

BUXTON

BUXTON BUILDING CONTRACTORS LTD.

Health and Safety Policy and Arrangements Document

May 2020

Compiled by
Buxton Building Contractors Ltd.
Cedar House, 91 High Street, Caterham, Surrey CR3 5UX
Tel: 01883 348921
Email: bbc@buxtonbuilding.co.uk
www.buxtonbuilding.co.uk

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Introduction to Your Safety Policy

This Safety Policy is designed as a living document and should always reflect how our business operates on site, Head Office and Plant Yard. As our main work is on site, “Contracts Manager” is predominantly mentioned. For Head Office and Plant Yard the related Manager will apply.

It comprises of three parts:

1. Policy Statement

This summarises the business commitment to health and safety, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement should be signed by the Managing Director and be displayed prominently, or made available at all workplaces

2. The Organisation

This describes the structure of the business in terms of health and safety responsibilities. There is a section relevant for everyone in the business. This section will summarise how external health and safety assistance will fit into our business structure.

3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of the business activity. Further information can be obtained from the CITB publication GE700 “Construction Site Safety – Health, Safety and Environmental Information”

All employees need information in this section in as far as it relates to them and should be included in;

- Induction training
- Health and safety booklets
- Site rules
- Tool box talks
- Refresher training etc.

If you have any queries or problems please contact either your Line Manager, **Colin Moorcroft Company EHS Manager, David Norman Managing Director or the Director directly responsible for Health & Safety.**

Section 1
Health and Safety Policy Statement

Buxton Building Contractors Ltd. Health and Safety Policy Statement

Buxton Building Contractors recognises its responsibilities to comply with the Health and Safety at Work etc. Act 1974, together with all relevant safety legislation and related requirements, including of **ISO 45001**, with regards to its employees and others who may be affected.

Buxton Building Contractors will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks and to meet our commitment to prevent injury and ill health on site, at Head Office and Plant Yard. Adequate resources will be provided for this purpose

Any Company employee who supervises or manages the use of work equipment shall have received adequate training for the purpose of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

All employees and subcontractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Directors has appointed Mr David Norman as having particular responsibility for Occupational Health, Safety and Welfare, including setting and reviewing objectives and is to whom references should be made in the event of any difficulty arising in the implementation of this Policy. **Buxton is committed to the consultation with and participation of our workers and their representatives.**

The Management and staff of the Company will monitor the operation of this Policy. To assist in this respect, the Company also employs an Environmental, Health & Safety Manager to give advice on the requirements of the relevant statutory provisions and safety matters and, on request, to visit sites and workplaces to ensure compliance.

This statement of Company Policy will be displayed prominently, on the company's website and/or made available at all sites, Head Office, **89 High Street** and Plant Yard.

In addition, the Organisation and Arrangements for implementing the Policy will also be available at each site and workplace. A full copy of the Policy is held at, Cedar House, 91 High Street, Caterham, Surrey, CR3 5UX, for reference by any employee as required.

This Policy will be reviewed on an annual basis to accommodate any changes in legislation and reflect continual improvement in our occupational health & safety performance



David Norman FCIQB
Managing Director

Date: 15 May 2020
Next Revision Date: 6 April 2021

Section 2 Organisation

Organisation

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their function, experience and training.

Company Directors, both individually and collectively, will ensure that this Policy is applied throughout the Company as well as within the departments for which they have direct responsibility.

Similarly, all Managers must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.

Site Management will ensure that all operatives, subcontractors and visitors to site adopt this Policy.

Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

Managing Director

Initiate the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.

Ensure that the Company Directors are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the Company.

Encourage training for all levels of employees.

Ensure that safety directives (New legislation, etc.) are conveyed through all management levels down to site.

Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of health and safety to meet the requirements of the Policy.

Set a personal example when visiting sites by wearing the appropriate clothing and/or protective equipment.

Monitor effectiveness and review periodically.

Provide the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

Directors

Know the appropriate statutory requirements affecting the Company's operations. Know and promote the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees. Ensure that appropriate training is given to all staff as necessary.

Administer the Policy throughout the Company with an individual Director nominated as being responsible for health and safety.

Insist that sound working practices are observed throughout the Company as laid down by Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, ill health, damage and wastage.

Promote liaison on health and safety matters between the Company and others working on the site.

Reprimand any member of staff for failing to discharge satisfactorily their responsibilities for health and safety.

Support arrangements for funds and facilities to meet the requirements of the Company Policy.

Set a personal example when visiting sites by wearing appropriate clothing and/or protective equipment.

Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.

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Director responsible for Health and Safety

Monitor the effectiveness of the Company Policy for Health, Safety and Welfare against the safety performance of the Company. Initiate any changes, developments and amendments to the Policy as and when necessary. Receive information regarding new safety legislation or changes in existing legislation and liaise with the Company Directors and other relevant staff regarding the interpretation of such information and the actions required in order to meet the legislation.

Promote an interest and enthusiasm for health and safety matters throughout the Company and foster an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.

Ensure that the Company Directors, Managers and employees are aware of their responsibilities and that each administers the requirements of this Policy within their department and with due regard to all other departments.

Report to the Board on all matters relating to safety and training, new safety directives and legislation and seek to establish the Company's response. As a result instigate the necessary changes throughout the Company.

Assist all levels of staff with implementation of safety legislation by:-

- Obtaining copies of the legislation and any codes of practice for issue to senior management
- Arrange training for all levels of employees
- Obtain visual aids etc. to promote awareness of injury prevention and hazards to health
- Ensure that regular site surveys are carried out to see that only safe and healthy methods of working are in operation and that all regulations are being observed

Develop and maintain a health and safety training plan that ensures all staff have received adequate health and safety training commensurate with risks faced and relevant work tasks to be completed. He must also secure suitable funding in the annual budget to provide all foreseen training and upgrading requirements.

Maintain contact with official and professional bodies e.g. the Health and Safety Executive (HSE). Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents (RoSPA), British Safety Council, Institution of Occupational Safety and Health etc.

Will ensure that the Health and Safety Executive (HSE) are informed of all notifiable accidents and work related ill health. Assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing re-occurrence. Supervise the recording and analysis of information on injuries and ill health, assess accident trends and review overall safety performance.

Set a personal example when visiting sites.

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Health and Safety Committee

The suggested composition of the Safety Committee will be as follows:

Managing Director and/or Director responsible for Health and Safety
Environmental, Health & Safety Manager
Office Manager
Aftercare Manager
Representative for Contracts Management
Representative for Site Management
Plant Manager

The purpose of the Committee is to:

- Monitor and review the effectiveness of the Company Policy for Health, Safety and Welfare
- Discuss any accidents or incidents that have occurred since the last meeting, investigate any commonality and instigate procedures for future prevention
- Consider amendments to the Company Health and Safety Management Systems in the light of changing methods, requirements and legislation
- Provide a conduit for reporting and communicating with all personnel by receiving and considering any reasonable request, recommendation or report on matters of health and safety from any employee and advise on any decision making
- Discuss any breaches of regulations and take steps to prevent re-occurrence

The aim of these meetings is to involve personnel, to ensure they have participated at all levels and to highlight the necessity of understanding legal requirements and the steps necessary to carry out the Company's responsibilities.

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Environmental, Health & Safety Manager

The Company's Environmental, Health & Safety Manager's main responsibilities are to:

- Advise senior management and the Company Health and Safety Director of any new safety legislation or changes in existing legislation
- Provide an interpretation of safety legislation so that management fully understands the actions required in order to meet the legislation
- Assist with initial implementation of the changes in safety legislation
- Suggest, and provide if required, suitable training for all levels to **increase awareness and maintain competencies across all levels.**
- Recommend to senior management ways to improve working conditions **and behaviours**
- Investigate notifiable accidents or dangerous occurrences and submit to the Company a written confidential report
- Carry out pre-arranged site visits

It is the Company's responsibility to ensure that the Environmental, Health & Safety Manager is aware of any sites requiring visits.

It should be remembered that whilst there is no statutory reason for such notification consideration should be given to the nature of the work, taking into account that safety regulations apply to all sites irrespective of the time factor.

The Environmental, Health & Safety Manager will ensure that regular systematic inspections are carried out of all sites.

The Environmental, Health & Safety Manager will ensure that a **report is produced and circulated to the agreed individuals with operational reasonability for that project.**

The Environmental, Health & Safety Manager will analyse site inspection reports and concentrate on weaknesses that may become evident from such reports.

The Environmental, Health & Safety Manager will **halt** a job if, in his opinion, the place, condition or method of work is dangerous or **potentially hazardous.**

The Environmental, Health & Safety Manager expects senior management of the Company to give full backing to him in all matters appertaining to safety and health in the workplace.

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Contracts Managers

Understand the Company Policy for Health, Safety and Welfare and ensure that it is readily available on each site. Plan all works in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (as set out in L153)** and other relevant legislation.

Determine at planning stage:

- The requirements of the Pre Construction Information Plan on CDM notifiable projects
- The most appropriate order and method of working
- The provision of adequate lighting and safe method of electrical distribution
- The allocation of responsibilities to each level of staff
- The welfare facilities and basic fire precautions required
- Any particular training or instruction required for personnel

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written risk assessments as required under the Regulations for the Control of Hazardous Materials, Noise, Manual Handling and the Management of Health and Safety. Make them available to Site Management and discuss them fully.

Ensure, so far as is reasonably practicable, that work, once started:-

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- Is carried out in accordance with **The Construction (Design & Management) Regulations 2015** and other appropriate statutory requirements.

Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities or the Health and Safety Executive (HSE) recommendations and this Company Policy before work starts.

Ensure that any design calculations for unusual scaffolds, falseworks, etc., are independently checked.

Reprimand any member of site supervisory staff or subcontractors for failing to discharge safety responsibilities satisfactorily.

Set a personal example when visiting sites.

Ensure that all design risk assessments and subcontractors' method statements and risk assessments are available **and approved** prior to work commencing.

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Site Management

Must understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel necessary.

Know the requirements of **The Construction (Design & Management) Regulations 2015** and other relevant legislations and ensure that they are observed on site.

Organise sites so that work is carried out to the required standards with minimum risk to employee, other subcontractors, visitors, the public, equipment or materials.

Ensure that registers, records and reports are up to date and properly filled, and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.

Where necessary, issue written instructions setting out the method of working required by our employees.

Refer regularly to the written risk assessments and method statements prepared by subcontractors as required under:

The Control of Substances Hazardous to Health Regulations 2002 (as amended)(COSHH)

The Noise at Work Regulations 2005

The Manual Handling Operations Regulations 1992

The Management of Health and Safety at Work Regulations 1999 (as amended 2006)

The Construction (Design & Management) Regulations 2015

The Work at Height Regulations 2005

The Control of Asbestos Regulations 2012

The Lifting Operations & Lifting Equipment Regulations 1998

And any other Acts or Regulations in force at the time the work is carried out

Ensure that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.

Plan for and maintain a tidy site this will include the formal inspections of the site, and recording, deficiencies found daily.

Arrange delivery and safe stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

Implement arrangements with subcontractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.

Ensure that all information available relating to underground services on the site is obtained and available on site and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the service authority and Company Policy.

Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and other signs during the construction period.

Protect all overhead services in accordance with the service authorities' recommendations and Company Policy before work starts.

Satisfy yourself that the competent person appointed to make the necessary inspections of scaffolding, excavations, plant, etc., have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary and ensure any necessary records are kept up to date.

Ensure that the Construction Phase Health and Safety Plan where required by **The Construction (Design & Management) Regulations 2015** is available and updated as work

progresses and that all necessary method statements are available prior to starting the specific work activity.

Ensure that subcontractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.

Ensure that any electrical supply is installed and maintained in a safe and proper manner.

All electrical equipment must be tested for safe working, tagged and a register kept, by a competent person, at intervals laid down by Company Policy. No electrical equipment will be brought onto site by anyone, including subcontractors, without the appropriate proof of regular testing.

All plant and machinery must be tested at the statutory intervals and will not be brought onto site by anyone, including subcontractors, without the appropriate certified proof of regular testing.

Ensure that any drivers of plant or machinery hold current CPCS certificates of competence or equivalent.

Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.

Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable for the tasks undertaken by our employees. Ensure that it is issued when required and keep a register of PPE issue.

Set a personal example by wearing the appropriate protective clothing and equipment on site.

Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by **The Health and Safety (First Aid) Regulations 1981**, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.

Ensure that a system is organised in the event of an emergency for applying first aid and taking care of casualties. Know where to obtain medical help and how to call the emergency services.

Ensure that any accident on site, which results in an injury to any person (not just employees) and/or damage to plant or equipment, is reported in accordance with Company Policy.

Accompany the Health and Safety Executive Inspector on site visits and act on his recommendations. In the case of an Inspector issuing a Notice (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirements to stop work.

Ensure that adequate fire precautions are provided for the site, site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Liaise, where necessary, with the Fire & Rescue Service on fire prevention.

Examine drawing and soil investigation reports to determine excavation support requirements in advance and provide these in accordance with Company Policy.

Co-operate with the Environmental, Health & Safety Manager. Ask for his advice before commencing new methods of work or potentially hazardous operations.

The Environmental, Health & Safety Manager has the authority to stop any work where there is an imminent risk of serious injury.

Ensure suitable training has been provided for direct employees, contracted labour and subcontractors to include a full induction and occasional tool box talks. All inductions and toolbox talks must be recorded with a list of attendees. Any other training requirements identified during normal working activities must be brought to the attention of the Safety Director.

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Employees and Labour only Contractors

The attention of all employees is drawn to their responsibilities under **The Health and Safety at Work Act 1974** and any other legislation. This means that:-

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means, employees shall:-

- Read and understand the Company Policy for Health, Safety and Welfare and carry out work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools and equipment in good condition
- When specified wear safety footwear and use, where necessary, all protective clothing and safety equipment provided e.g. safety helmets, respirators, etc
- Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc
- Warn other employees, particularly new employees and young people, of particular known hazards
- Do not use plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it
- Report to your supervisor any damage to plant or equipment
- Do not play dangerous practical jokes or "horseplay" on site
- Report to your supervisor any person seen abusing welfare facilities provided
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working
- Suggest safer methods of working

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Subcontractors

All subcontractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must submit their own Health and Safety Policy to the Company, for verification.

Subcontractors will receive a copy of the Company's Safety Rules and Requirements and subcontractors operatives will be expected to be fully aware of what is required of them whilst working on Company sites.

Subcontractors should provide relevant assessments (Design, Risk, COSHH, Noise and Manual Handling etc) as appropriate and method statements prior to commencement on site.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public. Subcontractors' employees must comply with any safety instruction given to them by Site Management.

All plant or equipment brought onto site by subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.

Subcontractors' employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where subcontractors are required to hire or erect scaffolding they shall ensure that a suitably trained and certificated person inspects it at weekly intervals and the appropriate entry is made in the Scaffold Inspection Register.

No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this Policy.

Any injury sustained or damage caused by subcontractors' employees must be reported immediately to Site Management.

Subcontractors informed of any hazards or defects noted will be expected to take immediate action. Subcontractors will provide Site Management with the name of the person they have appointed as their Safety Supervisor.

