putting together the health and safety file, the Company will consider including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

3.3 Construction Design Management 2015 (CDM 2015) continued

- (a) A brief description of the work carried out.
- (b) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc)
- (c) Key structural principles (for example, bracing, sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- (d) Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc)
- (e) Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc).
- (f) Health and safety information about equipment provided for cleaning or maintaining the structure.
- (g) The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.
- (h) Information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).

3.4 COSHH

The Company will comply fully with the requirements of the Control of Substances Hazardous to Health Regulations (COSHH) 2002 in assessing and controlling the risks to which our employees and anyone else may be exposed through our work.

COSHH is the law that requires the Company to control substances that are hazardous to health. The Company will prevent or reduce workers exposure to hazardous substances by:

- (a) Finding out what the health hazards are.
- (b) Deciding how to prevent harm to health by carrying out a risk assessment.
- (c) Providing control measures to reduce harm to health and making sure they are used.
- (d) Keeping all control measures in good working order.
- (e) Providing information, instruction and training for employees and others.
- (f) Providing monitoring and health surveillance in appropriate cases.
- (g) Planning for emergencies.

COSHH covers substances that are hazardous to health. Substances can take many forms and include.

- (a) Chemicals
- (b) Products containing chemicals
- (c) Fumes
- (d) Dusts
- (e) Vapours
- (f) Mists

3.4 COSHH continued

(g) Nanotechnology

(h) Gases and asphyxiating gases

(i) Biological agents

Principles of good practice and controls

- (a) Seek out safer substitutes for hazardous substances materials.
- (b) Select safer application methods, such as brushing or rolling rather than spraying.
- (c) Take into account all relevant routes of exposure such as inhalation, skin and ingestion.
- (d) Ensure good housekeeping to avoid a build up of contaminants.
- (e) Control exposure by measures that are proportionate to the health risk.
- (f) Choose the most effective and reliable control options that minimise the escape and spread of substances hazardous to health.
- (g) Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- (h) Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment. Personal protective equipment is the final option, generally for short term exposure.

Monitoring training

The Company will check and review regularly all elements of control measures for their continuing effectiveness.

Inform and train all employees on the hazards and risks from substances with which they work, and the use of control measures developed to minimise the risks.

Ensure that the introduction of measures to control exposure does not increase the overall risk to health and safety e.g. process changes might mean that equipment cannot be fully decontaminated before maintenance staff are given repairs to do.

The Company will monitor levels of hazardous substances in the workplace where practicable and where results may be needed to show control is adequate.

The Company will monitor the exposure of individuals to hazardous substances where practicable or where necessary to control the exposure.

The Company will ensure health surveillance (e.g. checks by a doctor) of persons in some types of work e.g. works involving lead.

The Law requires records on exposure to be kept for a minimum of five years regarding workplace exposures, and for a minimum of 40 years where records relate to identifiable individuals.

Company COSHH assessment forms shall be used to record the risk assessment process for hazardous substances with which our employees are to work.

New Safety Data Sheets from suppliers shall be reviewed at approximately three year intervals.

TRIDENT BUILDING RENOVATIONS LTD SAFETY POLICY DOCUMENT

3.5 Emergency procedures

It is the Company's intention to ensure that risks created from the works carried out by the Company are minimised however it is acknowledged that it cannot be assumed a major emergency incident will never occur.

All employees and visitors will be made aware of the emergency evacuation procedures and fire procedures and the location of the fire fighting equipment on induction.

The Company will ensure a nominated person is responsible for ensuring that the fire risk assessment is undertaken and implemented and reviewed at suitable intervals. It is also to ensure that office evacuation procedures are tested at least every three months with results recorded and acted upon.

The Company will appoint a Fire Warden who is responsible for checking escape routes and emergency facilities weekly and ensuring that fire extinguishers, alarm systems and emergency lighting etc. are tested every 12 months. A plan outlining escape routes and fire extinguisher points will be displayed in the reception area.

The Office Fire Warden is: _____

The Company will carry out risk assessments to identify foreseeable major incidents and ensure safety procedures will be followed by employees.

The following will be included:

- (a) Assemble points and safe havens
- (b) Raising alarms
- (c) Means of escape
- (d) Calling emergency services
- (e) If a fire or significant escape of gas or other highly flammable/dangerous substance material is suspected, the fire alarm should be raised immediately.
- (f) Identify hazards. Consider how a fire could start and what could be done to prevent fire.
- (g) Record, plan and train. Keep a record of all risks and action taken. Make a plan for fire safety ensure that people understand what they need to do in the event of a fire.
- (h) Review the assessment regularly and check it takes account of any changes.
- (i) A roll call of staff will be taken by the Fire Warden to ensure all persons are accounted for.
- (j) Upon hearing the alarm, all staff should evacuate the building immediately by the nearest fire exit, and congregate at the designated assembly point, where a roll call of staff will be taken by the Fire Warden to ensure all persons are accounted

No attempt should be made to re-enter the building.

3.5 Emergency procedures continued

Site Fire and Emergency Procedures

All employees, contractors and visitors must report to the Site Office before entering site, where they will be inducted to the fire procedures of the site.

All employees, contractors and visitors will be required to sign the visitors' book on arrival to site, and on departure. This will allow the Fire Warden to know exactly who is on site at any one time.

Fire Marshals will conduct regular fire drills and record the results of the fire drill.

All hot work on site will only be carried out under the control of a Hot Work Permit, issued and signed off by the Site Manager.

Emergency arrangements shall be displayed on site and be outlined to all site personnel and visitors during their induction.

All Site Managers are automatically appointed as Fire Wardens when resident at their respective sites unless other written arrangements have been made and communicated.

As each site is different in its size, nature and fire risks, it is the responsibility of Site Manager to ensure that a fire risk assessment is undertaken on which fire emergency arrangements can be based.

3.6 Incidents, accidents and near misses

An accident is an unplanned event that causes injury to a person or damage to property.

All accidents resulting in personal injury, and all dangerous occurrences where injury could easily have happened or where ill health may eventually result (e.g. where there has been a dangerous exposure to a hazardous substance) will be recorded.

It is policy to record all accidents and near misses involving personnel.

All accidents must be reported as soon as possible to the Site Manager when working on site. The Site Manager will enter the details into the Company Accident report forms. All other accidents not on site must be reported to the Company Safety Coordinator who will enter into the Company Accident forms.

A near miss is an unplanned event which does not cause injury or damage but could do so e.g. an item falling from height that was near to hitting and causing injury to an employee.

The accident forms and reports of near misses will be regularly reviewed by the Health and Safety Coordinator to ascertain the nature of incidents and near misses. The Safety Coordinator will provide guidance and recommendations on how to prevent recurrence of such events.

The Company will record and keep on file confidential information on employees. Only the individual and management concerned shall have access to such information unless specially authorised by the Managing Director.

The following will be recorded to aid monitoring and enable the conditions to be taken into account when work and health and safety measures are being planned for the individual:

- (a) All incidents where a significant, immediate health effect occurs from an exposure to hazardous substances, noise, vibration or extremes of temperature.
- (b) Injuries or dangerous occurrences at work resulting from an act of aggression will also be recorded.
- (c) Where concern exists that such an exposure may have been enough to contribute significantly towards ill health in the future.

3.6 Incidents, accidents and near misses continued

All above occurrences shall be investigated to a suitable degree, gathering sufficient objective information surrounding the event(s) that led to the occurrence. Where appropriate, evidence from persons present and other organisations involved shall be gained. The general aim of investigations shall be to establish the root cause of the incident and provide information on which improvements may be based.

The Health and Safety Coordinator and senior management will be made aware of the results of investigations into significant incidents and together with any recommendations for improvements. The Company shall implement whatsoever changes may be required to control the related health and safety risks and minimise the likelihood of the same or similar incidents happening again.

3.7 Intoxication alcohol and drug abuse.

The Company recognises it has a general duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. If the Company knowingly allows an employee under the influence of excess alcohol or drugs to continue working and this places the employee or others at risk, the Company could be prosecuted. Similarly employees are also required to take reasonable care of themselves and others who could be affected by what they do.

Due to the nature of the business the Company enforces a zero tolerance of alcohol and drug abuse.

Any employee in possession of illegal drugs whilst at work will be removed from site immediately and the matter reported to the Police.

Any employee or sub contactor found drug taking or drinking will be told to leave site immediately, this is a breach of Company rules and their contract will be terminated.

A post investigation will take place and if it is found that symptoms suggesting that an employee or sub contractor was under the influence of drugs or alcohol but in fact other conditions, e.g. heat exhaustion, hypothermia, diabetes, personal emotional problems etc, or the employee was affected by legitimate medication prescribed by a doctor the Company will reconsider action taken.

3.8 First aid

The Company has a legal duty to make arrangements to ensure employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important are those employees receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones.

The Company will ensure that site and office inductions include the arrangements for first aid and accident reporting.

The Company shall ensure we provide such equipment and facilities that are adequate and appropriate in the circumstances for enabling first-aid to be rendered to employees if they are injured or become ill at work.

The Company will ensure that there are the correct number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to employees if they are injured or become ill at work and for this purpose a person shall not be suitable unless he has undergone such training and has such qualifications as may be appropriate in the circumstances of that case.

The following items will be taken into consideration when assessing the arrangements to be put in place for managing first aid:

- (a) The nature of the work and workplace hazards.
- (b) Risks of the nature of the work.
- (c) The Company's history of accidents.
- (d) The amount of people working on the site or at the office.

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3.8 First aid continued

First aid kits will be held at each place of work. All Company transport shall have a travel kit of first aid supplies suitable for the number of persons who may be transported in the vehicle. The position of first aid kits and where appropriate, names of persons who can provide first aid treatment will be suitably displayed and each managed place of work will have a notice that shows the arrangements for handling a first aid emergency for that particular location.

All accidents/injuries will be reported as soon as possible in the Company accident report form and forwarded to head office where the information will be retained.

The Company's In-house Health and Safety Co coordinator and Site Manager are responsible for ensuring suitable general arrangements exist for dealing with first aid emergencies in the areas under their control. This includes access to first aid treatment by trained persons, first aid supplies, and the means to call emergency services etc.

Individual First Aiders/Appointed Persons are responsible for maintaining a suitable range and quantities of serviceable ('in date') first aid supplies in kits under their control.

In the event of serious injury/suspected serious injury, and if a qualified First Aider or Appointed Persons is not immediately available, never delay in calling emergency services if there is any doubt as to what level of first aid treatment is required call 999 immediately.

3.9 Health surveillance

Health surveillance allows for early identification of ill health and helps identify any corrective action needed.

Health surveillance is important for:

- (a) Detecting ill-health effects at an early stage, so the Company can introduce better controls to prevent them getting worse.
- (b) Providing data to help the Company evaluate health risks enabling us to raise concerns about how work affects employee's health.
- (c) Highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment.
- (d) Providing an opportunity to reinforce training and education of employees e.g. on the impact of health effects and the use of protective equipment.

Health surveillance will be carried out if employees work extensively in conditions where they are exposed to:

- (a) Asbestos
- (b) Noise and vibration
- (c) Lead
- (d) Other hazardous substances with known health risks (e.g. cement and specific hardwood resins.)
- (e) Biologically hazardous substances (e.g. pigeon/rat droppings and giant hog weed) contaminated ground, rivers and watercourses.
- (f) Fumes and dusts

Records of all health surveillance must be kept in confidence with authorised access only.

Employees are requested to contact a Director should they be concerned that they may have a health condition related to their work, whether caused by the work or just worsened by it.

3.10 Lone working

If lone working is to be carried out risk assessments should be carried out and consideration given to the following.

- (a) Taking steps to ensure risks are removed where possible or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety.
- (b) Does the workplace present particular risks to the lone worker?
- (c) If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency?
- (d) Is there a safe way in and out for one person, e.g. for a lone person working out of hours where the workplace could be locked up?
- (e) Is there machinery involved in the work that one person cannot operate safely?
- (f) Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- (g) What communication procedures are in place for emergencies?

Controls

- (a) Training will be crucial in enabling people to cope in unexpected circumstances for example dealing with potential exposure to violence and aggression.
- (b) Supervisors periodically visiting and observing people working alone.
- (c) Pre-agreed intervals of regular contact between the lone worker and management.
- (d) Staff security systems.
- (e) Implementing robust systems to ensure a lone worker has returned to their base or home once their task is completed.
- (f) Lone workers will not be subjected to high risk activities such as working at height, heavy or awkward manual handling operations, working with hazardous substances etc.
- (g) Effective consultation will also help ensure that relevant hazards are identified, and appropriate and proportionate control measures are chosen.

3.11 Monitoring health and safety

Monitoring and reporting are vital parts of the Company health and safety culture. Management systems will allow the management to receive both specific (e.g. incident-led) and routine reports on the performance of health and safety policy.

The Company will ensure appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates)

The Company will carry out periodic audits of the effectiveness of management structures and risk controls for health and safety.

The Company will ensure the monitoring of sickness absence and workplace health this can alert the management to any underlying problems that could seriously damage performance or result in accidents and long-term illness.

All managed site operations will, as a minimum, be subject to weekly inspections by the Site Manager. Where there is a need for improvement, action will be taken immediately to fully identify the extent of risk and organise for any necessary corrective or preventive action.

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3.11 Monitoring health and safety continued

The Company In-house Health and Safety Coordinator will carry out regular inspections of workplaces and give guidance and advice on all aspects of health, safety and welfare. An inspection report will be presented both verbally and in writing to the operatives; a further copy will be issued separately to Head Office.

The Managing Surveyor is required to review and action items on the inspection report as soon as is practicable, and within 48 hours.

Managing Surveyors shall ensure that suitable records are kept and as appropriate reviewed and analysed to assess and identify general trends in health and safety standards and overall safety performance.

The collection of workplace health and safety data can allow the board to benchmark the Company performance against others in its sector.

Appraisals of senior managers will include an assessment of their contribution to health and safety performance.

The monitoring of this Health and Safety Policy will be undertaken by Owen Construction Consultancy Ltd at intervals not exceeding one year, and on the request of the Managing Director.

Legislative change that may occur during the interim period will be communicated to the management by Owen Construction Consultancy Ltd bulletins.

3.12 Office safety

The health and safety of the Office and the Yard is the responsibility of the In-house Health and Safety Co-ordinator, to whom all problems or concerns should be raised.

Safe access and egress will be provided and maintained to all areas of work.

