



HEALTH AND SAFETY POLICY

PREPARED BY

Stallard**Kane**^{SK} ● ●
ASSOCIATES

• Consultants in Health • Safety •
• Environment • Business •

First Floor Offices
11-23 Market St
Gainsborough
Lincolnshire DN21
2BL

Tel 0845 838 7301
Fax 0845 838 7302

CONTENTS

Health and Safety Policy Amendment Sheet	3
Section 1 – Health, Safety, Welfare and Environmental Policy Statement	
1.0 Health, Safety Policy Statement.....	5
Section 2 – Company Organisation and Responsibilities	
2.0 Health, Safety and Welfare Responsibilities	7
2.1 Company Management Structure	7
2.2 Operations Director	8
2.3 Safety Representative/Regional Branch Managers	9
2.4 All Employees.....	10
2.5 Sub-Contractors	11
2.6 Safety Adviser	12
2.7 Consultation with Employees.....	13
Section 3 – General Arrangements (Safety Management Procedures)	
3.1 Issue/Re-issue and Control.....	15
3.2 Safety Training and Information	15
3.3 Personal Protective Equipment.....	17
3.4 Control of Substances Hazardous to Health.....	19
3.5 Welfare and First Aid	21
3.6 Work Equipment.....	21
3.7 First Aid and Accident/Incident Reporting	23
3.8 Workplace Noise Control/Vibration Control	29
3.9 Fire Safety.....	29
3.10 Manual Handling Safety.....	31
3.11 Risk Assessment.....	33
3.12 Alcohol and Drug Abuse	35
3.13 Health Surveillance.....	35
3.14 Smoke free Policy.....	36
3.15 Asbestos	36
3.16 CDM.....	37
3.17 Working at Height.....	39
3.18 Electricity.....	40
3.19 Bird Control	40

HEALTH AND SAFETY POLICY AMENDMENT SHEET
Record of Amendments

Issue No	Date	Index Ref	Brief Description of Amendment
1	January 2010		First issue
2	February 2010		Front Cover Sheet Attached
3	February 2011	2.3.13 3.18	Training included in Managers duties Inclusion of Electricity
4	January 2012	3.7 3.15	Amendment to Accident Reporting Procedures Amendment to Asbestos guidance information
5	August 2012		Change in Managing Director Responsible for Health & Safety
6	February 2013	3.7 3.15	Full review and re-issue Amendment to Accident Reporting Procedures Update of Asbestos Regulations 2012
7	July 2013	3.19	Inclusion of Bird Control
8	January 2014	3.7 3.13	Full review and re-issue Amendment to Accident Reporting Procedures – Major injuries changed to Specified injuries Health surveillance updated.
9	January 2015	1.0 3.7.6	Full review and re-issue Addition to the Statement of Intent RIDDOR change to 2013
10	January 2016	2.0	Full review and re-issue Change of Health & Safety Representative
11	July 2016	1.0	Change of Director
12	March 2017	various	Managing Director changed to Operations Director
13	April 2017	3.16	CDM date change
14	July		Reviewed

SECTION 1

HEALTH, SAFETY, WELFARE AND ENVIRONMENTAL POLICY STATEMENT

1.0 HEALTH AND SAFETY POLICY STATEMENT

- 1.1 The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Director recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
- 1.2 The Company, so far as is reasonably practicable, proposes to pay particular attention to:
- a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
 - d) Making regular assessments of risks to employees
 - e) Taking appropriate preventative/protective measures as identified by risk assessment
 - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties
- 1.3 In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
- 1.4 All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation's, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
- 1.5 This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Mr Andrew Milburn



**Operations Director
July 2017**

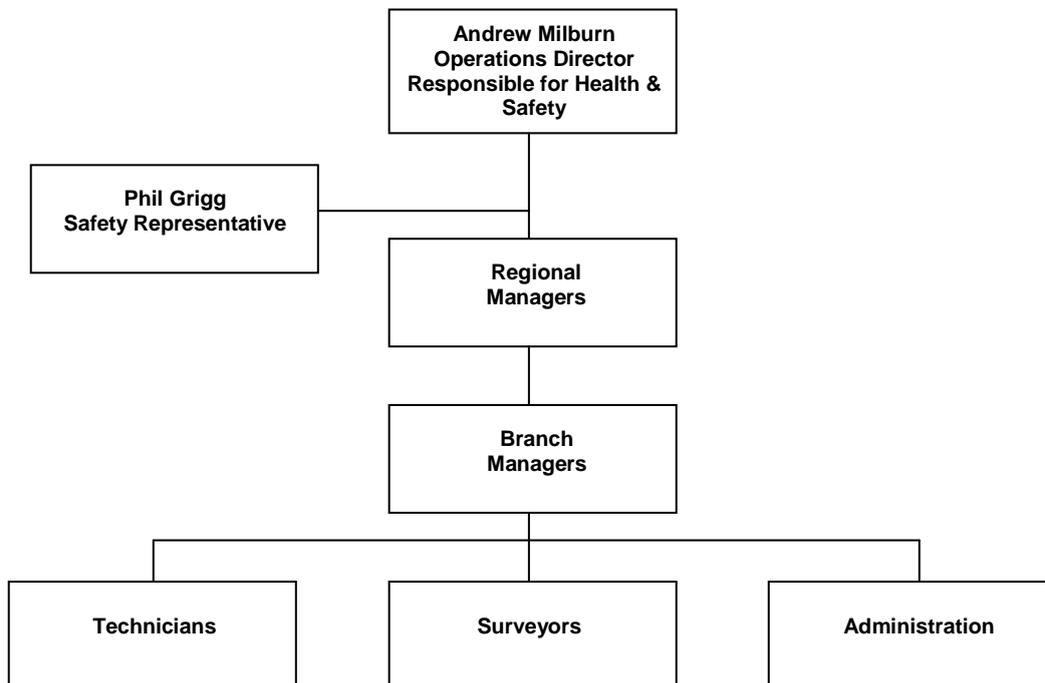
SECTION 2

COMPANY ORGANISATION AND RESPONSIBILITIES

2.0 HEALTH, SAFETY AND WELFARE RESPONSIBILITIES

2.1 The Company firmly believes that a good record in health, safety and environmental protection is not only an efficient management system but, also makes sound economic sense for our future well being. In recognition of this, the following designated responsibilities have been introduced to ensure we attain and enjoy high standards of health and safety management and awareness.

COMPANY MANAGEMENT STRUCTURE



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is Stallard Kane Associates Ltd located at:

Head Office Address: 11-23 Market Street
GAINSBOROUGH
Lincolnshire
DN21 2BL

Telephone No.: 0845 838 730 Fax: 0845 838 7302

2.2 OPERATIONS DIRECTOR

- 2.2.1 Prepare and maintain an up to date Company Health and Safety Policy Statement, ensuring it is brought to the notice of all employees.
- 2.2.2 Develop organisational procedures for the implementation of the policy, ensuring each person is aware of his/her responsibilities and duties and, allocating the necessary resource to carry them out.
- 2.2.3 Be aware of the statutory legislation affecting the Company's operations and administer the policy throughout the Company.
- 2.2.4 Ensure appropriate training is identified and delivered to staff.
- 2.2.5 Ensure company undertakings are correctly planned, hazards identified and controlled and proper working practices are observed at all times, as required by current legislation or, any Approved Code of Practice.
- 2.2.6 Ensure all health and safety factors are taken into account and considered i.e. safe-working methods; equipment to avoid injury, property damage and wastage; adequate sanitary and welfare facilities.
- 2.2.7 Ensure a close liaison is maintained with sub contractors, employed by us on all matters relating to health and safety.
- 2.2.8 Ensure systems are in place for the reporting, investigation and costing of injury, damage and loss and promote proper analysis of such investigations to detect trends and to eliminate hazards.
- 2.2.9 Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities for health and safety.
- 2.2.10 Set a personal example through wearing appropriate personal protective equipment at all times when visiting site.
- 2.2.11 Arrange regular meetings with the Safety Adviser to discuss company performance, accident prevention, improvements and the general health, safety and welfare standards of the company.
- 2.2.12 Shall ensure adequate financial and technical resources are provided and such proposed costs are identified in the company's projected plan.