The Company has employed the Environmental, Health & Safety Manager to inspect sites and report on health and safety matters. The Environmental, Health & Safety Manager has the Company's authority to stop work at any time that they consider that there is imminent risk of serious injury. Subcontractors informed of any hazards or defects noted during these inspections will be expected to take immediate action.

Subcontractors must provide suitable welfare facilities and first-aid equipment in accordance with the regulations for their employees, unless arrangements have been made for subcontractors' employees to have the use of the Company's facilities. Subcontractors will be required to prove, when appropriate, that at least one of their workforce on site is a suitably trained first aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with the Regulations and current recommendations, and that information must be provided to Site Management and any other person who may be affected on site.

Subcontractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

It is the policy of this Company that all operatives, subcontractors, visitors, etc. on the Company's sites will wear safety helmets at all times other than in specifically designated 'no risk' areas by Site Management.

See also General Arrangements Sections of the Policy.

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Engineers

Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employees under your control.

Ensure that information affecting the Health and Safety of any person on a proposed site is brought to the attention of the Contracts Manager, in particular:-

- The existence of overhead electricity cables
- Underground services
- Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc)

Establish records of any underground services laid on site and ensure that, wherever possible, marker posts define these, signs and the information retained under **The Construction (Design & Management) Regulations 2015**.

Report to Site Management any unsafe situation observed whilst on site.

Carry out your own work in a safe manner, take precautions when working on or near public roads.

Set a personal example when visiting site.

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Estimators

Read and understand the Policy for Health, Safety and Welfare and relevant legislation and ensure that it is brought to the notice of any employees under your control.

Ensure so far as is reasonably practicable, detailed consideration is given to and provision made within the tender for safe methods and systems of work and ensure those issues highlighted within any Pre Construction Information Plan are adequately addressed.

Set a personal example when visiting site.

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Surveyors

Read and understand the Policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employees under your control.

Read and understand the Organisation and Responsibilities section of this policy and ensure compliance if you undertake responsibilities for Buyers or Contracts Manager.

Set a personal example when visiting site.

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Buyers

Read and understand the Policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employees under your control.

Ensure that all equipment or materials purchased by the Company are to the Standards Required by Company Policy. See also sections in General Arrangements of the Policy.

Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Contracts Manager. If applicable ensure that Material Hazard Data Sheets are requested.

Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

Ensure that Test Certificates and records are provided with any Plant and Machinery hired for use on site, and for any operatives the necessary training records.

Ensure that all subcontractors are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Contracts Manager.

Ensure that subcontractors have received a list of the Safety Rules and Requirements as well as a copy of the Company Policy Statement.

Obtain from all subcontractors who employ five or more staff and who are engaged by the Company a copy of their own Safety Policy and agreement to conform to this Company's Policy and Codes of Practice whilst on Company sites.

Rates negotiated for work carried out by subcontractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures.

Set a personal example when visiting site.

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Principal Designer

The Regulations detailing the duties of the Principal Designer are **The Construction (Design & Management) Regulations 2015**.

Reference should be made to the Health and Safety Executive (HSE) Publication; **L153 Managing Health & Safety in Construction**

The duties of the Principal Designer are as follows:

- Ensure designers comply with their duties

- Give advice to them when necessary
- Ensure all designers co-operate with each other and co-ordinate their CDM activities.
- Ensure Pre Construction Health & Safety information is prepared and included in tender documents.
- Advise the client, if requested, regarding the competence of designers and all contractors.
- Keep the client informed of all relevant matters of health and safety.
- Advise all contractors when requested or if necessary.
- Notify the Health and Safety Executive (HSE) of the project.
- Ensure the Health and Safety File is prepared and delivers it to the client at the end of the project.

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Manager Responsible for Office Staff

Read and understand the Company policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees under your control. Ensure that the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992**, and any other relevant regulations are complied with.

Ensure that offices are laid out and maintained to ensure the safety of staff and visitors. Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer. Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised. Ensure all electrical equipment is tested for safe working and tagged at regular intervals and records maintained by competent electricians.

Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide accident investigation reports to insurers where appropriate. Ensure that a fire risk assessment is obtained for offices, and that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.

Ensure suitable training has been provided for office employees and Agency staff (Temps), to include a full induction and occasional update briefings, (toolbox talks). All inductions and toolbox talks must be recorded with a list of attendees. Any other training requirements identified during normal working activities must be brought to the attention of the Safety Director.

Ensure that first aid and the required welfare facilities are provided as outlined in this policy.

Ensure all staff work safely and do not take unnecessary risks. In the event of an accident it is to be reported in accordance with Company policy.

Promote the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

Set a personal example.

Office Staff

Read and understand the Company Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your supervisor.

Find out from your supervisor the position of the First Aid Box and who is responsible for it. Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to your supervisor. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.

Suggest ways of eliminating hazards and improving working methods. Advise new employees, particularly young people, of known hazards.

Promote the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

Marketing and Sales Manager

Read and understand the Company policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.

Ensure that the requirements of the Workplace Regulations and any other relevant regulations are complied with.

Ensure that sales staff, whether directly employed or by an appointed sales agency have received training to ensure that the public are not exposed to risk when visiting the Company's sites.

Ensure adequate personal protective equipment is available to visitors.

Provide first aid equipment and fire extinguishers to sales area in accordance with Company Policy.

Ensure that any electrical, gas or other appliance in show houses is installed and maintained by a competent authorised/trained person.

Regularly check sales areas to ensure that hazards are eliminated.

Promote the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

Plant Manager

Understand the Company Policy for Health & Safety and ensure that it is brought to the notice of all employees particularly new starters. Carry out all work in accordance with its requirements. Ensure that it is readily available for reference by any employee. Plan all work in accordance

with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Organise work so that it is carried out to the required standard with the minimum risk to employees, other subcontractors, the public, equipment or materials.

Ensure that persons under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risk. Stop any work if you consider that there is an imminent risk or serious injury to any persons.

Ensure that registers and records are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for;

- **The Control of Substances Hazardous to Health Regulations 2002**
- **Noise at Work Regulations 2005**
- **The Control of Vibration at Work Regulations 2005**
- **Manual Handling Operations Regulations 1992**
- **The Management of Health and Safety at Work Regulations 1999(as amended 2006)**
- **The Provision and Use of Work Equipment Regulations 1998**
- **The Lifting Operations and Lifting Equipment Regulations 1998**
- **The Work at Height Regulations 2005**

These assessments must be made available to all operatives and discussed in detail with supervisory staff.

Ensure, so far as is reasonably practicable, that work:-

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds, and update the written assessments as necessary.
- Is carried out in accordance with all appropriate statutory requirements.

Reprimand and/or instigate appropriate disciplinary proceedings, any member of staff for failing to discharge safety responsibilities satisfactorily. Take appropriate action when notified of disregard of the Environmental, Health & Safety Manager's advice.

All electrical equipment must be tested for safe working and tagged accordingly:-by a competent person, at intervals laid down by Company Policy. A register of this testing will be kept. No electrical equipment will be brought into the workshop, by anyone, including subcontractors, without the appropriate proof of regular testing. All temporary electrical equipment must not be more than 110 volts.

All plant and machinery must be tested at the statutory intervals and no machinery will be brought into the workshop, by anyone, including subcontractors, without the appropriate proof of regular testing. Satisfy yourself that the "competent persons" appointed to make the necessary inspections of machinery, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

All machines must be operated as per the manufactures instructions with all safety guards in position. Allocate sufficient resources to ensure that all operatives are trained in the use of workshop machines.

Ensure that all lifting equipment is tested at the required intervals and that regular inspections are carried out.

Plan and maintain a tidy workshop. Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

Ensure that adequate supplies of suitable protective clothing and equipment are maintained and that it is issued when required.

Ensure that adequate first-aid facilities are available and that all persons are aware of their location and procedure for receiving treatment for injuries. Instigate a system in the event of an emergency for applying first-aid and calling an ambulance.

Ensure that any accident which results in **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy.

Ensure that adequate fire precautions are provided for the workplace and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Accompany an inspector from the HSE on his visit (or in your absence delegate a competent supervisor) and act on his recommendations. In the case of the Inspector issuing a notice, (Prohibition or Improvement), contact the Managing Director immediately after complying with any requirements to stop work.

Co-operate with the Environmental, Health & Safety Manager. Ask for his advice **before** commencing new methods of work or potentially hazardous operations. He has been given authority by this Company to stop any work where there is an imminent risk of serious injury.

Ensure that Test Certificates and records are provided with any Plant and Machinery hired for use on site.

Promote the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

Plant Operatives

The attention of all Plant Operatives is drawn to their responsibilities under the **Health & Safety at Work Act 1974, The Construction (Design & Management) Regulations 2015 and other legislation**. This means that:-

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his act or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in law for certain breaches to be actioned by the Health & Safety Executive.

In simple terms this means, employees shall:-

- Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for their job. Keep the tools in good condition.
- **Wear approved PPE at all times.**
- Work in a safe manner at all times, do not take unnecessary risks which could endanger yourself or others. If possible, remove hazards yourself.
- Do not use machinery for work for which it was not intended, or if you are not trained or experienced to use it.
- Report immediately to your supervisor any defects in machinery.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous or practical jokes or “horseplay” in the workshop.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report **any** injury to yourself which results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

Follow the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

Section 3 Arrangements

General Arrangements

At the planning stage of a project the requirements of this Company Policy must be taken into account, along with any information contained in the Pre-Construction Information Plan.

Any aspects of work not covered by this policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary a pre-contract meeting will be held and specific safety matters discussed.

Written method statements and risk assessments will be prepared by all subcontractors taking into account health and safety requirements and defining procedures as necessary.

All subcontractors will be made aware of the Company Health and Safety Policy Statement, successfully complete an online PQQ enquiry and conform to all relevant health and safety plans and a comprehensive list of Safety Rules and Requirements.

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.”

All information received from suppliers will be passed to Site Management for implementation or reference on site.

All staff shall receive training in their responsibilities as defined in this policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

Where operatives are required to carry out key tasks (eg. forklift truck operation, supporting excavations, scaffolding, abrasive wheel mounting, etc) they will be provided with the necessary training. Subcontractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

The Contracts Manager will make any necessary notifications to the Fire & Rescue Service, Ambulance Authority. The Health and Safety Executive (HSE) will be notified of construction works not already notified during the design phase of the project.

The Contracts Manager will notify relevant authorities as required by specific Policy sections, e.g. underground and overhead services, explosives, demolition, etc.

The Contracts Manager will satisfy himself that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days planned duration or more, and with 20 or more persons working simultaneously on site at any one time, (or where there are more than 500 person days involved) by the Principal Designer. The Contracts Manager will ensure that details of the Client, the Principal Designer and the Principal Contractor are displayed as required by **The Construction (Design and Management) Regulations 2015**.

The Contracts Manager will notify the Environmental, Health & Safety Manager of all new sites using notification Form giving as much notice as possible. This also applies to new offices.

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of The Health and Safety at work Act 1974 and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note; **HSG151 Protecting the Public – Your next move**.

Consideration will be given at the planning stage of any operation for the protection of the public. Where possible, barriers, fencing screens, etc. shall be erected to prevent access by the public or visitors unless accompanied by a responsible person.

The Contracts Manager will ensure that a complete copy of, where appropriate, relevant extracts from the Company Policy for Health, Safety and welfare are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate is issued for display.

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be issued to site and, where necessary with the assistance of the Environmental, Health & Safety Manager following the initial visit.

Site Management must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping at the completion of the contract. The Construction Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of three months.

In accordance with **The Consultation with Employees Regulations 1996** and **The Safety Representatives and Safety Committee Regulations 1977**, and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to ensure adequate consultation with employees.

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the law and National Working Rule 7(a) of the National Joint Council for the Building Industry Working Rule Agreements, or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules, where applicable.

Employees are encouraged to bring to the attention of their Supervisor areas that in their opinion this policy appears inadequate. All such comments will be passed to the Directors for their consideration and review.

This Policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Management of Health and Safety at Work

The Management of Health and Safety at Work Regulations 1999 (as amended 2006) covers the outline requirements for the management of health and safety.

The Contracts Manager will ensure that all necessary risk assessments are undertaken or supplied by subcontractors and may seek the assistance of the Health & Safety Director or the Environmental, Health & Safety Manager.

The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copied made available at the workplace. Where it is identified as being necessary, additional training or information will be provided for any employee.

Site Management will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

Site Management will monitor operations to ensure that each operative is acting in accordance with the details outlined in the written assessment

The Company will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

Health Surveillance for employees will be provided where the risk assessment shows it to be necessary (eg COSHH, asbestos, dust, Leptospirosis)

Competent people will be appointed to help in applying the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures will set up to provide employees with information they can understand concerning health and safety matters.

The Company will co-operate with other subcontractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Workplace Health, Safety and Welfare

The Workplace (Health, Safety and Welfare) Regulations 1992 DO NOT apply to construction sites, reference should be made to **The Construction (Design & Management) Regulations 2015** already referred to within this Policy. They do however apply to all other work places.

The **Workplace (Health, Safety and Welfare) Regulations 1992** cover the working environment, general safety, and facilities for washing, eating, changing and good housekeeping.

The Environmental, Health & Safety Manager will provide advice on the requirements as required.

All work will take into account the requirements of the above regulations.

The Office Manager, or person responsible for the offices, will ensure that the welfare and first aid requirements are provided.

The Office Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

The Company will provide working conditions in accordance with the regulations in particular:-

Temperature

- All offices will be maintained at a minimum temperature of 16°C after the first hour
- Workshops will be maintained at a minimum temperature of 13°C.
- The temperature in all work places should be reasonable at all times.

Ventilation

- All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

- Suitable and sufficient lighting will be provided and where possible this will be natural light.
- In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working Space

- Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.
- Suitable workstations will be provided for each employee according to the nature of work involved.
- Floors and traffic routes will be kept free from obstructions at all times.
- Effective measures will be taken to prevent persons being struck by falling objects etc.
- Wherever possible, files, boxes etc. Will not be stored at a high level.
- All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Construction Design and Management

Buxton Building Contractors understand that the **Construction (Design & Management) Regulations 2015** – which came into effect on 6 April 2015 replace the CDM Regulations 2007 and place duties upon the Client, Principal Designers, Designers, Principal Contractors and Contractors.

