



**woodlands**  

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**site services ltd**

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Unit 20, Optima Park, Thomas Road, Crayford, Kent, DA14QX  
Tel: 01322 555 085

# Health & Safety Policy

**WSS-POL-0010**  
**REV: 10**  
**Updated: January 2021**

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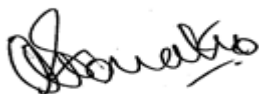
## **Section 1 – General**

### **Health and Safety Policy Statement**

**It is the policy of Woodlands Site Services Ltd to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Woodlands Site Services health objectives is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident - free workplace.**

- 1 In accordance with Section 2(3) of the Health and Safety at Work Act 1974 it is the policy of Woodland Site Services Ltd that its operations are conducted at all times in such a way as to safeguard the health, safety and welfare of all employees at work and of all other persons who may be affected by the company's activities.
- 2 The specific objectives are:-
  - 1 To provide and maintain plans and systems of work that are safe and without risk to health
  - 2 To make arrangements to ensure the safe handling, storage and transport of articles which are inherently or potentially dangerous.
  - 3 To provide comprehensive information, instruction, training and supervision with the object of ensuring so far as is reasonable practicable, the health and safety at work of every employee.
  - 4 To maintain the workplace in a safe and risk free condition and provide safe means of access and arrangements
  - 5 To provide and maintain a safe and healthy working environment with adequate welfare facilities and arrangements
  - 6 To prevent injury to persons involved in or affected by the company's activities
  - 7 To prevent damage to property and avoid the consequent risks and waste of resources
  - 8 To provide protective equipment where it is necessary or for which there is a legal requirement
  - 9 To employ a full time safety officer to make regular inspections of all work places, make recommendations to improve standards of safety, evolve procedures and give guidance
  - 10 To take in to account at tendering and planning stages those factors which eliminate injury or damage
  - 11 To ensure accurate reporting and investigation of accidents with a view to analysis of causes and review of procedures and policies as appropriate
  - 12 To continuously improve our Health and Safety Systems within the organisation through proactive monitoring and review.

Woodlands Site Services Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any member of the public who might be affected by our operations. All employees are reminded that they have a statutory duty to take care of health and safety of themselves and of any others who may be affected by their actions



**Tony Faratro**  
Managing Director  
January 2021

## **General Introduction**

The contents, herein defines the way that this company intends to manage the health and safety obligations and the organisation and arrangements set up to carry out the policy.

The prevention of accident and ill health is one of the most important functions of all our managers and Supervisory staff because:

- 1 We do not want any employee or others person to suffer as a result of our work
- 2 We intend to comply with all health and safety legislation
- 3 We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management

## **Company Responsibilities**

The Company must ensure, so far as is reasonably practicable, the health and safety of employees by providing a safe system of work, safe plant and equipment safe means of handling, transporting articles and substances, adequate information, instruction, training and supervision, a safe place of work with safe access to and egress from the place of work, a safe and healthy environment adequate welfare facilities, arrangements for joint consultation where safety representatives have been appointed.

The Company must also ensure that the way work is carried out does not so far as is reasonably practicable, effect the Health, Safety and Environment of persons other than the employees, e.g. other contractors, visitors, public.

## **Individual Responsibilities**

No person must recklessly or wilfully interfere with anything provided for health and safety.

No person must recklessly or wilfully ignore any procedure, directive or instruction concerned with the implementation of the company health and safety policy.

Staff, are reminded that they are personally responsible and legally bound to act in compliance with the Statutes and Statutory instruments detailed in this document. Failure to do so can lead not only to company disciplinary procedures, but also court action, fines and possible imprisonment. Staff must co-operate with the employer and any other person involved to meet statutory requirements and carry out their own safety and the safety of others affected.

It is the duty of any staff member or self-employed person to report any defects of which he is aware that may endanger the health and safety of themselves or others to the person responsible for that work.

## **Penalties**

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notice which will interfere with the progress of work and bring prosecution of the Company, individual Directors, Managers, Supervisors or Operatives with unlimited fines on indictment and up to 2 years imprisonment for certain offences.

**Chairperson (Joint)**

Mr J Woodlands

**Duties:**

- 1 Overall responsible for Health & Safety
- 2 Responsible for Public relations between Woodlands Site Services Ltd and Clientele
- 3 Negotiates Contracts
- 4 Oversees the purchasing of plant and equipment
- 5 Chairs weekly management meetings
- 6 Formats company policy
- 7 Responsible for the employment and dismissal of employees
- 8 Responsible for certifying final contract accounts

**Managing Director**

Mr T Faratro

**Duties:**

1. Responsible for office procedures personnel and protocol.
2. Responsible for the day to day running of the company and all personnel.
3. H & S Director.
4. Appointed Fire Marshall.
5. Directly responsible to the Joint Chairpersons

**Health and Safety and Fire Manager**

John Lea

**Duties:**

- 1 Responsible for compiling and reviewing Method Statements, Risk Assessments, COSHH reports for contract sites and offices
- 2 Responsible for the implementation and monitoring of Health and Safety at work etc Act 1974, and other relevant legislation
- 3 Responsible for fire precautions, maintenance equipment testing of alarm system and fire drills
- 4 Advise on Health and Safety issues
- 5 Responsible for maintaining awareness of safe working techniques and their updates
- 6 Responsible for organising Company Health and Safety training of office and site staff
- 7 Responsible for investigating and recording accidents (RIDDOR)
- 8 Responsible for recording site briefings "Toolbox Talks"
- 9 Responsible for updating and revising Company Health and Safety Policy, Safe Systems or Work, Management Systems, Quality and Safety Plans

**Chairperson (Joint)**

Mrs J Woodlands

**Duties:**

- 1 Responsible for the day to day running of the administration and accounting department
- 2 Oversees the Sales and Purchasing ledgers
- 3 Authorises cheque payments
- 4 Progresses Debtors
- 5 Liaises with Cliental on financial matters
- 6 Overall responsibility for apprentices

**Group Director- (Mechanical)**

Mr G Hall

**Duties:**

- 1 Responsible for the compilation and formulation of Mechanical quotations and tenders.
- 2 Responsible for the day to day running of their respective departments
- 3 Pricing Time sheets and labour costings of contracts in readiness of invoicing
- 4 Supervising the progress and maintaining programme timing of contracts
- 5 Attending Main Contractors site meetings
- 6 Responsible for preparing and negotiating final accounts
- 7 Responsible for the daily deployment of suitable field engineers
- 7 Overall responsible for the compliance of codes of good practice and regulations in respect of installation work
- 8 Responsible for liaising with Main Contractors site project management
- 9 Responsible for interviewing new apprentices and monitoring their progress and performance
- 10 Directly responsible to the Joint Managing Directors

**Associate Director**

Roger McQueen

**Duties**

1. Responsible for reviewing the company's overall Costs commercially.
2. Responsible for implementation of processes and forecasts for future spending.
3. Directly responsible to the Board of Directors.