2.3 SAFETY REPRESENTATIVE/REGIONAL/BRANCH MANAGERS

- 2.3.1 Understand the Company Health and Safety Policy and ensure it is readily available on each site and bring to the attention of the Operations Director any amendment or new working procedure relevant to our business undertaking.
- 2.3.2 Ensure those people for whom they are responsible, are adequately informed of their work and safety requirements and are competent to carry out the tasks set.
- 2.3.3 Plan work in accordance with legislative requirements ensuring it is regularly reviewed to establish if appropriate improvements or additions should be made.
- 2.3.4 Shall ensure that adequate resources for health, safety and welfare facilities are included in costing of projects.
- 2.3.5 Assess the risks associated with any unusual situation; outline the potential hazards at each stage, indicate the necessary control procedures to be adopted and, provide written instructions. If appropriate, obtain from sub-contractors, details of risk assessments, substances and work processes that are hazardous to health or safety or, ensure their compliance with agreed company methods of work.
- 2.3.6 At all times, ensure the protection of all operatives on the site, including any members of the public and others who may have a right to be there.
- 2.3.7 Informing sub-contractors, at the earliest possible time, of the appropriate Personal Protective Equipment to be worn on site, at all times.
- 2.3.8 Discipline anyone failing to discharge his or her individual health and safety responsibilities satisfactorily.
- 2.3.9 Review work procedures, methods and associated safety aspects with supervisors and, if appropriate, the safety adviser before any unusual work activity is undertaken.
- 2.3.10 Ensure appropriate corrective action is taken to rectify any hazardous site issues brought to your attention by the safety adviser.
- 2.3.11 Evaluate the competence level of sub-contracting companies who tender for work on company projects and ensure there is a commitment on their part to implement and maintain all aspects of their own and others health, safety and welfare.
- 2.3.12 Ensure that any incident that occurs on site is investigated and remedial actions instigated. Where reportable, fully liaise with the company Safety Advisers and assist the HSE if require to do so. Identify trends regarding incidents and actions to be taken to remedy problem areas.
- 2.3.13 Ensure training requirements identified is carried out with records kept within personnel files, and that employees work in the correct manner identified in such training.

2.4 ALL EMPLOYEES

- 2.4.1 Be familiar with the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- 2.4.2 Ensure that only the correct tools and equipment are used for the job.
- 2.4.3 Always wear safety footwear and, as appropriate, any other Personal Protective Equipment provided, e.g. goggles, respirators etc. as detailed in specific COSHH or work activity assessments of the task being undertaken.
- 2.4.4 Ensure tools and equipment are maintained in a good condition.
- 2.4.5 Report immediately any defects in plant, tools or equipment.
- 2.4.6 Work in a safe manner at all times and do not take unnecessary risks likely to endanger yourself or others.
- 2.4.7 Do not use plant, tools or equipment for work for which they are neither intended for or, you have not been specifically trained to operate.
- 2.4.8 Remain vigilant to other hazards developing during your work and, as appropriate, warn other employees, particularly new employees and young people, of them.
- 2.4.9 Do not play practical jokes or engage in "horseplay" on site.
- 2.4.10 Ensure that all provisioned welfare and sanitary facilities are maintained to a high standard and report any person found abusing them.
- 2.4.11 Report immediately to your supervisor/team leader any injury sustained from an accident at work, even if the injury does not stop you from working.
- 2.4.12 Report near misses to your manager so that safer systems can be introduced prior to damage or injury.
- 2.4.13 If appropriate, suggest safer methods or procedures of work.

2.5 SUB-CONTRACTORS

- 2.5.1 Any employed sub-contractor will be expected to comply with our Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is available on site whilst work is being carried out.
- 2.5.1 The Site Supervisor/ Manager will ensure that all work is carried out in accordance with the relevant statutory provisions, taking account of and considering the safety of others on the site and the general public.
- 2.5.3 Sub-contractors must provide our Managers, documented risk assessments and methods of work for all work activity to be undertaken on site, which may be hazardous to either health or safety, before any work is commenced. Any such assessments are to be conveyed to all sub-contract employees on site and records maintained of this action. Any materials or substances brought to site which have a health, fire or explosion risk are only to be used and stored in accordance with current Regulation and practice and this information is to be available to both operatives and other who may be affected by them.
- 2.5.4 Sub-contract employees are not permitted to operate any plant or equipment unless specifically trained to do so. Operatives must be in possession of a valid Certificate of Training Achievement detailing the plant and machinery categories they are competent to operate. Details of sub contract employees and copies of relevant CTA's etc, are to be forwarded to us prior to the commencement of work.
- 2.5.5 All plant or equipment brought and used by sub-contractors must be safe, free from defect and maintained in good working order. All appropriate guards and safety devices are to be fitted and all necessary certificates and documentation must be available for inspection. Information and assessment on the noise levels of plant, equipment and operations are to be carried out by the sub-contractor and this information provided to our Branch Managers before work commences.
- 2.5.6 Any injury sustained or damage caused by sub-contract employees must be reported immediately to the Branch Manager.
- 2.5.7 Sub-contract employees must comply with all safety instructions given by the Branch Manager.
- 2.5.8 Any sub-contractor informed of a hazard or defect during any site inspection is to rectify the matter immediately and confirm the action taken to our Branch Manager.
- 2.5.9 Sub-contractors will provide, for their employees, suitable fire and first aid emergency procedures and any equipment required by the Regulations, unless a previous agreed arrangement has been made for the use of alternative facilities.
- 2.5.10 Particular note is to be taken of the need to ensure that all workplaces are kept clean, tidy and free from debris and waste materials and all work areas are continually cleared as work progresses.

2.6
2.6

SAFETY ADVISOR

- 2.6.1 As required by Regulation 7 of “The Management of Health and Safety at Work Regulations”, Stallard Kane Associates Ltd have been appointed to advise and assist all related health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Associates Ltd will be responsible directly to the Operations Director and will also maintain a close relationship with all other employees. Specifically they will perform the following functions:
- 2.6.2 Advise on the application and maintenance of our Company Health and Safety Policy arrangements.
- 2.6.3 Maintain an up-to-date knowledge in matters of legislation and Regulations as they apply and affect the Company and its Health and Safety Policy.
- 2.6.4 Advise the Managers on any related safety matters.
- 2.6.5 Advise employees at all levels, as appropriate, on matters directly affecting their health and safety.
- 2.6.6 Monitor the Company’s health and safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards.
- 2.6.7 Investigate and report on any accident, dangerous occurrence or near miss and, as appropriate, recommend any means of preventing a recurrence of the incident.
- 2.6.8 Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.
- 2.6.9 Encourage a high profile health and safety campaign within all levels of the company and review or recommend any health and safety contributions from company employees.
- 2.6.10 Advise Company Managers on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- 2.6.11 Carry out regular site visits and advise management on the implementation arrangements of the health and safety policy.
- 2.6.12 Advise on the training requirements for employees, especially new starters, specifically formal safety awareness training and site induction training.