We understand that there are now 39 Regulations in 5 Parts together with 5 Schedules and 5 Appendices. The main changes between the 2007 and 2015 Regulations are as follows ;

a) CDM 2015 change

Impact of this change

The CDM Co-ordinator is replaced by a “PRINCIPAL DESIGNER”

A “PRINCIPAL DESIGNER” has to be appointed by the CLIENT for all projects involving more than one contractor working on site at any time

b) CDM 2015 change <i>Impact of this change</i>	<p>These Regulations – with a few exceptions – apply to “DOMESTIC” projects</p> <p><i>Any building project for a “DOMESTIC CLIENT” (someone who has construction work done on their own home, or the home of a family member, which is not done in connection with a business) will be subject to CDM 2015</i></p>
c) CDM2015 change <i>Impact of this change</i>	<p>“DOMESTIC CLIENT” duties</p> <p><i>“DOMESTIC CLIENTS” are required to formally appoint either a Principal Contractor / Contractor “PRINCIPAL DESIGNER” / Designer depending upon the number of Contractors working on site</i></p>
d) CDM2015 change <i>Impact of this change</i>	<p>Deferment of “DOMESTIC CLIENT” duties</p> <p><i>Regulation 7 of CDM2015 states that “DOMESTIC CLIENT” duties must be carried out by</i></p> <ul style="list-style-type: none"> <i>- the Contractor where there is only 1 Contractor</i> <i>- the Principal Contractor if more than 1 Contractor</i> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <i>- the “PRINCIPAL DESIGNER” where there is a written agreement</i>
e) CDM2015 change <i>Impact of this change</i>	<p>Additional duties placed on the “CLIENT”</p> <p><i>The “CLIENT” on ALL projects has the main duty for providing “PRE CONSTRUCTION INFORMATION” and is required to directly carry out some of the duties previously undertaken by the CDMC</i></p>
f) CDM2015 change <i>Impact of this change</i>	<p>“CONSTRUCTION PHASE PLAN” required for ALL projects</p> <p><i>The “CLIENT” must ensure that a “CONSTRUCTION PHASE PLAN” is provided by the Principal Contractor or Contractor before any works commence on a “DOMESTIC” or commercial project</i></p>
g) CDM2015 change <i>Impact of this change</i>	<p>The Notification Criteria</p> <p><i>Any project, including “DOMESTIC”, which exceeds 30 working days with MORE THAN 20 PERSONS working simultaneously on site at any one time, or exceed 500 person days total, must be Notified to the HSE by the “CLIENT”</i></p>
h) CDM2015 change	<p>Competence Requirements</p> <p><i>Impact of this change The “CLIENT” is to ensure that all the duty holders they appoint – “PRINCIPAL DESIGNER” etc – can demonstrate the necessary level of Information, Instruction, Training & Supervision</i></p>

All work will be tendered for, negotiated and planned in accordance with the above standards.

A pre-construction Health and Safety Plan will be issued with tender documents. All tenders must include sufficient financial resources to carry out the work safely and in accordance with this plan.

Where the Company is appointed as principal contractor this Company will develop the Construction Phase Health and Safety Plan and relevant risk, noise, COSHH and manual handling assessments and will also include method statements from contractors carrying out the work. The Company will also ensure that subcontractors are competent, adequately resourced and provide assessments relevant to their work.

Site Management will ensure that the Health and Safety Plan is complied with throughout the contract both as principal contractor and in his role of supervising other contractors on behalf of the principal Contractor. He will assist in developing the Health and Safety Plan and pass any relevant information to the Principal Designer for the Health and Safety File.

The Safety Director will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to Site Management to ensure that any necessary additions to the Health and Safety Plan and information for the Health and Safety File are passed to the Principal Designer.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the client, Principal Designer, principal contractor etc. These details will be highlighted in a notice prominently displayed on site.

Buxton's Organisation for Compliance with the Construction (Design And Management) Regulations 2015

INTRODUCTION

We undertake to comply with our duties as Principal Designer, Designer, Principal Contractor or Contractor as set out in the revised Guidance (L153) "Managing health & safety in construction – Construction (Design and Management) Regulations 2015".

Buxton as the Client

Should The Buxton Company be the Client we will:

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project including welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre construction information to Designers and Contractors
- Appoint the Principal Designer
- Sign the F10
- Appoint Principal Contractor
- Make sure that the Construction Phase does not start unless there are suitable
 - Welfare Facilities
 - Construction Phase Plan in place
- Provide information relating to the Health and Safety File to the Principal Designer
- Retain and provide access to the Health & Safety File
- **Promote the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020**

Buxton as The Principal Designer

The Company will, where deemed necessary and agreed in writing by the Client, appoint a Principal Designer and their duties will include the following:

- Advise and assist the Client with their duties

- Notify the HSE of the Project
- Co-ordinate health and safety aspects of design work and co-operate with others involved with the project
- Facilitate good communication between the duty holders
- Liaise with Principal Contractor regarding ongoing design
- Identify, collect and pass on Pre Construction information to all interested parties
- Prepare and update the Health & Safety File

Buxton as The Designer

- The Designer must be competent to prepare the design, and to conduct the undertakings without contravening any prohibition imposed by or under any of the relevant Statutory Provisions.
- Designers must:
 - Eliminate hazards and reduce risks during design
 - Provide information about remaining risks
 - Check Client is aware of duties and a Principal Designer has been appointed
 - Ensure that their designs comply with The Workplace (Health, Safety & Welfare) Regulations 1992
 - Provide any information needed for the Health & Safety File

Buxton as Principal Contractor

Principal Contractors, under the CDM Regulations 2015, must

- Satisfy themselves that clients are aware of their duties, that a Principal Designer has been appointed and HSE notified before they start work
- Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site
- Ensure that all contractors are provided with information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly
- Ensure safe working and co-ordination and co-operation between contractor
- Ensure that a suitable construction phase plan ('the plan') is
 - Prepared before construction work begins
 - Developed in discussion with, and communicated to, contractors affected by it
 - Implemented, and
 - Kept up to date as the project progresses
- Satisfy themselves that the designers and contractors that they engage are competent and adequately resourced

- Ensure suitable welfare facilities are provided from the start of the construction phase
- Take reasonable steps to prevent unauthorised access to the site
- Prepare and enforce any necessary site rules
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work
- Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan
- Provide the Principal Designer promptly with any information relevant to the health and safety file
- Ensure that all the workers have been provided with suitable health and safety induction, information and training
- Ensure that the workforce is consulted about health and safety matters
- Display the project notification
- Follow the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

Contractors

Contractors under CDM Regulations 2015 must

- Check clients are aware of their duties
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work site
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors work,
- Ensure that any design work they do complies
- Comply with any requirements of these Regulations that apply to their work
- Co-operate with others and co-ordinate their work with others working on the project
- Ensure the workforce is properly consulted on matters affecting their health and safety; and
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land

- Check that a Principal Designer has been appointed and HSE notified before they start work (having a copy of the notification of the project to HSE is normally sufficient)
- Co-operate with the principal contractor, Principal Designer and others working on the project or adjacent sites
- Tell the principal contractor about risks to others created by their work
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work
- Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan
- Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project
- Tell the principal contractor about accidents and dangerous occurrences
- Provide information for the health and safety file
- Follow the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

For further information regarding the CDM Regulations 2015 see Section A Legal & Management of GE700

Control of Substances Hazardous to Health

Regulations which cover the control and safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002** (as amended).

All work will be planned to take the above standards into account.

The Company will provide or ensure that subcontractors provide written assessments for all those products that have been assessed as hazardous to health. Where necessary the Environmental, Health & Safety Manager will assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

Health surveillance will be arranged for any worker that comes into contact with a harmful substance identified at the time as liable to cause chronic ill health or by any COSHH assessment identifying the use of, or contamination by, substances as requiring health surveillance.

In all cases of workers accidentally being exposed to high levels of airborne lead, any levels of Brown (Amosite) or Blue (Crocidolite) asbestos and any needle stick injury or biological contamination will result in suitable health surveillance being arranged.

Site Management will ensure that before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when

instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations 2002**, (as amended) requires the Company to take the following steps to comply with the Regulations:

- Identify the problem
- Assess it, measure it, get some idea of the scale
- Decide on the method of solving the problem
- Implement the chosen method of solving the problem
- Check that the method is being implemented properly and monitor the outcome

Implementation of the chosen method of control should be in accordance with the COSHH hierarchy outlined in the COSHH Approved Code of Practice. This is as follows:

Staff will be made aware of the hazards of any materials they will use, hazard data sheets will be issued for each product and control methods will be devised.

We are aware that The Classification, Labelling & Packaging Regulations (CLP) became mandatory for manufacturers / suppliers on 1 June 2015 relating to safety data sheets.

The main changes from the previous CHIP Regulations are

- *The colour and shape of Hazard Warning symbols*
- *Hazard statements replace Risk phrases*
- *Precautionary statements replace Safety phrases and the introduction of the signal words "Danger" & "Warning"*

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

For further information regarding COSHH see Section B Health & Welfare of GE700

Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be at risk to health, these include for example:-

The Control of Asbestos Work Regulations 2012

The Control of Lead at Work Regulations 2002

The Construction (Design & Management) Regulations 2015

The Personal Protective Equipment at Work Regulations 1992

The Control of Substances Hazardous to Health Regulations 2002

The Workplace (Health, Safety and Welfare) Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 1992

The Control of Vibration at Work Regulations 2005

Further information on the requirements of the Regulations, is also covered elsewhere in this Policy and is available from the Environmental, Health & Safety Manager.

All work will be planned to take the above standards into account.

We understand that the HSE has a campaign targeting health hazards in the Construction Industry, including the issue of Dusts, and that they have published "*Managing construction health risks*" which is downloadable free from their website.

With regard to the common issue of dust we accept that the following control measures need to be implemented

- All tools creating the dust must include vacuum extraction connected to the machine with the correct type of filter (class M)*
- All persons creating, or clearing up, the dust must wear suitable masks that fit correctly at all times*
- Where collection of dust from the floor is necessary this should be by mechanical means such as an industrial vacuum cleaner with a class M filter*
- Sweeping up the dust should always be the last resort, and always be damped down*

The Contract Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Site Managers must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

Site Management will ensure that:-

- Protective clothing and equipment will be issued to operatives
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substances are implemented
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc as required, and records will be kept on site during the operations.

Health hazards from substances can be divided into the following categories:-

- External contact – corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.)
- Inhalation – gases, fumes, dusts, vapours
- Ingestion – swallowing

This section covers health hazards generally, other sections of the Policy deal with specific health hazards.

For further information regarding Health Hazards see Section B Health & Welfare of GE700

Protective Clothing and Equipment

The following Regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:-

The Personal Protective Equipment at Work (PPE) Regulations 1992
The Construction (Design & Management) Regulations 2015
The Control of Asbestos Regulations 2012
The Control of Lead at Work Regulations 2002

The Noise at Work Regulations 2005
The Confined Spaces Regulations 1997
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
The Control of Vibration at Work Regulations 2005

Other regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard.

Information on provision, maintenance and use of protective clothing or equipment, in accordance with the regulations, Health and Safety Executive (HSE) recommendations and current good working practices, is available from the Environmental, Health & Safety Manager.

All work will be planned to take the above standards into account.

Before work starts the Site Manger will ensure that any special protective clothing, or equipment required is available for use on site.

Site Management will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept.

Site Management will ensure that before subcontractors employees are set to work, they have been provided with any necessary protective clothing.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory or Company Policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by the Environmental, Health & Safety Manager, as required.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear etc, and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting Company Sites.

All persons issued with protective clothing, or equipment, must immediately report to the Supervisor any loss or defect in the equipment.

For further information regarding PPE see Sections B Health & Welfare of GE700

Safety Helmets

The Construction (Head Protection) Regulations 1989 have been repealed. However The Personal Protective Equipment Regulations 1992 require the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets where a risk of head injury other than by falling exists. Issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are the **only** exemption from these regulations.

Safety helmets provided must be to **BS EN 397:1995**

Bump Caps provided must be to **BS EN 812: 1998** (although these are not usually suitable for use on site).

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

The Contracts Manager will ensure that **Site Management** and subcontractors are aware of Company Policy and the requirements of **The Personal Protective Equipment Regulations** of the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access points to working areas and can be supplied to site by the Environmental, Health & Safety Manager, as required by Site Managers. Instructions on the provision and use of helmets will be included in training courses provided for staff.

Site Management will ensure that signs and helmets for visitors are available and that subcontractors are aware of Company Policy. Site Management will ensure that other Company staff visiting will wear a safety helmet at all times on site.

The Contracts Manager will ensure that it is a condition of the Sub Contract Agreement that all contractors will provide safety helmets to all their employees and that they are instructed in the requirements of this Company Policy.

Site Management will report any disregard of this Policy by sub contractor's employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets that are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years, must be replaced. Certain helmets have an indefinite life span and need not be replaced in this period.

Safety helmets will be worn by all staff, subcontractors, employees, visitors, purchasers etc. at all times and in all areas of the site. However, helmets need not be worn in the following areas if construction operations are not taking place:-

- Site office and welfare facilities
- Sales office
- Areas where houses are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will however, be required to have their safety helmets with them so they can wear them immediately they exit such areas.

For further information regarding Safety Helmets see Section B Health & Welfare of GE700

Manual Handling and Lifting

The following regulations may apply to the manual handling or lifting of materials:-

The Manual Handling Operations Regulations 1992 The Construction (Design & Management) Regulations 2015

The current Regulations require the following three steps:-

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck

- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed
- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable

A good assessment will not only show whether there is a problem but will also point to where the problem lies. Where necessary, specific additional training will be provided by the Company. Advice and recommendations contained in advisory literature can be provided by the Environmental, Health & Safety Manager.

Site Management will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

Site Management must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials that could cause injuries.

The Company will ensure that all persons on site wear safety footwear and Site Management will caution any subcontractors' employees wearing unsuitable footwear.

The Company must not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:-

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains, etc

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that routes of access/egress are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

For further information regarding Manual Handling and Lifting see Section B Health & Welfare of GE700

Consultation with Workers (Visitors, Employees, Subcontractors etc.)

The Health and Safety (Consultation with Employees) Regulations 1996 apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under **The Safety Representatives and Safety Committees Regulations 1977**, the aim being to ensure that they are consulted by their employers on matters relating to their health and safety at work. We do recognise our accountability for the health and safety of every employee regardless of whether they are represented by a union, as well as for anyone who is doing work for us. To help us meet this accountability we are committed to ensure all workers participate in our day to day activities, e.g. Identification and management of risk.

The employer will consult with workers (visitors employees, subcontractors etc.) either directly or via representatives nominated by the workers.

The consultation with employees will cover the following issues as a minimum:

- Introduced measures that may affect employees health and safety
- Arrangements for nominating safety representatives
- Health and safety information required under this and other regulations
- Planning and organisation of health and safety training
- The health and safety consequences of introduced technology in the workplace

The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

For further information regarding Consultation with Employees see Section A Legal & Management of GE700

Unauthorised Access

The Health and Safety Executive (HSE) has issued Guidance Note; **HSG151** relating to protecting the public from activity on construction sites.

Protecting the Public – Your Next Move

Construction projects can endanger the health and safety of persons not undertaking work on the project in many ways, if they walk on the site:

- Falling materials and equipment
- Vehicle movement
- Tripping or falling
- Dust
- Noise

Health and Safety Executive (HSE) investigations also show that children were most at risk from the following activities:-

- Falling through openings such as manholes, stairwells or into excavations, pits and so on
- Riding on mobile plant (e.g. dumper trucks) which runs out of control or being hit by mobile plant while playing near it
- Falling from or being hit by builders hoists
- Climbing into stacks of materials which then collapse
- Playing with manhole rings and cable drums that run away and roll over the children
- Tunnelling into piled sand that is undermined and collapses onto the tunnellers suffocating them
- Climbing onto and then falling from scaffolds or from/through roofs or other elevated areas

To minimise the risks to non-construction personnel the most effective way is to restrict access to the site so that only authorised persons may enter.

