

Health and Safety Manual



WIEHAG Timber Construction GmbH

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HEALTH & SAFETY POLICY REVISION & AMENDMENT CONTROL

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Inhalt

HEALTH & SAFETY POLICY REVISION & AMENDMENT CONTROL	2
INTRODUCTION	9
SECTION 1 – POLICY STATEMENTS	12
COMPANY STATEMENT OF HEALTH AND SAFETY POLICY	13
ENVIRONMENTAL POLICY STATEMENT	14
WORK SAFE POLICY STATEMENT	15
DRUGS & ALCOHOL POLICY STATEMENT.....	16
EQUALITY & DIVERSITY POLICY	18
MODERN SLAVERY AND HUMAN TRAFFICKING POLICY	20
SECTION 2 - ORGANISATION	21
Duties of Chief Executive Officer	23
Duties of the Board Members	24
Duties of Lead Engineer	25
Duties of Head of Project Management.....	26
Duties of Head of International Timber Projects	26
Duties of the Project Manager(s).....	27
Duties of Site Foreman.....	28
Duties of Employees	29
Duties of bona fide sub-contractors	30
SECTION 3 – ARRANGEMENTS (CONTROL MEASURES).....	31
1.0 ABRASIVE WHEELS	32
1.1 Hazards.....	32
1.2 Planning Procedures	32
1.3 Training.....	32
1.4 Monitoring	32
1.5 Control Measures	33
2.0 ACCESS EQUIPMENT	33
2.1 Planning Procedures	33
2.2 Training.....	33
2.3 Monitoring	34
2.4 Control Measures	35
3.0 ACCIDENT AND INCIDENT REPORTING (RIDDOR).....	35
3.1 Fatalities.....	36
3.2 Accidents Resulting in Injury/Damage.....	36
3.3 Diseases.....	36

3.4	Dangerous Occurrences	37
3.5	Near Misses	37
3.6	Procedures at the Scene of an Accident	37
3.7	Accident Area	38
3.8	Action to be taken when an incident occurs under RIDDOR by the Project Manager/ Supervisor.	38
3.9	Notification to the Health & Safety Executive (H.S.E)	38
4.0	CDM – Construction (Design & Management) Regulations 20151	39
4.1	Control and Co-Ordination	39
4.2	Monitoring	39
4.3	Training.....	40
4.4	Records.....	40
5.0	COMPRESSED AIR POWER TOOLS.....	40
5.1	Hazards.....	40
5.2	Planning Procedures	40
5.3	Training.....	41
5.4	Monitoring	41
5.5	Control Measures	42
6.0	CONTROL OF SUB-CONTRACTORS	42
6.1	Requirements of Sub-contractors.....	43
6.2	Approval of Contractors	43
6.3	Responsibilities	43
6.3.1	Company - Management	43
6.3.2	Sub-contractor Supervisor	44
7.0	CoSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH	44
7.1	Hazard Causes	44
7.2	Hazard Classifications	44
7.3	Planning Procedures	45
7.4	Training.....	45
7.5	Monitoring	45
7.6	Control Measures	46
8.0	ENVIRONMENTAL MANAGEMENT.....	46
8.1	Environmental Impacts	46
8.2	Air Pollution	47
8.3	Energy & Resource Consumption.....	47
8.4	Noise.....	48
8.5	Waste Management	48

9.0	Epidemic/Pandemic Arrangements.....	48
10.0	FIRE POLICY & PROCEDURES.....	51
10.1	Hazards.....	51
10.2	Planning Procedures	51
10.3	Training.....	51
10.4	Monitoring	52
10.5	Control Measures	52
11.0	FIRST AID ARRANGEMENTS.....	52
11.1	Planning Procedures	52
11.2	Training.....	53
11.3	Monitoring	53
11.4	First Aid Arrangements	53
11.5	First Aid Arrangements - Short Term Sites	54
11.6	First Aid During Pandemics/Epidemics.....	54
12.0	LIFTING EQUIPMENT	54
12.1	Hazards.....	54
12.2	Planning Procedures	54
12.3	Training.....	54
12.4	Monitoring	55
12.5	Control Measures	55
13.0	LIFTING OPERATIONS	56
13.1	Hazards.....	56
13.2	Planning Procedures	56
13.3	Training.....	57
13.4	Monitoring	57
13.5	Control Measures	57
14.0	MANUAL HANDLING	58
14.1	Hazards.....	58
14.2	Planning Procedures	58
14.3	Training.....	59
14.4	Monitoring	59
14.5	Control Measures	60
15.0	MOBILE ELEVATING WORK PLATFORMS (MEWPs)	60
15.1	Hazards.....	60
15.2	Planning Procedures	61
15.3	Training.....	61

15.4	Monitoring	61
15.5	Control Measures	62
16.0	NOISE AT WORK.....	62
16.1	Hazards.....	62
16.2	Planning Procedures	63
16.3	Training.....	63
16.4	Monitoring	63
16.5	Control Measures	64
17.0	OCCUPATIONAL HEALTH	64
17.1	Dust Hazards.....	64
17.1.1	Planning Procedures.....	64
17.1.2	Training	65
17.1.3	Monitoring.....	65
17.1.4	Control Measures	65
17.2	Weils Disease (Leptospirosis).....	65
17.2.1	Introduction	65
17.2.2	Planning.....	65
17.2.3	Training	66
17.2.4	Monitoring.....	66
17.2.5	Control Measures	66
17.3	Hand Arm Vibration.....	66
17.3.1	Hazards	66
17.3.2	Planning.....	66
17.3.3	Training	67
17.3.4	Monitoring.....	67
17.3.5	Control Measure.....	67
18.0	PERSONAL PROTECTIVE EQUIPMENT (PPE)	67
18.1	Hazards.....	67
18.2	Planning Procedures	67
18.3	Training.....	68
18.4	Monitoring	68
18.5	Control Measures	68
18.5.1	Footwear.....	68
18.5.2	Safety Helmets.....	68
18.5.3	Ear protectors	69
18.5.4	Eye protection	69

18.5.5 Respiratory Protective Equipment	69
18.5.6 Hand / Skin Protection	70
19.0 PLANT & EQUIPMENT	70
19.1 Hazards	70
19.2 Planning Procedures	70
19.3 Training.....	71
19.4 Monitoring	71
19.5 Control Measures	71
19.6 Petrol operated Tools.....	71
19.7 Pneumatic Tools	72
20.0 RISK ASSESSMENTS.....	72
20.1 Record Keeping.....	72
20.2 Definitions	72
20.3 Who Should Carry Out Assessments	73
20.4 Carrying Out the Risk Assessment	73
20.5 Control and Monitoring.....	73
20.6 Communication of Findings.....	74
21.0 SAFETY MONITORING, AUDITS AND INSPECTIONS	74
21.1 Employees.....	74
21.2 Site Managers	75
21.3 Safety Consultants.....	75
22.0 SITE SET UP	75
22.1 Hazards.....	75
22.2 Planning Procedures	75
22.3 Training.....	76
22.4 Monitoring	76
22.5 Control Measures	77
23.0 STEEL ERECTION	77
23.1 Hazards.....	77
23.2 Planning Procedures	77
23.3 Training.....	78
23.4 Monitoring	78
23.5 Control Measures	79
24.0 TRAINING & INSTRUCTION	79
24.1 Training.....	79
24.2 Induction Training	80

24.3	Technical Training.....	80
24.4	Tool Box Talks.....	80
24.5	Information and instruction	81
25.0	WELDING	81
25.1	Hazards.....	81
25.2	Planning Procedures	81
25.3	Training.....	82
25.4	Monitoring	82
25.5	Control Measures	82
26.0	WOODWORKING EQUIPMENT	83
26.1	Hazards.....	83
26.2	Planning Procedures	83
26.3	Training.....	84
26.4	Monitoring	84
26.5	Control Measures	85
27.0	WORKING AT HEIGHT.....	85
27.1	Hazards.....	85
27.2	Planning Procedures	86
27.3	Training.....	86
27.4	Monitoring	86
27.5	Control Measures	86
SECTION 4 - APPENDICES		88
APPENDIX A		89
	HEALTH AND SAFETY RULES FOR SITE PERSONNEL.....	89
	Health and Safety Rules for Plant Operators.....	90
APPENDIX B		91
	HEALTH & SAFETY RULES FOR VISITORS TO BE READ BY ALL VISITORS TO THESE WORKS....	91
APPENDIX C.....		92
	COSHH ASSESSMENT FORM.....	92

INTRODUCTION

This Health & Safety Manual covers the policy, Organization and arrangements so identified by the Company to minimise the risk of harm to anyone employed, or persons otherwise directed to undertake any works as directed by WIEHAG Timber Construction GmbH specifically carried out in the United Kingdom and Republic of Ireland. Any reference to WIEHAG Timber Construction GmbH will either be stated as WIEHAG Timber Construction GmbH or the Company'.

Any references in this safety manual to the HSE (Health & Safety Executive) (United Kingdom) or HSA (Health and Safety Authority) (Ireland) or otherwise known as the statutory enforcement officers, shall apply respectively to works carried out in either of these two countries. Likewise, any reference to The Health & Safety at Work etc. Act 1974 (HASAWA) (United Kingdom) or, The Safety, Health and Welfare Act 2005 (as amended) (SHW) (Ireland), shall also apply respectively and so describe the enforcement authority, field of responsibility.

Construction Project Duty holders mentioned in this document should be read as:

UK	Republic of Ireland
Client	Client
Principal Designer	Project Supervisor Design Process (PSDP)
Principal Contractor	Project Supervisor Construction Process (PSCP)
Contractor	Contractor

This health and safety manual reflects the obligations placed on the Company as decreed by the European Community (EC), Directives, HASAWA and SHW affecting the health, safety and welfare of persons who regularly work for the Company in the United Kingdom or the Republic of Ireland.

This health and safety manual also describes the individual duties of staff, employees or sub-contractors that have been appointed by the Company, i.e., servants of the company. Each person so appointed shall be referred to as a 'duty holder'. The manual explains the exact duties and responsibilities to enable them to identify their role and contribute their part in the company's legal obligations to manage health, safety and welfare at work and help them to identify a safe place of work for themselves and other persons so affected.