2.7 CONSULTATION WITH EMPLOYEES

2.7.1 A requirement of the Health and Safety (Consultation with Employees) regulations is for us to consult with our employees in all matters relating to health and safety.

2.7.2 As a company, we will convene regular meetings to discuss all relevant issues relating to health and safety.

2.7.3 In particular, we will discuss the following:

- when introducing new measures which may affect health and safety
- the change in appointment of nominated competent persons
- the provision of statutory health and safety information
- any statutory health and safety training
- health and safety of implications of introducing new technology

2.7.4 The meetings will be formal and minutes of the meeting will be documented.

SECTION 3

GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)

3.1 ISSUE/RE-ISSUE AND CONTROL

3.1.1 Responsibilities

It will be the responsibility of the Operations Director to ensure that this Safety Management System is issued and maintained up to date taking account of any legislative changes. Any changes made must be authorised by the Operations Director.

3.1.2 Issue

This Safety Management System once issued must be read and complied with by all employees. A controlled copy of this document will be held at Company's Offices Where appropriate individual sections of this document will be issued separately to employees with a specific task(s).

3.1.3 Revisions and Up-dates

The Safety Management Document may have to be revised or up-dated from time to time in order to take account of the most recent legislation. Minor revisions that do not affect legal requirements or work practices will be communicated to those employees that are affected.

Major revisions, such as new legislation or Regulation will be communicated to all employees by the most appropriate means.

3.2 SAFETY TRAINING AND INFORMATION

3.2.1 Responsibilities

The Managers will ensure that all employees are correctly trained in accordance with the following. All employees will ensure that they co-operate and make themselves available for training, which is to be provided to them in the interests of health and safety.

3.2.2 Scope of Training

Every employee will receive all necessary training to ensure they have an adequate understanding of health and safety at work. In the interests of providing meaningful and adequate training it will be divided into two categories:

- Category One - Work Specific
- Category Two - General Safety Awareness

The minimum training to be provided to all employees will be on the following subjects:

- Health and safety legislation
- Manual handling
- Control of substances hazardous to health (COSHH) Noise at work
- Work at height (if appropriate) Risk assessment
- Permit to work procedure (if appropriate) Accident/incident reporting

Any other trade specific training or training identified from accident trends will also be provided.

3.2.3 **Training Content**

Any training provided in the interests of health and safety will contain the following relevant information.

- Requirements of the appropriate regulations
- Details of the health hazards associated with the subject and their affects
- An explanation of the risks
- The precautions which must be taken
- The correct use, storage and maintenance of personal protective equipment supplied.

3.2.4 **Training Records**

A personal safety file will be created for each employee. An attendance register containing the employee's signature and subject syllabus sheet will be placed in the employee's file for each subject attended. Copies of any professional qualifications or certificates will also be held on file.

A central register will also be maintained which will detail training attendance by subject and will show training and certificate expiry dates.

3.2.5 **Provision of Information**

Any relevant information on health and safety will be discussed and made available to all employees; this will include the results of any health surveillance or risk assessments.

Where an employee makes a request for any health and safety information with regard to their work activity then that information will be provided at the earliest possible time.

3.2.6 **Health and Safety Induction**

All employees will receive a safety induction. New employees will receive an induction within the first 2 days of their start date (until that time shall be closely monitored by a Supervisor).

The health and safety induction will cover the following subjects as a minimum: An explanation of the Company Safety Policy

- Details of the safety procedure
- The accident reporting procedure
- Any specific personal protective equipment requirements
- Any specific risks to their health and safety arising out of their work activity and the precautions to be taken, including the findings of risk assessments.
- Initial online training with additional training to be carried out at a later date

3.2.7 **Safety Representative Competence**

A competent person must provide training to any employee. The Managers will ensure that the qualifications of any instructor are checked before the training starts.

For certain areas of training a person who has not been trained as an instructor in a subject will not be allowed to teach that subject unless they can demonstrate competence in some other way. A guide to competence would be:

- A qualified safety professional
- CITB approved or accredited instructor

3.2.8 **General**

The company will not accept the relevance of any training provided to any employee by a previous employer unless a valid training certificate can be produced and the source of any training verified.

Where the following activities are to be undertaken by employees then their competence will be checked before they are allowed to start work regardless of their training status:

- Operating mechanical plant
- Mounting of abrasive wheels/cut-off wheels
- Use of stair walkers.

3.3 **PERSONAL PROTECTIVE EQUIPMENT**

3.3.1 **Responsibilities**

Managers will be responsible for ensuring that only PPE to the correct standard is used.

Managers will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

3.3.2 **PPE Assessment**

In accordance with the Personal Protective Equipment Regulations 1992, an assessment of the PPE requirements of each employee will be made using the PPE issue record form. For the purposes of co-ordinating safety management, the PPE assessment will be included in the Company's general assessment procedure detailed below.

It should be noted at this point that PPE would be used only as a last resort measure. Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

3.3.3 **PPE Correct Standards**

All personal protective equipment purchased by the Company will be used to the correct BS or EN standard, equipment which is not CE marked will not be used.

The Operations Director in liaison with our Safety Advisers will ensure that the correct standard equipment is being purchased and approved in writing on the appropriate form.

3.3.4 **Issue of PPE**

Employees will be issued with all necessary PPE relating to the hazards from their work activity or as a result of the findings of any risk assessment which relates to their work environment. Where an employee makes a reasonable request for additional equipment, this will be reviewed by their supervisor and where appropriate the equipment will be supplied.

3.3.5 **Replacement of Equipment**

All PPE will be replaced on a new for old basis. Re-issue or replacement of worn out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored.

Any PPE which is so worn or damaged that it no longer affords adequate protection must be replaced before the operative is allowed to continue work.

PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturers' instructions.

3.3.6 **Training – Correct Use**

Employees who are required to use PPE to ensure their safety will be given training in its correct use.

3.3.7 **Personal Preference**

Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, the Company cannot guarantee to satisfy individuals' preference. Once issued PPE must be worn. It will not be left to the operative's discretion.

3.3.8 **Damage / Misuse**

It will be the responsibility of the employee to report any faulty or damaged safety equipment to their manager. It must then be exchanged as soon as possible.

Employees must not alter, deface or otherwise misuse any safety equipment supplied to them.

3.3.9 **Maintenance**

It will be the responsibility of each employee to ensure that PPE is maintained in good order.

3.3.10 **PPE Minimum Issue**

The following PPE will be issued to every employee as appropriate:

- Overalls/ company uniform
- Gloves
- Hearing protection
- Hard hat Safety glasses Goggles
- Face mask (if required)
- High visibility and reflective waistcoat

Any additional equipment required will also be supplied.

In order that Operatives can be correctly equipped with safety equipment at short notice, a reserve stock will be held by the office containing the following safety equipment.