The hazards of construction sites are such that the general public should not be permitted on site except for properly supervised, educational or other visits. Site Management should make this prohibition known to subcontractors before they start work and ensure that subcontractors comply with it and any specific precautions adopted. For visitors to the site, such as delivery

drivers and prospective purchasers specific arrangements must be made and they should have these precautions drawn to their attention.

Where sites are located in areas in which children congregate, e.g., close to schools, housing estates, etc. site occupiers will find it useful to liaise with school head teachers, tenants associations and so on to discuss ways in which the children can be told of the dangers and be discouraged from trespassing. For example, visits to school to talk to the children and show them a suitable film have been effective in the past in reducing accidents and vandalism on site. The local police force may be prepared to participate in similar activities.

Risk assessments must be undertaken during the project planning stage to ensure all effective controls are in place prior to construction activity commencing.

To many children, construction sites have the appeal of adventure playgrounds and it is no easy task to provide measures that effectively prevent a determined child accessing the hazardous areas mentioned above. However, site occupiers should take all reasonable measures to minimise the risks to young life. Indeed, it is often relatively easy to keep out toddlers. The following precautions are reasonably practicable steps which site occupiers should consider taking to prevent endangering themselves.

At all construction sites where it is reasonably practicable, a fence should be erected enclosing all construction activities. In assessing whether erecting a fence is reasonably practicable, site occupiers should weigh the degree of risk against the difficulty and cost of erection and maintenance. Unless the risk is insignificant when compared to the cost etc., a fence should be erected. Consideration should be given to the following when judging the need for such protection:-

- Nature and type of construction work
- How populated is the area
- Who will need to visit the site during construction
- Whether the site may attract children
- Site characteristics

Given the hazards of construction sites and that it is the public and children who are at risk, the degree of risk is high for most sites. Thus, for example, any demolition site, new-build, redevelopment or major refurbishment should be fenced where these sites are located in, or near, urban areas. Minor refurbishment and other jobs of short duration (even less than 24 hours) may have to be fenced, depending on the nature of the risk and the location of the site.

The perimeter fence should not be less than two metres high and, since it should not be capable of being easily climbed, it should be either close-boarded or covered with a close mesh which prevents children getting their hands and feet through. Support poles should be firmly anchored.

Access openings should be gated and kept locked when the site is unoccupied. A watch on the gates should be kept when they are open. The fencing should be properly maintained and materials should not be placed or stacked near the fence in a way that provides easily climbed access over the fence. Suitable warning notices should be fixed to the fencing.

The site occupier may find that children are getting onto the site despite the provision of a perimeter fence. In such cases consider additional height to be added to the fencing, whilst maintaining its stability, a different fencing material can be used, security staff could be employed, along with closed circuit television. On some construction sites it may not be reasonably practicable to erect a perimeter fence. Each case should be judged on its merits but obvious examples of sites that may not be fenced are very long excavations on motorway sites and a new housing estate that is partly occupied (though, in some cases, problems can be

avoided by better planning of the parcels of work). The construction area should still be fenced off where practicable and in difficult locations additional measures taken.

Priority must be given to preventing materials falling into the workplace, or areas where building occupiers or members of the public may be at risk. If a risk still exists from falling materials consideration needs to be given to the following:-

- Provide brickguards, debris netting or sheeting to prevent materials striking people.
- Provide overhead frames/protection over doorways, walkways or other access points
- Safe system of work for raising/lowering materials and plant
- Ensure method statements are prepared prior to work commencing
- Only authorised persons allowed in areas of risk
- Erect adequate fencing and signage

Measures to protect site workers from falling into excavations etc., or over open edges such as at stairwells, are required under **The Construction (Design & Management) Regulations 2015** and **The Work at Height Regulations 2005**. To protect all persons against these dangers, the measures should be augmented as follows.

- All excavations, pits etc., should be back filled or securely covered immediately work in them is ended. If leaving them open cannot be avoided then their edges should be shored or battered to avoid collapse, they should be fenced by a barrier to a height of at least one metre from the ground. The fencing should be adequately supported. Where a fall could be in excess of two metres then guardrails, toeboards or similar protection should be installed
- Where an open edge, such as a stairwell, has been protected with a guardrail and toe board, the space between guardrail and toe board should not be in excess of 470mm, closed with a secured barrier, a second guardrail or other suitable material.
- Where covers have been used to guard open edges, perhaps at manholes or small floor opening, it is important that they are effectively secured and signed since children are likely to try and remove such covers to investigate what lies below.

All vehicles and plant with moving parts, e.g. hoists, should be effectively immobilised when left unattended. If possible, such equipment should be locked in a separate enclosure when the site is unoccupied.

All materials which could cause injury if they fell, e.g. paving slabs, timber, pipes, should be stacked or stored in a way which prevents their easy displacement. Temporary but secure and stable racking should be used when appropriate.

Palletised loads of bricks, blocks, etc. should not be stored more than two pallets high. The condition of the strapping or shrink-wrapping around the load should be checked regularly. If the strapping of an upper pallet is broken, or the shrink-wrapping has deteriorated, the pallet should be removed to ground level. (Palletised loads may also become unstable due to loss of materials from damaged packages, e.g. cement bags, within the load). Palletised loads should not be placed near open edges of excavations or on ground liable to give way.

Manhole rings, cable drums and similar articles should be stored end-on, not side-on, to prevent their rolling. For some articles it may be impracticable to store them end-on in which case they should be effectively chocked.

Heaps of sand, topsoil etc., should be limited in size to minimise the consequences of their collapse should children digging at their base undermine them.

All ladders giving access to elevated areas, when the site is unoccupied, should be removed and placed under lock and key. Alternatively, access could be prevented by padlocking scaffold boards to the ladder at ground level to cover the rungs.

Where there is an enhanced risk of children using scaffolds to climb to high levels, e.g. at scaffolds erected around occupied blocks of flats, access at ground level should be prevented by an adequate barrier strapped to the base of the scaffold. If access to scaffold platforms through windows of occupied properties is possible, occupants should be asked to keep those windows closed, preferably locked shut. The use of brickguards, sheeting or other barriers between the guardrails and to boards will lessen the chance of a fall should children manage to climb onto the scaffold platform.

To prevent debris chutes being used as slides when unattended, access to the upper ends of the chutes should be prevented, e.g. by providing a lockable cover or an effective barrier.

At the end of work for the day, electrical supplies to all equipment which does not need to be energised when the site is unoccupied should be locked off, or switched off at isolators in a locked building or enclosure. Supplies to equipment which is kept energised, e.g. floodlights, pumps, etc., should be installed in such a way that access to live conductors is not possible except by the use of tools. Additional protection such as wire cages, may be needed for light fittings where they are accessible, to prevent damage and contact with live parts.

Gas supplies should be similarly isolated or protected and cylinders of compressed gases of any kind should be placed in a locked, ventilated enclosure unless they are of such a size, so located or secured that they cannot be easily moved or the valves opened without the use of special tools. Special tools for electrical or gas supplies should be kept under lock and key when the site is unattended.

Tanks containing fuel (e.g. diesel for site plant) should be locked-off at the end of the working day to prevent unauthorised release of their contents.

Material which is flammable, toxic or presents some other hazard (e.g. cartridges for fixing tools) should also be locked away at the end of the working day.

For further information regarding Security on Site see Section C General Safety of GE700

Welfare and First Aid

The Construction (Design & Management) Regulations 2015 specify minimum requirements for welfare facilities on sites. **The Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

The Environmental, Health & Safety Manager will provide advice on the requirements as required.

All work will be planned to take into account the requirements of the above regulations.

Site Managers are trained 'First Aiders' and also act as the Appointed Person.

The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts.

All necessary first aid equipment can be supplied by the Environmental, Health & Safety Manager, and be delivered to site as required.

Site Management will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

Site Management will ensure all accidents that occur on site and all minor injuries are recorded in the site Accident Reporting Book and are reported to the Safety Director monthly.

Site Management is responsible for reporting all accidents and incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to the Safety Director immediately.

For further information regarding Welfare and First Aid see Section B Health & Welfare of GE700

Fire Precautions

Fire precautions will be provided and maintained in accordance with **The Regulatory Reform (Fire Safety) Order 2005** and any recommendations made by the relevant authority (e.g. The Fire and Rescue Authority Representative or The Health and Safety Executive).

In respect of the above legislation, the “responsible person” for the Company will be those who have been delegated control over a specific site based project (e.g. Contract Managers) and/or office based activities (e.g. Office Manager).

In their role, the responsible person will:

- Ensure that preventative and protective measures are in place to safeguard company employees.
- Ensure that preventative and protective measures are in place to safeguard relevant persons not in our employment (e.g. contractors, visitors etc).
- Ensure that suitable and sufficient assessment of the risks to which relevant persons may be exposed are controlled with the introduction of appropriate fire precautions.
- Ensure that information, instruction and training as appropriate is provided to relevant persons.
- Have and maintain such records as is necessary to demonstrate compliance with the Regulatory Reform (Fire Safety) Order.

Contact the local Fire Officer for further guidance

Due regard must also be given to the publication “Fire Prevention on Construction Sites” 9th Edition October 2015 where applicable.

The Company will ensure that Fire Risk Assessments are undertaken to identify significant risks and necessary controls, together with the accompanying Site Fire Safety Plan.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Office

The Office Manager (or alternatively a person nominated by the Company) will undertake the procedures as outlined in the specific duties earlier in this Policy. In summary these include:-

- Instigate procedures for the safe evacuation of all offices in the event of an emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an accident is reported
- All emergency exits to be checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer
- **Promote the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020**

Site

Site Management will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:-

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers under go periodic testing and inspection by a qualified engineer

On all sites a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. However it is now likely that the use of battery powered “Howlers” or a Wireless Emergency System (WES) would be more appropriate and effective on our projects.

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, door, etc in the event of an alarm.

We are aware of The Fire Safety (Employee’s Capabilities) (England) Regulations 2010 which came into force on 6 April 2010 which requires us to take employees’ capabilities as regards health and safety, so far as they relate to fire, into account when entrusting tasks to them.

We will therefore ensure that those employees affected by these Regulations are provided with suitable and sufficient information, instruction, training and supervision for the tasks, and responsibilities they undertake.

For further information regarding Fire Prevention & Control see Section C General Safety of GE700

Company Offices

All offices and office facilities will be provided and maintained in accordance with **The Workplace (Health, Safety and Welfare) Regulations 1992**.

See section on Fire Precautions.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms will be checked weekly and test recorded. All fire exits will be checked at the start of each day by the nominated person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc. will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

The Office Manager will complete a bi-monthly inspection of the offices and report the conditions and defects found to the Safety Director.

Follow the guidance ([as defined by HM Government/NHS guidance](#)) to remain Covid Secure 2020

For further information regarding Company Offices see Section A Legal & Management of GE700

Site and Satellite Offices

Where applicable, Sales Offices will comply with the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992**.

Site Offices will comply with the requirements of **The Construction (Design & Management) Regulations 2015**.

See section on Fire Precautions.

The Contracts Manager will ensure that all fire precautions will be in accordance with **The Regulatory Reform (Fire Safety) Order 2005**. All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper not allowed to accumulate.

Any liquefied petroleum gas-heating appliances shall be used in accordance with the requirements of Company Policy. Reference should be made to the relevant section on liquefied petroleum gas in this Policy.

Any electrical installation shall be to the requirements of the Institute of Electrical Engineers (IEE) Regulations and shall be installed, tested, altered and maintained by qualified electricians only.

For further information regarding Site and Sales Offices see Section A Legal & Management of GE700

Communal Areas

Where work has to be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users and will take due care in accordance with the requirements of the pre-tender Health and Safety Plans.

Site Management will ensure that all work in communal areas is planned in advance so as to cause the least disruption.

Where passageways or staircases cannot safely be used while work is in progress Site Management will make arrangements for such work to be undertaken out of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area and not allowed to encroach into the area set aside for access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs at **all times**.

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

Display Screen Equipment

The safe use of Visual Display Units is covered in **The Health and Safety (Display Screen Equipment) Regulations 1992**.

Plan and assess all display screen equipment work so that there are breaks or changes of activity.

An online assessment for all display equipment workstation is available for all new and existing staff.

Ensure that workstations satisfy the minimum requirements that are set for the display screen itself, keyboard, desk, monitor, chair, working environment etc..

The responsible person will ensure that the requirements will be adhered to.

The Company will if required provide all information and training necessary to comply with the relevant regulations.

The Company will provide appropriate eyesight tests to “defined” users of display screen equipment and, where necessary provide any additional singular equipment to meet an individual’s needs.

For further information regarding Display Screen Equipment see Section A Legal & Management of GE700

Work Equipment

The following Regulations specifically cover the use of work equipment **The Provision and Use of Work Equipment Regulations 1998**.

These Regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. The use will include starting, stopping, repairing, modifying, and installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:-

- The guarding of dangerous parts of the machinery
- Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances
- Protection against explosion

These requirements also cover

- Work equipment parts and substances at high or very low temperatures
- Control systems and control devices
- Isolation of equipment from sources of energy
- Stability of equipment
- Lighting
- Maintenance operations
- Warning and marking

The 1998 Regulations replace the previous Regulations and also introduce the following requirement:

The requirements imposed by these Regulations on employers shall also apply to a person who has control to any extent of work equipment at work and includes managers and supervisors.

Also;

Where the safety of work equipment depends on the installation conditions or where it is exposed to conditions causing deterioration that is liable to result in dangerous situations:

- The inspection of specified equipment in specified circumstances by a competent person
- The recording and keeping of the result; and
- That evidence of the last inspection Company work equipment used outside the undertaking

And to make provision for mobile work equipment in relation to:

- Its suitability for carrying persons and its safety features
- Means to minimise the risk to health and safety from its rolling over
- The safety of self propelled work equipment
- The drive shafts of mobile work equipment

The 1998 Regulations repeal the remaining sections of Abrasive Wheels Regulations and the Power Presses Regulations and include specific requirements on the examination and testing of power presses.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.

The Company will provide adequate information, instruction and training for all operators, supervisors and managers and will provide equipment that conforms to EC product safety directives.

The Company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

For further information regarding Work Equipment see Section C General Safety of GE700

Noise

Noise is covered by **The Noise at Work Regulations 2005** and also **The Health and Safety at Work etc., Act 1974**.

The Contracts Manager must ensure that information on the noise level of any plant which it is intended to hire or purchase is obtained and taken into account before hiring or purchasing takes place. He will in conjunction with any relevant sub contractor required to use or work near such plant, ensure that any static plant be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

Site Management will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the sub contractor or hire Company, immediately.

Site Management will ensure that supplies of ear defenders or other hearing protection, are made available for any operations, where to is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

For further information regarding Noise see Section B Health & Welfare of GE700

Site Tidiness

A number of Regulations deal with the need for work places and accesses to be kept clear of debris and other materials, some examples are:-

The Workplace (Health, Safety and Welfare) Regulations 1992

The Construction (Design & Management) Regulations 2015

The Electricity at Work Regulations 1989

The Dangerous Substances & Explosive Atmosphere Regulations 2002 require that cylinders and containers be properly stored and removed from work places, when not in use, to storage.

The Health and Safety at Work etc., Act 1974 required that employers shall ensure that a safe working place and safe accesses are provided for their employees, so far as is reasonably practicable.

Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable. And persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises.