**Head of Health and Safety**

John Walsh

**Duties:**

- 10 Responsible for compiling and reviewing Method Statements, Risk Assessments, COSHH reports for contract sites and offices
- 2 Responsible for the implementation and monitoring of Health and Safety at work etc Act 1974, and other relevant legislation
- 3 Advise on H&S issues
- 4 Responsible for investigating & recording accidents (RIDDOR)

























































































































































































































6. Responsible for fire precautions, maintenance equipment testing of alarm system and fire drills
7. Responsible for maintaining awareness of safe working techniques and their updates.
8. Responsible for investigating and recording accidents (RIDDOR)
9. Responsible for updating and revising Company Health and Safety Policy, Safe Systems of Work, Management Systems, Quality and Safety Plans

Responsible for Company commercial activities

Directly responsible to the Board of Directors

Mr R Howie

Mr I Cripps

Mr A Neale

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Pricing Time sheets and labour costings of contracts</li> <li>2. Supervising the progress and maintaining</li> <li>3. Formulating materials procurement lists for contracts</li> <li>5. Responsible for assisting in the preparing and</li> <li>6. Responsible for the daily deployment of suitable field negotiation of final accounts</li> <li>7. Responsible for the monitoring of compliance of suitable field engineers</li> <li>installation work</li> <li>Risk Assessments</li> <li>10. Responsible for liaising with Main Contractors site</li> </ol> | <ol style="list-style-type: none"> <li>1. Pricing Time sheets and labour costings of</li> <li>2. Supervising the progress and maintaining</li> <li>3. Formulating materials procurement lists for</li> <li>4. Attending Main Contractors site meetings</li> <li>codes of</li> <li>8. Assist in</li> <li>9. Responsible for compiling Method Statements</li> <li>10. Responsible for</li> </ol> |
|---|--|
- good practice and regulations in
- site installation to progress the works
- site briefings ~toolbox Talks)

site project management

Mr B Whalley



### **Senior Supervisor/Manager**

Mr J Neale  
Mr A Mosley  
Nigel Durrant  
Mr S Herrick

#### **Duties:**

- 1 Pricing Time sheets and labour costings of contracts in readiness of invoicing
- 2 Supervising the progress and maintaining programme timings of contracts
- 3 Formulating materials procurement lists for contracts
- 4 Attending Main Contractors site meetings
- 5 Responsible for assisting in the preparing and negotiations of final accounts
- 6 Responsible for the daily deployment of suitable field engineers
- 7 Responsible for the monitoring of compliance of codes of good practice and regulations in respect of installation work
- 8 Responsible for site briefings (Toolbox Talks)
- 9 Responsible for liaising with Main contractors site project management.
- 10 Responsible for ensuring that HS&E practices are adhered to.

### **Project Admin Manager**

Mollee Pimm

1. Maintaining Training
2. Making sure all sites have up to date paperwork
3. Yellow Jacket
4. Document Control

### **Commercial Manager**

Mr K Bodman

#### **Duties:**

- 1 Responsible for all financial matters
- 2 Responsible for Company commercial vehicles
- 3 Responsible for the preparation of Company cash flow forecasts and makes decisions accordingly
- 4 Directly responsible to the Board of Directors

### **Site Supervisor**

Mr S Hutson

#### **Duties:**

- 3 Pricing Time sheets and labour costings of contracts in readiness of invoicing
- 4 Supervising the progress and maintaining programme timing of contracts
- 5 Formulating materials procurement lists for contracts
- 6 Attending Main Contractors site meetings
- 7 Responsible for assisting in the preparing and negotiation of final accounts
- 15 Responsible for the daily deployment of suitable field engineers
- 16 Responsible for the monitoring of compliance of codes of good practice and regulations in respect of installation work
- 17 Assist in site installation to progress the works when required
- 18 Responsible for site briefings (Toolbox Talks)
- 19 Responsible for liaising with Main Contractors site project management.
- 20 Responsible for ensuring that HS&E practices are adhered to.

### **Senior Estimator Electrical**

Mr J Findleton

#### **Duties:**

1. Design of Electrical Systems
2. Responsible for the formulation and compilation of quotations
3. Attending Main Contractors meetings
4. Responsible for negotiating final accounts.

























































































































































































































- 11 Responsible for fire precautions, maintenance equipment testing of alarm system and fire drills
- 12 Responsible for maintaining awareness of safe working techniques and their updates.
- 13 Responsible for investigating and recording accidents (RIDDOR)
- 14 Responsible for updating and revising Company Health and Safety Policy, Safe Systems of Work, Management Systems, Quality and Safety Plans

Responsible for Company commercial activities

Directly responsible to the Board of Directors

Mr R Howie

Mr I Cripps

Mr A Neale

- 1. Pricing Time sheets and labour costings of contracts 1.  
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- 2. Supervising the progress and maintaining 2.  
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- 5. Responsible for assisting in the preparing and 4.  
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- 6. Responsible for the daily deployment of suitable field  
negotiation of final accounts
- 7. Responsible for the monitoring of compliance of  
suitable field engineers
- installation work codes of  
good practice and regulations in

Risk Assessments  
site installation to progress the works

8. Assist in

10. Responsible for liaising with Main Contractors site  
Responsible for compiling Method Statements

9.

site briefings Toolbox Talks)

10. Responsible for

site project management

Mr B Whaley

**Procurement & labour Manager**

Mr S Baker (Electrical)

**Duties:**

- 1 Responsible for the daily site deployment of appropriate electrical engineers
- 2 Responsible for the daily site deployment and monitoring of apprentice college training and Development
- 3 Responsible for raising internal stores material and plant orders
- 4 Responsible for the day to day procurement of plant and materials and hiring of plant and equipment for electrical contracts
- 5 Responsible for maintaining stores stock levels
- 6 Responsible for matching invoice amount against procurement order prior to passing on to accounts department
- 7 Responsible for Company vehicle road tax insurance and maintenance
- 8 Responsible for recording and logging all company plant its location and condition
- 9 Responsible for organising scaffolding and site plant operating training

**Administration Support**

Mrs D Crane

**Duties:**

- 1 Administration typist formulating quotation, general correspondence and invoices
- 2 Bought Ledger

**Procurement & labour Manager**

Mr A Sparkes (Mechanical)

**Duties:**

- 1 Responsible for the daily site deployment of appropriate Mechanical engineers
- 2 Responsible for the daily site deployment and monitoring of apprentice college training and Development
- 3 Responsible for raising internal stores material and plant orders
- 4 Responsible for the day to day procurement of plant and materials and hiring of plant and equipment for Mechanical contracts
- 5 Responsible for maintaining stores stock levels
- 6 Responsible for matching invoice amount against procurement order prior to passing on to accounts department
- 7 Responsible for recording and logging all company plant its location and condition