Reasonable working temperatures will be provided to the workplace at all times, heaters in cold conditions and portable air conditioning units in summer.

Lighting at work is very important to the health and safety of everyone using the workplace. The quicker and easier it is to see a hazard, the more easily it is avoided. The types of hazard present at work therefore determine the lighting requirements for safe operation.

All litter bins will be emptied daily and all areas kept clear at all times.

Welfare facilities

Access to adequate toilet and washing facilities.

Toilets and washing facilities will be suitable and sufficient, ventilated, lit and kept in a clean and orderly condition.

Clean hot and cold, or warm, running water, soap or other suitable means of cleaning and towels or other suitable means of drying will be provided.

Facilities for rest

Suitable and sufficient rest areas will be provided or made available. They will be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.

The company will ensure arrangements are in place so that meals can be prepared and eaten and that there is means for boiling water.

Drinking water

An adequate supply of wholesome drinking water will be provided or made available at readily accessible and suitable places.

Where necessary for reasons of health or safety, every supply of drinking water must be conspicuously marked by an appropriate sign.

Where a supply of drinking water is provided, a sufficient number of suitable cups or other drinking vessels must also be provided, unless the supply of drinking water is in a jet from which persons can drink easily.

3.12 Office safety continued

Visual Display Units (VDUs)

Employees will complete the Company Display Screen Assessment form.

Eye testing will be carried out at the request of the employee.

Any aches, pains or discomfort suffered at the workstation should be reported to the In-house Health and Safety Co-ordinator as soon as possible.

3.13 Review

The Company Health & Safety Policy will be reviewed at least annually and updated as necessary to reflect significant changes in legislation.

The Company will gain commitment and action from senior management to involve employees and their representatives in good time about matters affecting their health and safety.

The Company will involve employees and health and safety representatives in discussions about health and safety matters affecting them, and encourage the workforce to generate ideas for health and safety initiatives.

The Company will involve health and safety representatives in joint accident investigations, workplace inspections and risk assessments

The Company will ensure health and safety representatives have access to the facilities and training they reasonably need to perform their role.

Where policy or procedures change significantly, employees will be consulted on new control measures before they are formally implemented.

The Company will explain the reasons behind management decisions so the workforce can understand how their views have been considered in making decisions about managing their health and safety.

The Company will review progress involving the workforce in health and safety and update consultation processes so they are current and effective.

The Company will build on the success of workforce involvement in some issues by engaging employees in discussions of health and safety issues that can be more challenging.

The Managing Surveyor will seek professional advice as may be required to manage safety.

3.14 Reporting of incidents 2013 (RIDDOR)

The Company recognises reporting of certain incidents is a legal requirement. The report informs the enforcing authorities (HSE, local authorities) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated.

This Health and Safety Executive Reporting accidents and incidents at work allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

Not all accidents need to be reported. A RIDDOR report is required only when. The accident and it results in an injury of a type which is (listed under 'Types of reportable injury').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- (a) The way the work was organised, carried out or supervised.
- (b) Any machinery, plant, substances or equipment used for work.
- (c) The condition of the site or premises where the accident happened.

3.14 Reporting of incidents 2013 (RIDDOR) continued

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- (a) A fracture, other than to fingers, thumbs and toes.
- (b) Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- (c) Permanent loss of sight or reduction of sight.
- (d) Crush injuries leading to internal organ damage.
- (e) Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- (f) Scalping (separation of skin from the head) which requires hospital treatment.
- (g) Unconsciousness caused by head injury or asphyxia.
- (h) Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers must be reported not counting the day of the accident.

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include

- (a) Carpal tunnel syndrome.
- (b) Severe cramp of the hand or forearm.
- (c) Occupational dermatitis.
- (d) Hand-arm vibration syndrome.
- (e) Occupational asthma.
- (f) Tendonitis or tenosynovitis of the hand or forearm, any occupational cancer.
- (g) Any disease attributed to an occupational exposure to a biological agent.
- (h) Anthrax
- (i) Legionellosis

3.14 Reporting of incidents 2013 (RIDDOR) continued

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example.

- (a) The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- (b) Plant or equipment coming into contact with overhead power lines.
- (c) Failures in lifting machinery, pressure systems, scaffolding, transport systems and the like.
- (d) Certain incidents involving the escape of flammable or dangerous substances.
- (e) Certain incidents involving collapse of buildings, bridges or similar structures.

Reportable gas incidents.

Either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas.

A Gas Safe engineer must provide details of any gas appliances or fittings that are considered to be dangerous to the extent that people could die lose consciousness or require hospital treatment. This may be due to design, construction, installation, modification or servicing, and could result in an accidental leakage of gas

Incident Contact Centre

Caerphilly Business Park

Caerphilly

CF83 3GG

Tel: 0845 300 9923

Fax: 0845 300 9924

Email: Riddor@natbrit.com Web: www.riddor.gov.uk

3.15 Investigation procedure

The purpose of an investigation is to find out what happened in an incident, and why, and to take action to prevent further or similar occurrence in the future.

Operational Directors expect that investigations will be actively managed so that they are conducted and completed within the shortest practicable timescales.

- (a) The Site Manager will cease work in the area of the incident and leave the scene as near as possible in the condition as at the time of the incident.
- (b) The Site Manager will inform his Managing Surveyor, who will authorise the investigation and provide further information as required to statutory bodies.
- (c) For any incident that is listed in the RIDDOR reportable conditions requiring HSE notification, an investigation will be carried out by Owen Construction Consultancy Limited.
- (d) Assess the incident and resource the investigation.
- (e) Set initial objectives and identify any fast-track actions.
- (f) Consider any necessary support required from specialists or the sector at the outset.

3.15 Investigation procedure continued

- (g) Identify any foreseeable health and safety issues and site conditions that may affect the investigators.
- (h) Produce a fit-for-purpose plan.
- (i) Before work re-commences in the area of the incident a review of the risk assessments and method statements will take place.
- (j) The findings of the incident will be published for all company personnel to learn from and to make any necessary changes at other locations.

3.16 Risk assessments

The Company accepts that some operations may, unless properly controlled create risks to members of staff and general public and therefore the Company will take all reasonably practicable measures to reduce these risks to an acceptable level. The Company will ensure arrangements as are appropriate for the planning, organisation, control, monitoring and review of preventive and protective measures.

A hazard is anything that may cause harm, such as chemicals, electricity, working from height digging a trench, etc

The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

A risk assessment is produced that provides control measures to reduce the risk to an acceptable level to complete the task.

The Company will discuss with employees what they think the hazards are, as they may notice hazards that are not obvious to the Site Manager/ Managing Surveyors and the employees may have some good ideas on how to control the risks.

The Company will take into account that some workers may have particular requirements, e.g. new and young workers, migrant workers, new or expectant mothers, people with disabilities and lone workers etc.

The Company will do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

The Company will take the following practical steps:

- (a) Avoidance of risk completely by substituting an alternative working method or materials.
- (b) Identifying employee's needs such as information, instructions, training and supervision.
- (c) Trying a less risky option.
- (d) Preventing access to the hazards.
- (e) Organising the work to reduce exposure to the hazard.
- (f) Issuing protective equipment.
- (g) Providing welfare facilities such as first aid and washing facilities.
- (h) Involving and consulting with workers.

The Company will record all significant findings— This will enable the Company to identify the hazards, how people might be harmed by them and what the Company has in place to control the risks.

3.16 Risk assessments continued

Methods

The Managing Surveyors and Site Managers will be responsible for ensuring risk assessments are carried out for all work activities before they start.

The Managing Surveyors and Site Managers will complete risk assessments on the Company risk assessment forms, as the work progresses, taking into account the following:

- (a) The work activity to be carried out, identifying associated hazards.
- (b) The people at risk from the activity including non-construction personnel.
- (c) The plant and materials to be used.
- (d) The nature of the work area.
- (e) Supervision and training.
- (f) The precautions are reasonable and the remaining risk is low.

The Company will regularly review risk assessments.

The risk assessment will be carried out by competent persons only, and persons involved with the work must be briefed on the risks and control measures through consultation, induction, or tool box talks.

Any generic/model risk assessments will be reviewed for job specific application before being 'assigned' to a given contract/task, and they shall be reviewed at least every year as a 'generic' assessment record.

All risk assessments shall be reviewed with the site management and operatives when any significant changes, that are relevant to that assessment, and the work it covers, e.g. equipment, materials, light, ventilation and the people affected etc.

The same general arrangements as above shall apply to risk assessments of hazardous substances (under COSHH Regulations), vibration, noise, display screens and manual handling.

Young persons & expectant mothers

Young persons officially those under 18 years of age might need additional support to allow them to carry out their work without putting themselves and others at risk, and this might mean more tailored training and/or closer supervision.

Young persons are generally more susceptible to accidents and injuries due to their possible lack of awareness of existing or potential risks, immaturity and lack of work (and life) experience generally

For many young people the workplace will be a new environment and they will be unfamiliar with 'obvious' risks and the behaviour expected of them in response.

Regularly checking a young person's progress will help identify where any additional adjustments may be needed.

The Company will provide clear and sufficient instruction, training and supervision to enable them to work without putting themselves and other people at risk.

The Company recognises young workers are as likely to have an accident in the first six months at a workplace as during the whole of the rest of their working life.

3.16 Risk assessments continued

Workers new to a site:

- (a) May not recognise hazards as a potential source of danger.
- (b) May not understand 'obvious' rules for use of equipment.
- (c) May be unfamiliar with site layout especially where site hazards may change from day to day and may ignore warning signs and rules, or cut corners.

All young persons will therefore receive special consideration when work is being planned for them and extra supervision when they are at work. Young persons shall not be permitted to use high speed cutting tools, plant or machinery or work with dangerous substances unless this is part of fully supervised training. Young employees of the Company will have a detailed training file maintained to record what experience they have gained, what tasks and what (minor) tools and equipment they are authorised to undertake and use. Information from this file shall be available to and considered by site management.

When a young sub-contractor is to work on site, their employer will be required to provide a risk assessment for that individual, setting out the age, experience and training/competence of the young person, the work they will be permitted to undertake, and the supervision they will receive. Young persons have additional rights to rest breaks, and limits on working hours etc. and should receive special consideration with regard to risks involving manual handling and exposure to extreme levels of heat, cold, noise and vibration.

Placement of children or young persons in work experience schemes within the Company shall only be undertaken following approval of a Company Director, having taken suitable advice from recognised bodies.

The duties and responsibilities of pregnant mothers will be given special consideration.

Expectant mothers have rights to rest breaks, and limits on working hours etc. and should receive special consideration with regard to risks involving manual handling and exposure to extreme levels of heat, cold, noise and vibration.

When a female and pregnant sub-contractor is to work on site, their employer will be required to provide a risk assessment for that individual, setting out their experience and training/competence, the work they will be permitted to undertake, and the loads that they will be allowed to move.

3.17 Sub-contractors selection procedures

Appointing Contractors

When appointing sub- contractors and trades the following checks will be made:

- (a) Check their health and safety capabilities and request the sub-contractor completes the Company Contractors Evaluation Questionnaire.
- (b) Provide them with the health and safety information they need for the work.
- (c) Talk about the work with them before they start.
- (d) A meeting will be held with site management, In-house Safety Coordinator and the sub- contractor's management. The meeting will discuss safe systems of work for the project and cover environmental issues. Minutes of the meeting will be taken.

3.17 Sub contractors selection procedures continued

Arrangements.

- (a) The Company will make sure the sub-contractor is provided with everything the Company have agreed (for example safe scaffolds, plant and access to welfare facilities.)
- (b) Provide them with the Project Safety Plan and any training requirements.
- (c) Request relevant risk assessments and safety method statements
- (d) Monitor their performance and remedy any shortcomings.
- (e) Plan, manage and monitor construction work under Company control so that it is carried out without risks to health and safety.

It will be decided what further meetings are required to review and discuss health, safety, welfare and environmental issues

Minutes of all meetings and any tool box talks records shall be held in the Health and Safety File and copies provided to the Principal Designer.

Health and Safety File

Sub-contractors will be expected to promptly provide the Company with any information necessary for the Health and Safety File and comply with requests from the Principal Designer.

Review

The Company will review the performance of the sub-contractors:

- (a) Health and safety management systems.
- (b) Positive health and safety culture.
- (c) Risk control.
- (d) Work place precautions.
- (e) Reportable accidents, incidents and dangerous occurrences.
- (f) Competence to perform the tasks.
- (g) Communication and co-operation and competence.

3.18 Working in schools

Prior to construction commencing on site, the school representatives, Project Manager and Principal Contractor will need to ensure communication is in place to identify additional arrangements that may be required to ensure the safety of pupils, visitors and staff.

If pre-construction information is required it is important that all duty holders contribute by passing information to the Principal Designer.

All school users should be briefed on the health and safety arrangements for the project. The Company will offer to provide a presentation outlining project brief and construction site safety.

School representatives will be involved at pre-contract stage to discuss work operations and timing.

Planning

- (a) Regular site meetings are likely to be held, school representatives will be encouraged to attend and minutes will be distributed to all parties.
- (b) The site team will be aware of the presence of pupils and staff that could be exposed to the hazards related to the work and will ensure safe working practices are put into place.
- (c) Where work needs to be carried out in occupied buildings, the Company will ensure safe working practices are put into place and additional communication will take place between school representatives and all those using the building.

3.18 Working in schools continued

- (d) Site management will ensure that the school is fully aware of the work activities in progress and co-ordinate where necessary.
- (e) Risk assessments shall be carried out where necessary.
- (f) All hazardous materials should be subject to a COSHH assessment and the necessary precautions observed.

Controls

- (a) Where necessary clear signage will be used (e.g. Men Working signs).
- (b) The site team will ensure good housekeeping practices to minimise the potential of building occupants coming into contact with, or falling over work material and equipment.
- (c) Employees will ensure that all equipment and materials are left secure and in an area where the possibility of theft and vandalism is kept to a minimum.
- (d) All planned protective measures shall be arranged before work commences e.g. enclosures, barriers, fencing etc.
- (e) 110v portable equipment must be used and trailing leads controlled and kept out of the way of staff or pupils as far as is practicable.
- (f) Adequate site supervision shall be provided and maintained. This will need to be more rigorous than usual.
- (g) Materials and equipment shall not be left unattended in areas open to staff or pupils.