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increases efficiency and better public relations, therefore tidiness is to receive priority on the Company's sites.

Information on the requirements of the Regulations and advice on current good working practices is available from the Environmental, Health & Safety Manager.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that, before the site commences, access and emergency routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and subcontractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.,

Site Management will ensure that all subcontractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, subcontractors' operatives and occasional visitors to site will be disciplined by Site Management in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than three blocks high on a level base.

Particular emphasis is to be placed on instructions to all employees and subcontractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

Site Management will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

Site Management will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All opening in floors must be securely covered or be clearly marked to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided or other suitable safe method used.

Site Management will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with these standards.

Further information regarding Site Tidiness can be found throughout GE 700

Unplanned Event Reporting

All incidents, accidents or near misses in the workplace, however minor, will be reported by Site Management (or Office Manager as appropriate) via the online reporting system. This applies to injuries received by trade contractors, members of the public, visitors etc., as well as Company employees.

With regard to **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** while we understand that a fatality or major injury in the workplace can still be reported to the HSE by telephone on 0845 300 9923, we accept that the following must now be reported using their On Line Report Forms:-

- Report of an Injury (F2508)
- Report of a Dangerous Occurrence (F2508)
- Report of an Injury Offshore (OIR9B)
- Report of a Dangerous Occurrence Offshore (OIR9B)
- Report of a Case of Disease (F2508A)
- Report of a Flammable Gas Incident (F2508G1)
- Report of a Dangerous Gas Fitting (F2508G2)

A report on Form F2508 will also be sent to the HSE if any of our operatives are incapacitated for work for more than 7 consecutive days following an accident at work (however we will still record any over 3 day accidents / incidents as required by the HSE)

We also note that the deadline for reporting over 7 day incidents is now 15 days (rather than 10 days as before)

Unplanned Event reporting is available at each site and office to ensure any injured employee can record details of their accident. All sections of appropriate webpages must be fully completed and the records kept in a secure online password protected location.

The Environmental, Health & Safety Manager will investigate all recorded Unplanned Events and complete the online Investigation Report, collating relevant material for use by the Company Insurers or legal advisers.

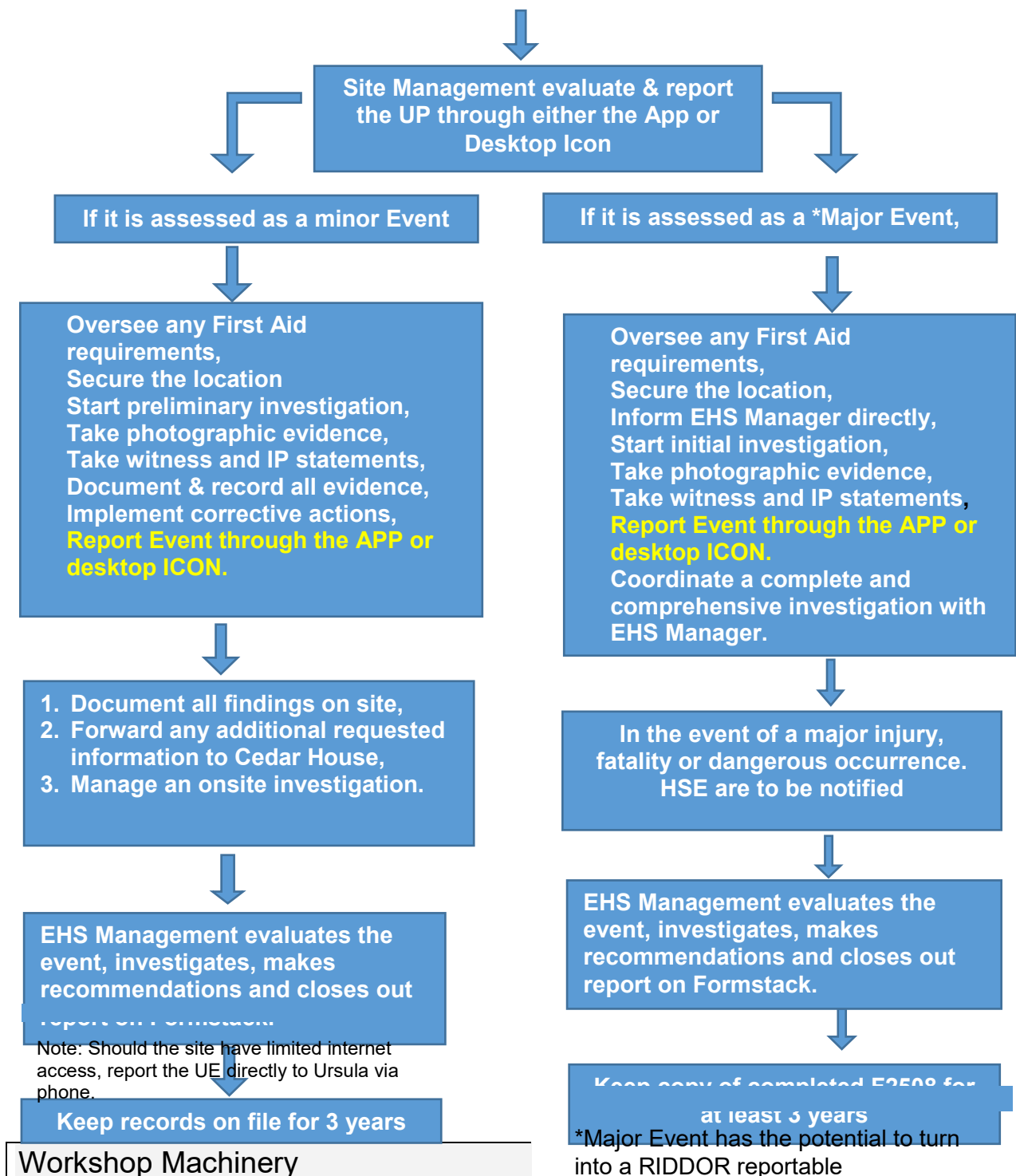
Site Management must assist in any investigation.

For further information regarding Accident Prevention, Control, Reporting and Investigation see Section A Legal & Management of GE700

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An Unplanned Event (UE) is witnessed by, or reported to
Buxton Site Management

Reporting an Unplanned Event through the Buxton App or Desktop Icon



The Provision and Use of Work Equipment Regulations 1998

All work will be planned to take the above standards into account.

The Workshop Manager will ensure that all machines provided, or purchased, for use comply fully with the above standards.

The Workshop Manager will ensure that the following arrangements are planned:-

- Barriers and covering for machines are provided to prevent unauthorised access to machines suitable level base providing good flooring is available in working area of machines
- If appropriate, extraction facilities are provided
- Training is provided for operatives

The Workshop Manager will ensure that all machines provided are installed in accordance with the planned arrangements, that all safety devices, guards, etc., are available and fitted and that protective clothing or equipment, e.g. ear defenders, eye protection, respirators, etc., are provided as required.

The Company will not permit any unauthorised person to operate any machine. No one will operate any machine unless a current risk assessment under **The Management of Health and Safety at Work Regulations 1999 (as amended 2006)** has been completed.

Operatives will ensure that the working area around any woodworking machine is kept clean, tidy and with sufficient space for working maintained.

The Workshop Manager will ensure that all cutters are sharpened, as required, and check that guards, push-sticks are correctly adjusted or used.

The Workshop Manager will ensure that equipment is inspected and recorded as required by the Regulations.

Any defects in machines, floor, barriers, lighting arrangements, etc., noted and reported, must be attended to immediately and work stopped if the defect could affect safety.

The Company will not require or permit any operative to use any machine for work it is not designed, or which is prohibited by Regulations, unless special guarding or safety equipment is fitted and used in accordance with the standards above, e.g. use of circular saw to carry out grooving.

The main hazards associated with bench saws, routers, etc., are:-

- Contact with cutters due to guarding, push-sticks not provided
- Work piece being ejected due to blunt cutters
- Unsafe working methods, safety devices inoperative
- Falling into machine due to slippery or uneven floor, debris, etc.,
- Loose clothing becoming entangled in moving parts
- Fires due to build up of woodchips, saw dust, etc.,
- Health hazards due to dusts, resins from certain woods or fumes from adhesives
- Insufficient/incorrect lighting
- Noise
- Other persons passing near machinery in use

For further information regarding Workshop Machinery see Section C General Safety of GE700

Entry into Confined Spaces

The Confined Spaces Regulations 1997 are applicable for entry into confined spaces. Information and advice on the legal requirements, recommendations of the Approved Code of Practice and any other aspect of work in confined spaces is available from the Environmental, Health & Safety Manager.

All work will be planned to take the above standards into account.

Before work commences, the Contracts Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc., to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method statements must be prepared before any work in confined spaces can commence.

Site Management will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, before entering a confined space.

Site Management will ensure that the contractor follows the planned procedures, including any permit to work system, and that only authorised persons are permitted to enter the confined space.

Any changes in working methods or conditions, which were not included in the planning procedure, must be referred to the Contracts Manager before work recommences.

All safety equipment must be regularly checked and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:-

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substances or fumes
- Explosions due to gases, fumes, dusts
- Fire due to flammable liquids, oxygen enrichment etc
- Electrocution from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces

When conditions make it necessary, the Environmental, Health & Safety Manager will provide safe systems of work, permit to work systems etc., as requested and provide information on ventilation equipment, breathing apparatus, rescue apparatus, ropes, harnesses, monitoring equipment, etc., as requested.

For further information regarding Confined Spaces see Section D High Risk Activities of GE700

Excavations

All excavation work will be carried out in accordance with **The Construction (Design & Management) Regulations 2015**.

All work will be planned to take the above standards into account.

Details of the ground conditions to be encountered in excavation work or the buildings or structure affected will be obtained from the pre-tender Health and Safety Plan by the Contracts Manager to enable work to be planned safely. This information will be passed to Site Management before excavation commences.

Training shall be provided to Site Managers required to carry out inspections of excavations.

Operatives involved in erecting support for excavations shall also require training. Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Site Managers will not permit excavation work to begin on site until all plant, materials and equipment necessary to carry out the excavation work safely, is available on site.

No person is permitted to enter any excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply or that there is no risk to any person from a fall or dislodgement of any material.

Where possible, the excavation support should be installed from ground level, otherwise precautions must be provided for safety operatives installing support.

A competent and authorised person shall inspect daily, before any person carries out work, all excavations required to be supported, as noted above at the commencement of each shift, after any event likely to have affected the strength and stability of any part of the excavation or after any accidental fall of rock, earth or other material. At least one inspection report must be recorded in the site Excavation Report of Inspection in any seven days.

Access and plant must be routed away from the edge of excavations. Where necessary to prevent danger to any person, suitable precautions must be taken to prevent any person, plant, equipment or material from falling into any excavation.

Ladders, securely fixed, must be provided for access into excavation.

The main hazards associated with excavations are:-

- Collapse of the sides
- Persons falling into excavations
- Striking underground services (see separate section)
- Persons in excavations being struck by falling materials
- Building of structures collapsing due to excavations flooding
- Asphyxiation or poisoning due to ground conditions or fumes from plant
- Plant running into excavations

Where necessary, excavation supports, underpinning or shoring must be designed by specialists.

All personnel required to enter excavations must wear a safety helmet.

The safety of the public, particularly children, must be considered when excavations are left open outside working hours.

Where health hazards may be encountered, e.g. land fill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc., the Environmental, Health & Safety Manager will be asked for advice on precautions required, air sampling, monitoring etc.,

For further information regarding Excavations see Section D High Risk Activities of GE700

Underground Services

Regulation 34 of **The Construction (Design & Management) Regulations 2015** requires 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. 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.

All work will be planned to take the above standards into account. The Contracts Manager will obtain full details of all underground services from the service authorities, e.g. -

- **UKPN**
- Local Authority – street lighting cables
- **British Gas**
- Water Authority – mains water, sewers
- **BT Openreach**
- Television Relay Companies
- Adjacent Private Owners and any other local special circumstances

Where there are a large number of existing services, e.g. in a town centre, then a permit to work system for excavation work will be prepared,

A detailed Method Statement is to be prepared, for works near underground services, by the relevant contractor or utility Company.

Before any excavation work commences, Site Management 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/or 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 service authorities, to agree precautions required.

All Site Managers, machine operators and banksmen will be instructed in the procedures to be followed. Any subcontractors involved in excavation work will be issued with full information obtained from service authorities and will also 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 Manager and will be physically marked along its route by means of timber stakes and notices.

The subcontractors involved must provide service location equipment, for use on site, in accordance with the above standards, training must be provided, to supervisory and key operatives, in the use of the equipment.

For further information regarding Underground Services see Section D High Risk Activities of GE700

Demolition

All Regulations which apply to construction work also apply to demolition work but in particular **The Construction (Design & Management) Regulations 2015** applies to demolition work.

The Contracts Manager in conjunction with the specialist contractor, if used, will draw up a Method Statement and a programme of work detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work, etc. This Method Statement and programme will be issued to the Supervisor responsible for the work on site.

In accordance with **The Construction (Design & Management) Regulations 2015** a competent person will be appointed to supervise the work on site.

Site Management appointed will be responsible for ensuring that work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, etc., which may apply on site.

The Contracts Manager will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out.

The person appointed shall be experienced in the work and shall receive full training to enable him to carry out any of the responsibilities required by this Policy.

The Contracts Manager will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear.

All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

When carrying out preliminary procedures, the following must receive special attention:-

- The location and disconnection of any services into the site. Confirmation of disconnection in writing must be requested from the appropriate Service Authority
- The existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc., on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required
- Where the building or structure to be demolished contains unusual, or possibly hazardous, design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire-damaged building, cantilevered balcony, etc., then advice must be obtained from a qualified Consultant Structural Engineer.

- On all sites where demolition work of any kind is to be carried out, the specialist sub contractor will be involved at the earliest stage and will prepare the necessary Method Statements, etc., and will also be asked to carry out any sampling and monitoring of hazardous substances, where necessary

For further information regarding Demolition see Section F Specialist Activities of GE700

Plant on Site

The following Regulations contain requirements to be complied within the provision, maintenance, operation and use of plant on site.

The Construction (Design & Management) Regulations 2015
The Lifting Operations and Lifting Equipment Regulations 1998
The Pressure Systems and Transportable Gas Container Regulations 2002

Plant on site is covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** (please refer to work equipment).

Codes of Practice have also been prepared by interested trade bodies.

Information on the requirements of the Regulations and any other aspect of plant safety contained in advisory literature is available from the Environmental, Health & Safety Manager, as required.

All work will be planned to take the above standards into account.

The Contracts Manager will take all aspects of the work into account, to ensure that sufficient information is provided to the hire Company or sub contractor to enable the correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banksmen are provided.

The Environmental, Health & Safety Manager will advise on training requirements and arrange training as required.

The Contracts Manager in conjunction with Site Management will determine whether any preparatory work is required for the installation, or use, of plant on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes, fuel storage, road crossing etc.,

Site Management will ensure plant delivered to the site is in good order and fitted with any necessary safety devices and guards.

Any defects will be reported to the sub-contractor or Hire Company immediately.

Site Management will ensure that only authorised operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, Site Management will report to the sub contractor or hire company, immediately.