**Credit Control**

Ms S Alexander

**Duties:**

- 1 Responsible for credit control of sales accounts, progressing overdue accounts and reporting credit problems to Financial Director
- 2 Responsible for advising accountant of expected amount of weekly receipts
- 3 Responsible for monitoring and progressing contract orders
- 4 Directly responsible to the Financial Director

























































































































































































































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| 3. Formulating materials procurement lists for contracts                                | 3.                  |
| Formulating materials procurement lists for   |                     |
| 5. Responsible for assisting in the preparing and                                       | 4.                  |
| Attending Main Contractors site meetings  |                     |
| 6. Responsible for the daily deployment of suitable field negotiation of final accounts |                     |
| 7. Responsible for the monitoring of compliance of suitable field engineers             |                     |
| installation work   | codes of            |
| good practice and regulations in  |                     |
| Risk Assessments  | 8. Assist in        |
| site installation to progress the works   |                     |
| 10. Responsible for liaising with Main Contractors site                                 | 9.                  |
| Responsible for compiling Method Statements   |                     |
|   | 10. Responsible for |
| site briefings ~toolbox Talks)  |                     |
| site project management   |                     |

Mr B Whalley

### **Information Technology.**

Mr P Stachini

#### **Duties:**

1. Responsible for general Office Information Technology

### **Security Systems Manager**

Mr A Sparkes

#### **Duties:**

- 1 Pricing Time sheets and labour costings of contracts in readiness of invoicing
- 2 Supervising the progress and maintaining programme timings of contracts
- 3 Formulating materials procurement lists for contracts
- 4 Attending Main Contractors site meetings
- 5 Responsible for assisting in the preparing and negotiations of final accounts
- 6 Responsible for the daily deployment of suitable field engineers
- 7 Responsible for the monitoring of compliance of codes of good practice and regulations in respect of installation work
- 8 Responsible for compiling Method Statements and Risk Assessments
- 9 Responsible for site briefings (Toolbox Talks)
- 10 Responsible for liaising with Main contractors site project management

### **Office Administrator & Payroll**

Miss G Bodman

#### **Duties:**

- 1 Responsible for Company Sub-Contractors TPV Payments
- 2 Responsible for Company Sub-contractors Insurance and engagement contracts.
- 3 Responsible for Office Stationery procurement.
- 4 Yellow Jacket Coordinator
- 5 BIW (Conject) Coordinator
- 6 Office Administration Functions

### **Warehouse & Distribution**

Mr L Simmons

#### **Duties:**

- 1 Responsible for the operation and organisation of the stores and yard
- 2 Responsible for demonstrating company Health and Safety videos to staff as instructed by the Safety Advisor
- 3 Responsible for maintaining good house-keeping of the stores and yard
- 4 Responsible for re-stocking the stores shelves
- 5 Responsible for drawing store items and plant against internal procurement orders in readiness for distribution to contract sites
- 6 Responsible for receiving goods inward
- 7 Responsible for repairing damaged plant returned to yard from contract sites
- 7 Responsible for loading and unloading materials and plant onto company transport
- 8 Responsible for overseeing the stores assistant
- 9 Responsible for ensuring that personnel working within the warehouse storage area are wearing the correct PPE.

### **Site Delivery & Collection**

Contracted driver

#### **Duties:**

- 10 Responsible for the collection and delivery of Plant and Materials to and from Woodlands Crayford depot, Trade suppliers and contract sites
- 11 Responsible for general condition of the vehicle allocated to him























































































































































































































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  - 7. Responsible for the monitoring of compliance of  
suitable field engineers
  - installation work codes of  
good practice and regulations in
  - Risk Assessments 8. Assist in  
site installation to progress the works
  - 10. Responsible for liaising with Main Contractors site 9.  
Responsible for compiling Method Statements
  - 10. Responsible for  
site briefings ~toolbox Talks)
  - site project management
- Mr B Whalley

### **Electrical & Mechanical Engineer**

#### **Duties:**

- 1 Responsible for the installation of the electrical/mechanical site requirement under the direction of site supervisors in accordance with the contract
- 2 Responsible for monitoring and surveillance of the allocated apprentices
- 3 Responsible for quality of work under the codes of good practises and regulations

### **Electrical & Mechanical Apprentice**

#### **Duties:**

- 1 Working to instruction under the supervision of qualified electricians/plumbers.
- 2 Responsible for recording their working hours
- 3 Responsible for attending day release college course



## **SECTION 2 - FIRE AND EMERGENCY**

### **Emergency Procedures**

Where necessary, in the interests of the health and safety of any person on a construction site, there shall be prepared and when necessary, implemented suitable and sufficient arrangements for dealing with any foreseeable emergency, which arrangements shall include procedures for any necessary evacuation of the site or any part thereof.

Where arrangements are prepared, suitable and sufficient steps shall be taken to ensure that:-

- 1 every person to whom the arrangements extend is familiar with those arrangements; and
- 2 The arrangements are tested by being put into effect at suitable intervals.

### **Emergency Routes and Exits**

Where necessary in the interests of the health and safety of any person on site, a sufficient number of suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger.

An emergency route or exit provided shall lead as directly as possible to an identified safe area.

Any emergency route and exit provided, and any traffic, route or door giving access thereto, shall be kept clear and free from obstruction and, where necessary, provided with emergency lighting so that such emergency route or exit may be used at any time.

Any provision for emergency routes and exits shall have regard to:-

- 1 the type of work for which the construction site is being used;
- 2 the characteristics and size of the site and the number and location of places of work on that site;
- 3 the plant and equipment being used;
- 4 the number of persons likely to be present on the site at any one time; and
- 5 The physical and chemical properties of any substances or materials on or likely to be on the site.

Suitable signs shall indicate all emergency routes or exits.

### **Fire Fighting and Fire Detection**

Without prejudice to the provisions of any other enactment, there shall be provided on a site where necessary in the interests of the health and safety of any person at work on that site:-

- 1 Suitable and sufficient fire-fighting equipment, and
- 2 Suitable and sufficient fire detectors and alarm systems, which shall be suitably located.

Any fire-fighting equipment, fire detector or alarm system shall be properly maintained and subject to examination and testing at such intervals as to ensure that such equipment, detector or system remains effective.

Any fire-fighting equipment, which is not designed to come into use automatically, shall be easily accessible.

Every person at work on a construction site shall, so far as is reasonably practicable, be instructed in the correct use of any fire-fighting equipment which it may be necessary for him to use.

Where a work activity may give rise to a particular risk of fire, a person shall not carry out such work unless he is suitably instructed so as to prevent, so far as is reasonably practicable, that risk.

Suitable signs shall indicate fire-fighting equipment

### **Fire Precautions**

The company shall take all responsible steps to avoid the outbreak of fire, particularly during the 'hot work' involving the use of naked flame or intense heat. Where work necessitates the use of such equipment appropriate and adequate portable fire

extinguishers are to be readily available. The Site Manager must impress on his workmen the dangers involved in the careless disposal of smoking materials and must prevent the accumulation of rubbish on the site. Appropriate fire extinguishing equipment shall be provided by the company in all areas where work is taking place.