3.19 Work in occupied premises.

If a building is occupied the Company will request all information from the building owner, management company, Local Authority etc for identifying hazards e.g. asbestos, fragile roofs moving plant and machinery etc. ensuring hazards and risks to the health and safety of employees carrying out the work are minimised. Domestic clients are in scope of CDM 2015 therefore a Construction Phase Plan will be put in place to ensure safe systems of work when applicable.

The Company will work with and comply with Local Authorities, Health Authorities etc owning occupied premises that may have specific rules for contractors on their premises including Permit to Work Systems.

Controls

- (a) The work area will be set up to present minimal obstruction to access and egress routes, particularly fire and emergency routes.
- (b) Where necessary clear signage will be used (e.g. Men Working signs).
- (c) Employees will be instructed in good housekeeping practices to minimise the potential of building occupants coming into contact with, or falling over work material and equipment.
- (d) All hazardous materials will be subject to a COSHH assessment and the necessary precautions observed.
- (e) Employees will ensure that the client is fully aware of the work activities in progress and co-ordinate where necessary and the client given names of persons to contact in the event of queries.
- (f) Employees will be instructed not to use client equipment.

3.19 Work in occupied premises continued

- (g) Employees will ensure that all equipment and materials are left secure and in an area where the possibility of theft and vandalism is kept to a minimum.
- (h) All planned protective measures shall be arranged before work commences e.g. enclosures, barriers, fencing etc.
- (i) Special requirements shall be recorded in writing and issued to site operatives and representatives of the owner or occupier.

Site management shall ensure that work is carried out as planned and ensure that there are no unsafe areas or conditions which would affect the occupants at the end of each working day.

3.20 Asbestos

Prior to any work being undertaken on any building that may contain asbestos, everything that can reasonably be done must be done to decide whether there is (or may be) asbestos in the premises, and if there is asbestos (or could be), to find out where it is likely to be.

All operational (non domestic) premises should hold an asbestos register that should be requested and studied. All documentary information that can be obtained about the premises will be systematically checked and as thorough an inspection, as is reasonably accessible, of the premises both inside and outside will be carried out.

The Company will check any asbestos surveys are carried out by accredited UKAS surveyors.

The Company will prevent the exposure of employees to asbestos so far as is reasonably practicable and this will be the first consideration. If this is not possible, the exposure must be reduced to the lowest level reasonably practicable. A risk assessment will identify how to achieve this.

If asbestos is suspected the site management must be consulted immediately and all work stopped in the area.

All removal of asbestos will only be carried out by a licensed contractor and member of UKAS.

The Company will request the nominated asbestos removal contractor has suitable risk assessments and a written plan before work on asbestos is carried out, including details of the work, and the appropriate actions to control risk and prevent harm.

Uncontrolled release of asbestos.

In all cases, where there has been an uncontrolled release of asbestos materials into the workplace the Company will take steps to:

- (a) Warn people who may be affected.
- (b) Exclude people from the area, who are not needed to deal with the release.
- (c) Identify the cause of the uncontrolled release.
- (d) Regain adequate control as soon as possible.

The Site Manager will ensure that.

- (a) Anyone in the work area affected who is not wearing PPE, including RPE, leaves that area immediately.
- (b) Arrangements are made to decontaminate anyone who is contaminated with dust and debris.
- (c) Any clothing or PPE is decontaminated or disposed of as contaminated waste.
- (d) Measures are taken to contain and reduce fibre release.

3.20 Asbestos continued

For any employee who was not wearing adequate RPE or has been potentially exposed to asbestos fibres in an incident, a note that the exposure has occurred must be made on that employee's health record. If the employee does not have a health record, the note must be made on that employee's personal record.

If contamination is severe, a licensed contractor and analyst should be employed to thoroughly clean and check the area respectively. When cleaning up after a release, the Site Manager will make sure that:

The inspection has been undertaken by an A class licensed asbestos assessor, independent from the person (and/or business) who was responsible for the removal work. Following the inspection, a clearance certificate will be issued verifying that the asbestos work area is now safe to return to.

The certificate should include details of the site address, the dates and a brief description of the work, the name of the contractor, details of the clearance action done under each stage and the specific areas and items checked, the results of each stage, and the signature of the person completing each stage

Appropriate signage and protective barriers restricting access to the asbestos work area must remain in place until the clearance inspection is completed and a clearance certificate is issued.

Work that requires a licence from HSE

- (a) Removing sprayed coatings (limpet asbestos)
- (b) Removal or other work which may disturb pipe lagging.
- (c) Any work involving loose fill insulation.
- (d) Work on millboard.
- (e) Cleaning up significant quantities of loose fine debris containing ACM dust.
- (f) Work on AIB, where the risk assessment indicates that it will not be of short duration.

Work that does not usually require a licence from HSE

- (a) Small, short duration maintenance tasks where the control limits will not be exceeded.
- (b) Removing textured decorative coatings by any suitable dust-reducing method.
- (c) Cleaning up small quantities of loose fine debris containing ACM.
- (d) Work associated with collecting and analysing samples to identify the presence of asbestos

The following work activities will not normally be non-licensable work.

- (a) Removal of asbestos cement products, (e.g. roof sheeting and rainwater goods) provided the material is carefully handled and removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged.
- (b) Maintenance work involving asbestos cement products (e.g. on roof sheeting and rainwater goods).
- (c) Removal of small areas of textured decorative coatings using gel/steam, to support other activities such as installation/replacement of smoke alarms and light fittings.
- (d) Removal without deterioration, of textured decorative coatings (e.g. if the backing board is carefully cut around to achieve virtually intact removal).
- (e) Drilling of textured decorative coatings for installation of fixtures/fittings.

3.20 Asbestos continued

- (f) Encapsulation and sealing-in work on ACMs that are in good condition (e.g. repairing damaged sealing material).
- (g) Removal and reattachment of loosely fixed (e.g. screwed) AIB panels in order to gain access to areas for other maintenance activities (e.g. under a bath to carry out pipe work maintenance, or for access to a ceiling void for repair of lighting).
- (h) Painting/repainting AIB.
- (i) Short duration work to repair minor damage to AIB and work involving drilling holes in AIB.
- (j) Maintenance work involving plastic paint coatings, PVC floors, panels and sealing compounds.
- (k) Maintenance work involving asbestos-containing thermoplastic and vinyl floor tiles, bitumen roof felt, shingles, damp-proofing coatings, and mastics.
- (l) Maintenance of asbestos-containing felt and paper.

Training

Asbestos awareness training will be given to employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work. Asbestos awareness training will cover the following topics.

- (a) The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke.
- (b) The types, uses and likely occurrence of asbestos and ACMs in buildings and plant.
- (c) The general procedures to be followed to deal with an emergency, e.g. an uncontrolled release of asbestos dust into the workplace.
- (d) How to avoid the risks from asbestos, e.g. for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

Reference to the Control of Asbestos Regulations 2012 Approved Code of Practice and guidance by the HSE will be used to manage asbestos.

3.21 Confined spaces

A “confined space” means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

The specified risk in this case:

- (a) Serious injury to any person at work arising from a fire or explosion.
- (b) The loss of consciousness of any person at work arising from an increase in body temperature or the loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- (c) The drowning of any person at work arising from an increase in the level of liquid; or the asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.

Serious accidents have occurred and continue to occur whilst work is being done inside confined spaces. A place not usually considered to be a confined space may become one if there is a change in the conditions inside or a change in the degree of enclosure or confinement, which may occur intermittently. For example, an enclosed space may be free of contaminants and have a safe level of oxygen but the work to be carried out in it may change this, such as:

- (a) Welding that would consume some of the oxygen.
- (b) A spray booth during paint spraying.
- (c) Using chemicals for cleaning purposes which can add contaminants.

A risk of fire or explosion can arise:

- (a) From an excess of oxygen in the atmosphere, for example caused by a leak from an oxygen cylinder forming part of welding equipment.
- (b) From the presence of chemicals that can combust or spark in enriched (or in some cases normal) oxygen levels.
- (c) From the ignition of airborne flammable contaminants such as dust or due to leaks from adjoining plant or processes that have not been effectively isolated

The presence of toxic gas, fume or vapour can lead to asphyxia or unconsciousness.

Beware of the following:

- (a) Previous processing or storage in the space, e.g. fumigation, decaying material.
- (b) Sludge or other deposits, for example when disturbed by cleaning. Hydrocarbon vapour can still be present under scale even after cleaning.
- (c) Entering the space from adjoining plant that has not been effectively isolated or from exhausts of equipment being used, e.g. generators for lighting.
- (d) The work being done such as: welding, flame cutting, lead lining, brush and spray painting, or moulding using glass-reinforced plastics, use of adhesives or solvents.
- (e) Plant failure, e.g. build-up of ammonia if refrigeration plant fails or accumulation of carbon dioxide following leaks from compressed gas cylinders.
- (f) Naturally occurring biological processes producing toxic gases in sewers, storage tanks storm water drains, wells, slurry pits.
- (g) Build-up in some spaces, such as sewers or manholes, due to contaminated ground or leaks from behind vessel linings, rubber, lead, brick etc.

3.21 Confined spaces continued

- (h) Actions outside the space, for example due to hot work (welding on the exterior surfaces) or from equipment outside the space (such as exhaust fume from mobile plant, petrol-driven pumps, ventilation equipment or generators being used to provide light within the confined space).

If it is not reasonably practicable to avoid the need to work in a confined space the duty holder must assess the risks connected with entering or working in the space. The assessment will identify the risks to those entering or working there, and also any others, for example other workers including contractors and the general public in the vicinity who could be affected by the work to be undertaken.

The risk assessment method statement will be carried out by a competent person and include the following

- (a) Previous contents.
- (b) Residues
- (c) Physical dimensions.
- (d) Hazards arising from the work.
- (e) Testing/monitoring the atmosphere.
- (f) Cleaning chemicals.
- (g) Any sources of ignition.
- (h) Ingress of substances.

Consideration shall be given to the following areas when designing a confined spaces and safe working method, which may form the basis of a permit-to-work system.

- (a) Supervision
- (b) Competence of operatives for confined spaces working and communications.
- (c) Limited working time.
- (d) Testing and monitoring the atmosphere.
- (e) Gas purging.
- (f) Ventilation
- (g) Removal of residues.
- (h) Isolation from gases, liquids and other flowing materials.
- (i) Isolation from mechanical and electrical equipment.
- (j) Selection and use of suitable equipment.
- (k) PPE and RPE.
- (l) Portable gas cylinders and internal combustion engines.
- (m) Gas supplied by pipes and hoses.
- (n) Access and egress.
- (o) Fire prevention.
- (p) Lighting

3.21 Confined spaces continued

(q) Static electricity.

(r) Smoking

(s) Emergencies and rescue.

Supervision

The degree of supervision will be based on the findings of the risk assessment.

It will be the Site Managers role to ensure that the permit-to-work system, where applicable, operates properly, the necessary safety precautions are taken, and that anyone in the vicinity of the confined space is informed of the work being done.

Emergency rescue

The Company will assess the requirements for emergency rescue arrangements.

The arrangements for emergency rescue, required under Regulation 5 of the Confined Spaces Regulations, must be suitable and sufficient. If necessary, equipment to enable resuscitation procedures to be carried out should be provided. The arrangements should be in place before any person enters or works in a confined space.

A major cause of death and injury in confined spaces incidents is due to ill-conceived attempts to save others who have collapsed or ceased to respond.

You should not enter a confined space without ensuring you will not also be affected.

3.22 Demolition

The law says that all demolition, dismantling and structural alteration must be carefully planned and carried out in a way that prevents danger by practitioners with the relevant skills, knowledge and experience. Key issues are:

(a) Falls from height.

(b) Injury from falling materials.

(c) Uncontrolled collapse.

(d) Vehicles/plant.

(e) Traffic management.

(f) Hazardous materials.

(g) Noise and vibration.

(h) Fire

(i) Worker involvement.

(j) Uncontrolled/unexpected collapse of structures.

(k) Contact with live services.

(l) Unidentified drums.

If the Company is appointed to the role Principal Contractor the Company will ensure the following:

Plan, manage, monitor and coordinate the entire construction phase and take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.

3.22 Demolition continued

Liaise with the Principal Designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase.

Liaise with the client and Principal Designer for the duration of the project to ensure that all risks are effectively managed and prepare a written construction phase plan and a site specific demolition plan.

Implement, and then regularly review and revise the construction plan to make sure it remains fit for purpose and have ongoing arrangements in place for managing health and safety throughout the construction phase.

Check that anyone they appoint has the skills, knowledge and experience and, where relevant, the organisational capability to carry out their work safely and without risk to health and ensure all workers have site specific inductions, and any further information and training they need.

Consult and engage with workers about their health, safety and details of personnel and any special training/experience requirements.

Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.

Take steps to prevent unauthorised access to the site.

A safe system of work will be carried out and the following controls will be considered:

- (a) Establishing exclusion zones and hard-hat areas clearly marked and with barriers or hoardings.
- (b) Covered walkways.
- (c) Using high-reach machines and reinforcing machine cabs so that drivers are not injured.
- (d) Training and supervising site workers.

Risk assessments method statements and pre-construction information.

Risk assessments

Hazardous materials that should to be considered include:

- (a) Dust
- (b) Asbestos
- (c) Respirable crystalline silica (RCS).
- (d) Acids from industrial processes.
- (e) Paints and flammable liquids.
- (f) Microbiological hazards (especially in old hospital buildings).
- (f) Unidentified drums.

3.22 Demolition continued

Method statements.

The method statements must be task-specific and address all risks as identified in the planning process. All persons doing the work must fully understand the final method statement.

- (a) Connected services: gas, electricity, water and telecommunications services need to be isolated or disconnected before demolition work begins. If this is not possible, pipes and cables must be labelled clearly, to make sure they are not disturbed.
- (b) Fire plan.
- (c) Traffic management plan including: vision aids, zero tail swing machines and one way systems.
- (d) Site security.
- (e) Temporary shoring, identifying and protecting hazardous services.
- (f) Segregation, control and disposal of waste.
- (g) Controls to control/minimise general noise, dust, pollution etc.
- (h) General and special personal protective equipment required.

Pre-construction information.

- (a) Structural surveys.
- (b) Asbestos survey.
- (c) Existing structural and services drawings.
- (d) Identify adjoining properties/structures that may be affected, and consider the need for any temporary structural supports.
- (e) Identify hazardous services, hazardous substances in drums, tanks, on ground under ground.
- (f) Consider the methods to be used and a safe sequence of events.
- (g) Identify plant and equipment, and any special training required.