- Hearing protection
- Eye protection
- Gloves

3.4 THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

3.4.1 Responsibilities

The Managers will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

Managers must ensure that the significant findings of any COSHH assessment, including the safety precautions to be adopted, are communicated to all operatives who will be exposed to the substances.

All employees are responsible for ensuring that they have read and understood any COSHH assessment relating to their work activity.

3.4.2 Hazardous Substances Register

The Managers will create and maintain a Hazardous Substance Register. The Register will contain hazardous data sheets for every substance purchased by the Company. These data sheets will be supplied by the supplier of the substance and must be formatted so as to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

3.4.3 COSHH Assessment

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups i.e. solvent based paints grouped onto one assessment.

All COSHH assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance
- Work location/environment
- Work duration

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH assessments will be reviewed at the following times:

- If the work environment changes
- If it is requested by the operative
- In any case every 12 months

Any review must be recorded on the assessment with a review date and the name of the person who carried out the review.

3.4.4 Substance Substitution

Wherever possible hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the Safety Representative to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Associates Ltd shall be sought where applicable.

3.4.5 Safety Precaution

Any safety precautions recommended as a consequence of a COSHH assessment must be adhered to at all times while the substance is in use.

3.4.6 **Measurement of Exposure**

Where levels of high risk of exposure are assessed, the Company will operate an air sampling programme where applicable to establish the Work Exposure Limit (WEL), then that work activity will be more closely monitored. Measures to reduce the level of exposure will be applied as appropriate.

An analysis report will be written for all air sampling and will contain the results of the air sample and recommendations to reduce any over exposure. A copy of the report will be kept in the COSHH Safety file. The operative will also be given a copy of the report and its contents will be explained to him or her.

Recommendations to control or reduce any over exposure will be implemented as soon as possible.

The Managers will be informed in the case of any over exposure and given details of any following action.

3.4.7 **Health Surveillance**

All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out. Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together.

The hazard data sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances.

All spillages will be soaked up using sand or chemical dry granules, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse.

The Manager is to be informed of any substantial spill immediately.

3.4.8 **Information and Training**

All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH assessment files at their safety induction. They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

3.4.9 **PPE**

All necessary PPE required as a result of a COSHH assessment will be issued before the employee is exposed to any harmful atmosphere. All PPE will be issued in accordance with 3.3.

3.5 WELFARE AND FIRST AID

3.5.1 Responsibilities

The Managers shall ensure the provision of welfare and first aid is identified and costed in all contracts. The Branch Managers shall ensure welfare and first aid provision is maintained in good order.

3.5.2 Planning Procedures

The Manager will establish the welfare and first aid requirements, before work commences, taking account of the requirements for sub-contractors, if applicable.

In workplaces where contamination by rats or other risks to health may prevail e.g. used sharps or ground contamination, the necessary health, hygiene and welfare arrangements will be explained to operatives during site induction.

3.5.3 Monitoring

Our Branch Managers will ensure all welfare; fire and first aid facilities are provisioned and maintained to the required standards.

Where the company has arranged to use the facilities provided by another contractor, the Managers will report directly any deficiencies in the shared facilities.

3.5.4 Special Welfare Arrangements

When short-term work is to be carried out on a site and there is no provision of huts or mobile units, the minimum of equipment to be carried in company vehicles is:

- Drinking water container
- Means of boiling water (taking into account any requirements for safety and ventilation if LPG is used)
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment.

Before any work commences our appointed manager will make arrangements for operatives to use convenient and adequate sanitary and washing facilities throughout the duration of the work.

3.6 WORK EQUIPMENT

3.6.1 Responsibilities

The Operations Director will be responsible for ensuring that all work equipment purchased or hired is fit for purpose and maintained in good order. Work equipment shall conform to the Provision and Use of Work Equipment Regulations.

It is the responsibility of all managers to ensure that this Safety Management Procedure is implemented and complied with by all operatives under their control. They will also monitor work equipment under their control and report any defects.

Employees must ensure that they comply with this procedure at all times and do not work on any powered work equipment unless authorised to do so. They must also report any faulty equipment to their supervisors.

3.6.2 **Competent Persons**

Only persons who are competent will be allowed to operate machinery. Managers are to ensure that young and inexperienced employees are not permitted to operate any plant or machinery.

Where the level of competence required to operate any piece of plant or machinery is defined by legislation, then persons who are not trained to that standard will not be permitted to operate that equipment.

Employees under instruction on any machinery must be supervised by a competent person at all times.

Only competent persons will be permitted to carry out any maintenance or repairs.

3.6.3 **Machine Guards/Safety Devices**

All work equipment used must be fitted with suitable guards or safety devices as are required to prevent injury by the machine's moving parts. Any machinery found to have defective guards or safety devices must not be used until suitable repairs have been carried out.

Where work equipment is hired or supplied by another company, it must be fit for the purpose and be fitted with the correct safety devices.

Where appropriate, guards and safety devices must be of a type which will not permit the machine to operate unless they are in place.

3.6.4 **Setting Up Work Equipment**

Equipment shall only be set up by persons who are deemed competent to do so and are appointed in writing by the Manager (e.g. mounting of abrasive wheels).

Machine settings, which have been pre-set by the manufacturer will not be altered until the manufacturer has been consulted. All alterations to machine settings will be recorded in the machine's maintenance log.

Plant and machinery will not be altered so that it becomes unsafe under any circumstances regardless of production requirements.

3.6.5 **Safety Notices**

All safety notices relating to safe operating procedures or personal protective equipment posted on plant or machines must be obeyed at all times. Any specific hazards associated with any plant or machinery must be clearly marked on the plant or machine in question.

Where a piece of plant or machinery is housed inside a building then notices relating to any hazards from that plant or machinery must be posted at entrances. These notices must also detail what PPE is required.

All safety notices will conform to the correct standard as required by the Safety Signs and Signals Regulations 1996.

3.6.6 **Fault Reporting**

Operatives must report all machine faults to their manager immediately. Faults which make the work equipment unsafe will result in its being totally isolated until repaired.

Site tools found to have any faults which make them unsafe must be removed from site or rendered such that they cannot be used inadvertently.

All managers will make routine visual inspections of all plant and equipment which is being used by operatives under their control.

A fault reporting register will be operated and will be held in the central stores.

3.6.7 **Correct Use**

Machines must only be used for the purpose for which they were designed and must not be overloaded or subjected to undue force.

Plant and machinery must not be made unsafe in any way in order to aid production or make a job easier.

3.6.8 **Maintenance and Inspection**

All plant and machinery operated by the Company will be recorded in a maintenance register.

All plant and machinery will undergo a maintenance inspection to an inspection schedule. These inspections will be carried out by site managers and will be in addition to those required by legislation.

Any repairs, alterations and inspections must be recorded in the maintenance register which will be held by managers.

3.6.9 **Electrical and Physical Isolation**

Where any repair or maintenance work is to be carried out on any plant or machinery, it must first be electrically and physically isolated from any power or other supply. All isolations must include a physical lock off. No guard or other safety device will be removed until correct isolations are in place.

3.7 **FIRST AID AND ACCIDENT/INCIDENT REPORTING**

3.7.1 **Responsibilities**

The Managers will be responsible for carrying out an assessment to establish what level of first aid cover is required, based on work activities and associated risks and will then make adequate resources available to ensure that first aid cover is provided.