No young person (under 18 years old) is permitted to operate any items of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

Weekly thorough examinations are required for aerial cableways, aerial ropeways, crabs, cranes, draglines, excavators, gin wheels, hoists, and overhead runways, piling frames, pulley blocks, sheer legs and winches.

All necessary testing and Thorough Examination Certificate will be requested and checked by Site Management and all items of plant requiring weekly inspections by the operator, or other competent person, will have the inspection recorded in the Site Register, regardless of any register kept by operator or plant hire company.

Site Management will ensure that any necessary preparatory work required, to enable plant to be installed or used correctly, is carried out in accordance with specific requirements.

Plant operators will not carry out work with a machine for which it was not intended.

Hazards with the use of plant arise out of:-

- Unskilled operation
- Incorrect use
- Poor maintenance
- Reversing unsupervised
- Defects in machine unchecked
- Noise (see separate section)

All banksmen, supervisory staff and operatives required to enter earth-moving areas will be provided with high visibility waistcoats or belts.

Plant operators must not drink alcohol or be under the influence of alcohol or drugs during the working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc) will be required to wear safety helmets.

Persons not undertaking construction works, i.e. members of the public or children must not be permitted to enter working areas while plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

For further information regarding Plant on Site see Section C General Safety of GE700

Transport on Site

All transport on site, including dumpers, tipper lorries, tractors, tankers etc., will be provided, maintained, operated and used in accordance with **The Construction (Design & Management) Regulations 2015** and **The Provision and Use of Work Equipment Regulations 1998**.

Mobile work equipment is covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** (please refer to work equipment).

The Contracts Manager will arrange for transport to be provided, taking into account the work to be done and the above standards. He will endeavour to segregate vehicles from pedestrian traffic where possible.

Where necessary, discussions will take place with the Local Highway Authority, Police etc., on road crossing, traffic management etc., Temporary access roads, fuel storage, maintenance facilities for transport on site, will be planned.

Site Management will ensure that all site transport, when delivered to site, is in good order and fitted with all necessary safety devices, notices and guards. Any defect must be reported to the supplying sub-contractor or Hire Company, and the machine must not be used until the defect is rectified.

Site Management will ensure that only authorised licensed drivers are permitted to operate any site transport. No person under 18 years old is permitted to operate any site transport and there is a minimum age of 21 years for certain types of transport. Where any doubt of competency operator exists, Site Management will refer this to the Contracts Manager or sub contractor as appropriate.

Site Management will ensure that any necessary preparatory work required to ensure transport is used safely on site, e.g. access roads, traffic control measures etc., is carried out as planned.

Site Management must ensure that any defect notified to him by drivers during operations on site is reported immediately for repair and that, where the defect could affect safety on site, the items of transport taken out of use until repairs are carried out.

Hazards associated with the use of transport on site are:-

- Incorrect use
- Speeding
- Poor maintenance (i.e. lack of checking – water, oil, fuel, lights, tyres and brakes daily)
- Unsupervised reversing
- Carrying of passengers where no proper seat is provided
- Undue care when refuelling
- Overloading or insecure loads
- Incorrect or improper towing
- Transport in close proximity to pedestrian traffic

All operatives require to enter specific high risk areas as designed by the Contracts Manager will be provided with high visibility waistcoats or belts.

Transport drivers must not consume any intoxicating liquids or drugs during the workday or shift.

For further information regarding Transport on Site see Section C General Safety of GE700

Fork Lift Trucks including Telescopic Plant

The Lifting Operations and Lifting Equipment Regulations 1998 requires lifting equipment to be tested, examined and certified before use and thoroughly examined;

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months
- In the case of other lifting equipment, at least every 12 months; or
- In either case, in accordance with an examination scheme; and
- Each time that exceptional circumstances which are liable to jeopardise the safety of lifting equipment have occurred; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

These Regulations also require that equipment for lifting persons;

- Is such as to prevent a person using it being crushed, trapped or sunk or falling from the carrier;
- Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day;
- In such that any person trapped in a carrier is not exposed to any danger and can be freed

Mobile Work Equipment is also covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** (please refer to Work Equipment).

All work involving the provision and use of fork lift trucks/telehandlers will be planned to take the above standards into account.

At the contract planning stage, site layout, storage areas, scaffold loading towers, site transport routes will be planned by the Contracts Manager, in particular noting that loading-out towers must be designed to carry the loads involved and that ground conditions to the base of the loading towers must be prepared to give a firm base, capable of supporting wheel loads of up to three and a half tonnes.

Training will be provided for Plant operators or the Company will give authority to trained operators in writing. This authority will remain on site for inspection, as required.

Site Management will ensure that, where applicable, chain test certificates are valid, (fork raising and lowering chains).

Site Management will ensure that scaffold-loading towers are erected and maintained in accordance with the design and that access to loading towers is prepared in accordance with planned procedures.

Only qualified and authorised persons will be permitted to operate fork lift trucks. Appropriate action must be taken by Site Management against any person who operates fork lift trucks without written authorisation and also where passengers are being carried in insecure positions.

A competent person (who may be the operator) should undertake regular inspections of the equipment and record the results of inspection in the F91 Register Part C or equivalent. A record should normally include;

- Information on the type and model of equipment
- Any identification marks or number that it has
- Its normal location
- The date that the inspection was carried out
- Who carried out the inspection
- Any faults; and/or
- Any action taken
- To whom the faults have been reported
- The date when repairs or other necessary action were carried out

The main hazards are;

- Overturning trucks
- Instability of load
- Collapse of scaffold due to overload
- Failure of truck due to poor maintenance

The following particular points must be complied with:-

- The truck must not be overloaded in excess of manufacturers loading table
- All loads must be transported securely and correctly. Well maintained pallets must be used
- Loading towers must be designed to take specified units and the buying department must specify maximum weight of units from suppliers
- Maintenance and service must be in accordance with manufacturer's recommendations
- All operators must receive safety training and be tested by an approved instructor
- All personnel required to operate fork lift trucks, or to carry out work involving the use of a fork lift truck, will be required to wear a safety helmet

For further information regarding Fork Lift Trucks see Section C General Safety of GE700

Lifting Operations

All lifting operations will be planned and carried out in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998** which requires lifting equipment to be tested, examined and certificated before use and thoroughly examined:

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months
- In the case of other lifting equipment, at least every 12 months; or
- In either case, in accordance with an examination scheme; and
- Each time that exceptional circumstances which are liable to jeopardise the safety of lifting equipment have occurred; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

These Regulations also require that equipment for lifting persons;

- Is such as to prevent a person using it being crushed, trapped or sunk or falling from the carrier;
- Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day;
- In such that any person trapped in a carrier is not exposed to any danger and can be freed

Information and advice on the requirements of the Regulations and on any aspect of lifting operations, is available from the Environmental, Health & Safety Manager as required.

All work involving lifting operations will be planned to take the above standards into account.

The Contracts Manager will ensure that lifting operations are planned, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures, etc., of materials or articles supplied.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Service and maintenance of all lifting appliances must be planned before taken into use on site.

Training will be provided for operators of lifting appliances and banksmen, slingers or riggers.

Site Management will ensure that any lifting appliance and lifting gear provided are delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above

standards and that copies of certificates, register entries, etc., are available on site. Any other equipment will not be used to carry out lifting operations.

Site Management will check that lifting appliances, such as gin wheels, pulley blocks, etc are correctly erected and used.

Only authorised operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of 18 and be competent to carry out their duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, Site Management will stop operations until conditions improve.

Site Management will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register. A record should normally include;

- Information on the type and model of equipment
- Any identification marks or number that it has
- Its normal location
- The date that the inspection was carried out
- Who carried out the inspection
- Any faults and/or
- Any action taken
- To whom the faults have been reported
- The date when repairs or other necessary action were carried out

The main hazards associated with lifting operations are:-

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (See separate section)
- Improper methods of use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets.

All lifting appliances must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.

Loose items must be secured, or gully covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the Company and the Environmental, Health & Safety Manager must be contacted immediately and the procedures detailed for dangerous occurrences in this Policy must be carried out.

The Environmental, Health & Safety Manager will be consulted at an early stage when large or unusual lifting operation is to be carried out, especially tandem lifts.

We are aware that The Notification of Conventional Tower Cranes Regulations 2010 have now been repealed

For further information regarding Lifting Operations see Section C General Safety of GE700

Lifting Gear

All lifting tackle will be provided, maintained and used in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998**. These Regulations require lifting equipment to be tested, examined and certificated before use and thoroughly examined;

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months, and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

Training must be provided for slingers and supervisors.

Site Management will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

Thorough examinations will be carried out more frequently if required to ensure health and safety standards are maintained and that any deterioration can be detected and remedied in good time. Thorough examinations will also be required each time that exceptional circumstances that are liable to jeopardise the safety of the lifting equipment have occurred.

Site Management will arrange the proper storage of lifting gear. Only authorised slingers are permitted to use lifting gear. Where defects are noted or reported, the equipment must be taken out of use immediately.

The main hazards associated with lifting gear are:-

- Overloading
- Incorrect use, i.e. too wide an angle between legs of sling, use of eyebolt at an angle etc
- Abuse, i.e. use of sling as towing rope etc
- Use of defective equipment
- Damage to slings, i.e. lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets. Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear. Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots, bolt through links, etc.,

Sufficient materials for packing between sling and load must be provided.

For further information regarding Lifting Gear see Section C General Safety of GE700

Excavators Used as Cranes

The use of an excavator, excavator/loader, or loader as a crane, is only permitted if it has been specifically designed, built and adapted as such and has the appropriate certification and marking, under **The Provision and Use of Work Equipment Regulation 1998** and **The Lifting Operations and Lifting Equipment Regulations 1998**.

Advice on the safe use of excavators as cranes is available from the Environmental, Health & Safety Manager, as required.

All work will be planned to take the above standards into account.

Only trained operatives will be permitted to use excavators as cranes.

Appropriate lifting gear and means of attaching the lifting gear to the excavator, together with all the necessary Test Examination Certificates must be issued to site before work commences.

Site Management will ensure that only excavators, for which a current test certificate of exemption is available on site, will be permitted to be used as a crane.

The work as a crane must be restricted to work immediately connected with an excavation.

The lifting gear must be securely attached to the excavator.

The safe working load specified in the test certificate of exemption must not be exceeded.

The safe working load(s) must be marked on the machine, or a copy of the table of safe working load(s) must be fixed in a clearly visible position in the cab of the machine. A means of identification must be plainly marked on the machine.

All hydraulic machines used for this work must be fitted with check valves, or other safety device, to prevent the load dropping in the event of hydraulic failure.

A competent person (who may be the operator) should undertake regular inspections of the equipment and record the results of inspection in the weekly test register.

The main hazards associated with the use of excavators as cranes are:-

- Insecure attachment of lifting gear to machine
- Unsafe slinging of load
- Proper base for machine not provided
- Personnel remaining in lifting area
- Machine or lifting gear not maintained in good order
- Improper use of machine (i.e. lifting items not connected with excavations)

All personnel required to work with, or near to, excavators used as cranes will be required to wear safety helmets.

For further information regarding Excavators Used as Cranes see Section C General Safety of GE700

Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 1987 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, fibrous anthophyllite, fibrous actinolite, fibrous tremolite any mixture containing any of the said materials".

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:-

The Control of Asbestos Regulations 2012 (which came into effect on 6/4/12)

These replaced the 2006 Regulations which did not fully comply with the EU Directive 2009/148/EC in respect of the removal of textured coatings such as Artex. Therefore some types of non licensed work with asbestos now have additional requirements

- notification of the work
- medical surveillance
- record keeping

There are now 3 categories of asbestos work instead of 2

- Licensed Work
- Non Licensed Work (which is exempt from the above 3 requirements)
- Notifiable Non Licensed Work (NNLW) to which the above 3 requirements apply

However all other requirements relating to asbestos work remain unchanged eg

- The duty to manage
- Risk assessment
- Asbestos control limits / control measures
- Training requirements

In respect of training we understand that all persons involved with construction projects who may come into contact with asbestos during their work activities need to be provided with the appropriate level of Asbestos Awareness training

All such work undertaken on our projects will be planned to take the above standards into account.

The Contracts Manager will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contracts Manager will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe removal. Qualitative tests will be carried out to determine the type of asbestos and to set the 'control limits' (equivalent to maximum exposure limits under COSHH)

A Method Statement including a safe system of work, must be prepared and approved before removal starts.

The enforcing authority must be notified of any work involving asbestos at least 14 days prior to commencement of work, (a lesser time may be agreed by mutual consent)

All operatives will be informed that asbestos exists on site and will be given specific instructions by Site Management as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to Site Management immediately.

The Contracts Manager will instigate a monitoring programme throughout the removal process, closely liaising with the specialist sub contractor.

The Contracts Manager will inform the Environmental, Health & Safety Manager of his actions.

The employed specialist contractor will strictly carry out the supervision of the removal of asbestos only.

The contractor will keep Site Management informed at all times about the work and how it is progressing.

Site Management will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, the Company is obliged to keep monitoring records for a period of at least five years, and for at least 40 years of the Action Level is also likely to be exceeded.

Operative exposed to asbestos at or above the Action Level must undergo medical surveillance.

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. Site Management will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

If the presence of asbestos is unexpectedly "discovered" during normal working activity, Site Management must be informed immediately and the procedures outlined in 'Planning' above will be put into effect. Site Management will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not destroyed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labelled containers.

For further information regarding Asbestos see Section A Health & Welfare of GE700

Lead at Work

The Control of Lead at Work Regulations 2002 with their Approved Code of Practice aim to protect people at work exposed to lead by controlling that exposure. Lead is defined as being lead (including alloys, any compounds of lead and lead as a constituent of any substance or material) which is liable to be inhaled, ingested or otherwise absorbed.

Contact with lead or lead based products is likely to occur in processes which disturb old existing lead installations such as weather proofing or coated surfaces which may have been treated with a lead based product.

All work will be planned to take the above standards into account.

To avoid unnecessary contact with lead or lead based products, the Contracts Manager will ascertain from the clients, at the pre-tender stage, whether or not any of the work areas are likely to contain lead, or are coated with lead or lead based products.

Should lead be present on site, the Company will arrange for the client to clear the area of such products or pre-treat or drill all areas likely to be disturbed by the Company other working processes.

Should the client prefer, the Company will consult a specialist contractor with a view to that contractor being employed to clear or treat the lead as above?

The following types of work are liable to result in significant exposure to lead and assessment of the risk and a competent person shall undertake control measures required;

- High temperature lead work above 500° (includes welding, burning and cutting)
- Work with lead compounds giving rise to lead dust in air
- Abrasion of lead giving rise to lead dust in air, e.g. dry disc work, grinding, cutting by power tools
- Spraying of lead paint and low solubility lead compounds
- Work with low solubility inorganic compounds
- Inspection, cleaning and maintenance work inside tanks, which have contained leaded gasoline

The employed specialist contractor will only carry out the supervision of the removal of lead.

The contractor will keep Site Management informed at all times about the work and how it is progressing.

Site Management will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are exposed to lead above the statutory control levels the Company is obliged to keep records for a period of at least 2 years. Operatives exposed above this level must undergo medical surveillance.