The manual has also considered tried and tested safe working practices identified not only by the company, but also industry 'best practice' to ensure a safe place to work, safe access to and from each workplace, safe plant, equipment and safe systems of work to ensure the absence of risk to all persons who may be affected by their acts or omissions whilst at work.

Individuals have legal duties as detailed in this health and safety manual and not only have these been discussed by the Directors, senior management, and our appointed safety consultants, but also by our experienced foremen and operatives to ensure, so far as is reasonably practicable, this health and safety manual reflects the acknowledged safe procedures to ensure we manage and carry out our works safely.

The manual shall from time to time, be reviewed to ensure that it reflects any legislative changes, latest technology and industry 'best practice' to always ensure we are up to date and that any developments arising for improving the health, safety and welfare of persons we engage to carry out works are so far as is reasonably practicable, protected from any harm.

Essentially, this health and safety manual comprises of three sections:

- Section 1. The Company's 'Health & Safety Policy Statement'
- Section 2. The Company's 'Organizational Safety Organization Chart and individual duties.
- Section 3. The Arrangements, Company procedures and Control Measures, to minimise the risk of any harm.

Section 1

Health, Safety and Welfare Policy Statement – A general statement of safety policy stating the intentions of the Managing Director regarding health and safety. The policy statement is signed and dated by the Managing Director and the Trade Law Manager for Engineered Timber Projects therefore indicating that the Directors have recognised its lawful duty and commitment under current Health and Safety Legislation. From time to time, it must be reviewed and brought up to date. The policy statement must be posted at salient points in the workplace. Any subsequent revisions must be brought to the attention of all persons engaged to carry out work undertaken by the company. Other Policy statements of our commitment to Health & Safety are also contained in this section.

Section 2

The Organizational Duties – This section commences with a company organization chart showing the Staff structure to demonstrate to employees who they can refer to should they need to resolve any workplace health and safety issues. This should also be posted alongside the Safety Policy Statement. The organization chart shall describe the chain of command and briefly describe their function within the company structure including persons engaged or contracted to undertake works on behalf of the company. The remaining section shall detail individual 'Duty Holder' tasks to enable the effective management of health, safety and welfare at work.

Section 3

Arrangements, Procedures and Control Measures – This section shows how the company intends safe procedures shall be put into practice to comply with current legislation and reduce the risk to all persons who may carry out work on its behalf, including persons not employed by the company but may be affected by their undertaking, i.e., members of the public, persons working in occupied premises etc. This is then followed by appendices, these detail specific arrangements and procedures adopted by the company to ensure, so far as is reasonably practicable, the legal requirements of these policies are met. All employees and contractors must adhere to all procedures to reduce accidents and incidents whilst involved in carrying out the Company's undertakings.

Review

We are legally bound to review regularly this health and safety manual (as a minimum annually or more frequently as may be appropriate) not only to reflect any staff changes, but to ensure that we take into account any legislative changes, industry initiatives, work practices, latest technology, developments in access equipment, trade systems or, any EC Directives, Statutory Instruments or approved codes of practice by the relevant enforcing authorities. To help us do this, we shall seek help and guidance from our health and safety consultants The 'Worksafe' Partnership Ltd.

SECTION 1 – POLICY STATEMENTS

COMPANY STATEMENT OF HEALTH AND SAFETY POLICY

The Health & Safety at Work etc Act 1974 (UK); The Safety Health and Welfare Act 2005 (Eire). and subordinates Regulations applicable to our undertaking

It is the intention of the Company to provide, so far as is reasonably practicable, a safe working environment, safe access and egress to their place of work, system of work and safe work equipment for all persons engaged in or affected by our activities.

It is our intention to demonstrate a keen interest in all matters of health, safety and welfare for all persons employed or self-employed who may, for the time being, come under the responsibility of the Company's supervision.

We shall encourage positive participation and involvement to promote good health and safety standards and to support us in this task, we have appointed the UK based health and safety consultants "The Worksafe Partnership Ltd." to provide advice on all matters affecting the health, safety and welfare of persons coming under our control and others who may be affected by our undertaking.

All tasks will be assessed to establish the level of any harm for all work activities to be undertaken before any work starts, setting objectives for hazard reduction or elimination wherever possible. Where this is not possible as last resort, personal protective equipment shall be provided for use by persons under our control for all tasks undertaken in accordance with the task Risk Assessment carried out.

We shall ensure that all persons carrying out duties on our behalf are adequately trained to enable them to understand their responsibilities and that they are 'competent' in their work. We will discipline those who fail to comply with their legal duties thereby undermining the integrity of our safety performance.

In compliance to Regulations, it is our intention to assist and co-operate with the Client's appointed duty holders. We shall comply with the Principal Contractor's/Project Supervisor Construction Process Construction Phase Health & Safety Plan where it affects our work activities and be helpful in providing any information when the Health & Safety File is being prepared to be handed to the Client upon completion of works.

It will be the responsibility of the Managing Director, Dr. Erich Wiesner MBA, and the Trade Law Manager for Engineered Timber Projects Florian Kinz (he holds the Trade License for Engineered Timber Projects), to ensure that all persons are aware of their individual responsibilities under this policy.

Our Safety Consultants will, from time to time, audit the implementation of this Policy Statement.

Signed


Erich Wiesner
CEO

Date 29.07.2024

ENVIRONMENTAL POLICY STATEMENT


The Company recognises that environmental issues are of fundamental importance to a successful and responsible business strategy.

For this reason, we are committed to reducing the environmental impact of our operations wherever and whenever this is possible.

In line with this commitment to the environment, we will:

- Ensure that its operations comply with or exceed the existing legislation in the areas in which it operates.
- Attempt to deal with all environmental issues either at, or as close to their source as is possible.
- Endeavour to always operate in a way which will incur the minimum environmental impacts before and after the operation.
- Minimise energy usage and waste generation wherever this is possible and practicable.
- Re-cycle materials wherever this is possible and practical.
- Set environmental targets which it will strive to achieve and communicate these targets to staff and contractors.
- Train and educate its workforce in relevant aspects of environmental best practices.
- Communicate its environmental policy and practices at all levels and sites of the organization.
- Review its environmental policy on a regular basis.
- The management believes strongly that good business practice and sound environmental management are both essential factors in an efficient and successful organization.

Signed


Erich Wiesner
CEO

Date

29.07.2024

WORK SAFE POLICY STATEMENT

The company fully expects those engaged by it to carry out work, to do so in a safe manner in accordance with the company's Health and Safety policy, site specific safe method of Work and all relevant legislation.

However, if an operative or sub-contractor is requested to carry out work by a representative of the company in such a manner that could be reasonably deemed unsafe then that employee or sub- contractor is entitled to decline such a request on the grounds of Health and Safety.

A refusal to carry out an unsafe act will be considered a demonstration of a positive attitude to health and safety and the circumstances for the refusal will be carefully examined by the company to ensure the highest standards of Health and safety are met.

Any issue raised regarding instructions given to carry out an unsafe act should be addressed with the immediate company line manager or supervisor. If this should fail to resolve the issue then the employee or sub-contractor is entitled to escalate the matter further up the company's management structure, to Director level, if required.

A copy of the company's health and safety organization chart is available in the Health and Safety Policy to aid this process.

The employee or sub-contractor can also raise the matter with the company's Health and Safety consultants to resolve the matter in a timely manner.

Where an issue cannot be resolved by these means, the employee or subcontractor should seek advice from relevant statutory bodies such as the Health and Safety Executive. The company should be advised when any such body is consulted as a matter of courtesy.

An employee or sub-contractor will not be penalised for refusing an instruction to carry out work in an unsafe manner.

The content of this Statement will be included in the induction process where it is required that all personnel sign the attendance sheet.

Signed 
Erich Wiesner
CEO

Date 29.07.2024

DRUGS & ALCOHOL POLICY STATEMENT

Purpose:

Being under the influence of drugs or alcohol can seriously impair an individual's judgement and also the reactions leading to an increased risk of accidents and injuries occurring within the workplace. The aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

Alcohol dependence – Definition:

"The drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence - Definition:

"The taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Principles:

- All employees and workers will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs shall be fully supported by their line manager.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

Scope:

- The Company's alcohol and drugs policy applies to all employees.
- The rules laid out in this policy apply to all employees, workers and contractors.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness absence policy.

Rules:

The Company's policy is always that during working hours and whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee, worker or contractor shall -

- report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse
- be in possession of alcohol or illegal drugs** in the workplace
- supply others with illegal drugs in the workplace
- supply others with alcohol in the workplace,

- consume alcohol or illegal drugs or abuse any substance whilst at work.

*Whether an employee is fit for work is a matter for the reasonable opinion of management.

**Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

In addition, employees, workers or contractors must –

- ensure they are aware of the side effects of any prescription drugs
- advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules. When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately. A search may also be carried out in line with the Company's Staff Search policy. The Company will also enforce random testing on its workers where and when it sees fit.

In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the Police.

Help and support:

The Company will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

It may occasionally be necessary to request that the employee refrains from work temporarily or undertakes restricted duties to ensure their own safety and that of others. The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

Signed
Erich Wiesner
CEO

Date 29.07.2024

EQUALITY & DIVERSITY POLICY

The Company is committed to building an organization that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

The Company will follow the recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices.

The aims of this policy are to ensure that:

- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organization is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority within the organization.
2. The Director will be responsible for the day-to-day operation of the policy.
3. All workers will be advised on the policy, and their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organization.
4. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.

- 5. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
- 6. Selection criteria will be entirely related to the job or training opportunity.
- 7. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work.
- 8. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively and will accommodate them unless it would cause significant difficulties to the business or the employee.
- 9. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.
- 10. The effectiveness of the policy will be monitored regularly.
- 11. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

Signed 
Erich Wiesner
CEO

Date 29.07.2024

MODERN SLAVERY AND HUMAN TRAFFICKING POLICY

WIEHAG Timber Construction GmbH is committed to driving out acts of modern-day slavery and human trafficking within its business and that from within its supply chains, including sub-contractors, and partners.

The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organization and with suppliers of goods and services to the organization. These as well as the suppliers of services make up the supply chain within (the Company).