Monitoring and Controls

The Company will conduct a regular air monitoring programme where there is evidence of volatile or airborne hazardous materials or there is a risk of fumes or dust affecting the local area and take any necessary corrective action. There will be contact with the Environmental Health Department.

Young or inexperienced workers will not undertake demolition work without 100% supervision.

All live services that cannot be wholly isolated clear of the site will be physically identified (signs/tape etc.)

Ensure thorough housekeeping is carried out and checked on a regular basis.

Following the demolition of a building the disused drains must be "sealed off" at the junction with the sewer under the public road.

3.23 Electricity

Working with electricity can be extremely dangerous. The following hazards and risks can arise from electricity:

- (a) Electric shock.
- (b) Burns from contact.
- (c) Electrical fires.
- (d) Secondary effects of an electric shock, including falls from height.
- (e) Death

Safety in electrical testing at work

The main legislation relating to electrical testing activities is the Electricity at Work Regulations 1989. Regulation 4(3) requires that work on or near to an electrical system 'shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.

Regulation 14 places a strict prohibition on working on or near exposed live conductors unless:

- (a) It is unreasonable in all the circumstances for it to be dead.
- (b) It is reasonable in all the circumstances for the work to take place on or near the live conductor.
- (c) Suitable precautions, including the provision of suitable protective equipment where necessary, have been taken to prevent injury.

Reference to HSE INDG354 (rev1) will be made.

General arrangements

- (a) All electrical installations are checked by a competent, trained electrician, with written evidence provided to site showing inspection and testing has been carried out.
- (b) The Company will promote and implement a safe system of work for all maintenance, inspection or testing.
- (c) All power tools and leads etc. to be free from significant external damage and have been checked at least by user as a daily pre-use check.
All portable electrical appliances to be tested/inspected at intervals commonly 6-12 months.
Equipment to show evidence of when the next testing is due.
- (d) Risk assessments will cover specific types of electrical equipment. Users will have relevant information and instruction, training and authorisation to carry out the risk assessments. Reference to manufactures information will be observed.
- (e) A permit to work system is operated for all 'live work', and controlled by a competent person.
- (f) All work areas are checked for underground and overhead electricity cables by a competent person.
- (g) Only 110v or battery powered equipment will be used unless special permission is given by the Site Manager. Should 240v equipment have to be used then it must be plugged into an outlet protected by a power breaker of an earth leakage current detection type.

3.23 Electricity continued

Over head Cables

Where work near or beneath the lines cannot be avoided contact with will be made with the owner (e.g. electricity supplier, railway operator developer)

The main purpose to.

- (a) Divert all overhead lines.
- (b) Make the lines dead.
- (c) Schedule the work (made dead for a short period of time)
- (d) Adopt a safe system of work. (Permit to work)

Overhead cables should be measured to ascertain their height, and goal posts erected or flag–banner put in place to identify cables. These distances are subject to agreement with the local Electricity Board and may be dependent upon the voltage of the overhead line.

3.24 Excavations

The law says you must prevent danger to workers in or near excavations. To maintain the required precautions, a competent person must inspect excavation supports or battering at the start of the working shift and at other specified times. No work should take place until the excavation is safe.

Management

- (a) A risk assessment of the task will be prepared before digging starts covering risks from hazards identified and showing control measures to be implemented.
- (b) A design for the excavation will be carried out to identify hazards such as the excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings. Surveys of the foundations and the advice of a structural engineer will be carried out as and when required.
- (c) The excavation will be designed so that the excavation is not at risk from vehicle and plant movement around the site such as surcharging the walls of the trench.
- (d) Surveys will be undertaken to check for underground services that could be affected or damaged by the excavation such as cables exposed by installation of a trench box.
- (e) Soil sampling will be carried out to check for contaminants.
- (f) Workers will have the requisite skills for the tasks to be undertaken including confined space training.

Controls

- (a) Equipment and precautions needed trench sheets, props; baulks will be available on site before work starts.
- (b) Edge protection including toe boards, guard rails, projecting trench sheets or box sides to protect against falling materials will be installed.
- (c) Safe access/egress around, in and out, and within the excavation will be maintained at all times.
- (d) Plant and vehicles will not park close to the sides of excavations. The extra loadings can make the sides of excavations more likely to collapse.
- (e) Temporary lighting will be provided for periods of darkness or foggy conditions and where there is risk of flooding pumps will be installed.
- (f) Cable location devices (CAT and Genny) and utility drawings will be used to trace underground services prior to commencement of digging.
- (g) An emergency plan will be provided showing how workers will be removed from the excavation such as during a medical emergency or accident.

3.24 Excavations continued

- (g) Poorly ventilated areas will be continually monitored for the presence of gas.
- (h) Spoil and materials will be stacked at least 1.5 m from the edge of the excavation.
- (i) Suitable signs and barriers will be provided to warn of the work.
- (j) Workers will be briefed on the methodology, hazards and risks and questioned on the understanding of the control measures required. Operatives will be trained in the use of RPE that may be required such as face fitting of the mask.
- (k) Excavations will also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth.
- (l) A competent person will be appointed who fully understands the dangers and necessary precautions and will inspect the excavation at the start of each shift. A record of the inspections will be kept and any faults that are found will be corrected immediately.
- (m) A site run-off will be prevented from entering watercourses or surface water drainage and where possible, water prevented from entering excavations.

Services

In the event of any electrical cables being damaged everyone in the vicinity must evacuate the area immediately and position themselves so that no one can approach the damaged cable. The Site Manager will notify management so that they can inform the local Electricity Board to deal with the matter.

In the event of the presence of gas being detected during operations, either as a result of damage to gas mains or for any other reason, the following emergency action must be taken immediately:

The person in charge must order immediate cessation of work and clear all employees and personnel from the area of possible danger.

All machines, excavators, compressors, dumpers, pumps etc. in the area must be switched off immediately and left standing. Naked lights and fires must be extinguished.

Notification of an escape of gas, including precise details of the location must be conveyed immediately to the management, who will arrange for the local Distribution Superintendent of the Gas Board to be informed.

Should any other services be damaged i.e. BT cables, sewers etc., then management must be notified immediately.

Reference will be made to HSE guidance "Avoiding danger from underground services" HSG47 (Third edition), published 2014.

Company documents Excavations, Excavation inspection report and permit to dig and hot works permit will be used on site.

3.25 Fire prevention

The Company will comply with The Regulatory Reform (Fire Safety) Order 2005.

The CDM 2015 regulations impose duties including the requirement to prevent risk from fire. The fire risk from site activities will be assessed and precautions taken to control the quantity of combustible materials on site. Each year there are a number of serious fires on construction sites and buildings undergoing refurbishment. Many could be avoided by careful planning and control of work activities.

Preventive action.

- (a) Controlling the amount of combustible material in the work area until it is needed.
- (b) Combustible materials should ideally be stored outside buildings under construction especially volatile materials.

3.25 Fire prevention continued

- (c) Good housekeeping and site tidiness will be maintained to prevent fire and to ensure that emergency routes do not become obstructed.
- (d) Extra precautions are needed for flammable liquids, gases and oxygen cylinders especially when internally stored.
- (e) Strict precautions will be enforced where LPG is stored and used.

Controlling and management

- (a) Clearing the area of combustible materials.
- (b) Fire fighting equipment will be available at all times.
- (c) Maintaining a careful watch throughout the work.
- (d) All works involving the use of naked flame, sparks or heat will be carried out under the control of a Hot Work Permit.
- (e) Fasten lamps to a solid backing and, if mounted on tripods, make sure the tripod is stable.
- (f) Electrical equipment in flammable atmospheres must be suitable for the nature and extent of the flammable atmosphere.
- (g) No smoking rule on site and smoking in designated areas only.
- (h) No bonfires on site.
- (i) Measures should be in place to prevent unauthorised site access.

Company documents Fire Assessment and Hot Works Permit will be used on site.

3.26 Fuel, gases and flammable liquids

Acetylene or oxidising materials should be stored and secured in a separate facility. (It may be units are permitted during normal working hours but then removed from site.)

Fuels for generators etc should be dispensed in a safe area away from combustible material.

On all high-risk or timber-frame sites, where possible, storage areas must be at least 15mts from any building. Containers and drums must not be stored within 6 m of any building or boundary fence unless the boundary is a wall that will resist fire for at least 30 minutes. Petrol-driven generators should not be used within a timber-framed or high fire risk building.

The primary safeguard to prevent the release of flammable liquids is provided by the container. It is therefore critical to ensure that it is of appropriate design for the duty. All the container openings should be equipped with a secure and well-fitting cap or lid to resist the escape of flammable liquid or vapours, including if the container falls or rolls over.

Flammable liquids arriving on site will be marked in accordance with CDG and the CLP Regulation. This labelling is likely to be sufficient to help you determine the storage arrangements required for the flammable liquid containers.

Working environments must be kept free from toxic or explosive gases and it must be remembered that any gases which are heavier than air will tend to settle in excavations, basements and drains etc.

Potential ignition examples include:

- (a) Naked flames, including welding and cutting equipment.
- (b) Smoking and smoking equipment.
- (c) Electrical lighting, power circuits and equipment
- (d) Personal electrical equipment including mobile phones, computers and tablets.

3.26 Fuel, gases and flammable liquids continued

- (e) Mechanically powered plant.
- (f) Processes that involve the generation of sparks.
- (g) Hot surfaces.
- (h) Static electricity.
- (i) Lightning

The following rules are to be observed on handling and storage.

- (a) Individual containers must be clearly marked to indicate their contents and the degree of flammability.
- (b) Paints and chemicals (up to 50 litres) to be kept in a secure fire resisting enclosure, kept closed.
- (c) Diesel fuel to be stored in the open in bunded containers and that is at least 110% of the capacity of the largest container.
- (d) Locations where flammable liquids are stored should have adequate means to prevent the uncontrolled spread of any spillages or leaks beyond the confines of the storage area.
- (e) Cylinders to be inspected and tested for leaks upon receipt.
- (f) Oxygen to be stored away from oils, greases and fuel gases.
- (g) Fire fighting facilities to be located near storage and work areas.
- (h) No storage of fuels and gases near excavations.
- (i) Gas cylinders will be carried on open vehicles, stored upright.
- (j) Flammable materials to be stored away from fuels and fuel gases.

Security

The Site Manager will minimise the risk of fire or explosion, taking appropriate precautions to prevent uncontrolled or unauthorised access, including trespass, to the stored flammable liquid containers and fuels and gas storage areas.

Controls

Training will be required. The training will include the following aspects.

- (a) The types of flammable liquid stored their properties and hazards.
- (b) General procedures for safe handling.
- (c) Use of PPE (and RPE)
- (d) Housekeeping
- (e) Reporting faults and incidents, including minor leaks and spills.
- (f) Emergency procedures, including response to spillages, raising the alarm, calling the fire and rescue service and the use of appropriate fire fighting equipment.
- (g) No smoking or naked flame within the area.
- (h) Burners, bitumen boilers etc., not to be left unattended whilst alight.
- (i) Hoses to be kept away from traffic.

Reference will be made to storage of flammable liquids in containers HSE guidance notes.

TRIDENT BUILDING RENOVATIONS LTD SAFETY POLICY DOCUMENT

3.27 Hand tools

It is the responsibility of management to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools must always be requested from the manufacturers/suppliers, who by law, are required to provide such information. Tools must be regularly checked on issue from and on return to the store.

Hand tools

Hammers, screwdrivers, files, chisels, picks, shovels, spanners, saws etc. will be used and kept as follows.

- (a) Used in accordance with the manufacture's specifications and instructions.
- (b) Regularly checked and thoroughly inspected before storage and if worn or damaged, they are to be repaired or discarded.
- (c) When not in use, tools will be suitably stored, with sharp edges covered.
- (d) Tools will not be left lying on site as they present a tripping hazard.
- (e) All defects should be reported to the Site Manager who will remove the tool from use.
- (f) Tools will be cleaned of dirt and moisture daily.
- (g) PPE worn by operative.

Electrically operated tools.

All users of electrically operated tools will be provided with adequate health and safety information, either in writing or verbally.

When using electrically operated tools and electric leads the following controls will be put in place.

- (a) The operator is fully trained, authorised and competent in its use, inspection and maintenance.
- (b) The equipment has connections intact, no missing covers, bars, conductors or damaged cables.
- (c) Has been thoroughly inspected before use.
- (d) Suitable PPE is worn.
- (e) All moving parts are suitably guarded.
- (f) All connections are free from damage.
- (g) The equipment is 110v double insulated, and earthed from all metal parts.
- (h) The equipment has been portable appliance tested in the last 6 months.

Abrasive wheels

The Abrasive Wheels Regulations 1970 were fully revoked by the provision and Use of Work Equipment Regulations 1998 (PUWER 1998)

The Company will ensure the following controls are in place:

- (a) Provide personal protective equipment where risks to health and safety cannot be controlled at least as effectively by other means.
- (b) Ensure that the equipment is properly maintained.
- (c) Provide personnel with adequate and comprehensible information and training on the use of PPE.
- (d) Provide appropriate storage for the equipment when not in use.

3.27 Hand tools continued

Legal requirement for training

Exactly what constitutes 'adequate training varies with pace and type of work equipment used. Training in the mounting and use of abrasive wheels on hand held cutting-off machines and angle grinders should at least include.

- (a) Hazards and dangers arising from abrasive wheels.
- (b) Identification of abrasive wheels and interpretation of the marking system including the type, dimensions and maximum safe operating speed.
- (c) Safe handling, storage and transportation of abrasive wheels.
- (d) The operation and purpose of machine components such as flanges and guards.
- (e) Safe mounting of wheels in this class.
- (f) Suitable clothing and PPE.

Spindle speed

The spindle speed of an abrasive wheel machine must never exceed the maximum safe operating speed of any wheel mounted on it.

It is illegal to use a machine that does not have a spindle speed clearly marked on it.

Maintenance

In addition to checks immediately before and after each use, make sure every machine is regularly and frequently serviced by a competent person in accordance with the manufactures instructions.

Air operated equipment

The Company will ensure the following is carried out.

- (a) The operator is fully trained, authorised and competent in its use, inspection and maintenance.
- (b) Provide personnel with adequate and comprehensible information and training on the use of PPE and provide to the employee the appropriate PPE for the works.
- (c) Ensure that the equipment is properly maintained.
- (d) Take reasonable steps to ensure that PPE is properly used.
- (e) Provide appropriate storage for the equipment when not in use.
- (f) All equipment has been thoroughly inspected by a competent person.
- (g) All air hoses are connected properly.