Hazards associated with working with lead are:-

- Inhalation of lead dust, fumes or vapour
- Ingestible lead in the form of powder, dust, paints or paste
- Absorption of lead through the skin when it is in the form of lead compounds, paint or paste

Specialist contractors will be employed to handle all cases where lead dust, powder, vapour or paint is likely to be created or disturbed.

In cases where lead does not exist in dust or a vapour but rather as solid material and its application is for roofing etc., operatives will be instructed in the safe use of lead by Site Management. Protective clothing will be worn particularly coveralls and gloves.

Operatives will not be allowed to eat, drink or smoke whilst working with lead or afterwards until hands and face have been washed. No person will be allowed to eat, smoke or drink in areas contaminated with air borne lead or in the immediate vicinity of solid lead.

The Company will supply all washing facilities outlined in the Code of Practice to ensure cleanliness with minimum of delay.

For further information regarding Lead at Work see Section B Health & Welfare of GE700

Highly Flammable Liquids

Highly Flammable Liquids are defined in **The Dangerous Substances and Explosive Atmosphere Regulations 2002** and must be stored and used in accordance with those Regulations. This section also applies to liquids, which are not highly flammable, as defined in the Regulations, but can be a fire hazard, e.g. gas oil.

The Petroleum (Consolidation) Act 1928 and the **Petroleum Mixture Order** applies to the storage of petrol and products containing petroleum on site or other premises.

Information on the requirements of the Regulations and the Guidance Notes will be provided by the Environmental, Health & Safety Manager.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Contractor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

Site Management will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in storage facilities until required for use.

Site Management will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

Site Management will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that any defects are noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

The Environmental, Health & Safety Manager will be asked for advice when there is any doubt about precautions required, or where Highly Flammable Liquids are used in large quantities or in unusual situations.

For further information regarding Highly Flammable Liquids see Section D High Risk Activities of GE700

Liquefied Petroleum Gas

The Dangerous Substances and Explosive Atmosphere Regulations 2002 gives the main storage and use requirements for LPG.

A number of British Standards cover the colours used for compressed gas cylinders, the construction and materials of fittings, cylinders, hoses etc., to be used with LPG and other compressed gases. The LPG Industry Technical Association public Codes of Practice and advisory literature on the use of cylinders and appliances. Various other advice is published for specialist applications by bodies such as National Joint Council for the Felt Roofing Contracting Industry and so on.

Information and advice on the requirements of the Regulations, Guidance Notes, Codes of Practice and other advisory literature is available from the Environmental, Health & Safety Manager.

All work requiring the use of LPG and other compressed gases will be planned to take the above standards into account.

The Contracts Manager will ensure that the provision, installation of equipment and storage facilities for LPG, and any other compressed gases that will be used at the site/workplace by subcontractors, are planned in accordance with the above standards and that, where necessary, liaison takes place with the local Fire & Rescue Service, to establish the safe storage and siting facilities.

The Contracts Manager will ensure that any necessary training in the safe working practices, or emergency procedures associated with LPG or compressed gases, is arranged and carried out before work starts.

Site Management will ensure that the planned storage facilities are erected and maintained in accordance with the above standards.

Site Management will check all storage facilities, appliances, hoses, fittings, connections, fire fighting equipment etc., at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

Advice will be sought where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations. The Environmental, Health & Safety Manager will be asked to provide advice on precautions required.

For further information regarding Liquefied Petroleum Gas see Section D High Risk Activities of GE700

Electric Arc Welding

The following Regulations contain requirements to be complied with whilst undertaking any cutting or welding process.

Health and Safety at Work Act 1974

The Management of Health and Safety At Work Regulations 1999 (as amended 2006)

The Personal Protective Equipments Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Electricity at Work Regulations 1989

The Control of Substances Hazardous to Health Regulations 2002

All work will be planned to take the above standards into account.

Site Managements shall ensure that all electrical arc welding operations are properly planned and executed.

The Company will ensure that suitable maintenance systems are operated so as to ensure that all equipments issued for use is in good condition at the time of issue. In the event that electric arc welding has to be carried out in a flammable atmosphere then a permit to work will be introduced and rigidly enforced.

Site Management will pay special attention to the adequacy of the ventilation facilities in areas where electric arc welding is in progress.

Site Management will check that equipment being used, the electricity supply and earthing arrangements are to the standards required.

Site Management will ensure that operatives using electric welding equipment have undergone suitable training.

Any doubt concerning ventilation of work areas must be brought to the immediate attention a supervisor.

Only properly trained personnel will be allowed to use electric arc welding equipment and such persons will bring to the attention of their supervisors any defects they may discover in the equipment. Operatives will check the adequacy of the electrical supply and earthing arrangements prior to starting work.

All necessary protective clothing will be provided and operatives will co-operate with the Company in using such equipment/clothing at all times when engaged in electrical arc activities.

For further information regarding Electric Arc Welding see Section C General Safety of GE700

Gas Welding

The following Regulations contain requirements to be complied with whilst undertaking any cutting or welding process.

Pressure Systems and Transportable Gas Containers Regulations 2002

The Dangerous Substances and Explosive Atmosphere Regulations 2002

Health and Safety at Work Act 1974: Section 2

The Management of Health and Safety at Work Regulations 1999 (as amended) 2006

The Personal Protective Equipment Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Control of Substances Hazardous to Health Regulations 2002

All work will be planned to take the above standards into account.

The Supervisor in charge will ensure that all gas welding or cutting operations are properly planned and executed.

Gas Welding or cutting will only be undertaken when a permit to work system is established.

Site Management will pay special attention to the adequacy of the ventilation facilities in areas where gas welding is in progress.

Site Management will check to ensure the equipment being used is to the standards required.

Site Management will ensure that operatives using gas welding equipment have undergone suitable training.

Only suitably trained operatives will be allowed to use gas welding equipment.

Suitable and adequate maintenance systems will be operated by the Company for all gas welding or cutting equipment.

Operatives will, if they discover a fault in any of the equipment issued to them, report this to their immediate supervisor.

Operatives must properly utilise all protective equipment and ensure that any gas containing canisters/bottled are stored correctly.

Scaffolding

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005**.

Reference should be made to the NASC publications TG20:13 "Guide to Good Practice for Scaffolding with Tube and Fittings" and SG4:15 "Preventing Falls in Scaffolding and Falsework". Information on the requirements of the Regulations and the European Standards Code of Practice is available from The Stationery Office (formerly HMSO).

All work involving the erection and use of scaffolding will be planned to take the above standards into account.

The Contracts Manager will arrange for full details of the use and loading of the scaffold to be erected, to be provided to the scaffolding contractor.

Supervisors required to inspect scaffolding and operatives erecting, altering or dismantling scaffolding must be adequately trained.

Before accepting a scaffold erected by a competent scaffolding contractor for use by the Company employees, Site Management will obtain a handover certificate from the scaffolding contractor.

In addition all scaffold MUST be inspected by the users in accordance with the following schedule;

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- **At regular intervals not exceeding 7 days since the last inspection by a competent scaffold inspector.**

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall, and recorded in the Scaffold Report of Inspection. If requested the Environmental, Health & Safety Manager will undertake the inspection and provide the report.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent **certificated** scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company sites.

Site Management will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Scaffolders erecting any type of scaffolds must hold a current and relevant C.I.S.R.S. card. All scaffolds must be tied or otherwise supported in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Scaffolders will be expected to follow their Method Statements and guidance from relevant standards throughout the process of working on a scaffold.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is not suitable to be used.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffolds by children has been prevented.

For further information regarding Scaffolding see Section D High Risk Activities of GE700

Stepladders, Trestles and Stagings

All stepladders, trestles and stagings will be provided and used in accordance with **The Work at Height Regulations 2005** and a specific Risk Assessment is required from the employer of the person who will use the equipment.

Only equipment constructed in accordance with **BS 1129 (Timber) Industrial Grade** or **BS 2037 (Aluminium)** will be used.

Further information on the requirements of the Regulations and recommendations of Guidance Notes is available from the Environmental, Health & Safety Manager, as required.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that the required numbers and types of equipment will be provided, taking into account the work to be carried out and the above standards.

Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by Site Management before use to ensure that there are no defects and will be checked, at least weekly, whilst 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.

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

Site Management will ensure that proper storage is provided for stepladders, trestles or stagings, undercover where possible.

The main hazards associated with stepladders, trestles and stagings are:-

- Unsuitable bases, e.g. unlevelled, packing pieces, loose material etc
- Unsafe use of equipment (on scaffold platforms, roof etc., where special precautions are not taken)
- Overloading
- Use of equipment where safer methods should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.2 m where 38 mm boards used)
- Where using a trestle and staging double guard rail and toe board will be required

For further information regarding Stepladders, Trestles and Stagings see Section D High Risk Activities of GE700

Ladders

All ladders must be provided and used in accordance with **The Work at Height Regulations 2005** and a specific Risk Assessment is required from the employer of the person who will use the ladder.

Only ladders constructed in accordance with **BS 1129 (Timber) Industrial Grade** and **BS 2037 (Aluminium)** will be used.

Further information on the requirements of the Regulations and recommendations of Guidance Notes is available from the Environmental, Health & Safety Manager as required.

All work will be planned to take the above standards into account.

The Contracts Manager will select correct access for the type of work and duration.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards 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 Site Managers and operatives will include the hazards and precautions relating to ladders and their use.

Ladders must be checked by Site Management before use, to ensure that there are no defects, and will be checked and documented on a weekly whilst on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. Site Management will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

Site Management will check that ladders in use are secured, have a solid, level base and are being used correctly. 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 etc)

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladders with scaffold clip, placing board on rung to form working platform or ramp, etc.

The main hazards associated with ladders are:-

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc)
- Using ladder where safer method should be provided
- Using ladder with defect
- Unsuitable base to ladder
- Insufficient handhold at top of ladders, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc (recommend angle 1 in 4 or 75°)
- Insufficient overlap of extension ladders
- Undertaking two handed work operations

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.

For further information regarding Ladders see Section D High Risk Activities of GE700

Roof Work

The Work at Height Regulations 2005. In particular Regulations 9, 10 and 11 apply to work on roofs.

All work will be planned to take the above standards into account.

The Contracts Manager in conjunction with the Contractor, will plan the following arrangements;

- Edge protection barriers or a scaffold to prevent falls
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, stagings etc., to provide safe access to roof, taking into account pitch of roof, surface conditions etc
- Protection of fragile roof materials/rooflights

Where falls cannot practically be prevented then a system of fall arrest must be used. There are two basic types;

- Those that give general protection e.g. safety nets;
- Those that give individual protection e.g. safety harness attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Nets have the advantage over harnesses in that they do not rely on supervision to ensure their effectiveness and they allow work to be carried out below without danger from falling objects.

Short duration work will also be carefully planned to identify hazards and arrange equipment as necessary.

Training will be provided for supervisors and operatives required to work on roofs.

Site Management will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced.

The roof surface must be checked at the commencement of work after rain, frost or snow.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

The main hazards associated with work on tiled/slatted roofs are:-

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights
- Falls through fragile materials

Only properly constructed roof ladders are to be used which **do not** rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roofing operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours.

Where special roof shapes, additional hazards, materials containing asbestos, or other unusual factors are involved, the Environmental, Health & Safety Manager should be involved at an early stage.

All roof work, no matter how small, e.g. small areas of flat roof on porches etc., will be carried out to the above standards.

For further information regarding Roof Work see Section D High Risk Activities of GE700

Electricity

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

All work will be planned to take the above standards into account.

All electrical work will be planned and carried out by qualified electricians.

The Contracts Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Contracts Manager, in conjunction with Site Management and electrical contractor, will plan the temporary electricity supply and distribution on site, in accordance with the above standards. The Electrical Contractor who carries out this work must provide a Certificate of Installation to Site Management at the time, and then again at 3 monthly intervals during the project.

When cutting-off, shutting down or decommissioning an electrical supply, the appropriate permit to work certificate will be obtained.

The employed specialist contractor will strictly carry out the supervision of all electrical work only. This contractor will keep Site Management informed at all times about the work and how it is progressing.

Site Management will supervise all other operatives as a consequence of the advice given to him by the specialist contractor.

Site Management will discipline (and possibly dismiss) any unauthorised operative caught tampering with mains electricity supplies.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to tools and equipment used on site will be taken from a 110V (CTE) source. 240V supplies will not be used.

Should an operative encounter mains electricity cables during the process of work he will notify Site Management immediately who will seek the advice of a qualified electrician.

Electrical Power Tools

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

The Electricity at Work Regulations 1989

The Construction (Design & Management) Regulations 2015

Personal Protective Equipment at Work Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

Information on the requirements of the Regulations and advisory literature is available from the Environmental, Health & Safety Manager.

All work will be planned to take the above standards into account and all electrical equipment on the Company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested at regular intervals for safe working and tagged in accordance with the 1989 Regulations.

Site Management must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110V (CTE) shall be used on sites, unless special arrangements are made and discussed with the Environmental, Health & Safety Manager. Lower voltage or intrinsically safe tools, lighting etc., may be required in damp or confined situations, The Environmental, Health & Safety Manager must be consulted in these situations.

Site Management will ensure that the temporary electrical supply is installed and tested, as planned.

Site Management will ensure that all subcontractors equipment is in good condition and tested. Immediate action will be taken against any person or sub contractor abusing or incorrectly using electrical equipment on site.

Site Management must ensure that all power leads are installed clear of access ways and preferably above head height.

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

Site Management 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 defect noted in electrical equipment must be reported to the Supervisor, so that immediate steps can be taken to have defects remedied by electrical or hire Company.

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 a bulb is not fitted. As well as the fragments of glass of broken bulbs being a

hazard, it must be remembered that the protruding filament wires would still be live (for that reason alone the use of sealed fluorescent tubes is the preferred method on our projects)

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

A competent electrician will carry out regular inspections of all electrical equipment on site.

The Environmental, Health & Safety Manager 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.

For further information regarding Electric Power Tools see Section C General Safety of GE700

Overhead Electricity Cables

The Electricity at Work Regulations 1989 give requirements for temporary electrical installations on site.

Information and advice on the requirements of the Regulations, Guidance Notes (GS6) and Code of Practice is available from the Environmental, Health & Safety Manager, as required.

All work where overhead cables exist will be planned to take the above standards into account.

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

All subcontractors likely to be will be informed of any overhead cables on the site.

Site Management will ensure that the necessary protection is erected in accordance with the above standards. The protection provided will be checked by Site Management, or other responsible appointed person, at regular intervals and maintained.

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

The main hazards are contact with or being in close proximity to the cables, by plant or vehicles, or by operatives handling long objects, e.g. scaffold tube, ladders etc. The fact that electricity can “arc” across gaps must always be taken into account.

Where work is to be undertaken, beneath, close to or involves the diversion of electricity cables, the cables may need to be made dead and a Permit to Work system operated. In these cases the Environmental, Health & Safety Manager must be consulted for advice at an early stage.

For further information regarding Overhead Electricity Cables see Section D High Risk Activities of GE700

Road Works

Road works will be planned and carried out in accordance with the following:-

Highways Act 1980

New Roads and Streetworks Act 1991 as amended

Traffic Signs Regulations 1981

Chapter 8 Traffic Signs Manual – “Traffic Safety Measures for Roadworks”.