As part of the company's due diligence processes into slavery and human trafficking the supplier approval process will incorporate a review of the controls undertaken by the supplier. Imported goods from sources from outside the UK and EU are potentially more at risk for slavery/human trafficking issues. The level of management control required for these sources will be continually monitored.

The company will not support or deal with any business knowingly involved in slavery or human trafficking.

The company Directors and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc) and investment to ensure that slavery and human trafficking is not taking place within the organization and within its supply chains.

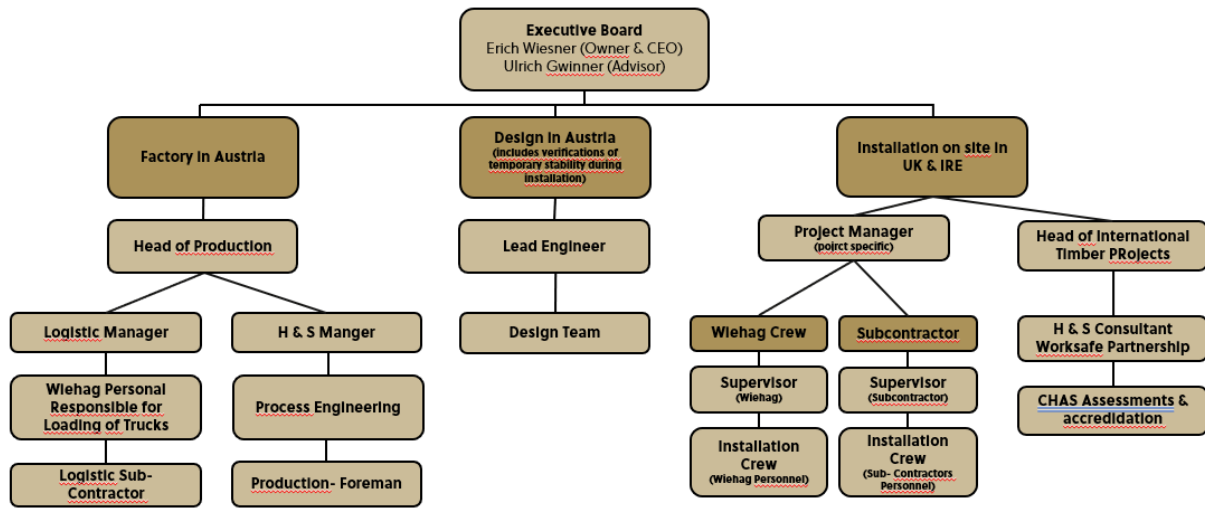
A copy of this policy statement and a copy of the Modern Slavery Act 2015 is accessible to all employees electronically and can be obtained from the HR department upon request. This policy statement will be reviewed annually and published.

The implementation and operation of this management system underlines our commitment to this policy. Formal procedures concerning slavery and human trafficking have been established, including disciplinary procedures where they are breached. Additional procedures ensure that this policy is understood and communicated to all levels of the company, and that it is regularly reviewed by the Directors to ensure its continuing suitability and relevance to the company activities.

Signed 
Erich Wiesner
CEO

Date 29.07.2024

SECTION 2 - ORGANISATION



Duties of Chief Executive Officer

1. Ensure that health and safety is on the agenda at all board meetings and is seen as a strategic part of the development of the Company.
2. Ensure that all Directors fully understand and comply with their duties under the Company's Health and Safety Policy Document and that they implement the requirements in their departmental policies as described in this Health and Safety Manual.
3. Give the necessary support to staff at all levels in meeting the requirements of current legislation and encourage individuals to develop ideas which may improve the Company's policies and procedures by ensuring health and safety matters are on the agenda of all planning meetings.
4. Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974/ Safety, Health and Welfare at Work Act 2005 and all Statutory Regulations made under the Acts affecting our undertakings and ensure that all activities are planned in good time before any works commence.
5. Initiate the Company's Health & Safety Policy Statement for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
6. Ensure adequate financial, staff and equipment resources to carry out work undertaken by the Company to the required standards under current Health and Safety Legislation.
7. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and follow any relevant procedures, in accordance with any site rules.

Duties of the Board Members

- Ensure that health and safety is on the agenda at all board meetings and is seen as a strategic part of the development of the Company.
- Ensure that all Directors fully understand and comply with their duties under the Company's Health and Safety Policy Document and that they implement the requirements in their departmental policies as described in this Health and Safety Manual.
- Give the necessary support to staff at all levels in meeting the requirements of current legislation and encourage individuals to develop ideas which may improve the Company's policies and procedures by ensuring health and safety matters are on the agenda of all planning meetings.
- Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974/ Safety, Health and Welfare at Work Act 2005 and all Statutory Regulations made under the Acts affecting our undertakings and ensure that all activities are planned in good time before any works commence.
- Initiate the Company's Health & Safety Policy Statement for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- Ensure adequate financial, staff and equipment resources to carry out work undertaken by the Company to the required standards under current Health and Safety Legislation.
- When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and follow any relevant procedures, in accordance with any site rules.
- Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974/the Safety, Health and Welfare at Work Act 2005 and any Statutory Regulations made under the Acts affecting your works

Duties of Lead Engineer

- Give the necessary support and guidance to staff at all levels in meeting the requirements of current Health and Safety Legislation affecting your field of activity and encourage individuals to develop ideas which may improve the Company's policies and procedures to minimise any risk of harm to persons under your control.
- Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974/ the Safety, Health and Welfare at Work Act 2005, The Construction (Design and Management) Regulations 2015 and any Statutory Regulations made under the Acts affecting your works.
- Understand your duties as a Designer (CDM 15) as they may apply as follows:
 - be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions
 - have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design
 - check that clients are aware of their duties
 - co-operate with others who have responsibilities, in particular the Principal Designer
 - consider the general principles of prevention when carrying out design work by providing information about the risks arising from a design
 - co-ordinate your work with that of others to improve the way in which risks are managed and controlled.
- Initiate the Company Health & Safety Policy and Health & Safety Manual for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure proper reporting, investigation and costing of injury, ill-health, damage and loss in accordance with RIDDOR. Promote action to preclude recurrence and initiate analysis to discover accident trends.
- When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and follow any relevant procedures affecting the works being undertaken.
- Ensure that time and resources are available for specific task risk assessments to be carried out with the subsequent development of agreed safe systems of work (Method Statements) for any tasks to be undertaken. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled.
- Ensure all persons that come under your authority carry out work on behalf of the Company are competent to and are fully informed of the health and safety issues affecting their task and place of work before they start work. Ensure arrangements are in hand to regularly review training to ensure that, as far as is reasonably practicable, all persons are aware of current statutory requirements.
- Reprimand any member of staff for failing to discharge their responsibilities satisfactorily.
- Ensure that all personnel have attended a safety induction before carrying out any duties and further attend Health and Safety training to develop their own understanding of their responsibilities and communicate toolbox talks to persons under their control
- Arrange adequate resources to meet the requirements of the Company's Health and Safety Policy, organization and arrangements for tasks being carried out.
- Discuss safety audits with the company's Safety Consultants and revise Company procedures as necessary.

Duties of Head of Project Management

- Give the necessary support and guidance to staff at all levels and in particular to project managers in meeting the requirements of current Health and Safety Legislation affecting your field of activity and encourage individuals to develop ideas which may improve the Company's policies and procedures to minimise any risk of harm to persons under your control.
- Ensure proper reporting, investigation and costing of injury, ill-health, damage and loss in accordance with RIDDOR. Promote action to preclude recurrence and initiate analysis to discover accident trends.
- When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and follow any relevant procedures affecting the works being undertaken.
- Ensure that time and resources are available for specific task risk assessments to be carried out with the subsequent development of agreed safe systems of work for any tasks to be undertaken. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled by referring to Control Measures set out in this Health & Safety Manual.
- Ensure all persons that come under your authority carry out work on behalf of the Company are competent to and are fully informed of the health and safety issues affecting their task and place of work before they start work. Ensure arrangements are in hand to regularly review training to ensure that, as far as is reasonably practicable, all persons are aware of current statutory requirements.
- Reprimand any member of staff for failing to discharge their responsibilities satisfactorily.
- Discuss site safety audits conducted by WSP or other parties, e.g. Principal Contractor/PSCP, with the Project Management and review Company procedures if necessary.
- Arrange adequate resources to meet the requirements of the Company's Health and Safety Policy, organization and arrangements for tasks being carried out.
- Discuss safety audits with the company's Safety Consultants and revise Company procedures, as necessary.

Duties of Head of International Timber Projects

- Ensure in cooperation with WSP, that an up to date Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage is in place.
- Initiate the CHAS registration (or a similar organization).
- When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and follow any relevant procedures, in accordance with any site rules.

Duties of the Project Manager(s)

- Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974/the Safety, Health and Welfare at Work Act 2005 and all Statutory Regulations made under the Acts affecting works under your control.
- Promote action to prevent recurrence and initiate analysis to discover accident trends.
- Ensure that each contract is supervised by a 'competent person' who has the knowledge and experience for the works to be undertaken.
- Ensure that all personnel attend a safety induction before carrying out any duties and further attend Health and Safety training to develop their own understanding of their responsibilities and communicate toolbox talks to persons under their control
- Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
- Ensure that specific risk assessments are carried out within your areas of responsibility. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
- Ensure that prior to commencement of any works the Principal Contractor/ PSCP agrees a suitable method statement covering specific tasks with medium to high risk of harm. Provide copies of all method statements and other written instructions to foremen or leading hands to ensure the established work methods are clearly understood by them and subsequently effectively communicated to all those being employed to carry out the work.
- Ensure that only competent contractors are employed to carry out work on behalf of WIEHAG Timber Construction GmbH by requiring company pre-qualification procedures for all contractors and formally approved subcontractors to have adequate resources to meet the requirements of their contract before contracts are signed and work commences.
- Make sure adequate first aid facilities are readily available for the workforce and that the appropriate number of qualified First Aiders are available throughout each working shift to attend any accident or injury incidents.
- Once work has commenced, ensure that it is carried out as planned and that the requirements of the company's procedures as laid down in the Company Health & Safety Manual and agreed Safe Systems of Work are observed.
- Reprimand any member of staff for failing to discharge satisfactorily their responsibilities under current legislation and the requirements of this document.
- When working on site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures and site rules as determined by the Principal Contractor/ PSCP or Company procedures and agreed method statements.
- Ensure that adequate resources are set aside for the supply of safety equipment e.g. PPE, Signage, Work Equipment, etc.
- Discuss safety inspections with the Company's Safety Consultants and Principal Contractor's/ PSCP's Project Management and review Company procedures as necessary.