Make reference to HSG 168 - Fire Safety in Construction work.

The above document will give you information and guidance

The integrity of fire escape routes shall be maintained which involves:-

- 1 positive action to keep them unobstructed;
- 2 ensuring that fire resisting, smoke stop doors are kept closed;
- 3 seeing that adequate illumination exists where necessary;
- 4 Preserving electrical circuits connected to fire warning systems.

All fires, no matter how small must be reported forthwith to the Site Manager and if not immediately extinguished in occupied buildings, the alarms must be raised.

### **Fire Protection**

The Company Safety Officer/Site Manager shall inform all site personnel:

- 1 of the location of all extinguishers;
- 2 ensure that these are in operating condition at all times;
- 3 liaise with local fire departments, establish contacts and procedures for calling the fire brigade;
- 4 make sure that all temporary buildings have adequate fire exits and extinguishers;
- 5 inspect the condition of the company's extinguishers. Any deficiency found is to be rectified immediately.

### **Acquaint all personnel with:-**

- 1 procedure to be followed in case of fire;
- 2 location of monitors;
- 3 method of operation of extinguishers;
- 4 inspect the workplace to check on correct potential fire hazards. (Frayed cables, collection of rubbish, storage of fuels);
- 5 ensure that accessories for firefighting equipment through existing plant areas are maintained.

### **Company Office Fire Precautions**

The fire precautions adopted by Woodlands Site Services Ltd will conform to and be in accordance with 'The Regulatory Reform (Fire Safety) Order effective from 2005

### **Hose Reels – (BS 5306-1: 2006)**

- 1 Check regularly for leaks and correct operation.
- 2 Annually they will be completely run out and subjected to operational water pressure to check hose condition and couplings. A flow of at least 30 litres per minute should be achieved.

#### **Fire Extinguishers - (B85306: Part 3: 2006)**

- 1 Check monthly to see that they are in their proper position, have not been discharged or have lost pressure (if fitted with an indicator).
- 2 Annual inspection by a competent person.
- 3 Test discharge extinguishers on rotation basis (this should be combined with staff training).

#### **Fire Alarm - (BS5839: Part 1: 1988)**

- 1 Daily, inspect panel for normal operation.
- 2 Weekly, test system. Operate each manual automatic call position on a rotation basis. Examine batteries and connections.
- 3 Quarterly and annual, inspection and test by a competent person.

#### **Fire Detection - (BS 5939: Part 1)**

- 1 Regular visual inspection.
- 2 Annually, test by competent person.

#### **Automatic Door Release**

- 1 Weekly, test in conjunction with fire alarm test

#### **Emergency lighting (BS 5266: Part 1)**

- 1 Fire Instructions Monthly, test of self contained and central battery systems for a continuous period of one hour.
- 2 Six monthly, test of self contained and central battery systems for a continuous period of one hour.
- 3 Three yearly, test of full duration.
- 4 Two instruction periods should be given to new employees within their first month.
- 5 Every six months all staff should receive fire instructions.

Instructions include - discovering a fire, hearing the fire alarm, the assembly point, calling the fire brigade, making safe power supplies, use of fire alarms, fire extinguishers and means of escape routes.

#### **Fire Drills**

All department heads must check that fire exits and routes are clear and unlocked at least daily, preferably at the start of the working day.

**NOTE: WHEN CARRYING OUT TEST OF ALARMS AND FIRE DRILLS, THE FIRE BRIGADE MUST NOT BE CALLED OUT.**

#### **General Fire Precautions**

- 1 Fire extinguishers must not be removed from their designated positions unless being used to fight a fire.
- 2 They must never be used to stop open doors.
- 3 Fire check doors must not be propped open.
- 4 Fire instruction notices must be displayed in appropriate positions.

Persons who smoke must ensure that spent matches and cigarette ends are placed in ashtrays and properly extinguished. Waste paper bins must not be used for this purpose.

#### **Section 3 - OFFICE SAFETY**

## **OFFICE MACHINERY AND EQUIPMENT**

Only persons who have been trained and appointed by their department manager are authorised to carry out any repairs or maintain office machinery.

Machinery must be switched off and isolated when not in use EXCEPT in the case of data processing, facsimile transmission and other machinery designed to remain connected to a power supply.

All cables must be routed safely to machinery. Where cables must cross access ways then purpose made cable covers will be provided and used.

Qualified personnel must carry out electrical repairs.

Adequate ventilation must be provided when using cleaners or when recharging machines with liquids and toners. Disposable gloves will be provided for use when handling solvent cleaners.

All employees involved in the use of display screen equipment shall operate it in accordance with Health and safety (Display Screen Equipment Regulations 1992) (as amended in 2002) ISBN 0 11886 331 2.

## **OFFICE HEALTH AND SAFETY GENERAL**

Information on any substances used in the offices must be obtained and all requirements relating to storage, use and disposal must be fully complied with.

Note that certain cleaning materials when mixed may react and give off toxic fumes, e.g. bleach mixed with some form of acid based cleaner give off chlorine.

Filing cabinets, if not of the safety type which permits only one drawer to be open at a time, should be secured to the office wall and a notice fixed warning that only one drawer to be open at one time.

Filing cabinet or desk drawers must not be left open unattended.

Mobile steps or hop-ups must be used to reach items on high shelves.

Window cleaning to be carried out in a safe manner. (See Health and Safety Executive Guidance Note GS 25.)

Welfare facilities and first aid equipment must be provided and maintained (see separate section).

Ensure compliance with Workplace (Health, Safety and Welfare) Regulations 1992

## **SECTION 4 - WELFARE**

### **WELFARE FACILITIES**

It shall be the duty of any person in control of a site to ensure, so far as is reasonable practicable, that the requirements of this regulation are complied with in relation to that site.

It shall be the duty of every employer and every self-employed person to ensure that the provisions of the following paragraphs are complied with in respect of any person at work on a construction site who is under his control.

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places, which conveniences shall, so far as is reasonably practicable, comply with the provisions.

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall be provided or made available at readily accessible places, which facilities shall, so far as is reasonably practicable comply with regulations.

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

Suitable and sufficient accommodation shall be provided or made available:-

- 1 for the clothing of any person at work on a construction site and which is not worn during working hours; and
- 2 for special clothing which is worn by any person at work on a Construction site but which is not taken home, which accommodation shall, so far as is reasonable practicable comply with Regulations.

Suitable and sufficient facilities shall be provided or made available to change clothing in all cases where:-

- 1 a person has to wear special clothing for the purpose of his work; and
- 2 that person cannot, for reasons of health or propriety, be expected to change elsewhere.

Suitable and sufficient facilities for rest shall be provided or made available at readily accessible places.

### **SUPERVISION**

The Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards. Where the Company has arranged to use the facilities provided by another Contractor the Site Supervisor will report to management any deficiencies in facilities provided by the contractor.