Cartridge Assisted Tools

- (a) The operator is fully trained, authorised and competent in its use, inspection and maintenance.
- (b) Provide personnel with adequate and comprehensible information and training on the use of PPE and provide to the employee with the appropriate PPE for the works.
- (c) Ensure that the equipment is properly maintained.
- (d) Take reasonable steps to ensure that PPE is properly used.
- (e) Provide appropriate storage for the equipment when not in use.
- (f) All equipment has been thoroughly inspected by a competent person.
- (g) All cartridges are issued by the Site Manager and all unused and spent cartridges returned once the work is complete.

3.27 Hand tools continued

Record of training

A record of training will be kept showing the date and details of the training and trainee's name.

Risk assessment

A risk assessment must be carried out of the cutting or grinding process in accordance with regulation 3 of the management of Health and Safety at Work Regulations 1999.

3.28 House keeping

The Company will consider how we will manage the site to ensure that it is kept in good order.

The following controls will be in place:

- (a) The procurement of materials will be managed to ensure that only the minimum amount of materials are stored on site at any time.
- (b) Work areas will be kept as clear as possible of unnecessary materials and waste.
- (c) Waste will be cleared regularly as work progresses and will be moved to designated areas or skips as soon as possible and then cleared to a licensed rubbish depot.
- (d) Waste (including spills etc) that may constitute a hazard to disposal or to the environment shall be contained, segregated and controlled so as not to risk harm to persons or to the environment and will be segregated by type for control and safe disposal via a licensed carrier to a licensed waste disposal site.
- (e) Materials will be stored safely, whether in the site compound or around the site.
- (f) Nails and hazardous fastenings in timber etc. we be hammered down or removed.
- (g) Breakages and spillages will be cleared up as soon as possible.
- (h) Hoses and cables, small equipment will be kept clear of the floor to minimise any trip hazards.
- (i) Walkways and stairs will be kept clear and free from obstructions and level, stoned up if necessary and gritted in freezing conditions.
- (j) Footpaths should be firm and openings in floors will be securely covered or be fenced off with barriers and signage.
- (k) Traffic routes should be segregated from pedestrian routes.
- (l) Items of equipment must not cause obstructions to safe access generally, and must not block access to emergency equipment and emergency escape routes.

Everyone working on the site will be aware of the site policy for managing the movement and storage of materials around the site, and the removal of waste from work areas. Everyone on site will be expected to play their part at keeping the site neat and tidy.

Relevant consents will be obtained and waste control records made for disposal of waste.

3.29 Lead

The presence of lead will be identified if any burning, grinding of metals or handling is necessary (lead paint, flashings etc.)

The Company will provide employees with suitable and sufficient information, instruction and training when coming into contact with lead.

The information to be given to employees includes.

- (a) The possible risks to health of exposure to lead.
- (b) Details of the appropriate occupational exposure limit for lead, the action level and suspension level.

3.29 Lead continued

- (c) The results of the employer's assessment of the work.
- (d) The appropriate precautions and actions they should take to protect themselves and other employees from exposure to lead.
- (e) The results of any air monitoring and health surveillance that relate to them personally.

If the Company is working with lead, or a substance or material containing it, the Company will so far as is reasonably practicable protect from exposure to lead anyone else who may be affected by the work as well as their own employees.

Control measures

- (a) Make a suitable and sufficient assessment of the risk created by that work to the health of the employee or persons within the vicinity.
- (b) Wear any PPE provided, including any RPE, correctly and in accordance with the manufacturer's instructions.
- (c) Store the PPE when it is not in use in the storage facilities provided.
- (d) Remove any PPE which could cause contamination before entering a canteen, mess room or other suitably designated clean area to eat, drink or smoke.
- (e) Follow the defined methods of work.
- (f) Practise a high standard of personal hygiene.
- (g) Report promptly to the appointed person i.e. Site Manager, Managing Surveyor defects discovered in any control measures including defined methods of work, device or facility, or any item of PPE, including RPE.
- (h) Blood tests will be carried out every 6 months for users of lead.

Lead poisoning is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Reference to the HSE Control of Lead at Work Regulations 2002 Approved Code of Practice and guidance will be made.

3.30 Lifting equipment and operations

All lifting equipment and lifting activities shall conform to the Lifting Operations and Lifting Equipment Regulations 1998.

If the Company undertakes lifting operations or is involved in providing lifting equipment for others the Company will manage and control the risks to avoid any injury or damage and will:

- (a) Plan them properly and use people who are sufficiently competent.
- (b) Supervise them appropriately, ensuring that they are carried out in a safe manner.

When deciding how to reduce the risks from using a particular piece of lifting equipment, the following will be considered.

- (a) Access and location.
- (b) Selection of equipment.
- (b) Type of load being lifted, its weight, shape and what it consists of.
- (c) Risk of a load falling, moving, breaking up or striking a person or object and the consequences.

3.30 Lifting equipment and operations continued

- (d) Point of pick up and lay down.
- (e) Numbers of persons involved.
- (f) Risk of the lifting equipment striking a person or an object and the consequences.
- (g) Risk of the lifting equipment failing or falling over while in use and the consequences.
- (h) Risk of damage to the lifting equipment that could result in failure.
- (i) Environmental conditions, presence of hazards, ground conditions and visibility.
- (j) Hazards - overhead cables, railways, water etc.
- (k) Weather conditions.
- (l) Equipment test and inspection records.

Cranes

All lifting operations involving a crane are contracted to specialist companies.

The company will ensure the lifts are planned so they are carried out safely with foreseeable risks taken into account.

The person appointed to plan the lifting operation must have adequate practical and theoretical knowledge and experience of the lifts being undertaken.

The plan will need to address the risks identified by a risk assessment, the resources required, procedures and the responsibilities so that any lifting operation is carried out safely.

The plan should ensure that the lifting equipment remains safe for the range of lifting operations for which the equipment might be used.

British Standard BS 7121Part 1 2006 sets out an acceptable standard for managing lifting operations using cranes on construction projects.

The Site Manager and In-house Health and Safety Co-ordinator will ensure.

- (a) A Lifting Plan is formulated by the crane supplier and agreed by the Site Manager.
- (b) The operator is fully trained to CPCS standards.
- (c) All relevant proof of examination and inspection are in place.
- (d) All personnel are inducted into the Lifting Plan and the agreed safe system of work.
- (e) A trained, competent Banksman is appointed for all lifting operations.

Hoists

The following checks will be carried out prior to using hoists:

- (a) Handing over and test certificate issued by plant Company.
- (b) All operators have received suitable, recognised training and instruction in the safe use of the hoist.
- (c) Operators are trained in the inspection of the hoist.
- (d) All statutory signage is in place e.g. warning and load capacity.
- (e) The hoist is never unattended unless disabled.

3.30 Lifting equipment and operations continued

- (f) All guards and gates are in place and closed shut.
- (g) No riding the hoist and no person under 18 operates the hoist.

3.31 Manual handling

The Manual Handling Operations Regulations 1992 set out a clear ranking of measures for dealing with risks from manual handling. These are:

- (a) Avoid hazardous manual handling operations so far as is reasonably practicable.
- (b) Assess any hazardous manual handling operations that cannot be avoided.
- (c) Reduce the risk of injury so far as is reasonably practicable.

The Company will comply with the Regulations and guidance and carry out the following:

- (a) Review risk assessments when necessary.
- (b) Ensure any cases of manual handling injury are managed effectively.
- (c) Consult and involve the workforce and their representatives.
- (d) Avoid the need for hazardous manual handling so far as is reasonably practicable.
- (e) Assess the risk of injury from any hazardous manual handling that can't be avoided.
- (f) Reduce the risk of injury from hazardous manual handling, 'so far as is reasonably practicable.

Take account of the particular requirements of employees who.

- (a) Are or have recently been pregnant.
- (b) Have a disability that may affect their manual handling capability.
- (c) Have recently had a manual handling injury or have a history of back, knee or hip trouble, hernia or other health problems which could affect their manual handling capability.
- (d) Are young workers or new to the job.
- (e) Are older workers

When carrying out a manual handling risk assessment, the following aspects are to be considered and as a guidance weight, 25kg per person should be used for calculating risk assessments.

- (a) Think before handling lifting for example can manual handling be eliminated completely?
- (b) Size and shape of the load.
- (c) Difficulty to handle/risk of it falling, slipping.
- (d) Unstable, or with contents likely to shift.
- (e) Sharp, hot or otherwise potentially damaging.

The following will be considered with the working environment.

- (a) Space constraints preventing good posture.
- (b) Uneven, slippery or unstable floors.
- (c) Variations in level of floors or work surfaces.
- (d) Extremes of temperature or humidity.

3.31 Manual handling continued

(e) Conditions causing ventilation problems or gusts of wind.

(f) Poor lighting conditions.

Consideration to the Individual capability. Does the job?

(a) Require unusual strength, height etc?

(b) Create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?

The following is guidance when carrying out manual handling:

(a) Check on stability of load before lifting fully.

(b) Keep the load close to the waist.

(c) Adopt a stable position.

(d) Ensure a good hold on the load.

(e) Lift with your legs rather than your back and arms.

(f) Moderate flexion (slight bending) of the back, hips and knees at the start of the lift.

(g) Don't flex the back any further while lifting.

(h) Avoid twisting the back or leaning sideways especially while the back is bent.

(i) Keep the head up when handling.

(j) Don't lift or handle more than can be easily managed.

(k) Seek to split the load into smaller lighter parts or improve method of carrying supporting the load through use of attachments, slings, lifting poles etc.

(l) If two or more persons involved then one to take the lead.

(m) If you are concerned that a load is too heavy - don't move it - particularly if you have an existing health affecting condition.

3.32 Mobile plant

The Company will ensure all mobile plant and vehicles are segregated from pedestrians, train staff to use the machines competently and make sure that the machines are regularly inspected, serviced and maintained.

General rules

- (a) All plant shall be assessed to identify whether restraining systems, roll over protection and falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998.
- (b) No passengers are to be permitted to ride on site plant unless a safe, suitable seat has been provided.
- (c) Where reasonably practicable to do so, separate pedestrian routes will be provided.
- (d) Wherever possible; all site mobile plant will be provided with an audible reversing alarm.
- (e) Safe entry and exit points to be provided, with adequate turning room and good visibility for operators and where necessary a Banksman will be provided.
- (f) Only drain or fill fuel tanks in designated fuelling areas.

Petrol machines: fuel precautions

- (a) No smoking.
- (b) Avoid skin contact and avoid inhalation of fumes.
- (c) If fuel is spilt on clothes change them. DO NOT rely on evaporation- the clothing could easily catch fire, especially when cutting metal.
- (d) Keep the machine and the fuel containers clean to avoid a build up of combustible material.
- (e) Stop the machine and allow it to cool before refuelling.
- (f) Only refuel in well ventilated areas.
- (g) Undo fuel cap slowly to release fuel tank pressure.
- (h) Wipe spilled fuel off the machine
- (i) Ensure filler cap is properly close check for leaks.
- (j) Move away (at least 3mts) from refuelling area before starting the machine.
- (k) Support the machines correctly in transit to prevent fuel spillage.
- (l) Always follow the manufactures instructions carefully.

Excavators and hazards

- (a) Moving: Striking a pedestrian, particularly while reversing.
- (b) Slewing: Trapping a person between the excavator and a fixed structure or vehicle.
- (c) Working: When the moving bucket or other attachment strikes a pedestrian or when the bucket inadvertently falls from the excavator.

3.32 Mobile plant continued

Controls

- (a) People will be kept away from areas of excavator operation by the provision of suitable barriers.
- (b) When slewing in a confined area the selection of plant with minimal tail swing is preferred. Clearance of over 0.5m needs to be maintained between any parts of the machine particularly the ballast weight, and the nearest obstruction.
- (c) Excavators will be equipped with adequate visibility aids to ensure drivers can see areas where people may be at risk from the operation of the machine.
- (d) A signaller will be provided in a safe position to direct excavator operations and any pedestrian movements.
- (e) Quick hitches will be used to secure buckets to the excavator arm. The operator will check that it is possible to implement and manage any quick hitch used.
- (f) No person under 18 operates the plant.
- (g) Speed is kept to a minimum.
- (h) Designated traffic routes are followed preferably one-way.
- (i) Ground conditions are suitable.
- (j) All loads are secured.

Training

- (a) Drivers will be trained, competent and authorised to operate the specific excavator.
- (b) Training certificates from recognised schemes help demonstrate competence and certificates should be checked for validity.
- (c) Signallers will be trained, competent and authorised to direct excavator movements and where possible, provided with a protected position from which they can work in safety.
- (d) Pedestrians will be instructed in safe pedestrian routes on site and the procedure for making drivers aware of their presence.

Dumpers

Dumper hazards include:

- (a) Overturning
- (b) Collision

Controls

- (a) Work is planned so that dumpers are used on gradients that are within their safe working capacity and checks will be made with the manufacturer.
- (b) Arrange for dumpers to be driven by trained and competent operators and implement a system for supervising safe driving practice.
- (c) Dumpers will be provided with roll-over protection and the drivers will use their seatbelts.
- (d) Loads will be distributed evenly and provide purpose-built platforms for regularly transported items, e.g. large drums.

3.32 Mobile plant continued

- (e) Loads must not obscure driver vision.
- (f) Wheel stops will be provided at a safe distance from edges of excavations, pits and spoil heaps to prevent site dumpers falling when tipping.
- (g) Driving at suitable speeds for the ground conditions.
- (h) Operating all controls from a seated position.
- (i) Reversing when there is a clear view or under the control of a Banks man.
- (j) Only loading/unloading when the dumper is level, the handbrake on and the driver removed.

Training

- (a) Drivers will be trained, competent and authorised to operate the specific dumper. Training certificates from recognised schemes will demonstrate competence, and certificates will be checked for validity.
- (b) Pedestrians will be instructed in safe pedestrian routes on site and the procedure for making drivers aware of their presence.

Mobile Elevating Work Platforms MEWPs

MEWPs hazards

- (a) Operator trapped between part of the basket and a fixed structure, e.g. when manoeuvring in confined overhead areas of steelwork. Operators may become trapped against the platform controls.
- (b) Overturning the machine may throw the operator from the basket.
- (c) An operator may fall from the basket during work activities.
- (d) The vehicle may collide with pedestrians, overhead cables or nearby vehicles.