Managers will be responsible for ensuring that adequate first aid cover is available at all times while people are at work, they must also ensure that this procedure is implemented and adhered to. They are also responsible for ensuring that an accident report is raised and completed correctly for all accidents/incidents that occur within their area of control.

The Managers will be responsible for maintaining the Central Accident/Incident Report Filing System.

First aiders will be responsible for ensuring that first aid equipment is re-stocked and inspected once per month.

All operatives must comply with this procedure at all times.

3.7.2 **First Aiders**

Based on the result of the first aid assessment, the Company will appoint a sufficient number of trained first aiders, the identity and normal location of which must be made known to all employees as appropriate.

First aid training will be provided by an approved first aid training provider, subject to the requirements of the risks involved.

The Managers will approve the selection of any employee for first aid training, having regard for the person's character and availability.

3.7.3 **First Aid Equipment**

First aid equipment will be provided appropriate to the hazards identified by the risk assessment. The equipment must be located in a prominent position with easy access and be kept clean and fully stocked.

Where first aiders use any equipment to treat an injury they will be responsible for ensuring that the equipment used is replaced as soon as possible. They will also inspect any first aid equipment in their area once per week.

All first aid equipment provided will conform to HSE Guidelines, any equipment not specified will not be used. Medication will not be administered.

3.7.4 **Accident Reporting**

All accidents/incidents must be reported on the approved Accident/Incident Report Form. Once a report form has been raised it must be completed in accordance with the procedure detailed below.

The purpose of the Accident/Incident Report Form will be to ensure that all accidents and incidents are recorded and investigated correctly. Once completed, reports will be held in a central file for at least three years.

Copies of all information associated with the report, such as witness statements or photographs, must be filed with the report.

Employees must be given a copy of the report if they request it.

It must be stressed to all employees that it is vitally important that all accidents, incidents and injuries (no matter how slight) are reported and recorded in accordance with the procedure detailed below.

All accidents requiring hospital treatment must be reported to the Operations Director immediately.

3.7.5 **Accident/Incident Report Form Procedure**

All Accident/Incident Report Forms will be completed as follows: Employee to report accident or incident to manager and give details of:

- What happened, where and when
- What injuries were sustained or what damage was caused
- What equipment was involved
- Any witnesses

Managers to ensure that adequate first aid has been given and to:

- Ensure accident/incident location is safe. Do not move anything if the accident/incident is serious as an investigation may be required
- Inform director of accident/incident
- Record details of accident/incident on the Report Form providing all information required
- Carry out brief investigation to establish immediate actions to be taken to prevent recurrence. Record findings on report.
- Record any witness statements
- Ensure immediate actions to prevent recurrence are carried out
- Establish whether further actions are required and record on report with details of who is responsible

Where an accident or incident is deemed to be serious, or where the injured person has received hospital treatment, then the Accident/Incident Report Form must be completed and submitted with 24 hours.

Managers, having been informed of an accident or incident needs to establish its severity:

- Inform Operations Director
- Where the accident or incident is deemed to be serious, or if the Supervisor requests it, assist with the investigation
- If the accident or incident falls within the category detailed below (3.7.7), establish the facts and inform the local HSE office immediately by telephone
- Ensure that HSE form F2508 is completed and forwarded to the local HSE office within 10 days
- If the incident or accident falls within the category detailed below (3.7.8, 3.7.9), complete and submit the HSE form F2508 within 15 days
- Where an accident is reportable to HSE, a full investigation will be carried out by a nominated person
- On receipt of the Accident/Incident Report Form, ensure that any further actions required have been completed or are in hand, then complete the relevant part of the report and pass to the Operations Director

Operations Director, on receipt of Accident/Incident Report Form:

- Ensure that it has been completed correctly
- Ensure that all necessary steps have been taken to prevent recurrence
- Ensure that any follow up actions have been carried out or are in hand
- Where appropriate, ensure that HSE have been informed
- Where the accident is reportable to the HSE, ensure that an investigation has been carried out
- Sign the report and ensure that it is passed for filing in accordance with this procedure

3.7.6 **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

In accordance with RIDDOR Regulations, the Company will report any injuries, diseases or dangerous occurrences to the local enforcing authority. Others to be notified are Stallard Kane Associates Ltd and the companies insurers. In circumstances as detailed at 3.7.7 below, it will be necessary to make an immediate report by telephone followed by a written report within 10 days. Which Stallard Kane Associates will prepare.

In circumstances as detailed in 3.7.8 and 3.7.9 below, it will be necessary to submit a

written report within 15 days. Written reports must be submitted on the approved form F2508. Which Stallard Kane Associates will complete.

3.7.7 Reportable Specified Injuries

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

3.7.8 Reportable Dangerous Occurrences

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment including a forklift
- Explosion, collapse or bursting of any closed vessel or associated pipework
- Failure of any freight container or any of its load bearing parts Plant or equipment coming into contact with overhead power lines Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver or an uncontrolled event
- Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle Dangerous occurrence at a well (other than a water well) Dangerous occurrence at a pipe line
- Failure of any load bearing fairground equipment or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released
- A dangerous substance being conveyed by road is involved in a fire or released Unintended collapse of any building or structure under construction, alteration or demolition where over 5 tonnes of material fall, a wall or floor in a place of work or any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden uncontrolled release in a building of 100 kg or more of flammable liquid, 10 kg of flammable liquid above its boiling point, 10 kg or more of flammable gas or of 500 kg of these substances if the release is in the open air
- Accidental release of any substance which may damage health

3.7.9 **Injuries and Diseases Requiring a Written Report Only**

- Where injury results in incapacitation for work for more than 7 days but is not covered in 3.7.7 above
- Certain poisonings
- Some skin diseases such as occupational dermatitis
- Skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma
- Farmers lung, pneumoconiosis, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

3.7.10 **Accident Investigation**

A nominated person (Senior Manager or Stallard Kane Associates Ltd) shall investigate all accidents/incidents reportable under RIDDOR as soon as possible.

The investigation must have regard for the cause of the accident/incident and actions to be taken to prevent a recurrence. A written report must be prepared, a copy of which will be submitted to the Company Director and any other person where appropriate.

Accident investigation will not seek to apportion blame, it will be aimed at preventing recurrence.

All over 3 day accidents will still be required to be recorded however an entry in the Company Accident Book will be sufficient. As a Company we encourage ALL accidents to be recorded.

3.8 **WORKPLACE NOISE CONTROL/VIBRATION CONTROL**

3.8.1 **Responsibilities**

Managers will ensure that this procedure is implemented and complied with in all areas of work where a noise or vibration hazard is identified.

Branch Managers must ensure that the persons under their control are aware of the requirements of this procedure and that they are complied with at all times. They will also ensure that the correct protective equipment is provided as required.

All employees will be required to co-operate with the Company in its attempts to reduce or control noise or vibration exposure.

3.8.2 **Noise Surveys**

In accordance with the Control of Noise at Work Regulations, the Company will take all reasonable steps to identify work place noise levels. The list, once created, will form part of this procedure.

Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing. Tool manufacturers will be consulted to establish individual noise levels.