Duties of Site Foreman

- Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974/ the Safety, Health and Welfare at Work Act 2005 and all Statutory Regulations made under the Acts affecting the works under your control (for Eire see specifically SHWW Regulations).
- Initiate the company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013.
- Ensure that specific risk assessments have been carried for any tasks being supervised within your field of responsibility. Ensure that any work task with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work for approval by the Principal Contractor/ PSCP before the commencement of work.
- Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues raised in the Method Statement affecting their task and place of work. Ensure arrangements are in hand to regularly review the Method Statement to ensure, as far as is reasonably practicable, that any changes in the agreed method of work are brought to the notice of operatives carrying out the work.
- Ensure no-one is permitted to operate any mobile plant or other work equipment unless they have received adequate training or hold a relevant certificate of competence as determined by the Company to meet industry standards. Ensure such certification is valid throughout the duration of the work. Any renewals should be renewed before the expiry date.
- Ensure that operatives carrying out the work described in the Method Statement are competent to do it. Any with a shortfall in their skill level should either be replaced or trained to carry out the work safely
- Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.
- When working on site, set a personal example by wearing the appropriate personal protective equipment and follow any relevant procedures.
- Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment or as determined by the Principal Contractor/ PSCP and are aware of their obligations to wear it.
- Give toolbox talks, to all personnel under your responsibility, in accordance with the schedule laid down by the Health and Safety Department. Determine when additional toolbox talks are required then write and deliver them or contact the Project Manager.
- Keep a safe and tidy site in accordance with the requirements of the Health & Safety Policy.

Duties of Employees

All personnel engaged to work on behalf of the Company whether directly paid, labour-only self-employed or through agencies, have a variety of duties under the company Health & Safety Policy. The following is a list of general duties that all such persons must comply with to assist the company in meeting its requirements under current legislation.

You must:

- Take care of your own safety and the safety of others who may be affected by your acts or omissions.
- Comply with any instructions given to you by the Company in the interest of health, safety and welfare.
- Carry out your work in accordance with any training or instructions given by your line manager or supervisor.
- Wear and maintain any personal protective equipment that is required under the task risk assessment or in compliance with procedures laid down by the Company or any requirements imposed by other on the Company.
- Use and maintain any plant and equipment provided in accordance with training given and the requirements of the manufacturer's handbook and safety procedures set out in this Health & Safety Manual.
- Do not use any plant or work equipment that you have not been trained or authorised to use. If you hold any trade certification, make sure it is currently valid for the plant or equipment being used or operated by you.
- Report to your manager or supervisor any hazards that have not been identified as part of your workplace or task risk assessment.
- Comply with any parts of this Company Health & Safety Manual that apply to you.
- Do not misuse or interfere with any item provided in the interests of health, safety or welfare.
- Immediately report all accidents, incidents, dangerous occurrences and near misses to your manager or Supervisor.

Duties of bona fide sub-contractors

The responsibilities of sub-contractors are set out in the CDM 2015 Regulations/The Safety, Health and Welfare at Work (Construction) Regulations 2013.

To this Company it will also include, but will not be limited to, the following:

- Complete the Contractors Health & Safety Questionnaire and return to WIEHAG Timber Construction GmbH.
- Attend a pre-start Safety Meeting and table the above questionnaire for approval.
- Provide copies of Company Health and Safety Policy Statement, organization and arrangements, Risk Assessments including inter alia COSHH, Manual Handling, PUWER, LOLER, Work at Height, Vibration, and Noise, a method statement where required, employees' health and safety training records, relevant current certification where applicable and any other relevant information required by the Principal Contractor PSCP.
- Understand and conform to your Company Safety Policy and Procedures and understand and fulfil your legal and contractual obligations and responsibilities to WIEHAG Timber Construction GmbH.
- Ensure that your operatives comply with all current legislation, Approved Codes of Practice, Guidance Notes and company procedures.
- Ensure that relevant technical information, safety legislation and company guidance is distributed to your personnel and where required give evidence of this to WIEHAG Timber Construction GmbH.
- Ensure that your work is carried out to the necessary standard with minimum risk to employees, other site personnel, the general public and plant, equipment and materials.
- Ensure that all work equipment, lifting equipment access equipment etc. is brought onto site in a safe, usable condition and that any statutory inspections are carried out with relevant records made. Copies of all records are to be provided to the WIEHAG Timber Construction GmbH Site Manager.
- Co-operate with WIEHAG Timber Construction GmbH Site Management and the Principal Contractor/ PSCP on all matters of health and safety.
- Ensure that all your personnel have received health and safety training appertaining to the contract they are working on.
- Ensure that all persons under your control attend a site-based Safety Induction and ensure that they are inducted to their specific methods of work and associated risk assessments. Inductees are to sign to say they have attended, and a copy provided to the WIEHAG Timber Construction GmbH Site Manager.
- Supply all relevant, as built, information to the WIEHAG Timber Construction GmbH Site Manager for inclusion in the Health and Safety File as required.

SECTION 3 – ARRANGEMENTS (CONTROL MEASURES)

The Health & Safety at Work Act 1974 (HASAWA) and the Safety, Health and Welfare at Work Act 2005 requires that arrangements are made to provide for a safe system of work for all aspects of our undertaking.

In this Section we have introduced a number of arrangements, supporting procedures and control measures to combat known hazards at source, therefore complying with requirements under HASAWA/SHWW It is essential to understand that these policies and procedures may have to be made more specific following individual task risk assessments as requirements under The Management of Health & Safety at Work Regulations 1999/the Safety, Health and Welfare at Work (General Application) Regulations 2007.

At all times, persons appointed to carry out tasks on behalf of the Company shall be competent to do so.

1.0 ABRASIVE WHEELS

1.1 Hazards

The main hazards associated with abrasive wheels include: -

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs, etc.
- Dust from certain types of materials
- Loose clothing tangles in disc.
- Electric shock
- Noise
- Fire and explosion

1.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Method Statement will also be met.

The Project Manager will: -

- Ensure that any abrasive wheel machine hired to or owned by the Company or its contractors, for use at work, is maintained in good condition
- Ensure that sufficient operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained

1.3 Training

Operatives must be trained in accordance with the Provision and Use of Work Equipment Regulations 1998/SHWW (General Application) Regulations 2007 and Guidance (ACoP) on the use of Abrasive Wheels in the mounting of the abrasive wheel and discs for the type of machine to be used. All operatives will be properly trained and in possession of a valid certificate signed by a competent trainer.

1.4 Monitoring

The Site Manager will ensure that: -

- Any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed. (See 1.3 above.)
- Suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required
- Any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately
- The requirements of the risk assessment(s) and Health and Safety Manual are being implemented
- The machine must be regularly serviced, checks are made to ensure that the speed of the machine spindle is correct, and the rest and guards are properly adjusted and secure

1.5 Control Measures

Personnel using or changing the discs on abrasive wheels must:

- Ensure the disc or wheel is mounted correctly. This must only be done by an appointed, competent person
- Guards must be fitted to all abrasive wheels and kept in position
- Eye protection (Grade 1 impact ref 166B) must be worn when using abrasive wheels
- Ensure respiratory protection is provided against hazardous dusts that may be generated
- Avoid wearing loose clothing especially ties, sleeves, scarves, etc.
- Hearing protection should be worn where noise levels exceed the threshold of 80dBA.
- All machines must be inspected regularly on a weekly basis to ensure they are in good condition, this applies especially to electrical machines and associated power cables. (Results of these inspections to be recorded in the PUWER register.)
- Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and of people who may be affected by such sparks
- Ensure other control measures identified in the risk assessment(s) for the work have been implemented

2.0 ACCESS EQUIPMENT

In accordance with the Work at Height Regulations it is the policy of the Company to ensure, so far as is reasonably practicable, suitable access equipment will be supplied. It is the responsibility of individuals to ensure that it is inspected before each use, used in accordance with the manufacturer's recommendations and the site-specific risk assessment and any training that has been given is strictly adhered to.

This control measure does not cover the requirements of Mobile Elevating Work Platforms (MEWPs) (see Control Measure 14) as these are covered by a separate control measure as are the full requirements for working at height under the Work at Height Regulations (see Control Measure 26).

2.1 Planning Procedures

The Project Manager will arrange for the most suitable type of access equipment to be provided taking into account the relevant standards and the work to be carried out and that the means of securing ladders is planned as far as possible and sufficient materials made available.

2.2 Training

Training provided to supervisory staff and operatives will be appropriate for the level of access equipment to be used, in addition re-enforcement toolbox talks shall be regularly undertake which shall include the hazards and precautions relating to the various types of access equipment and their use. Where equipment such as mobile towers are used, training will be carried out to relevant standards e.g. PASMA, CITB etc.