### **SPECIAL WELFARE ARRANGEMENTS**

Where short term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- 1 Drinking water container.
- 2 Means of boiling water (taking into account requirements for safety and ventilation if LPG used - see section in Policy).
- 3 Hand cleanser in dispenser.
- 4 Paper towels or other suitable means of drying hands.
- 5 Storage facilities for protective clothing.
- 6 Adequate first aid equipment

Before work commences, the Contracts Manager/Supervisor must make arrangements for the use by operatives of convenient sanitary facilities throughout the duration of the work.

### **FRESH AIR**

Suitable and sufficient steps shall be taken to ensure in so far as is reasonably practicable, that every workplace or approach thereto has sufficient or purified air to ensure that the place or approach is safe and without risks to health.

Any plant used for supplying fresh or purified air shall, where necessary for reasons of health or safety, include an effective device to give visible or audible warning of any failure of the plant.

#### **TEMPERATURE AND WEATHER PROTECTION**

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable that during working hours the temperature at any indoor place of work is reasonable having regard to the purpose for which that place is used.

Every place of work outdoors shall, where necessary to ensure the health and safety of persons at work there, be so arranged that, so far as is reasonably practicable and having regard to the purpose for which that place is used and any protective clothing or equipment provided for the use of any person at work there, provide protection from adverse weather.

#### **LIGHTING**

There shall be suitable and sufficient lighting in respect of every place of work and approach thereto and every traffic route, which lighting shall, so far as is reasonable practicable, be by natural light.

The colour of any artificial lighting provided shall not adversely affect or change the perception of any sign or signal provided for the purposes of health and safety.

Suitable and sufficient secondary lighting shall be provided in any place where there would be a risk to the health or safety of any person in the event of failure of primary artificial lighting.

## **SECTION 5 - UNDERGROUND SERVICES STANDARDS REQUIRED**

Under the Public Utilities Street Works Act 1992 with effect from 1.4.92 obligation for the location and safety of undertakers plant and equipment is placed firmly with the owner. It should be born in mind that these responsibilities may be handed on to the company when working on or near their plant. Standards of reinstatement and responsibility for their safety have also been tightened up.

Regulation 14 of the Electricity at Work Regulations 1989 required precautions to be taken to prevent danger from Electricity Cables.

Other services if damaged by excavation work could also be a hazard, e.g. water flooding trench, gas causing asphyxia. In this connection, Regulations 11,16 and 21 of the above Regulations may also apply. Explosion risks caused by gas leaks, health risks, from raw sewage and in all cases the costs involved in repair must be taken into account Health and Safety Executive Guidance Note G533, "Avoiding Danger from Buried Electricity Cables", will be fully complied with.

Health and Safety Executive HSE 47 Avoiding danger from underground services, must also be complied with at all times.

The National Joint Utilities Group publish the following booklets:

- 1 Recommendations on the Avoidance of danger from Underground Electricity Cables.
- 2 Provision of Mains and Services by Public Utilities on Residential estates.
- 3 Underground Cable Locating Devices.

These publications are available free of charges from NJUG or the Electricity Council, 30 Millbank, London, SW1P 4R0 - telephone: 0207 8342333.

Copies of Regulations will be kept on site. Information on the requirements of the Regulations, Guidance Note and the NJUG Group booklet will be given by the Company Safety Officer as required.

### **PLANNING PROCEDURES**

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

The Contracts Manager will obtain full details of all underground services from the various service authorities, e.g.

- 1 Electricity Provider.
- 2 Local Authority - Street Lighting Cables.
- 3 Gas Provider.
- 4 Water Authority - Mains water, sewers.
- 5 British Telecom.
- 6 TV. Cable companies.

Adjacent private owners and any other local special circumstances.

Where conditions are such that there are a large number of existing services, e.g. in a town centre or large industrial complex, then a Permit to Work system for excavation work will be prepared.

### **SUPERVISION**

Before any excavation work commences, the site supervision will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and be carefully hand dug trial holes or that trial holes are carefully excavated along the line of the proposed trench or area of excavation.

Full consultation must be carried out at all stages with representatives of the various services authorities to agree precautions required.

All Supervisors, machine operators and banksmen will be instructed in the procedures to be followed. Any sub-contractors involved in excavation work will be issued with full information obtained from service authorities and will be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work System if applicable.

Any service installed as temporary supplies or as part of the permanent works will be accurately plotted on a site plan by the Engineer/Site Agent and will be physically marked along its route by means of timber stakes and notices.

### **SAFE SYSTEM OF WORK**

The Company will provide service location equipment for use on site in accordance with the above standards and training will be provided to supervision and key operatives in the use of equipment

### **OVERHEAD ELECTRICITY CABLES STANDARDS REQUIRED**

The electricity at Work Regulations 1989 Regulation 14 and memorandum of Guidance require precautions to be taken where work takes place near live conductors.

Health and Safety Executive Guidance Note G56, "Avoidance of Danger from Overhead Electric Cables 1997" gives guidance on the precautions to be taken and will be complied with on Company sites and is expected to be complied with on sites on which Company employees are required to work".

B.S. Code of Practice 3010: 1972, "Safe Use of Cranes", also gives advice on precautions which will be complied with.

Copies of the Regulations will be available for reference by employees on site.

Information and advice on the requirements of the Regulations, Guidance Notes and Codes of Practice is available from the Company Safety Officer, as required.

### **PLANNING PROCEDURES**

At tender or negotiation stage, the existence of any overhead cables will be noted and allowed for in accordance with the above standards.

At pre-contract stage, the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, and precautions with the Electricity Board.

If the Company is working as a Sub-Contractor, the Contracts Manager will ensure that the main contractor has complied with the above standards.

All sub-contractors likely to be affected will be informed of any overhead cables on the site.

The site supervisor will ensure that the necessary protection is erected in accordance with the above standards.

The protection provided will be checked by the Site Supervisor or other responsible appointed person at regular intervals and maintained.

### **SUPERVISION**

Appropriate action must be taken against any person(s) who disregard or damage protection provided.

### **SAFE SYSTEM OF WORK**

The main hazards are; contact with the cables by plant or vehicles or by operatives handling long objects, e.g. scaffold tube, cladding sheet ladder.

The fact that electricity can "arc" across gaps must always be taken into account



Where working directly beneath, blasting or other unusual activity near cables has to be carried out, the cables may need to be made dead and a Permit to Work system operated. In these cases the Company Safety Officer must be consulted for advice at an early stage.

In certain situations, capacitated or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30kv. The Company Safety Officer must be consulted for specialist advice before work commences.

## **SECTION 6 - ELECTRICAL EQUIPMENT** **STANDARDS REQUIRED**

The following Regulations apply to the use of electrical equipment and power tools on site or other workplace:

The Electricity Work Regulation 1989 (in force 1 April 90).

The Protection of Eyes Regulations 1974.

Guidance on the safe use of electricity on construction sites is found in the following publications:

The IEE Regulations for the Requirement for Installations, BS7671:2008: 17<sup>th</sup> Edition.