Noise surveys will be reviewed at the following times:

- If work patterns change significantly
- If machinery is moved or if new machinery is installed
- At any other time it is believed that the survey is no longer valid

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

3.8.3 Risk Assessment

Wherever possible noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

3.8.4 Noise Action Levels

The Control of Noise at Work Regulations have established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day. The action levels are expressed as dB(A):

- First Action Level - 80 dB(A)
- Second Action Level - 85dB(A)

Where the Company operates a permanent workshop, the following actions will apply: If the First Action Level (80 dB(A)) is reached or exceeded:

The managers will

- Reduce the risk of damage to hearing to the lowest possible by other means than issuing PPE
- Inform all persons who may be exposed, of the risk to their hearing and of the availability of hearing protection
- Provide hearing protection at the employee's request.

If the Second Action Level (85dB(A)) is reached or exceeded:

The Branch Managers will

- Reduce the exposure to noise to the lowest level possible other than issuing PPE
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory
- Post notices on all machinery which creates noise at or above the second action level
- Issue correct hearing protection to all persons who may be exposed WHICH MUST BE WORN
- Issue hearing protection to all persons in less noisy areas at their request.

All site equipment having a noise level at or above the First Action Level will have a warning notice affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

Where, as a result of a risk assessment the general site is deemed to be a noise hazard, the Branch Managers will ensure that all persons who enter or remain on site wear hearing protection at all times.

3.8.5 **Vibration**

Certain types of work equipment when in use can cause Vibration White Finger (VWF). Managers shall reduce exposure by use of anti-vibration equipment or rotation of personnel with regular surveillance.

3.8.6 **Personal Protective Equipment**

Where PPE is identified as a result of any noise or vibration survey or risk assessment it will be issued as soon as possible. Without prejudice any hearing protection provided must reduce the amount of noise reaching the ear to an acceptable level, this may need specialist advice.

3.8.7 **Training**

All employees will receive general noise and vibration awareness training as part of the Company's safety programme, however where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

3.9 **FIRE SAFETY**

3.9.1 **Responsibilities**

In the permanent facility the Operations Director will be responsible for ensuring that this procedure is implemented and adhered to at all time.

On site where a fire hazard has been identified the site supervisors will be responsible for ensuring that fire safety procedures are in place and adhered to at all times.

All employees must take responsibility for ensuring that the risk of fire is kept to a minimum by complying with this procedure.

3.9.2 **Fire Warning System**

Where the Company operates an office they will be fitted with a fire warning system which is approved to local fire authority standards or complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO).

3.9.3 **Fire Fighting Equipment**

All sites will be equipped with a sufficient number of fire extinguishers, which will be deployed in areas where a fire risk is perceived.

All fire fighting equipment must be of an approved type, fit for the purpose and inspected once every 12 months.

Where fire fighting equipment is provided at fire points they must not be obstructed or removed other than to fight fires.

3.9.4 **Fire Exits, Escape Routes and Gangways**

The office facility operated by the Company will have a sufficient number of fire exits so that no person has to travel more than 30 metres from their place of work before reaching an exit, which leads to a safe zone.

Escape routes and gangways will be clearly defined and must be kept clear at all times.

An escape route is a defined route to safety which employees will follow in the event of an emergency, the route will be indicated by directional arrows and must lead to the safe zone by the quickest means. Emergency escape routes must be protected from hazards which may obstruct them in an emergency.

All safety signs will be to the correct standard in accordance with the Safety Signs and

Signal Regulations 1996.

3.9.5 **Storage and Handling of Flammable Substances**

All flammable substances must be handled with extreme care. Smoking or the use of any other potential ignition source must not be permitted while flammable substances are being handled.

All flammable substances will be stored away from the activity areas in flame retardant cupboards or bins. All flammable substances storage areas will be clearly marked with hazard warning notices which also prohibit smoking in, or the introduction of any ignition source into these areas.

All storage facilities must be capable of withstanding fire for at least 30 minutes and must have adequate fire fighting equipment positioned close by.

3.9.6 **Use of Flammable Substances**

Quantities of flammable substances kept in production areas will be the minimum required for immediate production purposes. All containers must be kept sealed until required and any surplus returned to its correct storage immediately after use.

Operatives intending to use any flammable liquid will ensure that all sources of ignition are removed from the area prior to commencing work.

Operatives working on any site will ensure that other site activities will not create an ignition source while they are using flammable substances.

3.9.7 **Fire Action Notices**

Information notices detailing what action employees must take in the event of fire must be posted next to each entrance and at strategic points around any premises operated by the Company. Notices will give details of how the alarm can be raised and where the fire assembly points are, as well as any other relevant information.

3.9.8 **Emergency Procedure**

When the fire alarm sounds, all personnel must stop what they are doing immediately, switch off any machinery and leave the building closing all doors behind them. They must then proceed directly to the fire assembly point and await further instructions. The Appointed Fire Warden will take control and will call the roll to establish the whereabouts of everyone.

First Aiders must report to the person in charge and await further instructions.

The person who raised the alarm or witnessed the fire will also report to the person in charge and give details of why the alarm was raised.

When the Fire Brigade arrives, the person in charge must be able to provide them with the following information:

- All persons accounted for or, if someone is missing, their last known whereabouts
- The location of the fire or details of what witnesses saw
- The location of any hazardous or flammable substances inside or near the structure
- Any other relevant information

3.9.9 **General Fire Prevention**

In order to reduce the risk of fire, a high standard of workshop tidiness and cleanliness must be adopted. This is to prevent the accumulation of dirt and rubbish which may catch fire. In addition, all no smoking signs must be obeyed. All electrical appliances will be maintained in good order.

Good housekeeping is essential on site in order to reduce the risk of fire. The general standard of housekeeping will be monitored as part of any safety audit.

3.9.10 **Training**

Fire safety training must include the correct application and use of fire fighting equipment.

The Company Safety Induction will include an explanation of this procedure and the location of assembly points.

All employees attending for the first time must have the site fire procedure explained to them.

Fire drills will be carried out once every 12 months.

3.9.11 **Fire Safety Inspection / Fire Drill**

The Managers will carry out a Fire Safety Inspection once per month, or at any other time if it is deemed necessary.

The purpose of the inspection will be to check:

- The fire warning system
- Fire extinguishers are in the correct position and functional
- Fire exits are not obstructed
- Escape routes and gangways are not obstructed
- General housekeeping / fire prevention

The Fire Safety Inspection will be recorded in the Fire Safety Logbook. Any safety issues raised will be actioned immediately.

3.9.12 **Inspection Record**

A record of all inspections and fire drills will be held centrally by the Company.

3.10 **MANUAL HANDLING SAFETY**

3.10.1 **Responsibilities**

The Managers will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any operative who is required to carry out manual handling operations as part of their work.

Branch Managers are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with Risk Assessment procedures, they will ensure that manual handling is avoided wherever possible and that operatives who are required to carry out manual operation have been correctly trained.

Operatives must avoid manual handling wherever possible by using mechanical handling devices. Once trained, operatives must use correct handling techniques to avoid injury.

Where an operative is injured as a result of a manual handling operation it must be reported in accordance with First Aid and Accident/Incident Reporting procedures.

3.10.2 **Manual Handling Risk Assessment**

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment Procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as:

The movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

3.10.3 **Handling and Stacking**

When handling, operatives must use mechanical devices wherever possible. Branch Managers must ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

Where manual handling of material is unavoidable then it must be ensured that it is carried out by trained operatives using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- Manual handling operations should be planned
- The weight of the load should be known
- Heavy items should be positioned so that they can be slid rather than lifted
Operatives must not be allowed to manually handle any materials which are too heavy
- Work stations must be so designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials must be free from burrs or sharp edges where possible
- Wherever possible materials must be stacked so as to avoid handling them twice and also avoid creating any additional hazards
- Use PPE to avoid hand injuries

3.10.4 **Personal Protective Equipment**

Personal protective equipment will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled.