2.3 Monitoring

The Site Manager will: -

- Check all access equipment at the point of delivery and again before use to ensure that there are no defects and then routinely check at least weekly whilst in use on site. These checks will be recorded in the PUWER register
- Ensure that where a defect is noted or the equipment is damaged, it is taken out of use immediately
- All ladders and steps shall be subject of a task risk assessment will be used under a 'permit to work' (agreed by the Principal Contractor/ PSCP) and when in use are secured, have a solid, level base and are being used correctly
- Ensure that 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.). (See risk assessment)
- Ensure the methods of use does not cause damage to the equipment e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.
- Ensure that proper storage is provided all access equipment to prevent damage from external sources

2.4 Control Measures

- Towers and podium steps must be built as per the manufacturer's instructions ensuring that all required handrails, toe boards, access ladders etc are fitted
- The wheels of mobile towers and podiums must be locked at all times when in use
- Mobile towers should not be used above wind speeds of 17mph when used outdoor, unless tied in
- Ladders must not be used to work from unless there is no other item of equipment available and no safer method of carrying out the works this should be decided by means of a risk assessment
- Ladders must be in good condition and of adequate length and strength for the work in progress
- Whenever a ladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment
- The ladder must be footed by a second person, unless a proprietary device is fitted at the bottom, until a lanyard can be tied at the top securing it to a suitable anchor point
- When positioning a ladder, it must be sited away from excavations and placed at an angle of 75° (ratio 1m out for every 4m up). Ladders must be of suitable length with at least 1m of the ladder above the point of access or work area. Ladders of more than 9m in height are not to be used
- Only one person may use a ladder at a time and no equipment may be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When ladders are used, the user must always face the ladder
- Ladders must be constructed of sound material and not used if they have any faults with them. Wooden ladders must not be painted
- Stepladders may be used as a last resort under a 'permit to work' system operated by the Principal Contractor/PSCP as a temporary access but must be of a suitable height and where room allows must be of the type that provides extra stability and where necessary a larger platform with the handrail and fall prevention. No-one should need to balance on top of a stepladder
- Defective equipment must not be used at any time. If a defect is noticed, it must be reported to a supervisor immediately
- Some Principal Contractors/ PSCP's do not allow the use of ladders or steps, however the HSE do, and providing they are used to a 'Safe System of Work' and other systems are first considered

3.0 ACCIDENT AND INCIDENT REPORTING (RIDDOR)

In compliance with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013/SHWW Regulations, the following procedures must be adopted by Company personnel when an employee, visitor or contractor is involved in an accident, incident, near miss or dangerous occurrence.

In all the following cases where it involves a contractor or a contractor's piece of equipment, the Company Site Manager must be informed immediately.

3.1 Fatalities

In the event of a fatality, the following people must be informed immediately:

- a) Police
- b) The HSE/HSA
- c) The Managing Director and Contracts Director d) The Company Safety Consultants Nothing must be touched until the police and HSE/HSA have given permission. The police and/or the HSE will carry out an investigation and all witnesses must therefore be kept on site for interviewing.

3.2 Accidents Resulting in Injury/Damage

All accidents, however small, resulting in personal injury must be reported to your immediate supervisor. If first aid is required, the accident must be entered into the accident book. Other injuries, e.g., minor cuts, scratches and contusions, must be looked at and, if there is a risk of the injury becoming worse, it must also be entered into the accident book. (see 3.8) Any accident that requires an individual to leave site, i.e., to go to hospital or their GP, must immediately be reported to the management representative of the Company who decide whether to instruct the Company safety consultants to carry out an investigation. Types of reportable injury.

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

- a fracture, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- permanent loss of sight or reduction of sight
- crush injuries leading to internal organ damage
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- scalping's (separation of skin from the head) which require hospital treatment
- unconsciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24hours

3.3 Diseases

Anyone diagnosed by a GP as having an industrial disease, e.g., Weill's disease, occupational asthma and dermatitis, etc. must report the matter to your supervisor as soon as it is diagnosed. This must then be reported to the Health & Safety Executive (HSE/HSA) as required by the regulations. Reportable occupational diseases. Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include (regulations 8 and 9):

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

3.4 Dangerous Occurrences

Any dangerous occurrences, as classified in RIDDOR, must be reported to the Project Manager, via the site supervisor, immediately for subsequent reporting to the HSE Reportable dangerous occurrences. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- plant or equipment coming into contact with overhead power lines
- explosions or fires causing work to be stopped for more than 24 hours

3.5 Near Misses

A near miss is an incident that has not resulted in injury or damage. The near miss system is run on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of reporting near misses to your supervisor is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

3.6 Procedures at the Scene of an Accident

- Obtain treatment for any injured persons from a First Aider or appointed person.
- Inform the Company's Project Manager via your supervisor, immediately.
- Make the area safe using barriers, signs, etc to safeguard other persons in the vicinity. In the case of a major accident nothing should be altered unless authorised by the HSE/HSA and / or the police.
- Enter details in the accident book and, following proper investigation, complete relevant accident report forms.
- Review existing workplace risk assessments, safe systems of work and the Company procedures.
- Take photographs of the area.
- Supervisors to take initial statements on from witnesses while the events are still fresh. Take into account the sensitivity of the situation at this point.

3.7 Accident Area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e., the HSE/HSA, police or our safety consultants have carried out a full investigation. Do not move any evidence until given all clear by the senior person on site.

3.8 Action to be taken when an incident occurs under RIDDOR by the Project Manager/ Supervisor.

All accidents causing injury to an employee or sub-contractor will be recorded in the site accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury.
- Date and time of the injury.
- Name of person reporting the injury.
- Cause of the injury.
- Any action taken because of the injury.
- Whether the injury is reportable to the enforcing authority (health and safety executive or local authority or not).
- Nature of the injury (e.g.: part of the body affected). In order to comply with the data protection, act the accident book must be in a format so as to prevent unauthorized persons from viewing personal details of injured persons, witnesses or those reporting the incident

Following the initial report all accidents will be investigated in order to:

- Identify the root causes of the accident
- Prevent a recurrence
- To obtain legal advice in contemplation of criminal or civil legal proceedings

3.9 Notification to the Health & Safety Executive (H.S.E)

Any injury resulting in a 7-day injury where the injured person is unable to return to work or can return but not carry out the full potential of their duties, (including days when the person may not have been working e.g. weekends) must be reported under RIDDOR. The report must be submitted within 15 days.

All non-fatal reportable work-related injuries and non-major incidents under RIDDOR will be reported using the online system, with a suite of seven forms available on the Incident Centre website to make the statutory reporting process quick and easy.



<https://www.hse.gov.uk/riddor/index.htm>

Serious or fatal injuries should be reported immediately by telephone.



0845 300 99 23 (open office hours only)

Note: Under EU law, employers and others with responsibilities under RIDDOR must still keep a record of all-over three-day injuries – if the employer keeps an accident book, then this record will be enough.

4.0 CDM – Construction (Design & Management) Regulations 2015¹

As a contractor the Company will take into account the requirements of the Construction Phase Health and Safety Plan, as produced by the Principal Contractor², when developing its own on-site procedures.

Detailed planning of all tasks requiring a method statement will be carried in good time to allow time for safe methods of carrying out the different operations to be established so that work packages can be planned to cause minimum risk to others who may be affected by each operation including members of the public if so affected.

The Company will be proactive throughout the construction phase and ensure that our methods of works are approved well in advance of planned start dates in accordance with the Principal Contractor's requirements. The Company will ensure that effective communication starts and continues throughout a project. The Company will fulfil its obligations as a "Contractor" as detailed in CDM 2015/SHWW (Construction) Regulations. The Company will ensure that all such information as is necessary for inclusion in the Health and Safety File is passed onto the Principal Contractor as it becomes available or within the time scales required by the Principal Designer³ to enable them to meet their legal obligations.

We shall demonstrate, to the satisfaction of the Principal Contractor, the level of staff 'competence' as required under CDM 2015.

4.1 Control and Co-Ordination

The safety policy, site rules and the overall way in which the site will be managed, with regard to safety, health and welfare will be established at the pre-start safety meeting with the Principal Contractor. It is vital that the agreed arrangements are reviewed at the first project meeting so that site management can deal immediately with any difficulties at an early stage. Clear lines of communication will be established and maintained between the Company and the Principal Contractor.

4.2 Monitoring

Site monitoring will be by the Company appointed Safety Consultants by way of site safety inspections at the visiting frequency agreed with the Principal Contractor. In addition, regular daily and weekly inspections will be carried out by site management. Contraventions of statute law, regulations, codes of practice and site procedures will be rectified immediately by site management.

4.3 Training

On-site training through site-based Toolbox Talks will be carried out on a regular basis to ensure our personnel are aware of the hazards and risks to health and safety on site. All operatives will attend the Principal Contractor Safety Induction Course prior to beginning work on site. Close liaison with the 'Worksafe' Partnership Ltd will establish the overall training needs on individual sites.

4.4 Records

The Company will ensure that all records of examination and inspection carried out, are maintained where appropriate, and copies will be passed to the Principal Contractor. All accidents and dangerous occurrences will be reported to Principal Contractor and investigated to establish the cause to enable us to prevent re-occurrence,

¹ For work in the Republic of Ireland the corresponding legislation is The Safety, Health and Welfare at Work (Construction) Regulations 2013

² For work in the Republic of Ireland, references to Principal Contractor should be read as Project Supervisor Construction Process (PSCP)

³ For work in the Republic of Ireland this role is covered by The Project Supervisor Design Process (PSDP)

5.0 COMPRESSED AIR POWER TOOLS

5.1 Hazards

The main hazards associated with compressed air and its use includes: -

- Grit, swarf etc. injury to eyes from use of tools or from blowing away dust.
- Vibration White Finger (Raynaud's phenomenon) particularly in cold weather or where considerable use is made of hand tools.
- Damage to internal organs or upper limbs due to incorrect posture when using breakers.
- Compressed air entering the body or blood stream via orifices or through the skin.
- Noise. (Note leaving engine covers open results in noise control measures being made ineffective and can cause overheating of the engine).
- Damage to feet if breaker point slips. (Usually caused by lack of sharpening.)
- Uncoupled hose swinging out of control.
- Machine starting unintentionally while changing disc, point etc. due to air supply not being isolated at compressor.
- Manual handling accidents while moving compressor particularly if stand or jockey wheel damaged.
- Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure.

5.2 Planning Procedures

When planning work, the relevant standards will be taken into account. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Health and Safety Plan will also be met.

The Project Manager will: -

- Ensure that any compressor and compressed air tools, which are purchased or hired for use on site or in the workplace, are in accordance with the relevant standards and are selected in accordance with the Company policy on noise.
- Ensure a schedule of examination is prepared for all Company compressors, fittings, and plant, which use air under pressure.
- Ensure copies of the necessary thorough examination certificates and schedules are maintained at the office in the case of Company equipment. Documentation relating to hired plant should be requested from the hire Company at the time of hire.

5.3 Training

Operatives will be instructed in the general safety precautions to be observed, and where relevant, in any specific item of equipment, especially if required by legislation e.g., changing abrasive wheels etc. Refresher training must also be undertaken to maintain and enhance competence in the use of compressed air and associated power tools.