British Standard Code of Practice CP. 1017:1969, "Distribution of Electricity on Construction and Building Sites".

British Standard 4363, "Distribution Units for Electricity Supplies for Construction and Building Sites 1998".

British Standard 4343, "Industrial Plugs, Socket Outlets 1991".

Various other British Standards apply to the type of cabling and power tools.

The following Health and Safety Executive Guidance Notes will be complied with where applicable:

PM29 "Electrical Hazards from Steam/Water Pressure Cleaners".

PM32 "The Safe Use of Portable Electrical Apparatus".

PM37 "Electrical Installations in Motor Vehicle Repair Premises".

PM38 "Electrical Test Equipment for Use by Electricians".

Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, the lamp holder must not be of the screw or pin contact type, only properly constructed sets with moulded on fittings will be used.

The Site Supervisor will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by site electrician or hire company.

### **SAFE SYSTEM OF WORK**

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting, all bulb sockets are live. Steps are therefore to be taken to protect open sockets when bulb is not fitted. As well as the fragments of glass or broken bulbs being a hazard, it must be remembered that the protruding filament wires would still be live.

Power tools must be maintained in good condition with casing intact and labels fitted showing voltage and other information.

Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

The Company Safety Officer will provide any advice required on the safe use of electrical equipment on site and will report immediately any defects noted in electrical equipment during site inspection visits.

## **SECTION 7 - WORKING AT HEIGHT**

### **FALLS**

Suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, any person falling.

Where the steps referred to include the provision of:-

- 1 any guard-rail, toe-board, barrier or other similar means of protection; or
- 2 any working platform,

it shall comply with the provisions of Schedules 1 and 2 of the Construction (Health, Safety and Welfare) Regulations 1996 & the Work at Height (Amendment) Regulations 2007.

Where any person is to carry out work at a place from which he is liable to fall a distance of 2 metres or more or where any person is to use a means of access to or egress from a place of work which access or egress he is liable to fall a distance of 2 metres or more:-

- 1 there shall be provided and used suitable and sufficient guard-rails and toe-boards, barriers or other similar means of protection to prevent, so far as is reasonably practicable, the fall of any person from that place, which guard-rails, toe-boards, barriers and other similar means of protection shall comply with the provisions of Schedule 1 of the Construction (Health, Safety and Welfare) Regulations 1996; and
- 2 where it is necessary in the interest of the safety of any person that a working platform be provided, there shall, subject to sub-paragraphs(c) and (d) below, be so provided and used a sufficient number of working platforms which shall comply with the provisions of Schedule 2 of the Construction (Health, Safety and Welfare) Regulations 1996; and
- 3 where it is not practicable to comply with all or any of the requirements of sub-paragraphs (a) and (b) above or where due to the nature or the short duration of the work compliance with such requirements is not reasonably practicable, there shall, subject to sub-paragraph (d) below, be provided and used suitable personal suspension equipment which shall comply with the provisions of Schedule 3 of the Construction (Health, Safety and Welfare) Regulations 1996; and the Working at Height (Amendment) Regulations 2007 where it is not practicable to comply with all or any of the requirements of sub-paragraphs (a), (b) or (c) above or where due to the nature or the short duration of the work compliance with such requirements is not reasonably practicable, such requirements of those subparagraphs as can be complied with shall be complied with and in addition, there shall be provided and used suitable and sufficient means for arresting the fall of any person which shall comply with the provisions of Schedule 4 of the Construction (Health, Safety and Welfare) Regulations 1996 and the Working at Height (Amendment) Regulations 2007.

Means for the prevention of, or for protection from, falls may be removed for the time and to the extent necessary for the movement of materials, but shall be replaced as soon as practicable.

A ladder shall not be used as, or as a means of access to or egress from a place of work unless it is reasonable to do so having regard to:-

- 1 the nature of the work being carried out and its duration; and
- 2 the risks to the safety to any person arising from the use of the ladder.

Where a ladder is used pursuant to paragraph 5:-

It shall comply with the provisions of Schedule 5 of the Construction (Health, Safety and welfare) Regulations 1996 and the Working at Height (Amendment) Regulations 2007.

Any equipment provided pursuant to this regulation shall be properly maintained.

- 1 The installation or erection of any scaffold provided and any substantial addition or alteration to such scaffold shall be carried out only under the supervision of a competent person.

2. The installation or erection of any personal suspension equipment or any means of arresting falls provided shall be carried out only under the supervision of a competent person, and for the purposes of this paragraph installation shall not include the personal attachment of any equipment or means of preventing falls to the person for whose safety such equipment or means is provided.

No toe-boards shall be required in respect of any stairway, or any rest platform forming part of a scaffold, where such stairway or platform is used solely as a means of access to or egress from any place of work, provided that the stairway or platform is not being used for the keeping or storing of any material or substance.

## **FALLING OBJECTS**

Where necessary to prevent danger to any person, suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, the fall of any material or object.

Where the steps include the provision of:-

- 1 any guard-rail, toe-board, barrier or other similar means of protection; or
- 2 any working platform,

it shall comply with the provisions of Schedule 1 and Schedule 2 of the Construction (Health, Safety and Welfare) Regulations 1996 and the Work at Height (Amendment) Regulations 2007

Where it is not reasonably practicable to comply with the requirements of the above or where it is otherwise necessary in the interests of safety, suitable and sufficient steps shall be taken to prevent any person from being struck by any falling material or object which is liable to cause injury.

No material or object shall be thrown or tipped from a height in circumstances where it is liable to cause injury to any person.

Materials and equipment shall be stored in such a way as to prevent danger to any person arising from the collapse, overturning or unintentional movement of such materials or equipment.

## **LADDERS STANDARDS REQUIRED**

All ladders must be provided and used in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and the Work at Height Regulations 2005.

Only ladders constructed in accordance with 8.5. 1129:1982 (timber) Industrial Grade and 8.3. 2037:1964 (Aluminium) will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS31, Safe Use of Ladders, Step ladders and Trestles", will be applied to the work on site.

A copy of the Regulations will be available on each site. Further information on the requirements of the Regulations and recommendations of the Guidance Note is available from the Company Safety Officer, as required.

In no circumstances shall ladders be painted.

## **PLANNING PROCEDURES**

At tender or negotiation stage, the requirements of the above standards will be allowed for.

The Contracts Manager will arrange for the required number and type of ladders to be provided taking into account the standards above and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Supervisors and operatives will include the hazards and precautions relating to ladders and their use.

## **SUPERVISION**

Ladders will be checked by the Supervisor before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

- 1 Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.
- 2 Supervisors will check that ladders in use are secured, have a solid, level base and are being used correctly
- 3 Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands).
- 4 Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip. Placing board on rung to form working platform or ramp.

Supervisors will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout the length.

### **SAFE SYSTEM OF WORK**

The main hazards associated with ladders are:

Not securing the ladder properly.