3.10.5 **Manual Handling Training**

Manual handling training will be provided to all operatives who are required to carry out manual handling operations. All training provided will be in accordance with the company Safety Training and Information procedure.

3.11 RISK ASSESSMENT

3.11.1 Responsibilities

Managers

Managers must carry out risk assessment and inform employees of risk to their health and safety identified by the assessment and the preventative and protective measures to be used.

They must ensure that employees receive adequate training and instruction with regard to the implementation of these measures, including being aware of the potential risk to their health, safety and welfare resulting from their unprotected exposure to the hazard.

Employees

Employees, no matter how experienced, must not be expected to provide their own safe systems of work.

Each employee must abide by, use and operate within any risk reduction measures provided by the Company for their own health, safety and welfare at all times.

3.11.2 Competent Person

The person designated as responsible for conducting risk assessment will be provided with adequate training and instruction which will enable them to carry out risk assessment correctly in accordance with this procedure. They must be familiar with the work process and be able to give adequate advice on the removal, reduction and mitigation of the hazards and risks identified as a result of their assessment.

3.11.3 Purpose

The introduction of the Management of Health and Safety at Work Regulations 1999 reinforced the general obligation placed upon the employer by the Health and Safety at Work Act 1974, to provide a safe working environment and a safe system of work for their employees, contractors and anyone else they might reasonably expect to be affected by their actions.

The Regulations call for a formal assessment of the hazards and risks associated with proposed and existing work practices.

They apply to employers and the self-employed alike, regardless of the number of people employed and the nature of the work.

The success or failure of any safety management system depends upon its having in place an adequate system for identifying and controlling risk.

Risk assessment is essentially a three stage process:

1. Identification of all hazards associated with an operation or process
2. Evaluation of the risks that are likely to occur
3. Management of the risks by identifying measures to limit the exposure to harm, monitoring and controlling their effectiveness.

3.11.4 **Scope**

Risk assessment will be performed:

On all work activities undertaken by the Company and will take account of all hazards associated with the process or activity being assessed. A guide to assist with hazard identification is detailed below.

Risk assessment will be reviewed if:

- A new location/site is to be operated
- New/changed work methods, equipment, substances or environments are introduced
- Any specific work may reasonably be expected to present a high risk to the health, safety and welfare of the people undertaking it and those who may be affected by it.

3.11.5 **Risk Assessment Process**

Risk assessment will be carried out using the Generic Risk Assessment Document and Safety Management Document in accordance with the procedure detailed below.

Each risk assessment will be developed using an assessment front sheet which details the nature of the work to be carried out and site location.

The assessment front sheet will also contain a section which will allow site specific hazards to be recorded. The Surveyors will be responsible for ensuring that any site specific hazards are identified and adequately controlled.

The person designated as responsible for carrying out assessments will:

- Retrieve any previous assessments for the activity or process being assessed for reference
- Conduct the assessment based on the current identified hazards in accordance with this procedure
- Indicate the identified numbers on the front page of the assessment form by circling the corresponding number. The numbers, which correspond to each hazard, will be detailed at the front of the risk assessment document
- Complete the required details on the assessment front page
- Attach copies of the numbered assessment sheets as appropriate
- Ensure that any precautions identified are put in place
- Ensure that any site specific hazards have been identified and recorded
- Make the significant findings of the assessment known to those who are affected

Risk Rating

High, Medium, Low

The initial assessment on each process or activity will be done taking account of control measures that are already in place. Once the risk factors have been determined, the competent person should consider each identified hazard and ensure that the precautions detailed are adequate and in place. Where additional control measures are required, they must be recorded on the assessment front sheet.

When carrying out a risk assessment, the following must be considered:

- The site location - hazards arising from the surrounding environment
- Prevailing weather conditions
- The task to be carried out
- The trades involved, including tools, equipment and the activities they will undertake
- Other persons who may be affected

3.11.6 **Risk Assessment Method**

Identifying the process or activity.

Each trade or process activity must be considered to establish which hazards apply to it.

3.12 **ALCOHOL AND DRUG ABUSE**

3.12.1 Alcohol or drug abuse by operatives and sub contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site. It is, therefore, our Company policy for the Branch Manager to remove any person from site, if it is known he/she is under the influence, or strongly suspected of being under the influence of alcohol or substance abuse.

3.12.2 Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be subsequently considered. If there is any doubt, as to the person's medical condition, or to the cause of their condition, then, medical advice will be sought immediately.

3.13 **HEALTH SURVEILLANCE**

3.13.1 **Responsibility**

The Operations Director shall ensure that prior to employment, personnel shall be asked as to their general health in relation to work tasks required.

3.13.2 **Procedure**

Should any person have a health problem which could affect their safety while at the workplace, they shall inform their immediate supervisor.

3.13.3 Where an activity has been identified to pose a significant risk to an employees health surveillance of that employees health will be monitored to ensure it doesn't get worse.

3.14 SMOKE FREE POLICY

3.14.1 Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations 2006

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

3.14.2 Policy

It is the policy of Peter Cox Limited that all of our workplaces are smoke free and all employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

3.14.3 Implementation

Overall responsibility for policy implementation and review rests with the Operations Director. All staff are obliged to adhere to, and facilitate the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

3.14.4 Non-compliance

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

3.15 ASBESTOS

In the event of asbestos being found or is suspected, work will immediately stop in that area and the matter should be reported immediately to the Branch Manager, assuming he is not aware of the circumstances at that point. Under normal circumstances the suspected asbestos should not be touched, except to wet it, contain any airborne fibres, wherever possible and keep persons away from it. A Specialist Company should be approached who will determine the next course of action which should, in the first place, to take a sample for analysis. Dependent on this result will depend on the next course of action.

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

Prior to commencing work on projects that may contain ACMs the following methods of assessment will be deployed

An Asbestos survey undertaken in accordance with HSG 264 and also incorporate the advice and guidance within the ACOP L127.

Obtaining Client knowledge and registers of ACMs located in the premises.

In addition to the above, non licensed works, which came into force on 6th April 2012, 3 further enhanced requirements have been placed upon employers and the self employed by the revision, now including the requirement to notify certain previous non- licensed works.

Should employers undertake works to asbestos containing materials which have low friability as they are contained within a 'firmly fixed matrix', such as but not limited to, Textured Decorative Coatings, Floor Tiles, Asbestos Cement Sheets etc. and as such the works will significantly degrade the product concerned, then the employer must;

- Make an online notification to the HSE using form NNLW ASB1 (www.hse.gov.uk).
- Commence medical examinations of employees who undertake the Non Licensed Work Activity by 2015 and then repeat this every 3 years for the duration of their continual exposure.
- Keep a record of the work activity, type of asbestos and length of exposure each employee will face and archive these records for 40 years.

3.16 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations places duties on contractors to incorporate risk assessments and method statements in to a Health and Safety Plan. In order to comply with the above regulations, all projects at award of contract will be issued with a copy of Peter Cox Limited generic Construction Phase Health and Safety Plan This documentation will cover all activities carried out by the company and will include information such as Method Statements, Safe Working Procedures, Risk Assessments and C.O.S.H.H.