5.4 Monitoring**The Site Manager will: -**

- Check 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, etc.). Noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.
- Ensure that all necessary safety equipment, e.g., eye protection, hearing protection, gloves is available and worn when required.
- Check that the necessary maintenance, lubrication, draining of receivers etc. is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections or tool is reported immediately to the relevant manager responsible for plant maintenance, or hire Company. The operator will be responsible for carrying out a visual inspection, checking couplings, etc., before the equipment is used.
- Ensure all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.
- Ensure that compressed air is not used to blow down clothing etc. and take disciplinary action against any operative seen directing a live compressed air hose at any other person.
- Ensure that the requirements of the risk assessments and Health and Safety Plan are being implemented.

5.5 Control Measures

- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices, brakes etc. are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.
- Engine covers/flaps must be in place during use, to ensure noise control is effective; this also includes mufflers fitted to breakers. Additional protective equipment such as earmuffs or goggles may be required, and these will be worn.
- Hoses, connection and valves must be in good condition and correctly fitted.
- When using an air “lance” or similar, eye protection must be worn, and a valve fitted to the lance to shut off the air supply. The work area should be cleared of other persons unless they are also adequately protected.
- Take care when blowing out condensation etc. from hoses and ensure that the open end is secure and not pointing at anybody.
- Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to “fool around” with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc. do not just fold the hose.
- Ensure the jockey wheel; stands and brakes are operational before manhandling compressors. Use a vehicle to move compressors whenever possible.
- Wear eye, foot and ear protection where needed but especially with breakers and abrasive discs.
- Ensure other control measures identified in the risk assessment(s) for the work have been implemented.

6.0 CONTROL OF SUB-CONTRACTORS

Sub-contractors are often appointed by the Company to carry out work on its behalf. It is the policy of the Company that only approved sub-contractors will be engaged. Pre-qualification procedures will be undertaken prior to letting any works to a sub-contractor.

6.1 Requirements of Sub-contractors

Contractors will be required to provide proof of their competence to carry out their work package and a copy of their Employer's Liability and Public Liability Insurance before starting any work. All sub-contractors will be required to submit their company Health and Safety Manual and work in compliance with the contents of this document and any additional site rules made by the Principal Contractor/PSCP that have been put in place. Generally, unless otherwise stated, works carried out by sub-contractors will be covered by the method statement and risk assessment developed by them. All sub-contractor Method Statements shall be submitted to the Principal Contractor/ PSCP for his approval prior to the commencement of their works package. All personnel will be required to attend the Principal Contractor's/ PSCP's site-specific induction where the rules of the site and the requirements from the method statement and risk assessments will be explained. Sub-contractors are to ensure that they, or their operatives, are competent to carry out the works for which they have been contracted to undertake. Where required they will supply evidence of this competence. At any time that it is deemed by the Company that a sub-contractor has failed to carry out work as determined by their method statement or has totally disregarded the requirements of our health and safety policy, that sub-contractor may be asked to leave site.

6.2 Approval of Contractors

Before contractors are considered for the 'Approved Contractors List', they must complete a pre-qualification questionnaire. Once the pre-qualification questionnaire and relevant documentation have been returned to the Project Manager, who will determine whether they can be added to the list and, if so, what level of supervision is required. The list of approved contractors will be made available to all managers on request and must be consulted prior to appointing a contractor to carry out work on behalf of the Company.

6.3 Responsibilities

6.3.1 Company - Management

The Project Manager acting on behalf of the Company is responsible for ensuring that the procedure for controlling and managing sub-contractors is followed at all times. The day-to-day responsibility for controlling and managing sub-contractors on site under the control of the Company befalls on the manager responsible for that area. If at any time during on-going works, a sub-contractor behaves in a manner that is unsafe and places them or others at risk, they may be asked to leave the site without warning and the sub-contractor's name may be removed from the Company's Approved Contractors List. The manager is responsible for ensuring that sub-contractors and their employees adhere to their own method statements and risk assessments and the requirements of their company Health and Safety Policy.

6.3.2 Sub-contractor Supervisor

Each sub-contractor employed to carry out work must have an appointed supervisor responsible for liaising with the site / department manager. The supervisor is responsible for ensuring that the work is carried out in a safe manner and in accordance with the method statement and risk assessment.

7.0 CoSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

There are duties imposed on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected. The work of the Company and its employees brings us into daily contact with substances, which, to varying extents, are hazardous to health.

Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that employees receive adequate information, instruction and training for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

7.1 Hazard Causes

Substances can have ill effect on Health via four main routes of entry to the human body, these are defined as follows:

- External contact - corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc.
- Inhalation - gases, fumes, dusts, vapours, vehicle exhaust fumes etc.
- Ingestion - swallowing.
- Injection – when a substance is directed into the body via injection.

7.2 Hazard Classifications

Hazards may be classified as toxic, harmful, irritant, corrosive, biological, or a combination of these.

7.3 Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Project Manager can arrange for a risk assessment to be carried out. Where necessary, the safety consultant will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required. The details of assessments will be kept in a suitable register.

7.4 Training

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training must also be provided to maintain and enhance competence in handling or using these substances.

7.5 Monitoring

The Site Manager will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

7.6 Control Measures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products. See Appendix C for the COSHH assessment Form.

8.0 ENVIRONMENTAL MANAGEMENT

The Company realises that works carried out will have some impact on the environment. Environmental hazards will be assessed as part of the site-specific risk assessment and will be monitored in accordance with our monitoring procedures. The Directors of the company are committed to maintaining high environmental standards throughout its operations. Every sub-contractor is required to take all reasonable practicable steps to ensure that work is carried out in an environmentally safe and efficient manner in accordance with the law and the procedures laid down by the company and with due regard to the environment.

8.1 Environmental Impacts

The main environmental impacts from the company's activities are as follows:

- Air pollution
- Energy and fuel consumption
- Noise
- Waste

8.2 Air Pollution

Air pollution may impact on human health, ecosystems and the physical environment on both a local and global scale.

The company realises that it contributes to air pollution whilst carrying out its undertakings, particularly in the following areas:

- Emissions of oxides of nitrogen, carbon monoxide and benzene due to its transportation activities.
- Emissions of particulate matters from its construction and installation activities.

The company will therefore adopt a policy to reduce the amount of air pollution caused by:

- avoiding unnecessary movements of vehicles
- vehicle sharing
- taking emissions into account when purchasing equipment
- using battery / electrical equipment rather than petrol driven equipment
- recycling rather than incinerating waste
- controlling the amount of dust produced

8.3 Energy & Resource Consumption

The company are aware that to carry out their undertakings they need to utilise many of the earth's resources, whether directly or indirectly, and that the use of the resources will impact on the various environmental receptors, i.e.

- Human beings
 - noise, dust, loss of amenity
- Flora and fauna
 - loss of habitats, species, biodiversity
- Soil
 - the physical removal or damage of soils and natural drainage
- Water
 - contamination, disruption of flow rates
- Air and climate
 - pollution on a local and global scale
- Landscape
 - physical change
- Cultural heritage
 - loss, destruction, visual intrusion

In order that the company can play a part in sustainable development, it will continue to look into ways of reducing energy and resource consumption.

In so doing the company will minimise waste by recycling materials such as:

- Construction / demolition wastes
- Office materials - paper and printing cartridges
- Packaging materials
- Machinery parts
- Waste oils and fuels

The company will endeavour to use low energy equipment and, in addition, encourage staff to switch off electrical equipment and machinery when not in use.

8.4 Noise

The company recognises that noise can be a very sensitive issue and is a source of nuisance from works being carried out on its premises and sites. Where practicable, all works on site will be planned in accordance with the planning requirements. Wherever practical, all activities will be undertaken within the ambient noise level existing in the vicinity of the site. To help meet this objective, a noise survey will be carried out in areas of concern to establish background noise levels before commencing operations. This will be especially important when operating near hospitals, schools, residential areas and places of work. The company will endeavour to purchase machinery and equipment which emit low levels of noise. Where our activities will cause increased noise levels which may be perceived as nuisance, we will use the quietest machinery at our disposal. To minimise noise levels the machinery will be properly maintained to further mitigate the transfer of noise.

8.5 Waste Management

All personnel, particularly Line Management, are responsible for minimising waste through recycling. The services of competent contractors will be employed to dispose of any wastes which cannot be recycled by us. The company recognises its responsibilities under Part 3 of the Environmental Protection Act 1990 and will, as far as reasonably practicable, take suitable measures to ensure that any works carried out on its behalf do not cause a nuisance to the local community or the environment by controlling the spread of litter. The Site Manager is responsible for identifying the waste that will be produced and must arrange for segregation and disposal methods. The waste management plan for each site / contract must be included as part of the induction.

Waste is defined in the Environmental Protection Act as:

- Any substance which constitutes a scrap material or effluent or otherwise.
- Any unwanted surplus arising from the application or any process
- Any substance or article which requires to be disposed of as being broken, worn out, contaminated or otherwise spoiled.

If the company utilises an outside waste disposal contractor, the contractor must be licensed in accordance with The Waste Management Licensing Regulations.

9.0 Epidemic/Pandemic Arrangements

Introduction

The following arrangements are based on what actions will be taken when an epidemic or pandemic occurs that affects this companies' employees.

The two types of outbreaks are defined as follows:

- Epidemic - an increase, often sudden, in the number of cases of an infectious disease above what is normally expected in a given population in a specific area (e.g., Cholera and diarrheal diseases, measles, malaria, and dengue fever).
- Pandemic - an epidemic of infectious disease that spreads through human populations across a large region, multiple continents or globally (e.g., Covid-19 or Coronavirus).

These are based on the current Pandemic outbreak of Covid-19 but specific arrangements including Risk Assessments and Method Statements will be put in place to further support these arrangements for a specific outbreak where Government guidance is released from information provided by the World Health Organisation (WHO), UK Health Security Agency and Office for Health Improvement and Disparities or the National Health Service (NHS).

Background Information on Coronaviruses (CoV)

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and severe acute respiratory syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

General Arrangements for the current Covid-19 outbreak

Once the government have issued guidance and actions that we are advised to take, we understand staff may be feeling anxious about coming to work and about impacts on livelihood and job security. We will ensure staff are always fully briefed and appropriately supported. We will communicate with all employees to ensure they are kept up to date with changes that may affect their requirement to work or changes to pay.