Unsafe use of ladder (over reaching, sliding down).

Using ladder where a safer method should be provided.

Using ladder with a defect (Note: Painting of timber ladders which could hide defects is prohibited by Regulations.)

Unsuitable base to ladder.

Insufficient handhold at top of ladder or at stepping off position.

Insufficient foothold at each rung.

Using ladder near overhead electrical cables, cranes.

Ladder at unsuitable angle, swaying, springing. (Recommend angle 1 in 4 or 70 degrees.)

Insufficient overlap of extension ladders.

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds by others, particularly children, is prevented.

Under no circumstances is a ladder constructed from timber nailed or screwed together to be used on site.

### **STEPLADDERS, TRESTLES AND STAGINGS**

#### **STANDARDS REQUIRED**

All stepladders, trestles and stagings will be provided and used in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and the Work at Height (Amendment) Regulations 2007.

Only equipment constructed in accordance with B.S. 1129:1982 (Timber) or B.S. 2037:1964 (Aluminium) will be used.

The information and recommendations in Health and Safety Executive Guidance Note G531, "Safe Use of Ladders, Stepladders and Trestles", will be applied to the work on site.

A copy of the Regulations will be available on each site. Further information the requirements of the Regulations and recommendations of the Guidance Note is available from the Company Safety Officer as required.

#### **Supervision**

All equipment will be checked by the supervisor before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

Supervisors will check that the equipment is being used correctly and not being used where a safer method should be provided.

Where staging's are being used in roof areas, supported from roof members ("flight battens"), Supervisors will ensure that only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points are provided and used.

Supervisors will ensure that proper storage is provided for stepladders, trestles or staging's, under cover where possible.

#### **SAFE SYSTEM OF WORK**

The main hazards associated with stepladders, trestles and staging's are:

Unsuitable base, e.g. unlevel, packing pieces, loose material.

Unsafe use of equipment (on scaffold platforms, roof where special precautions not taken).

Overloading.

Use of equipment where a safer method should be provided.

Excessive span of scaffold boards when used with trestles (must not exceed 1.5 meters where 38mm thick boards used).

Overhang of boards or staging at support ("trap ends").

Using defective equipment (Note: Painting of timber stepladders, trestles, staging's which could hide defects is prohibited by Regulations).

## **SECTION 8 - TRAINING**

### **Training**

Any person who carries out any activity involving construction work where training, technical knowledge or experience is necessary to reduce the risks of injury to any person shall possess such training, knowledge or experience, or be under such degree of supervision by a person having such training, knowledge or experience, as may be appropriate having regard to the nature of the activity.

### **Training Safety Awareness. Induction courses. Tool Box Talks. First Aid. etc**

The Health and Safety Officer is responsible for preparing the company health and safety training programme and shall maintain an up to date record of all staff training. The H.S.O shall report on training to the Director responsible for safety.

The staff training programme shall cover the following areas and personnel:

1. Safety Awareness, internal and external training for:-

- A Site Manager and supervisors
- B Skilled and semi-skilled operatives
- C Operatives

2. Induction courses internal training course to be given at the commencement of each new contract either by the H.S.O or Site Management to ensure all staff are familiar with emergency procedures, risks and hazards on the contract and general company safety procedures.

- 2 Tool box talks to be held on a weekly basis by the site manager or supervisor. The toolbox talk should be relevant to the works being carried out, and a record of this should be maintained
- 3 First Aid Courses to be arranged by the H.S.O to ensure that where necessary site will have a fully trained nominated first aid representative. Due to the nature of the works a first aider should be present in each site team.

### **Training Records**

The Company Safety Officer shall keep the following information:-

- 1 A record of all internal and external health and safety related training courses.
- 2 A record of all staff that attend these courses
- 3 A training record of each individual member of staff
- 4 A record of date when individual staff members need to renew certification or attend refresher courses.

### **Induction Courses**

Induction courses are held at the commencement of each contract or change of location. All employees shall receive an induction so that they are aware of the following

- 1 Fire and emergency Procedures
- 2 Safety Rules
- 3 Specific Hazards
- 4 Site Organisation
- 4 Company safety officer
  
- 5 Objectives
- 6 First Aid arrangements

- 7 Permits
- 8 Special working conditions
- 9 Responsibilities
- 10 Personal Protective Equipment



## **SECTION 9**

### **Protective Clothing and Equipment Standards Required**

All safety equipment purchased for use on site or the office will be in accordance with the appropriate British Standards, Health and Safety Executive Regulations

Copies of the above regulations will be kept on site/workplace as applicable and any other appropriate special regulations will be kept on site or office as required. Information on provision maintenance and use of protective clothing or equipment in accordance with regulations, Health and Safety Executive recommendation and current good work practices is available from the Company Safety Officer.

### **Supervision**

The site or office supervisor will ensure that adequate supplies of all necessary protective clothing or equipment are available on site or office for issue as required and that when issued to employees, a record is kept in the Safety Equipment and protective Clothing Issue Register.

The site/office supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided.

Any person on site/office observed carrying out any process which required the use of protective clothing or equipment will be informed of statutory and Company Policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

The supervisor will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The Company H.S.O will provide information and advice on the correct equipment to be issued.

All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear and will use all necessary protective clothing and equipment where required.

### **Safe Systems of Work**

All operatives are required to wear suitable footwear whilst at work.

All management, supervisory staff, visitors, sub-contractors and employees shall wear safety helmets, high visibility vest, gloves and eye protection whilst on site, other than in areas specifically designated in writing by the company as being area where the risk of head injuries is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the site mess room or issued to each person. Normal disciplinary proceedings will be used against employees not complying with this requirement.

All persons issued with protective clothing or equipment must immediately report to a supervisor if its lost or damaged, or a defect discovered.

Ear protection must be worn where sound levels are at 80dba in accordance with 'The Control of Noise at Work Regulations 2005'

### **Personal Protective Equipment Regulations 1992 (Rev1 2005)**

The company shall ensure that suitable personal protective equipment is provided in accordance with the Personal Protective Equipment Regulations 1992 to all employees who may be exposed to a risk to their health and safety whilst at work, except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

## **SECTION 10 - ACCIDENT INCIDENT PROCEDURES**

### **ACCIDENT RECORDS AND SAFETY PERFORMANCE**

The Company Safety Officer shall keep an up to date, rolling record of Group Accident Statistics based on the following formulae and format

1. Accident Frequency Rate (AFR)

Total No. of Accidents x 1,000,000 / Total No of Man-hours Worked

2. Accident Incident Rate (AIR)

Total No. of Accidents x 1,000 / Average No. of Persons Exposed

In addition the Safety Officer monitors performance and procedures being particularly vigilant for recurring incidents which may dictate the need to amend working procedures. He also monitors subcontractors performance, reports on disciplinary matters and controls COSHH assessments, risk assessments and the preparation of site safety plans.