Peter Cox Limited are fully aware of its duties under the Construction (Design & Management) Regulations 2015 and have suitable and sufficient arrangements in place to execute those duties. All notifiable construction projects shall be carried out in such a way that the project is as safe as is reasonably practicable.

We shall carry out the following on all notifiable construction projects when acting as the Principal Contractor: -

- Ensure that the Client is aware of his duties under the Construction (Design & Management) Regulations 2015 by issuing him with the APS Client Duties leaflet.
- Gain the full contact details of the Principal Designer and also have written confirmation that the construction project has been notified to the HSE prior to work commencing. This notification shall be displayed throughout the project in the site office.
- A construction phase plan shall be produced prior to commencement of works and shall be developed in discussion with, and communicated to contractors affected by it. It shall be implemented throughout the project and kept up to date as the project progresses.
- Plan the works to be carried out on site and ensure that the appropriate resources are available. This shall be carried out using the information gained from the Client, Designers & the Principal Designer.

- Once the scale of the job is ascertained, we shall select Site Management for the project with the appropriate skills, experience and qualifications for the risk and activities involved, and to liaise with the contractors on site on a day to day basis.
- All contractors who are to work on site shall be notified of the minimum amount of time they shall be allowed for planning and preparation before they begin work onsite.
- All contractors shall receive the relevant information for their works so to enable them to carry out their works safely and without risk to their health.
- Suitable welfare facilities shall be available on site from the beginning of the project which shall be suitable for the numbers envisaged to carry out work on site from the start to the end of the project.
- The site shall be secure from unauthorised access at all times either when operational or at night / weekends.
- All workers engaged in any activity on site shall firstly be subject to the company Health & Safety Induction which shall communicate specific site details including rules. They shall also receive relevant Health & Safety information for the site and also any additional Health & Safety Training where identified.
- The workforce shall be consulted over matters relating to Health & Safety via a monthly site meeting where all Health & Safety concerns can be voiced. Any other Health & Safety information required shall be communicated via the bulletin board on site.
- Daily meetings shall take place with all supervisors from Contractors on site to coordinate the works by each contractor on site. This shall also give each contractor the ability to discuss their works and cooperate with others on site. All works that are to be carried out on site shall require a Risk Assessment & method Statement. All contractors shall be monitored to ensure that they are working to their MSRA.
- Throughout the project we shall liaise with the Principal Designer on design carried out during the construction phase and provide any them promptly with any information which is required for the Health & Safety File.

We shall carry out the following on all notifiable construction projects when acting as a Contractor on site: -

- Ensure that the Client is aware of his duties under the Construction (Design & Management) Regulations 2015 by issuing him with the APS Client Duties leaflet.
- We shall ensure that we are competent to carry out our works and also anyone who we employ or engage to carry out any works.
- We shall actively plan, manage and monitor our works to ensure that our workers are safe from the start of work on site till the end.
- All contractors shall be made aware of the time they have been allocated to prepare and carry out their works on site.
- All workers shall be given necessary information which they need to work safely, report any problems and also how to respond in an emergency situation.
- Any design work carried out by the Company shall comply with the relevant section of the Construction (Design & Management) Regulations 2015.
- We shall always cooperate with others and also coordinate our works with others throughout the duration of the project.
- We shall consult with the workforce on matters relating to their Health & Safety. We shall endeavour to obtain specialist advice where necessary when planning any high risk work.
- In addition to all of the above, we shall also adhere to all other relevant legislation and regulations.

COMPETENCE

All Principal Designers, Designers, Contractors used on site must be deemed competent by the company. In relation to the companies as an entity.

All individuals engaged in site activities must be in possession of a competence assessment scheme qualification prior to being allowed on site. These details are gained at induction.

IMPLEMENTATION

Supervisors of personnel on site will ensure that where the work that they are in control is subject to the C.D.M. regulations that the Health and Safety Plan is explained to all personnel involved and that work activities are monitored to ensure compliance.

3.17 WORKING AT HEIGHT

The company recognises and accepts its responsibility under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:-

1. All work at height is properly planned and organised
2. All work at height takes account of weather conditions that could endanger health and safety.
3. Those involved in work at height are trained and competent
4. The place where work at height is done is safe
5. Equipment for work at height is appropriately inspected
6. The risk from fragile surfaces are properly controlled and
7. The risks from falling objects are properly controlled
8. Take account of the risk assessment carried out under regulation 3 of the
9. Management of Health and Safety at Work Regulations 1999

Hierarchy of Protection

At the planning stage of any job requiring personnel to work at height, or at the time of preparing Method Statements, the following hierarchy should be born in mind:

1. Don't work at height unless you have to.
If there is some other reasonably practicable way of doing work that avoids working at height, do it.
2. Work from an "existing place of work"
Somewhere you don't need to use or add any extra work to remove the risk from a fall occurring.
3. Use work equipment or method to protect against a fall.
These are selected based on reasonable practicability in the following order:
 - 1) Use equipment / method that prevent any fall occurring.
 - 2) Use equipment / method that minimises the height and consequences of any fall.
 - 3) Use equipment / method that minimise the consequences of any fall. Passive fall arrest, ie soft landing systems should always be considered before active fall arrest systems such as lanyards.
 - 4) Only when none of the above can be achieved, minimise the risk of a fall occurring through Instruction, Training and Supervision.

3.18 ELECTRICITY

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested

regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the Regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee's personal electrical apparatus is not to be used on Company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person" in accordance with the timescale laid down in the Regulations.

3.19 BIRD CONTROL

Shooting

Only Air Rifles will be used in Bird Control when using the shooting method.

Rifle will be transported in a suitable case and secured in position with testing shots carried out to ensure no damage to the rifle or sights has been caused during transportation. Ammunition will be transported in a separate case.

All marksmen will be competent and trained.

Initial checks will be carried out to ensure no pedestrians are in the shooting area. Regular checks will continue throughout the shooting practice and shooting will cease if pedestrians are seen or believed to be in a dangerous position.

If shooting is to be carried out in a built up area then the local authorities (Police) will be informed at least 12 hours prior to shoot commencing.

Where possible shooting will be carried out at suitable hours and discreetly as not to cause a nuisance or concern.

Collection of Shot Carcasses

Employees will wear suitable protective equipment when handling dead birds. Carcasses will be placed in suitable containers and removed from site for disposal.

Removal of Bird Lime, Detritus and General Bird Droppings

Reference COSHH Regulations

Employees are to be fully briefed on diseases associated with the cleaning up of bird droppings. This will include Histoplasmosis, a disease caused by a fungus, Cryptococcosis, a fungal disease associated with pigeon droppings and Psittacosis a rare infectious disease caused when inhaling dry droppings that become airborne when being cleaned.

Both the employees and members of public will be considered when carrying out cleaning projects.

Protective clothing will be worn by employees will include disposable coveralls, boots, gloves and respirators. Members of the public will be kept away from exposure with signage and barriers where necessary.

Bird fouling will be pre-treated with a biocide prior to clearing. Further control measures adopted will include:

1. No smoking during the clean up process
2. No eating/drinking during the clean up process
3. All employees to remove overalls and wash hands and arms and exposed areas of skin prior to eating, drinking or smoking following the clean up of waste.

Netting and Bird Control Methods

All Bird Control methods will be carried out by trained, experienced, competent employees working to required regulations which will include Working at Height and COSHH.