Information and advice on the legal requirements and recommendations of Chapter 8 and advisory literature is available from the Environmental, Health & Safety Manager.

All work will be planned to take the above standards into account.

The Contracts Manager, in conjunction with the contractor, will ensure that consultation with the Police and Local Authority takes place before work commences and that the following arrangements for roadworks are planned by the contractor, taking into account these consultations and the above standards:-

- Sufficient road signs, traffic cones, lamps, signals etc of the correct type and size
- Plant and vehicles are suitably painted, or marked, for roadworks and are fitted with amber flashing lights and warning devices for use when reversing, where practicable
- Protective clothing and equipment for operatives, including fluorescent/reflective jackets, slipovers or similar
- Protection for pedestrians
- Adequate labour for signing, cleaning signs, attending to lamps, signals etc
- Training for operatives, supervisors, plant operators etc

Site Management will ensure that all arrangement for signing, lamps, cones, signals etc are carried out by the contractor, as planned, and that regular checking takes place throughout the working period to clean, replace and reposition traffic safety measures, as necessary. He will ensure that work is carried out as planned and that additional requirements, requested by Police or Local Authority during the works, are carried out.

Site Management will ensure that the contractor issues personnel with any necessary protective clothing and equipment and that fluorescent/reflective items are worn at all times in the working areas.

Site Management will ensure that all plant and transport is suitable for use on roadworks, is operated only by trained and authorised personnel and that any defects noted or reported are rectified. Where defects could affect the safe use of equipment, it must be taken out of use immediately.

The main hazards associated with roadworks are:-

- Inadequate information for traffic
- Operatives, plant, transport outside signed areas
- Pedestrians not protected

Where lifting appliances are used on roadworks, safety helmets will be worn by personnel.

Department of Transport booklet “**Traffic Warning Signs for Roadworks**”, or similar Chapter 8 requirements, will be issued to all Supervisors

For further information regarding Road Works see Section F Specialist Activities of GE700

Compressed Air Power Tools

The following Regulations apply to the use of compressed air equipment on site:-

The Construction (Design & Management) Regulations 2015
The Personal Protective Equipment at Work (PPE) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998

Information on the requirements of the Regulations, and any advisory literature applicable, is available from the Environmental, Health & Safety Manager, as required.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that any compressor and compressed air tools, which are purchased or hired for use on site, are in accordance with the above standards and are selected in accordance with the Company Policy on noise.

Site Management will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, whiplash arrestors etc) and noise control measures and that instructions have been given to the operative in the correct use of the equipment to reduce noise, injuries, damage etc.,.

Site Management will ensure that all necessary safety equipment e.g. eye protection, hearing protection, is available and provided for use, as required.

Site Management will ensure that any defects in the compressor, hoses or tools are reported immediately to the plant manager or hire Company.

Site Management will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

Compressed air will not be used to blow down clothing etc., disciplinary action will be taken against any operative seen directing live compressed air hose at any other person.

When moving compressors on site, care must be taken to ensure that the jockey wheel or towing arm stand is not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not just be folded and held or tied).

Cartridge Tools

The following Regulations apply to the provision and use of cartridge operated tools:-

Construction (Design & Management) Regulations 2015
Personal Protective Equipment at Work (PPE) Regulations 1992
Provision and Use of Working Equipment Regulations 1998

Information on requirements of the regulation and the Guidance Note and Code of Practice, and any other advisory literature, is available from the Environmental, Health & Safety Manager, as required.

All work requiring the use of cartridge tools will be planned to take the above standards into account.

Only cartridge tools of a low velocity, indirect type will be used on the Company sites. Subcontractors will be informed of this Policy.

Site Management will arrange for all operatives who will be required to use cartridge tools on site, to be trained by the cartridge tool manufacturer's representatives and certificates obtained, which will be maintained on site.

Suitable storage facilities must be provided where cartridges are stored on site and a suitable record kept of cartridge issue and return.

Site Management will ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site. No person under the age of 18 years will be trained or allowed to use cartridge tools.

Site Management will ensure that, where necessary, all cartridges are stored on site in the storage facilities provided.

Site Management will ensure that all cartridge tools brought on site by subcontractors are of the low velocity, indirect type and that operatives have been suitably trained in their use and be in possession of the appropriate certification.

Suitable and adequate protective clothing will be provided for use with cartridge tools and operatives are reminded that they must co-operate with the Company and use such clothing when provided.

Persons found misusing cartridge tools will be disciplined and could be dismissed.

The Environmental, Health & Safety Manager must be asked for advice where there is doubt on precautions required, or difficulties experienced in obtaining training from cartridge tool manufacturers.

For further information regarding Cartridge Tools see Section C General Safety of GE700

Woodworking Machines on Site

Woodworking machines on site will be provided, installed, maintained and used in accordance with **The Provision and Use of Work Equipment Regulations 1998**.

The Contracts Manager will ensure that all machines provided, or purchased, for use on site, comply fully with the above standards. He will ensure in conjunction with the appropriate sub contractor, that the following arrangements are planned:-

- Barriers and covering for machines are provided to prevent unauthorised access to the machine and weather protection for operator
- Suitable level base providing good footing is available in working area of machine
- **Mechanical extraction is provided and utilised**
- Training is provided for operators

Site Management will ensure that all machines provided are installed in accordance with the planned arrangements, that all safety devices, guards etc are available and fitted and that protective clothing or equipment, e.g. ear defenders, eye protection, respirators etc are provided.

Site Management will not permit any unauthorised person or young person under 18 years of age, to operate any woodworking machine.

Site Management will ensure that the working area around any woodworking machine is kept clean, tidy and with sufficient space for working maintained. Any defects in machines, floors, barriers, lighting arrangements etc., noted or reported, must be attended to immediately and work stopped if the defect could affect safety. All cutters will be sharpened, as required, and check that guards, push-sticks are correctly adjusted or used.

Site Management will not permit any machine to be used for which it is not designed, or which is prohibited by Regulations.

Chain saws may only be operated by fully qualified persons e.g. tree surgeons.

The main hazards associated with woodworking machines on site are:-

- Contact with cutters due to guarding, push-sticks not provided
- Workpiece being ejected due to blunt cutters
- Unsafe working methods, safety devices inoperative
- Falling into machine due to slippery or uneven floor, debris etc
- Loose clothing becoming entangled in moving parts
- Fires due to build up of chips, sawdust etc.,
- Health hazards due to dusts, resins from certain woods or fumes from adhesives
- Insufficient lighting
- Noise

For further information regarding Woodworking Machines on Site see Section C General Safety of GE700

Abrasive Wheels

The following Regulations cover the provision and use of Abrasive Wheels:-

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment at Work (PPE) Regulations 1992

Information and advice on requirements of the Regulations and advisory literature is available from the Environmental, Health & Safety Manager as required.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that any abrasive wheel machine, hired or used by any operative will be provided and maintained in accordance with the Regulations.

All operatives will be trained, in accordance with the Provision and Use of Work Equipment Regulations 1998, which have repealed the Abrasive Wheels Regulations. Although there is no longer a specific requirement for operators to undergo a certificated course of training in the mounting of abrasive wheels and discs, it is strongly recommended that the original standard of training under the Abrasive Wheel Regulation be applied.

There is also a requirement under the Provision and Use of Work Equipment Regulations 1998 for operatives to be trained in the safe use of abrasive wheel equipment, and diamond tipped blades.

Site Management will ensure that any operative required to change discs or wheels on abrasive wheel tools, has been trained and appointed in accordance with the Regulations.

Site Management will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, and other protective equipment, are available and issued when required.

Site Management will ensure that the required statutory notices are prominently displayed.

Any person required to use an abrasive wheel machine, or tool, must be suitably trained to the standards of the above Regulations.

Supervisory staff will ensure that any abrasive wheel machine, or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

The main hazards associated with abrasive wheels are:

- Bursting off the wheel or disc
- Injuries from flying particles

- Cuts to hands, legs etc.,
- Dusts inhaled from certain types of materials
- Loose clothing tangled in disc
- Electric shock
- Noise, vibration, fire and explosion

For further information regarding Abrasive Wheels see Section C General Safety of GE700

Training

The duty to train and inform employees is covered in most of the Acts and Regulations of the Relevant Statutory Provision:

Information and advice on requirements of the various acts and regulations and advisory literature is available from the Environmental, Health & Safety Manager as required.

Maintaining a suitably competent and well trained workforce will reduce accidents, incidents and near misses and help the Company achieve its health and safety objectives. All work will be planned taking into account the availability of competent and trained workers.

The Office manager will maintain a health and safety training plan identifying the range of basic skills of each operative and further development and up-skilling training that is needed.

The Director responsible for Health and Safety will secure suitable funding in the annual budget to provide all foreseen training and updating requirements.

Site Managers and the Office Manager are to bring any other training requirements, identified during normal working activities, to the attention of the EHS manager.

All formal training should, where possible, result in the production of a certificate of competence or qualification.

Site Managers are responsible for ensuring all staffs and contractors working on sites are suitably competent and trained to undertake the activities allocated.

The Office Manager is responsible for ensuring all staffs and contractors working in the offices are suitably competent and trained to undertake the activities allocated.

Site Managers must ensure suitable training has been provided for direct employees, contracted labour and subcontractors to include a full induction and occasional toolbox talks.

The Office Manager must ensure suitable training has been provided for office employees and Agency Staff (Temps), to include a full induction and occasional update briefings, (toolbox talks).

Further information regarding Training can be found throughout GE700

Health Surveillance

The duty to provide suitable Health Surveillance for employees is covered in most Regulations of the Relevant Statutory Provision. The likelihood of ill health is high when using certain harmful substances, so safety data sheets used for completing COSHH etc., assessments outline any health surveillance requirements for the relevant substance.

Information and advice on requirements of the various Regulations and advisory literature is available from the Environmental, Health & Safety Manager as required.

Providing health surveillance, as required by the various Regulations, will help the Company achieve its health and safety objectives by identifying any early signs or symptoms of chronic ill health of employees. All work will be planned taking into account the requirements of the varied risk assessments and so identify any employee who may be at risk and require subsequent health surveillance.

Health surveillance will be arranged for any worker that comes into contact with a harmful substance identified at the time as liable to cause chronic ill health or by any COSHH assessment identifying the use of, or contamination by, substances as requiring health surveillance.

In all cases of workers accidentally being exposed to high levels of airborne lead, any levels of Brown (Amosite) or Blue (Crocidolite) asbestos and any needle stick injury or other biological contamination will result in suitable health surveillance being arranged.

The Safety Director will maintain a record of all employees that need Health Surveillance and ensure any medical records are retained for 40 years.

The Safety Director will secure suitable funding in the annual budget to provide all foreseen health surveillance requirements.

Site Managers and the Office Manager should be aware of activities that may lead to chronic ill health, identified during normal working activities, and bring such instances to the attention of the Safety Director. Typical activities that may lead to ill health and hence require health surveillance are:

- Use of harmful substances classified under the CHIP Regulations for which assessment has been made under the COSHH Regulations
- Use of Lead and Asbestos
- Use of noisy and vibrating machinery and equipment
- Needle Stick injuries

Site Managers are responsible for ensuring all staffs and contractors working on sites are suitably competent and trained to undertake the activities allocated and so reduce the likelihood of causing themselves ill health.

The Office Manager is responsible for ensuring all staffs and contractors working in the offices are suitably competent and trained to undertake the activities allocated and so reduce the likelihood of causing themselves ill health.

Site Managers and Office Manager must ensure suitable risk assessments for all activities likely to lead to chronic ill health are in place and any health surveillance requirements have been identified.

That training into the preventative and protective measures has been provided for direct employees, contracted labour. The training should include a full induction, any specialist requirements identified and occasional toolbox talks (updates). All training given should be recorded.

For further information regarding Health Surveillance see Section B Health & Welfare of GE700

Vibration at Work

The following Regulations cover the Vibration at Work:-

The Vibration at Work Regulations 2005

Information and advice on requirements of the Regulations and advisory literature is available from the Environmental, Health & Safety Manager as required.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that any equipment such as Abrasive wheels, Vibration pickers, Kangos, Wacker plates etc. are hired or purchased with the lowest magnitude possible, ideally below 2.5m/s². The equipment used by any operative will be maintained in accordance with the PUWER Regulations.

All operatives will be trained in the hazards associated with vibrating equipment

Site Management will ensure that any operative required to work with vibrating equipment has been given information, instruction and training in the effects of exposure to vibration.

Site Management will ensure that suitable and sufficient assessments have been undertaken by contractors of the likely magnitude, frequency and expected duration to which their employees will be exposed. Site Management will encourage a range of controls to be adopted to avoid harm such as:

- Ordering low vibration equipment
- Job rotation
- Regular breaks to be taken
- Hands to be kept warm in winter
- Minimise direct contact with vibrating equipment through remote operating equipment.
- Provision of vibration data to operatives
- Health Surveillance
- Operatives to massage hands
- Provision of gloves (in some cases anti vibration type)
- Equipment maintenance

The main hazards associated with Vibration are:

- Loss of dexterity
- Blanching of fingers
- Tingling in fingers
- Digestive and urinary problems
- Loss/reduced blood flow
- Loss of grip strength
- Low back pain

For further information regarding Vibration at Work see Section B Health & Welfare of GE700

Waste Management

The following main Regulations cover the Management of Waste:-

The Environmental Protection Act 1990

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

The Hazardous Waste (England and Wales) Regulations 2005 The Controlled Waste Regulations 1992

While the Company understands that The Site Waste Management Plans Regulations 2008 were repealed on 1/12/13 we accept that the principles were applicable to our projects.

We will, in conjunction with Clients and Trade Contractors, prepare a Project Environmental Plan (PEP) which details the amounts and types of wastes that will be produced on site and how they will be reused, recycled or disposed of. We understand that PEPs provide a good opportunity to realise a number of business benefits including:

- Cost savings through reduced materials, storage & handling and better management for recovery or disposal;
- Demonstration of good environmental performance, supporting the requirements of environmental management systems and risk management;
- Ensuring compliance with regulation and contractual requirements of public and private sector clients.

Information and advice on requirements of the Regulations and advisory literature is available from the Environmental, Health & Safety Manager as required.

The Contracts Manager will endeavour to ensure the health & safety of our employees and others who may be affected by the waste materials which result from our work activities by arranging for the collection and disposal of all such waste products regularly, safely and in accordance with statutory requirements

Site Management through training and supervision, will ensure that each trade operative:-

- keeps their own work area as clean and clear as possible in relation to the type of work being carried out
- removes waste regularly and at the end of each day
- does not use public refuse bins and gullies for the disposal of waste
- does not burn waste on site (unless with the prior agreement of the Contracts Manager and the Local Authority)

Non hazardous waste is bagged up where practical and deposited in dedicated skips which will be transported by licensed carriers to registered disposal sites.

Site Management will retain copies of relevant documentation.

Should hazardous waste be generated as a by-product of our work activities it will be stored in labelled sealed metal containers and collected from site by an accredited waste disposal contractor for transfer to a licensed disposal facility.

Contractors employed by us are required to comply with these procedures and we will regularly review our waste management systems.

For further information regarding Waste Management see Section E Environment of GE700