We will make every possible effort to enable working from home as a first option. Where working from home is not possible, we will make every effort to comply with the social distancing guidelines set out by the government.

Members of staff who are vulnerable or extremely vulnerable, as well as individuals whom they live with, will be supported as they follow the recommendations set out in guidance on social distancing and shielding respectively.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between our employees.

Staff who are unwell with symptoms of a particular virus should not travel to or attend the workplace.

Behaviours:

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

Travel to Work:**Using Private Vehicles:**

Wherever possible, workers should try not to share a vehicle with those outside their household or support bubble.

If workers have no option to share transport, they should try to:

- Share with the same individuals
- Keep the windows open
- Maximise the distance between people
- Wear a face covering

Using Public Transport:**Where public transport is the only option for workers, they:**

- Should try to avoid travelling during peak times
Must wear a face covering

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits
- How someone taken ill would get home

RIDDOR reporting of COVID-19**Based on Current guidance you must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:**

- An accident or incident at work has, or could have, led to the release or escape of coronavirus. This must be reported as a dangerous occurrence.
- A person at work (a worker) has been diagnosed as having Covid-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.

What to report**Dangerous occurrences**

Read about RIDDOR regulation 7, Schedule 2 – Section 10 on [legislation.gov.uk](https://www.legislation.gov.uk)

If something happens at work which results in (or could result in) the release or escape of coronavirus you must report this as a dangerous occurrence. An example of a dangerous occurrence would be a lab worker accidentally smashing a glass vial containing coronavirus, leading to people being exposed.

Cases of disease: exposure to a biological agent

Read about RIDDOR regulation 9 (b) on [legislation.gov.uk](https://www.legislation.gov.uk)

If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work you must report this as an exposure to a biological agent using the case of disease report. An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.

Work related fatalities

Read about RIDDOR regulation 6 (2) on [legislation.gov.uk](https://www.legislation.gov.uk)

If someone dies as a result of a work-related exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the 'case of disease' report form. You must report workplace fatalities to HSE by the quickest practicable means without delay and send a report of that fatality within 10 days of the incident.

10.0 FIRE POLICY & PROCEDURES

In the event of fire, it is the policy of the Company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The Company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The Company will always support employees who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

10.1 Hazards

The principal hazards from fire-fighting and other emergency equipment are:-

- Use by untrained personnel.
- Inappropriate use of emergency equipment.
- Use of incorrect type of fire extinguisher to control fire.
- Hazards from poor maintenance and inspection.

10.2 Planning Procedures

Fire risk assessments will be carried out for all places of work which are under the control of the Company. Where risk assessments for the work require fire-fighting and other emergency equipment to be provided it will be planned for, and supplied, meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan and or Emergency Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

10.3 Training

All personnel must be provided with training on the emergency procedures relevant to their place of work. Specific personnel must be trained in the use of fire fighting and other emergency equipment so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training must be undertaken to maintain and enhance competence. Records of all training undertaken, and instruction and practice in emergency procedures must be kept to comply with statutory requirements.

10.4 Monitoring

The Site Manager will: -

- Ensure that the requirements for firefighting and emergency equipment necessary for the work and/or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use firefighting and emergency equipment.
- Ensure that any discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use.
- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

10.5 Control Measures

- Ensure that firefighting and emergency equipment appropriate to risk are available for the work to be undertaken.
- Ensure that the equipment has been maintained and inspected before being placed ready for service.
- If equipment is discharged or damaged during use, ensure it is replenished / repaired before being returned to service. If a fire extinguisher is used, or partially used, it must be reported to a Manager / Supervisor immediately so that the fire extinguisher can be tested to ensure serviceability.
- Ensure that the fire-fighting portable equipment to be used on a fire is of the correct type for the fire situation encountered, e.g., CO2 type on electrical fires. IF IN DOUBT DON'T USE IT
- Ensure that you do NOT use equipment that you have not been trained to use.
- Maintain details of competent persons on site who are trained to use specific equipment.
- Persons are only required to attempt to extinguish a fire if it is safe and they have been trained in the use of fire extinguishers.
- Immediate evacuation of all buildings should take place as soon as the alarm is raised.

On evacuation all employees should report to the assembly point as specified in the fire procedures. Re-entry of all buildings is strictly prohibited until given all clear by the fire brigade officer in charge. The silencing of the fire alarm should never be taken as an indication that it is safe to re-enter the building.

11.0 FIRST AID ARRANGEMENTS

11.1 Planning Procedures

The Project Manager will establish the necessary first aid arrangements determined by the expected risk environment, employee/contractor population, available local hospital facilities, etc. Where appropriate, first aid cover will be provided by contractors for their own people. If contractors do not have their own first aiders available, it is to be brought to the attention of the Company Directors and may or may not be provided.

In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981 and/or Chapter 2 Part 7 of the SHWW (General Applications) Regulations 2007 for the provision of suitable person(s) to administer first aid, the Company will ensure that sufficient numbers of trained and certificated 'suitable persons' are available.

The Company will establish the necessary procedures and arrangements to: -

- Communicate the first aid facilities to all persons on site through the site induction procedure
- Communicate the names of suitable person(s) to all persons on site
- Ensure that first aid materials are replenished when used
- Ensure the first aid facilities are not abused
- Arrange all necessary first aid equipment, with guidance from the safety adviser if needed.

The safety adviser can arrange the supply of materials if required.

11.2 Training

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement.

11.3 Monitoring

- The Site Manager will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.
- Where the Company is utilising arrangements made by the principal contractor/ PSCP then any deficiencies in that provision must be reported to the principal contractor/ PSCP.

11.4 First Aid Arrangements

The first aid arrangements made for the site in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include: -

The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation e.g., St John's Ambulance, British Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on the site.

- Means of communicating the arrangements made to all employees, visitors, and sub-contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A place or room set aside for the administration of simple first aid procedures (see below).
- A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- The maintenance of first aid materials at appropriate levels.

11.5 First Aid Arrangements - Short Term Sites

Where short-term work is carried out moving from site to site, the following provision for first aid should be made.

- Adequate first aid equipment and materials should be carried in the vehicle. (See below)
- As a minimum, one member of each work team should be a nominated suitable person to administer first aid treatment. If dangerous equipment is being used, then at least 2 members should be so nominated.
- Welfare facilities must include the provision for washing and drying hands and adequate drinking water.
- If working in remote areas, the supervisor should have readily available, details of the local hospital facilities for dealing with non-ambulant casualties.
- All members of the work team must be informed of the first aid arrangements.
- The use of first aid equipment/materials must be recorded as part of the Company accident recording procedure. Used materials must be replenished as soon as possible to maintain the availability of the first aid provision.

11.6 First Aid During Pandemics/Epidemics

It maybe the case that the methods of first aid will change and affect the way we provide first aid to a casualty. This can include the level of PPE worn, the number of persons giving first aid to a casualty and the method of CPR. Other factors may change so it is important to stay up to date with the first aid advice. Look at the St Johns Ambulance website for updates. <https://www.sja.org.uk/>

12.0 LIFTING EQUIPMENT

12.1 Hazards

The main hazards associated with lifting gear include:

- Overloading.
- Incorrect use, i.e., too wide an angle between legs of sling, use of eye bolt at an angle, etc.
- Use of defective equipment.
- Damage to sling, i.e., lack of packing to load.
- Incorrect slinging method.

12.2 Planning Procedures

The Project Manager will ensure a lifting plan is established prior to the commencement of any lifts and work is under the supervision of an 'Appointed Person'. The plan will take into account the size, weight and type of loads to be lifted and the conditions in which lifting gear is to be used. The lifting plan will be explained to all operatives involved prior to the commencement of any lifts by the 'Appointed Person'.

12.3 Training

Training will be provided for slingers and supervisory staff.

12.4 Monitoring

The Site Manager/'Appointed Person' will:

- Ensure that all the control measures identified in the lifting plan risk assessment for the work have been implemented.
- Ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined, in accordance with statutory requirements, within the previous 6 months.
- Arrange for proper storage facilities for lifting gear.
- Ensure that only authorised slingers trained and over 18 years of age are permitted to use lifting gear.
- Ensure that where defects are noted or reported with lifting gear, the equipment is taken out of use immediately.

12.5 Control Measures

- The "Appointed Person" will check for obvious defects in any lifting gear prior to the commencement of any lift and if any are found it will not be used. Report defects immediately.
- Return lifting gear to the storage area after use and put away correctly and tidily. Report any defects resulting from use.
- Only trained, authorized persons will carry out slinging operations.
- Slings must be securely attached and take into account the angle of the legs, the centre of gravity, the weight of the load and the attachment method.
- Ensure that all parts can carry the load to be lifted, and that the weight is established before operations commence.
- Slings must not be knotted or bolted together.
- Slings will be protected at the edges of loads by the use of suitable packing.
- Do not drag slings from beneath loads.
- Ensure the safe working load is displayed on lifting gear wherever required or identified to establish the safe working load.
- Ease loads from the floor to check the security before the full lift is performed.
- Safety helmets will be worn during or near all lifting operations. On no account must any person stand near or under a load during a lift and if necessary suitable, attached guide ropes will be used.
- Repairs to lifting gear will only be carried out by authorised persons and not used again until the relevant test certificate has been issued.
- Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook and be fitted so that the device operates correctly.
- Ensure loads are securely fixed and covered where loose items are being lifted.
- The safety consultant will be consulted at an early stage where any large or unusual lifting operation is to be carried out, or if any necessary training is required.
- All other control measures identified in the risk assessment(s) must also be implemented.

13.0 LIFTING OPERATIONS

13.1 Hazards

The main hazards associated with lifting operations include:

- Unsuitable or inadequate base for lifting appliance.
- 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.

13.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments for the work will identify the control measures necessary.

The Project Manager will:

- Ensure that a competent person is appointed for all lifting operations who shall take into account the siting of lifting appliances, provision of suitable lift gear, the weights and positions of load to be handled, etc.
- Arrange for suppliers to provide information on weights, lifting points, safe slinging procedures etc. of materials or articles supplied.
- Consider any height, weight, overhead service or other restrictions on or adjacent to the site before work starts, especially taking into account the safety of the public.
- Ensure that servicing and maintenance of all lifting appliances is planned before it is taken into use on site.