<b>YEAR</b>	<b>AFR</b>	<b>AIR</b>	<b>NO. MINOR INJURIES</b>	<b>NO. REPORTABLE INJURIES</b>	<b>NO. FATALITIES</b>	<b>NO. DANGEROUS OCCURRENCES</b>	<b>TOTAL DAYS LOST</b>

### **Incident and Ill Health Reporting**

- 1 All injuries or damage resulting from incidents on site or in other work places, however minor, will be reported by the Site Manager, Agent or Supervisor on the appropriate reporting form and sent to the company safety officer. This applies to injuries received by sub-contractors, members of the public or visitors, as well as company employees.
- 2 In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2012: Amendment 2013, the local office of Health and Safety Executive must be notified by telephone immediately by the site manager, supervisors. In the case of an employee of another Company being killed or Injured, this duty is placed on his/her employer. However, in order to ensure that this company has fully complied with legal requirements, the site managers, agent or supervisor will notify the company safety officer whom will notify the HSE.
- 3 The company safety officer having been informed of a fatal or major injury will notify the Managing Director and the Health and Safety Executive by phone, carry out an investigation and confirm details of the accident in writing to the Health and Safety Executive, within 15 days on the form 2508.
- 4 The accident book will be available on each site and work place to ensure any injured employee can record details of his accident.
- 5 The Company Safety Officer will send a copy of the accident report received from site or works places to Mr T. Faratro.
- 6 Where any injury to any employee, self employed operatives or person undergoing training (other than those reported as paragraph 2 above) result in the injured person being absent from work for more than 7 days, the Company Safety Officer will send form 2508 to the Health and Safety Executive within 15 days of the incident, if details have been received from site/work place in accordance with the above paragraph. The Company Safety Officer will investigate these incidents.
- 7 If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease diagnosed is one of those listed in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2012 Amendment 2013 and if the disease is reportable the company safety officer will complete and send form 2508 (A) to the health and Safety Executive.

- 8 The Company safety officer will send a full report of any incidents investigations to the Director Responsible for safety (J Woodlands) together with any photographs, statements or other relevant material for use by Company insurers or legal advisers. This investigation reports is privileged information and must not be issued to any other person without the permission of the Company insurers or legal advisers.
- 9 All fatalities, major injuries, reportable disease, dangerous occurrences and other notifiable injures will be recorded in register F2509 or similar record as required. These records will be kept by the company safety officer whom is responsible for ensuring that all details are entered and that records are kept for at least 3 years from the date of the last entry.
- 10 If any employee dies as a result of an injury within a year of the incident the Company Safety Officer must be contacted.

## **SECTION 11- PERMITS & REPORT FORMS**

### **PERMITS TO WORK**

Permits to work are there to protect the operative, they are put in place so that you only work in a designated area. The permit must be completed and all details to be followed. The supervisor and the manager responsible for the area must sign the permit

### **INSPECTION REPORT - FORM**

On a regular basis a competent person must carry out an inspection of the work place. Details of the inspection must be put in writing and submitted to management.

Any item that has been raised on the form must be rectified within a given time and signed off to ensure compliancy

### **NON-COMPLIANCE - FORM**

This form has been designed for such events that the working area is unsafe, and company and statutory requirements have been breached.

Works must be stopped immediately, and all items on the non-compliance form must be rectified prior to the Non Compliance Form being signed off.

This form must be sent directly to the safety officer and also the managing director.

### **RISK ASSESSMENTS**

In accordance with Management of Health and Safety at work Regulations 1999 and prior to the commencement of each contract the designated site manager shall make an appraisal of all operations to be carried out to achieve the completion, identify all associated risks and prepare individual task procedures which minimise the possibility of accidents injury or dangerous circumstances occurring. The findings are written up on a company Risk Assessment form which is copied to the company Health and Safety Officer for approval, any necessary amendments are incorporated in the final procedures and adopted.

### **COSHH ASSESSMENTS**

The standard written company COSHH (Control of Substances Hazardous to Health Regulations 2002) assessment shall be completed for each contract by the Site manager cleared by the Company Safety Officer, any special circumstances pertaining to a contract shall be taken into account, the standards requirement of current legislation.

### **METHOD STATEMENTS**

A detailed Method Statement shall be prepared for each and every contract and approved by the site manager, Company Safety Officer. Particular attention should be paid to any hazardous operations or substances. The Site Manager shall be responsible for implementation, monitoring and control of construction methods and shall ensure adherence to the Method Statement.

## **SECTION 12 - MONITORING AND REVIEW**

### **Monitoring and Review of Company Safety Policy**

- 1 All employees will be expected to bring to the notice of their immediate supervisor any areas where the Company Policy on Health, Safety, Welfare and the Environment appears to be inadequate. The suggestions will be passed to the Director responsible for safety, for consideration.
- 2 The Company Safety Officer will visit the sites at regular intervals and will report on any hazards, defects or breaches of regulations or policy observed during visits.

A report of the inspection will be left on site and a copy of this report will be send to the Director responsible for safety so that it can be established where the appropriate procedures in the Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not occur.

### **Safety Monitoring and Review**

- 3 To maintain an effective working health and safety system and ensure policy conformance within the company the following monitoring auditing and review procedures are in place
- 4 The Managing Director has responsibilities for all health and safety matters.
- 5 The Company Safety Officer is directly responsible to the Managing Director and his duties include:-
  - a Organising and implementing the company health and safety policy and monitoring company safety performance
  - b Visiting all sites on a regular basis auditing records, registers, reports and site operations.
  - c Reporting and investigation accidents and incidents
  - d Advising on safe systems of work
  - e Liaising with the Health and Safety Executive
  - f Organising and arranging company staff health and safety training
  - g Reporting to and attending Health and Safety Meetings
  - h Contracts and site managers are directly responsible for achievement of contract objectives but are in the front line in terms of auditing and application of the policy.

### **Inspections/Reports**

Inspections are to be carried out on a regular basis by a competent person. All inspections should be recorded.

Where an inspection is required the person who carried out such inspection shall, before the end of the working period within which the inspection is completed.

A person whom prepares a report shall, within 24 hours of completing the inspection to which the inspection report relates, provide the report or a copy thereof to the person on whose behalf the inspection was carried out.

The report or a copy thereof prepared shall be kept at the site of the place of work in respect of which the inspection was carried out and shall be retained at an office of the person on whose behalf the inspection was carried out for a period of 3 months from the date of such completion.

**SECTION 13****POLICY REVIEW REGISTER**

<b>Revision Number</b>	<b>Date</b>	<b>Details</b>
01	4 April 2013	Legislation Change
02	26 July 2013	Office Administration addition
03	1 May 2014	Change of Personnel
04	1 October 2014	Change of Managing Director & Roles
05	5 June 2015	General Review & Change of Personnel
06	7th January 2016	General Review & Change of Personnel
07	4th January 2017	General Review & Change of Personnel
08	10th January 2018	General Review & Change of Personnel
09	23 <sup>rd</sup> January 2020	General Review