Controls

In the case of confined overhead working: The operators will be briefed on the dangers, and the safe system of work to be followed:

- (a) If there are overhead structures against which an operator could be trapped and then pushed onto the MEWP controls, consider selecting a MEWP that has been designed to prevent such accidental contact. MEWPs with shrouded or otherwise protected controls are available.
- (b) Ground conditions, the platform should be used on firm and level ground and outriggers must be extended and chocked before raising the platform. Use spreader plate where necessary.
- (c) The work platform will be fitted with effective guard rails and toe boards.
- (d) A harness with a short work restraint lanyard must be secured to a suitable anchorage point within the basket.
- (e) A barrier around the platform will be provided so that falling tools or objects do not strike people below.
- (f) Weather: high winds can tilt platforms and make them unstable. A maximum safe wind speed for operation will be set. Storms and snowfalls can also damage platforms so an inspection of the platform before use after severe weather will be carried out.
- (g) The MEWP will not be operated close to overhead cables or other dangerous machinery, no part of the arm will protrude into any traffic routes.

3.32 Mobile plant continued

Training

- (a) MEWP operators will have attended a recognised operator training course and received certificate, card or licence listing the categories of MEWP the bearer is trained to operate.
- (b) The expiry date of the training licence or card should be checked.
- (c) In addition to formal training for the type of MEWP, operators should have familiarisation training on the controls and operation of the specific make and model of MEWP they are using.

Telescopic handlers and forklift trucks

Hazards

- (a) Moving and striking a pedestrian, particularly while reversing.
- (b) Lifting and overturns trapping the operator or person nearby.

Controls

- (a) Select telehandlers with the best view around them directly from the driver position.
- (b) The vehicle will be equipped with adequate aids so drivers can see areas where people may be at risk. A signaller may be needed in some circumstances.
- (c) As a rule telehandlers normally require prepared, flat, graded surfaces to operate safely. Operational limits will be observed.
- (d) Moving with a raised load is dangerous and will be avoided at all times.
- (e) A site speed limit will be established.

Training

- (a) Operators will have attended a recognised operator training course and received a certificate, card or licence listing the categories of machine the bearer is trained to operate.
- (b) The expiry date of the training licence or card should be checked.
- (c) In addition to formal training for the type of machine, operators should have familiarisation training on the controls and operation of the specific make and model of machine they are using.

Cement Mixers

Cement mixers hazards include:

- (a) Entanglement
- (b) Electric shock

Controls

- (a) All operators are trained and instructed in the safe use of the cement mixer.
- (b) It is positioned on solid ground.
- (c) All moving parts are guarded.
- (d) The cement mixer is regularly inspected and maintained.
- (e) PPE worn by operator

3.33 Mobile phones

Employees can only use hand free mobile phones when driving.

Employees will restrict mobile phones to use when taking a break. Employees are often in areas of high risk where constant awareness and surveillance are required.

Talking on a mobile phone while operating any vehicle using plant or tools is dangerous and the Site Manager will instruct operatives not to use mobile phones in these instances.

Employees should have access to a mobile phone on site e.g. (for emergency calling) or about their person and the Company recognises the risks of having a mobile phone on site out weigh the risks of banning mobile phones on site.

3.34 Noise and Vibration

The Company will consider the hazard, the length of time the employees are exposed to noise and vibration and how much they're exposed to.

Lower exposure action value – Daily or weekly personal noise exposure (LEP,d or LEP,w) of 80dB. As a general rule of thumb, the noise level is probably 80db or more if the noise is intrusive but normal conversation is possible between people 2mts apart comparable to a busy street, a typical vacuum cleaner or a crowded restaurant.

Upper exposure action value – Daily or weekly personal noise exposure (LEP,d or LEP,w) of 85dB. As a general rule of thumb, the noise level is probably 85 dB or more if it is necessary to shout to someone 2mts away.

Peak sound pressure – These very loud 'impact noise' levels can be more damaging than the daily weekly noise exposures and present a risk of immediate and permanent hearing loss. The lower and upper action values for these are 135 and 137 dB (LCpeak) respectively. Damage caused by them will be in addition to any damage resulting from the daily / weekly noise burden.

The Company will comply with the Noise Regulations that require the Company 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 noise (peak sound pressure) to which employees are exposed in a working day. The values are:

Lower exposure action values:

- (a) Daily or weekly exposure of 80 dB.
- (b) Peak sound pressure of 135 dB.

Upper exposure action values:

- (a) Daily or weekly exposure of 85 dB.
- (b) Peak sound pressure of 137 dB.

The following levels of noise exposure must not be exceeded:

- (a) Daily or weekly exposure of 87 dB.
- (b) Peak sound pressure of 140 dB.

3.34 Noise and Vibration continued

Controls

- (a) Screening to reduce noise levels.
- (b) The offering of temporary accommodation to residents likely to experience severe and prolonged disturbance.
- (c) Publicised “rest periods” during which noisy operations are temporarily ceased.
- (d) The provision of public refuges away from severe noisy works.
- (e) Substitute noisy equipment for less noisy equipment, have it serviced if appropriate.
- (f) Limit time exposed to noise.
- (g) Use personal protective equipment.
- (h) If noise is above 85dB ensure hearing protection is worn.
- (i) Inform employees and persons affected.
- (j) Make adequate hearing protection available and inform persons affected how they can get it and how to use it.

The Company will provide health surveillance (hearing checks) for all employees who are likely to be regularly exposed to noise levels above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage.

The purpose of health surveillance is to:

- (a) Warn when employees might be suffering from early signs of hearing damage.
- (b) Provide the Company with an opportunity to do something to prevent the damage getting worse.

Note: Damage to hearing from excessive noise is irreversible.

Reference will be made to the HSE guidance sheets Noise 362 and 363 also see Company documents.

Vibration

The Company will consider the hazard, the length of time the employees are exposed to vibration and how much they're exposed to. There is no legal requirement for continual monitoring and recording of vibration exposure.

The Company will investigate and take practical steps to reduce the exposure and the risks.

The Control of Vibration at Work Regulations 2005 (the Vibration Regulations), came into force on 6 July 2005 and aim to protect workers from risks to health from vibration.

The regulations introduce action and limit values for hand-arm and whole-body vibration.

Hand-arm vibration: the regulations introduce an

Exposure action value of $2.5 \text{ m/s}^2 \text{ A}(8)$ at which level employers should introduce technical and organisational measures to reduce exposure.

Exposure limit value of $5.0 \text{ m/s}^2 \text{ A}(8)$ which should not be exceeded.

The Company will assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration.

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

3.34 Noise and Vibration continued

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

Identifying signs and symptoms at an early stage is important. Symptoms include.

- (a) Tingling and numbness in the fingers.
- (b) Not being able to feel things properly.
- (c) Loss of strength in the hands.
- (d) Fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

The Company will introduce the following controls.

- (a) Limiting employee's exposure times.
- (b) Provide job rotation work breaks to reduce exposure.
- (c) Elimination of exposure to vibration by finding a vibration free alternative.
- (d) Ensure the right tool for the job is issued.
- (e) Providing training to use the equipment correctly and safely and the precautions to take to reduce the effects of vibration such as, keeping hands warm.
- (f) Vibration levels will be obtained for all purchased and hired plant.

3.35 Personal protective equipment (PPE)

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied.

The Regulations also require that PPE is:

- (a) Properly assessed before use to make sure it is fit for purpose.
- (b) Maintained and stored properly.
- (c) Provided with instructions on how to use it safely.
- (d) Used correctly by employees.
- (e) Provide to our employees PPE free of charge.

The Company will ensure any PPE is 'CE' marked and complies with the requirements of the Personal Protective Equipment Regulations 2002.

It is the Company's policy that on all sites, all employees, all sub-contractors and all visitors must wear safety helmets, high visibility clothing and safety foot wear.

The Company will choose equipment that suits the user and consider the following:

- (a) Size, fit and weight of the PPE.
- (b) If more than one item of PPE is worn at the same time can it be used together?

3.35 Personal Protective Equipment (PPE) continued

- (c) Instruct and train people how to use the PPE.
- (d) PPE is to be adequately maintained and periodically inspected.

The following PPE will be issues as and when required:

- (a) Outdoor clothing e.g. when employees are coming into contact with severe weather and no shelter is available.
- (c) Hearing protection.
- (d) Gloves
- (e) Safety goggles.

The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended) give the main requirements.

Other special regulations cover hazardous substances (including lead and asbestos), and also noise and radiation.

3.36 Roof work

Working on roofs is a high-risk activity because it involves work at height. Roofers account for 24% of all workers who are killed in falls from height while at work. Falls through fragile materials, such as roof lights and asbestos cement roofing sheets, account for more of these deaths than any other single cause. There are also many serious injuries, often resulting in permanent disabilities.

The Company will check whether sub-contractors are a member of a reputable trade organisation such as the National Federation of Roofing Contractors, the Flat Roofing Alliance, the Single Ply Roofing Association, and Mastic Asphalt Council etc.

Planning

A method statement will be requested and should cover the following areas:

- (a) Safe access.
- (b) Edge protection and other fall prevention such as working platforms.
- (c) Fall mitigation systems such as nets or air/bean bags.
- (d) Fragile materials.
- (e) Making sure that warning signs are displayed on existing roofs.
- (f) Supervision
- (g) Emergency procedures.

Controls

- (a) Edge protection is provided to prevent falls of persons and materials.
- (b) Work to be carried out by competent and trained personnel only with a nominated supervisor responsible for enforcing site rules.
- (c) Work will only be carried out when weather conditions do not put workers in danger.
- (d) No access is made to a fragile roof without safeguards for employees and any persons below.

3.36 Roof work continued

- (e) Fragile roofing or roof lights to be covered or fenced off with a handrail to prevent persons or goods falling through.
- (f) Nothing can be thrown from the roof: materials are to be safely lowered or enclosed chutes used.
- (g) All operatives involved understand the risks, and safe system of work as detailed in the method statement.

3.37 Safety signs and signals

The company will comply with the Regulations and implement European Council Directive 92/58/EEC on minimum requirements for the provision of safety signs at work. They require the Company to provide safety signs where other methods, properly considered, cannot deal satisfactorily with certain risks and where the use of a sign can further reduce that risk.

In determining when and where to use safety signs, the Company will take into account the results of the risk assessments. The assessment will identify hazards, the risks associated with those hazards, and the control measures to be taken.

Safety sign colours (excluding fire safety signs)

- (a) Red: Prohibition sign e.g. danger alarm dangerous behaviour, stop, shutdown, emergency cut-out devices; evacuate.
- (b) Blue: Mandatory sign e.g. specific behaviour or action, wear protective equipment.
- (c) Green: Emergency escape first-aid sign no danger e.g. doors, exits, escape routes equipment and facilities return to normal.
- (d) Yellow: Amber warning sign, be careful, take precautions, examine.

Fire fighting signs

- (a) Rectangular or square shape.
- (b) White pictogram on a red background (the red part to take up at least 50% of the area of the sign).

Controls

- (a) Statutory notices will be displayed in the site office such as a Health & Safety Law Poster

Employer's liability insurance details.

- (b) The site information board at the entrance to the site will display all necessary signage.

Using hand signals to direct hazardous operations

Hand signals can be used to direct hazardous operations such as crane or vehicle manoeuvres. The signals will need to be precise, simple and easy to make and to understand. The signaller will be competent in making hand signals and trained in their correct use. The signaller must be able to see all the manoeuvres being made by the people receiving the signals without being endangered by them. High-visibility clothing must be worn. The use of other items such as signalling bats and reflective arm bands may also be used to help the operator see and understand the signals.

Reference will taken from the Safety Signs and Signals L64 (Third edition) guidance notes from the HSE.

3.38 Safe use of ladders and stepladders

The law says that ladders can be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered.

As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended that you consider alternative equipment.

Employees will be competent and have had instruction and understand how to use the equipment safely.

Planning

Before starting a task, employees will carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use to include:

- (a) Employees will check the stiles to make sure they are not bent or damaged.
- (b) Check the feet if they are missing, worn or damaged the ladder could slip.
- (c) Check there are not any bent, worn, missing or loose rungs and locking mechanisms.
- (d) Check the stepladder platform and steps and ensure it is not split or buckled or contaminated.

If employees spot any of the above defects, they must not use the ladder.

Assessing risk

- (a) Ground conditions: Avoid slippery surfaces.
- (b) Site the ladder where they will not be struck by vehicles (protect the area using suitable barriers or cones)
- (c) Site the ladder where they will not be pushed over by other hazards such as doors or windows.
- (d) Site the ladder where the general public are prevented from using it, walking underneath it or being at risk because they are too near (use barriers, cones)

Safe use of a ladder.

- (a) Make sure the ladder angle is at 75°.
- (b) Always grip the ladder and face the ladder rungs while climbing or descending.
- (c) Don't try to move or extend ladders while standing on the rungs.
- (d) Don't work off the top three rungs, and try to make sure the ladder extends at least three rungs above where you are working.
- (e) Avoid holding items when climbing (consider using a tool belt)
- (f) Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (e.g. fibreglass or timber) for any electrical work.
- (g) Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position.

3.38 Safe use of ladders and stepladders continued

- (h) For a leaning ladder, you should secure it by tying the ladder to prevent it from slipping.
- (i) Use only Class 1 'Industrial' or EN 131 ladders for use at work. Make sure the temporary access equipment is a suitable size for the work.

See HSE Guidance note Safe Use of Ladders and Stepladders.

3.39 Scaffolding

Falls from heights (working unsafely at height) is the major killer in the construction industry. It is a requirement of the Work at Height Regulations 2005 that unless a scaffold is assembled to a generally recognised standard configuration, e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or similar guidance from manufacturers of system scaffolds, the scaffold should be designed by bespoke calculation, by a competent person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled.

Planning the work.

At the start of the planning process, the Company will supply relevant information to the scaffold contractor to ensure an accurate and proper design process is followed. Typically this information will include:

- (a) Site location.
- (b) Period of time the scaffold is required to be in place and intended use.
- (c) Height and length and any critical dimensions which may affect the scaffold number of boarded lifts.
- (d) Maximum working loads to be imposed and maximum number of people using the scaffold at any one time.
- (e) Type of access onto the scaffold e.g. staircase, ladder bay, external ladders.
- (g) Any specific requirements or provisions e.g. pedestrian walkway, restriction on tie locations, inclusion/provision for mechanical handling plant e.g. hoist)
- (h) Nature of the ground conditions or supporting structure.
- (i) Information on the structure/building the scaffold will be erected against together with any relevant dimensions and drawings.
- (j) Any restrictions that may affect the erection, alteration or dismantling process.

Prior to installation, the scaffold contractor or scaffold designer must then provide relevant information about the scaffold.

- (f) Whether there is a requirement for sheeting, netting or brick guards.

This should include:

- (a) Type of scaffold required (tube and fitting or system).
- (b) Maximum bay lengths and maximum lift heights.
- (c) Platform boarding arrangement (i.e. 5 + 2) and the number of boarded lifts that can be used at any one time.
- (d) Safe working load / load class and maximum leg loads.
- (e) Maximum tie spacing both horizontal and vertical and tie duty.

3.39 Scaffolding continued

(f) Information including any relevant drawings if appropriate and other information relevant to the design, installation or use of the scaffold.

(g) Reference number, date etc. to enable recording, referencing and checking.

All scaffolding must be erected, dismantled and altered in a safe manner. This is achieved by following the guidance provided by the NASC in document SG4 'Preventing falls in scaffolding' for tube and fitting scaffolds or by following similar guidance provided by the manufacturers of system scaffolding.

Site Managers will request to see competent assessment cards/training such as CSCS/ CISRS for all operatives involved in carrying out scaffolding works and records will be kept.

No Company employees will be allowed to access scaffold until a signed handover certificate has been issued by the scaffold contractor.

The Company will ensure that all scaffolding has been inspected as follows.

(a) Following installation and before first use.

(b) At an interval of no more than every 7 days thereafter.

(c) Following any circumstances liable to jeopardise the safety of the installation e.g. high winds.

General items to record and challenge if they do not comply.

(a) Working platforms are to be at least three scaffold boards wide, have edge protection to at least legal standards (top rail 1000mm, toe board at least 150mm high, no vertical gap greater than 470mm).

(b) Protection will be provided during erection and dismantling to include physical barriers exclusion zones or scaffolding fans.

(c) Alterations to scaffolding to be carried out by competent and authorised personnel only.

3.40 Security

The Company will ensure reasonable steps are taken to prevent unauthorised access onto construction sites that the Company are in charge of managing. The Site Manager will liaise with any sub contractors under the Company's control and physically define the site boundaries by using suitable barriers which take account of the nature of the site and its surrounding environment.

All attention will be paid to preventing children entering the construction site.

Special consideration will be required for sites that have:

(a) Rights of way through them.

(b) Other work areas next to them, e.g. a shop refurbishment in a shopping centre.

(c) Occupied houses next to them, especially on new-build housing estates.

(d) Children or vulnerable people nearby, e.g. schools or care homes located near the site.

The following controls will be in place:

(a) Perimeter fencing and warning notices will be posted.

(b) All site personnel and site visitors will be required to sign in the site register when they arrive on site and to sign out when they leave site.

(c) Construction work will not start until the site has been made secure.

(d) Warning signage will be fixed to the scaffolding.

3.40 Security continued

- (e) If employees suspects that a person they see on site is not authorised to be there, they shall report their suspicions to the Site Manager. The Site Manager shall immediately investigate and, if the person is unauthorised, request that they leave site immediately.
- (f) All plant will be switched off at the end of the working day.
- (g) Ladders will be locked to the scaffold, until they are next required. A check at the end of each shift will take place to ensure all doors are locked gates locked and any alarms set.

3.41 Site inductions

All new Company employees, sub-contractors and visitors will all receive a site induction on first arrival at site and the Company Site induction form will be completed and signed by inductees.

The Site Manager will explain to the inductees the requirement to observe site specific elements appropriate to their own work activities and/or site wide hazards.

These may include but not be limited to the following:

- (a) Site rules.
- (b) Welfare arrangements.
- (c) Access, storage, parking and other restrictions.
- (d) Site emergency arrangements.
- (e) Special site hazards.
- (f) Traffic management systems.
- (g) Fire risks.
- (h) Open excavations.
- (i) Working at height.
- (j) Overhead power lines.
- (k) Confined spaces.
- (l) Contaminated land.
- (m) Review of their works and their risk/method statements for safe working.

The Site Manager will ensure that inductees are made aware of specific requirements for the production of risk assessments and method statements where specific hazards are identified. They will also make inductees aware of areas of work that will require specific authorisation to proceed such as a Permit to Work.

Ensure inductees are made aware of restricted areas and the reasons for the control measures in place.

The Site Manager will ensure that all inductees are made fully aware of the site procedure for recording who is on site at any given time and explain to them that the main purpose of this is to ensure that all persons are accounted for in the event of an emergency situation. It should be explained that any person not accounted for in an emergency will be treated as missing and this may put emergency workers at risk by looking for someone who isn't there. Explain that failure to comply with this requirement may result in disciplinary action being taken against offenders.

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3.41 Site inductions continued

Sub-contractors will be required to show evidence of their own safety policy and general arrangements for managing safety or otherwise sign up to comply with the Company's. Sub-contractors will be required to provide records of suitable risk assessments for the works they are to undertake or have them compiled in conjunction with the Company.

Visitors will be provided with suitable PPE for the risks that they are likely to come across during their visit; Visitors unfamiliar with the site/construction work shall be accompanied at all times by the Site Manager.

3.42 Site start up check list (see: On Site Company Documentation)

3.43 Vehicle users' policy and procedures

The company will ensure drivers have the necessary licences or certificates for the vehicles they are authorised to drive.

The Company will check the previous experience of our drivers, making sure references to training schemes and other qualifications are supported by certificates.

The Company will provide site-specific training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas.

A risk assessment for the journeys may be carried out to consider the following:

- (a) Dangerous driving conditions e.g. snow icy conditions.
- (b) Journey time and break times.
- (c) Best route.

A regular preventative maintenance programme for all Company vehicles, will be carried out at set times or mileage (e.g. in accordance with manufacturers instructions)

Company drivers will be expected to report any faults to management who will then ensure the faults are rectified.

Drivers will be instructed to carry out basic safety checks before using the vehicles and to ensure the maintenance and road worthiness in order comply to the Road Traffic Regulations 1984.

Employees found to be in breach of the law as stated in the Road Traffic Regulations 1984 for speeding or drink driving will be suspended from driving for the Company.

Any employee found drug taking or drinking and driving will have their contract terminated.

Following any incident (non Compliance to Road Traffic Act, accidents etc) connected to vehicle usage an incident investigation will be conducted by the In-house company health and Safety Coordinator.

3.44 Welfare arrangements

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regulations 2015. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of meals.

The Company will provide the following welfare facilities on site:

Access to adequate toilet and washing facilities.

Toilets should be suitable and sufficient, ventilated, lit and kept in a clean and orderly condition with a ratio of one toilet to seven operatives.

Washing facilities will be provided so that workers can use them immediately after using the toilet or urinal, even if they are provided elsewhere.

General washing facilities must be suitable and sufficient, kept clean and orderly and with basins or sinks large enough for people to wash their face, hands and forearms.

Clean hot and cold, or warm, running water soap or other suitable means of cleaning towels or other suitable means of drying and showers where the nature of work is particularly dirty or there is a need to decontaminate.

Facilities for rest

Suitable and sufficient rest rooms or rest areas will be provided or made available. They will be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time. Where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down. Include suitable arrangements to ensure that meals can be prepared and eaten. Include the means for boiling water and be maintained at an appropriate temperature.

Drinking water.

Adequate supply of wholesome drinking water will be provided or made available at readily accessible and suitable places.

Where necessary for reasons of health or safety, every supply of drinking water must be conspicuously marked by an appropriate sign.

Where a supply of drinking water is provided, a sufficient number of suitable cups or other drinking vessels must also be provided, unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers

Changing rooms will be provided where workers have to wear special clothing for the purposes of their work and cannot be expected to change elsewhere.

The rooms will be provided with seating, means of drying and keeping clothing and personal effects secure.

For mobile teams working at a number of locations over a few days' facilities will be provided at a central location accessible within a reasonable distance or time.

3.45 Work equipment

The key statutory requirements in respect of this area of health and safety are contained in the Provision and Use of Work Equipment Regulations (PUWER) and the Supply of Machinery (safety) Regulations 2008 are also relevant. Regulation 9 of PUWER 1998 states:

Every employer shall ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

Every employer shall ensure that any employees who supervises or manages the use of work equipment has received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).

3.45 Work equipment continued

This includes equipment that employees provide for their own use at work. The scope of work equipment is therefore extremely wide. The use of work equipment is also very widely interpreted and means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

It is the responsibility of management to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools must always be requested from the manufacturers/suppliers, who by law, are required to provide such information. Tools must be regularly checked on issue from and on return to the store.

The Company will:

- (a) Ensure the equipment is constructed or adapted to be suitable for the purpose it is used or provided for and take account of the working conditions and health and safety risks in the workplace when selecting work equipment.
- (b) Ensure equipment is used only by authorised persons.
- (c) Ensure that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings.
- (d) Ensure work equipment is maintained in an efficient state, in efficient working order and in good repair.
- (e) Prevent access to dangerous parts of machinery.
- (f) Where a machine has a maintenance log, this will be kept up to date and equipment will be inspected for safety at suitable and regular intervals, in relation to the inherent risks to users and others who may be affected, and in relation to the conditions under which it is used, transported and stored.
- (g) Where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed.
- (h) Ensure that all people who use, supervise or manage the use of work equipment have received adequate training.
- (i) Take measures to prevent or control the risks to people from parts falling or being ejected from work equipment, or the rupture or disintegration of work equipment.
- (k) Ensure that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury
- (l) Where appropriate, provide suitable means of isolating work equipment from all power sources (including electric, hydraulic, pneumatic and gravitational energy)
- (m) Take appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety.
- (n) Ensure all equipment must be maintained in a suitably safe condition.
- (o) Ensure young persons (under 18) do not use plant or significant machinery unless fully supervised or part of a formal training programme.

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3.45 Work equipment continued

- (p) Ensure use of all equipment is subject to suitable and sufficient risk assessments, and the assessments must consider the manufacturers operation and maintenance guidance.
- (q) Ensure PPE is used as required by risk assessments and as recommended by manufactures.
- (r) Ensure as a minimum, all work equipment is inspected for obvious defects and damage by the user prior to each period of operation. The Site Manager is to maintain suitable evidence for all significant items of equipment that shows they are currently safe to use (including hired plant) and complete the Company Plant and Equipment record form.

3.46 Working at height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs.

Before working at height the Company will work through these simple steps:

- (a) Avoid work at height where it is reasonably practicable to do so. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- (b) Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
- (c) Do as much work as possible from the ground.

Planning and undertaking work at height.

The Company shall ensure that work at height is properly planned, adequately supervised and carried out in a safe manner by suitably trained and competent staff.

Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Each place where people will work at height will be checked every time, before use.

Stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away.

Store materials and objects safely so they won't cause injury if they are disturbed or collapse.

Plan for emergencies and rescue, e.g. agree a set procedure for evacuation.

The Company will ensure that injury is prevented from the fall of materials, tipping or throwing of objects.

Equipment used for work at height will be inspected at suitable intervals and maintenance records kept for the duration of the construction work plus 3 months.

The following are all requirements in law that the Company will carry out when working at height:

- (a) Provide the most suitable equipment appropriate for the work.
- (b) Take account of factors such as the working conditions (e.g. weather).
- (c) Take into account the nature, frequency and duration of the work.
- (d) The risks to the safety of everyone where the work equipment will be used.

Employees must:

- (a) Report any safety hazard they identify to Site Manager or Managing Surveyor.
- (b) Use the equipment and safety devices supplied or given to them properly, in accordance with any training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing). See the Work at Height Regulations 2005.

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4.00 Environmental policy statement.

The Company is committed to the continuous improvement of environmental performance and management and the prevention of pollution from the activities we undertake.

The Company will comply with all applicable legal and other relevant requirements that relate to our environmental aspects, official codes of practice and, as far as practicable, accepted best practice at all the construction sites under the Companies control.

The main objectives in matters of environmental protection are to control and minimise the production of waste as well as their effect on the environment detailed below:

- (a) Waste by minimising volumes going to landfill, by re-use and recycling wherever possible.
- (b) Toxic emissions.
- (c) The Company will ensure soil contamination does not occur on sites in the event provide clean up procedures.
- (d) Minimise risk of accidental waste release and if so, provide clean up procedures.

The Company is committed to managing and having processes in place to:

- (a) Purchase supplies wherever possible that are recycled and actively promote recycling both internally and amongst our customers and suppliers.
- (b) Source and promote a product range to minimise the environmental impact of both production and distribution.
- (c) Provide suitable and adequate training and instruction to all employees and sub-contractors on environmental and disposal issues.
- (d) Managing Surveyors and Site Managers will ensure that employees are fully conversant with the environmental managing systems.
- (e) Communicate this policy and our environmental performance to appropriate people working for or on behalf of the Company.
- (f) An environmental management system will be maintained and documented in the organisation manual and environmental procedures.

Signed:

Dated:

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4.01 Air pollution

Burning of materials on the site will not be permitted.

4.02 Asbestos

The Company will take adequate precautions to safely manage asbestos ensuring that when asbestos is identified it will be cleared or encapsulated in accordance to "The Control of Asbestos Regulation 2012"

If work involves the removal of asbestos all removal will only be carried out by a licensed contractor and member of UKAS.

The Company will seek guidance and comply with the following regulations:

- (a) The Control of Asbestos Regulation 2012 L143 (Second edition)
- (b) HSG 264 Asbestos: The Survey Guide.
- (c) The Health and Safety at Work Act 1974.
- (d) The Management of Health & Safety at Work Regulations 1999.
- (e) The Construction Design and Management Regulation 2015.

4.03 Dust controls

The Company will take all necessary measures to avoid creating a dust nuisance such as:

- (a) Burning of materials on site shall not be permitted.
- (b) Stockpiles of earth shall be damped down or otherwise suitably treated to prevent the emission of dust from the site.
- (c) Using processes which do not generate hazardous fumes and hazardous dust.
- (d) Ensuring that airborne hazards do not escape from the site to affect members of the public and surrounding environment.
- (e) Dust pollution will be minimised by screening, if practicable.
- (f) Watering down of the area will be carried out where necessary to minimise dust transfer into neighbouring premises.
- (g) Wheel wash facilities will be provided on larger sites.
- (h) The Company will ensure that the area around the site, including the public highway, is regularly and adequately swept to prevent any accumulation of dust and dirt.
- (k) Skips and removal vehicles shall be properly covered when leaving the site.
- (l) The Company will take all necessary precautions to prevent smoke emissions or fumes from plant or stored fuel oils from drifting into residential areas.

General advice will be obtained from the "Control of dust from construction and demolition activities, February 2003 published by the Building Research Establishment.

4.04 Fuel and Lubricants

To prevent fuels and hazardous liquids from escaping, the Company will ensure it is handled and stored safely and securely and safe systems are in place for filling plant.

The primary safeguard to prevent the release of flammable liquids is provided by the container. It is therefore critical to ensure that it is of appropriate design for the duty. The materials of construction should be compatible with the chemical and physical properties of the flammable liquid to ensure that no interaction occurs which might cause leakage. All the container openings should be equipped with a secure and well-fitting cap or lid to resist the escape of flammable liquid or vapours, including if the container falls or rolls over.

COSHH dispensed from a drum must be poured through a funnel or other suitable pouring device. No more than the amount required for immediate use is to be kept on site.

The Site Manager will check, on a regular basis that COSHH containers are not left on site after use. A record of offending containers will be kept and action taken against those responsible.

Locations and storage

Where containers that contain (or have contained) flammable liquids are stored will be suitable to prevent the dangerous accumulation of flammable vapours that might occur as a result of leakage from the container. The ideal location is an unenclosed and uncongested site in the open air at ground level that enables any vapours to rapidly disperse to safe levels.

Where outdoor storage of containers is not reasonably practicable, they may be kept indoors, provided there is adequate ventilation to prevent the dangerous accumulation of flammable vapours that may arise as a result of foreseeable leaks from the containers.

4.05 Hazardous substances

The Company will be responsible for taking effective measures to control exposure and protect the health of our employees, the general public and wild life. The Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002)² contains the main relevant legal requirements. Requirements include assessing the risk from harmful substances and preventing or controlling exposure to them.

Examples include the following products:

- (a) Chemicals pesticides.
- (b) Garden products.
- (c) Bleach
- (d) Paint
- (e) Varnishes
- (f) Cleaning products

4.06 Noise and Vibration

Publicity

Prior to any works starting, the Company will inform occupiers of all properties which may be affected by noise, dust or vibration arising from construction works of the nature of the works, proposed hours of work and their expected duration.

In particular, a notice will be placed in a conspicuous position, agreed with local residents, informing them of the agreed hours of work.

In all instances the Company will include the name and telephone number of a contact within the organisation who is able to give further information and deal with any complaints or emergencies that may arise at any time.

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4.06 Noise and Vibration continued

Where residential occupiers are likely to be affected by noise, the hours of noisy works shall normally be restricted to:

Monday to Friday 8.00 a.m. - 6.00 p.m. Saturday 8.00 a.m. - 1.00 p.m.

Sunday and Bank Holidays no noisy activities on site.

Any works outside the permitted hours are to be by prior approval of the Local Authority and require 14 days notice.

The Company will check with the local authority if there may be additional conditions set e.g. planning conditions specifying hours of work.

Management

The Company will provide noise surveys using external consultants to establish formally acceptable noise levels for specific sites as and when required.

Where necessary noise levels will be included in formal agreements with the local Environmental Health Officer and reference to Environmental Agency guidance documents will be used. The local council will be informed of the works in accordance with current legislation. The application will contain particulars of the works, work methods and details of the measures proposed to minimise noise nuisance resulting from the works.

Prior to the commencement of the works at any site, the Company will submit to the local authority the following information:

- (a) A method statement stating precisely the type of plant to be used and the proposed noise control methods.
- (b) Documentation from manufacturers' literature establishing the sound power level of plant.
- (c) Calculations of LAeq and maximum levels at specified buildings as requested by the Local Authority.
- (d) A programme of work indicating the sound power level and location for each activity on the programme.

Controls

Noisy plant or equipment shall be situated as far as possible from noise sensitive buildings. Barriers (e.g. site huts, acoustic sheds or partitions) to reduce noise reaching noise sensitive buildings shall be employed where practicable.

Vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, maintained in good and efficient working order and operated in such a manner as to minimise noise emissions. The Company will ensure that all plant complies with the relevant statutory requirements.

Machines in intermittent use should be shut down or throttled down to a minimum when not in use.

Compressors will be fitted with properly lined and sealed acoustic covers which will be kept closed whenever in use. Pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.

Equipment which breaks concrete, brickwork or masonry by bending or bursting or "nibbling" shall be used in preference to percussive tools where practicable. The Company will avoid the use of impact tools where the site is close to occupied premises.

Where practicable, rotary drills and busters activated by hydraulic, chemical or electrical power shall be used for excavating hard or extrusive material.

Where practicable, equipment powered by mains electricity shall be used in preference to equipment powered by internal combustion engine or locally generated electricity.

4.06 Noise and Vibration continued

Neither any part of the works nor any maintenance of plant shall be carried out in such a manner as to cause unnecessary noise or vibration except in the case of an emergency when the work is absolutely necessary for the saving of life or property or the safety of the works.

Plant shall be maintained in good working order so that extraneous noise from mechanical vibration, creaking and squeaking is kept to a minimum.

Noise emitting machinery which is required to run continuously shall be housed in a suitable acoustic lined enclosure wherever practicable.

Care will be taken to reduce noise when loading or unloading vehicles or dismantling scaffolding or moving materials etc.

The use of any plant or equipment required for any emergency which causes a departure from the agreed site working practice shall be notified to the local authority as soon as is practicable. The Company will accordingly advise the Local Authority if previously agreed noise levels are likely to be exceeded due to the adoption of alternate working methods.

The Company will ensure that measures are taken if there is a risk vibration will cause damage to adjacent structures and their contents.

Piling using a drop hammer is considered to be of an intermittent nature. The ground vibration has settled between hammer drops. To prevent any damage levels of ppv must be kept below 15mm/s. Piling with vibratory rigs leads to continuous ground vibration. To prevent any damage levels of ppv must be kept below 7.5mm/s.

It should be noted that the above values are used for buildings of normal construction and in a stable condition. For historic buildings, gas pipes, oil pipelines and cast iron water mains, different criteria may apply and the above levels must not be relied upon. Maximum levels of vibration may be specified within the plans for the particular works.

Management

The Company will provide vibration surveys using external consultants to establish formally acceptable vibration levels for specific sites as and when required if carrying out demolition work, piling, structural drilling etc.

The British Standards that provide guidance for measuring ground-borne vibration are.

- (a) BS: 7385 Evaluation & Measurement for Vibration in Buildings.
- (b) Part 1 – Guide for Measurement of Vibrations & Their Effects on Buildings.
- (c) Part 2 – Guide to Damage Levels from Ground-borne Vibration.
- (d) BS: 5228-2:2009+A1:2014 Code of Practice for Noise & Vibration Control on Construction and Open Sites – Part 2: Vibration.
- (e) BS: 6472 Evaluation of Human Exposure to Vibration in Buildings.

4.07 Occupational diseases

Microorganisms from animal infestations (such as rodents) Diseases transmitted from animals to humans are also known as zoonoses. The main one potentially associated with waste material is leptospirosis.

Leptospirosis (Weil's disease)

Is a waterborne infection associated with rats' urine. Transmission is mainly through cuts and scratches in direct contact with contaminated water. Symptoms include fever, headache, vomiting and muscle pain, possibly leading to jaundice, meningitis and kidney damage.

As well as general controls, relevant, specific control measures include.

- (a) Good rodent control at transfer and sorting sites.
- (b) Wearing suitable protective clothing, e.g. gloves, footwear, trousers avoiding handling bags and other receptacles accessible to rats without hand and forearm protection.

4.07 Occupational diseases continued

(c) Encouraging workers to report symptoms to their doctor straight away.

Skin cancer: is one of most common forms of cancer in the UK.

To control the risk employees should be encouraged to:

- (a) Cover up – wear hats and long-sleeved shirts.
- (b) Stay in the shade whenever possible, especially during breaks.
- (c) Use a high-factor sunscreen of at least SPF15 on any exposed skin.
- (d) Check skin regularly and see a doctor if they find any moles or spots that are changing in shape, size or colour, or itching or bleeding, or if they find any new spots, bumps, lumps or skin discolorations which do not heal after 14 days.

Dermatitis

There are two types of occupational contact dermatitis and it can affect all parts of the body, but mainly affects the hands.

- (a) Irritant contact dermatitis
- (b) Allergic contact dermatitis.

The law requires the Company to prevent or, where that is not reasonably practicable, adequately control exposure to materials in the workplace that cause ill health like dermatitis.

Planning

- (a) Avoid contact with materials that cause these conditions where possible.
- (b) Protect the skin.
- (c) Check for early signs of dermatitis.
- (d) Substitute, by replacing a hazardous material with a safer alternative.
- (e) Use mechanical handling.
- (f) Use equipment for handling and don't use your hands as tools.
- (g) Provide information, instruction and training.

Controls/monitoring

- (a) Provide appropriate protective clothing/gloves.
- (b) Make sure clothing/gloves are used and stored correctly, and replaced when necessary.
- (c) Tell employees to wash any contamination from their skin promptly and dry their hands thoroughly.
- (d) Supply moisturising pre-work and after-work creams.
- (e) In appropriate cases, provide health surveillance.

If employees are exposed to residual risk of harm from hazardous substances the Company will advise employees to have regular skin checks.

If skin problems are identified, employees will be advised to see an appropriate health professional.

Reference to HSE guidance information "Preventing contact dermatitis and urticaria at work" will taken.

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4.08 Plant

All plant will be regally serviced and shall be fitted with effective exhaust silencers, maintained in good and efficient working order and operated to minimise noise emissions.

4.09 Protection of habitat

The Company will comply with the provisions of the Wildlife and Countryside Act 1981 with the requirements of the Unitary Development Plan and any conditions attached to planning permissions. The Company will seek specialist advice to ensure habitats remain intact and undisturbed, and if possible, to make improvement to enhance natural habitats consultation between the London Ecology Unit will take place.

4.10 Site activities

All work sites will be fenced from public access and made secure.

Rubbish will be removed at frequent intervals and the site kept clean and tidy and will be completely cleared and left in a tidy state after completion of works.

Mud on roads is one of the main environmental nuisance problems arising from construction and sites. The Company will ensure controls are in place to minimise the problem e.g. regular cleaning of the road and wheel washing facilities for vehicles entering and leaving site.

Lorries that cannot immediately enter or leave sites must switch off their engines.

4.11 Trees

The Company will request the services arboriculture report before any work on trees is carried out. Such work will be carried out by specialist tree surgeons who are members of the Arboriculture Association. For major works local planning approval will be gained prior to carrying out any works.

4.12 Waste management

The law says you must keep every part of your construction site in 'good order' and every place of work clean. The objective is to achieve what is usually called a good standard of 'housekeeping' across the site.

In addition, all contractors must plan, manage and monitor their work so it is carried safely and without risks to health. This includes careful planning on how the site will be kept tidy and housekeeping actively managed.

- (a) To prevent waste from escaping, the Company will ensure it is handled and stored safely and securely.
- (b) The Company will use containers that are clearly and correctly labelled and suitable for the storage, transport and subsequent management activities of the waste holders.
- (c) Limiting access to the waste to only those that are authorised to handle it.
- (d) Ensuring vehicles are covered and waste is secured appropriately for transport purposes
- (e) The Company will assess and classify waste all as set out in the Government environmental waste classification guidance information.
- (f) Complete a waste transfer note.

Controls

- (a) The Company will nominate a person to oversee the Site Environmental Management Plan.
- (b) All flammable waste materials such as packaging and timber off cuts will be cleared away regularly to reduce fire risks and work areas will be regularly cleared of waste.
- (c) Waste materials may need storing before their removal from the site. The Company will ensure sufficient space for waste skips and bins etc and plan where the skips can be positioned and how often they will need to be collected.

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4.12 Waste management continued

- (d) Where there is waste within buildings consideration will be given to provide wheeled bins or chutes etc.
- (e) Special wastes such as oils, chemicals, paints and solvents etc. will be identified by the Company before commencing operation on site.
- (f) The disposal of containers and residues of any substance which falls within the scope of the Control of Substances Hazardous to Health Regulations 2002 is the responsibility of the Company when brought to site.
- (g) Redundant containers need to be stored in a secure place pending removal from site. Waste safe containers or their equivalent can be used for the collection of containers, but the waste containers must be clearly labelled as to what they will take. Containers should have their tops on so as not to vent into the atmosphere.
- (h) The Company will check waste skips and other receptacles on a weekly basis. If materials are not being placed in the correct receptacles the Company will investigate and take action to address the situation.

Monitoring

The Company will keep records of the waste transferred or received for two years for non-hazardous waste and three years for hazardous waste consignment.

On a periodic basis, the Company will audit the whole site waste management system. A record of the audit will be kept.

Where flammable liquids are stored they will have adequate means to prevent the uncontrolled spread of any spillages or leaks.

4.13 Water

The Company will take measures to prevent the contamination of water courses and aquifers during works. The Company will ensure that materials and waste are not deposited in any surface water course.

Any water that has come into contact with contaminated materials must be disposed of in accordance with the current Water Acts, any other relevant disposal regulations and to the satisfaction of the National Rivers Authority.

If materials containing lead are encountered, the Company will comply with the current Control of Lead at Work Regulations and the Health and Safety Commission Approved Code of Practice and will be disposed of properly.

5.00 Contact numbers and associations

Health safety Consultant

Owen Construction Consultancy limited
4 Ryecroft Road Petts Wood Kent
Tel 01689 820105 Mobile 07966 286770

Contact: Neil Gulvin Tech IOSH MCIOB MICWCI

The Health & Safety Executive

Rose Court 2 Southwark Bridge
London
SE1 9HS
Fax: 020 7556 2201

The Health & Safety Executive

Westminster Office
Caxton House
Tothill Street
London
SW1H 9NA
Fax: 020 7227 3802

Construction training and health and safety.

CITB

The Construction Industry Training Board
12 Carthusian St, London EC1M 6EZ

Environmental agency

Email enquiries@environment-agency.gov.uk.
Telephone 03708 506 506.
Minicom (for the hard of hearing) 03702 422