When planning work, the requirements of the relevant standards will be taken into account and a safe system of work (SSW) established.

The SSW must incorporate, as a minimum, the following:

- Risk assessments for the work will identify the required control measures.
- A detailed description of the method of works.
- A list of the equipment to be used to carry out the lift safely.
- The name of the 'appointed person' who is responsible for ensuring the operation is carried out safely.
- The name of the nominated Slinger / Signaler (this can be the same as the appointed person).
- Any other persons who are to be involved.
- A description of the load.
- Any particular safety measures that are required to ensure the safety of all persons during the operations. The SSW is to be communicated to all persons involved in the operation prior to commencement. These people are to sign to say they are aware of, and understand, the contents of the SSW.

13.3 Training

Training will be provided for operators of lifting appliances and banks men, slingers or riggers. Where appropriate, only persons who possess a certificate issued under the FETAC/CITB Plant Operator's Registration Scheme will be permitted to operate a lifting appliance. Regular refresher training must also be provided to maintain and enhance competence for this type of work.

13.4 Monitoring

The Site Manager will:

- Ensure that all control measures identified in the risk assessment(s) are implemented.
- Ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the relevant 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.
- Ensure that all lifting appliances and lifting gear is thoroughly examined in accordance with the Factories Act requirements and the relevant records kept, e.g., annual inspection by independent insurance assessor, 6 monthly examination of lifting gear, 12 monthly examinations of lifting appliances, inspection following repairs, etc.
- Ensure that areas where mobile cranes are to be set up to carry out lifting operations are firm and level.
- Ensure that lifting appliance is designed and marked as being suitable for lifting purposes.
- Check that lifting appliances such as gin wheels, pulley blocks, etc. are correctly erected and used.
- Ensure that only authorised operatives are 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 the duties. Where there is any doubt of the competency of the authorised operative, the Manager must be informed immediately.
- Ensure that any defect noted in any lifting appliance machine, gear or tackle is reported immediately and the equipment taken out of use if the defect could affect its safe use.
- Stop work where adverse weather conditions could affect the safety of lifting operations, until conditions improve.
- Ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register for LOLER (The Lifting Operations & Lifting Equipment Regulations 1998).

13.5 Control Measures

- All personnel working with or near lifting appliances must wear safety helmets.
- All lifting appliances must be secured and left in 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 fully 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 safety consultant must be contacted immediately, and the procedures detailed for dangerous occurrences in this policy must be carried out.
- Loads which are likely to sway when moved must be controlled by nominated persons using guide ropes of a suitable length.

- Any necessary training can be arranged by the safety consultant if required.
- All other control measures identified in the risk assessment(s) must be implemented.

14.0 MANUAL HANDLING

14.1 Hazards

The main injuries associated with manual handling and lifting are:

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

14.2 Planning Procedures

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees by:

- Avoiding, where practicable, the need to lift items manually or failing this by
- Assessing the operations which pose a significant risk of injury
- Ensuring all persons are given suitable manual handling training

Realising that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs manually).

All work will be planned for taking into account the relevant standards. The requirement of manual handling operation and other assessments will be undertaken, and the control measures identified planned for.

It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling then a more detailed assessment needs to be carried out and recorded.

A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:

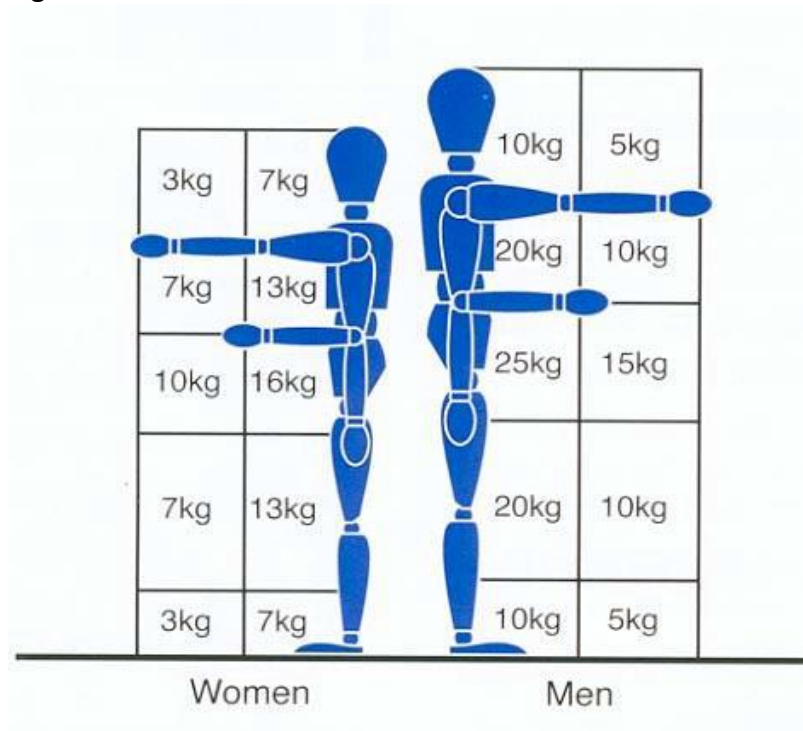
- the lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in Figure 1 or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in Figure 1 and the distance exceed 10 metres without rest; or
- The pushing or pulling of a load from start where the force required exceeds 25kgs for men or 16kgs for women; or
- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.

The detailed assessment must be carried out by a competent person.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

Figure 1.



14.3 Training

All personnel involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

14.4 Monitoring

The Site Manager will:

- Ensure that the required control measures for the work are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- Enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift without assistance a load, which is likely to cause injury.

14.5 Control Measures

- Wherever possible use mechanical means to lift and transport items.
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting stooping or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear and other personal protective equipment relevant to the working environment.
- Protect sharp edges.
- Avoid long lifts and if necessary change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e., from knee to shoulder range.
- For long distances arrange supports to allow the load to be placed for brief breaks.
- During repetitive work, ensure sufficient time for resting.
- If more than one person is involved then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items, which are loose to prevent the load shifting when being carried.
- Avoid carrying up and down steps.
- Suitable training can be arranged by the safety consultant, if requested.

15.0 MOBILE ELEVATING WORK PLATFORMS (MEWPs)

15.1 Hazards

The main hazards associated with the use of mobile elevating work platforms include:-

- Falls of persons or materials from the platform.
- Trapping in the platform mechanism or structure.
- Trapping between the platform and fixed obstruction.
- Overturning due to overloading, uneven ground, wind, etc.
- Collisions when in motion or use.
- Failure of the mobile elevating work platform structure.
- Unintentional movement due to accidental or incompetent use of controls.
- Person stranded at high level due to power failure or breakdown.
- Contact with electricity (see separate section).
- Persons struck by the mobile elevating work platform.
- Use of mobile elevating work platform on public roads or at night.

15.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

The Project Manager will ensure that the following arrangements are planned before work involving mobile work platforms commences:

- The site is checked to ensure the mobile elevating work platform can be used safely, i.e. firm, stable, level base, no holes or steps, no overhead services.
- Maximum loads to be carried on platform are within safe working limits.
- The MEWP supplied is suitable for the work to be carried out in that it is the right height and has a suitable sized platform.
- That the MEWP to be supplied complies with the relevant standards and statutory requirements.
- Inspection and maintenance procedures.
- Operators and supervisors have been trained and are authorised in writing to operate such plant.
- Ensure that all preparatory work is planned in accordance with the risk assessment and any associated method statement, e.g. travelling areas levelled and consolidated, overhead service protection provided, protection for public, weather reports obtained etc.
- Protection for public or others affected.

15.3 Training

Operators and supervisors will be trained in the use, maintenance and inspection of this equipment to industry standards, as required. Regular refresher training and competence assessments will be undertaken to maintain 'employer authorisation' to operate such equipment.

15.4 Monitoring

The Site Manager will:-

- Ensure a safety check of the mobile elevating work platform is carried out once it has been delivered to site.
- Ensure that the equipment ordered for the work can meet local requirements and the environment in which the equipment is going to be used e.g. sufficient electrical power supplies if electrically driven equipment, independent powered equipment for use in damp/wet conditions.
- Ensure that when the MEWP is delivered to site, it is fitted with all necessary barriers, guards, safety devices, etc. and that they are used accordingly.
- Ensure that no person is permitted to operate or work on mobile elevating work platforms unless trained and authorised to do so.
- Check that the mobile elevating work platform is being used correctly and is not used for work for which it is not designed or intended, with information available as to its safe operation and use.
- Ensure that any defect noted or reported is rectified, and where the defect could affect the safe use of the mobile elevating work platform, will stop its use immediately.
- Carry out a weekly inspection of the mobile elevating work platform and make a record of the inspection.

15.5 Control Measures

- Only trained and authorised persons will operate and work from this equipment. They will also check the equipment before each use e.g. tyres, brakes, lights, fuel/power, leaks, general defects etc. in accordance with the manufacturer's guidance.
- Work surface areas should be level and firm. Where rough terrain equipment is available, the manufacturers' guidance on ground support requirements will be followed.
- Ensure there are no obstructions especially overhead cables etc., in the areas where the platform is to be taken or used.
- Ensure clear working areas around the equipment by the use of warning signs, barriers, cones etc. This is especially important if work takes place where the public have access.
- Ensure arrangements are made to ensure the stability of equipment if it is not possible to make full use of outriggers etc. that may be fitted.
- Ensure good visibility and lighting during work operations.
- Ensure that the safe working load for the machine is displayed and followed, and that all tests, inspections and examinations are carried out and recorded.
- Follow manufacturers' guidance on working in windy conditions, these platforms should generally not be operated in wind exceeding 16mph. If there is any doubt, then leave the platform at its lowest position and do not use until wind levels reduce.
- Ensure safety devices fitted are working correctly.
- Ensure safe access to the platform for boarding at ground level.
- Ensure the platform is fully guarded during use and provision is available and used for securing safety harnesses to the platform only during use. Work should be done only from within the platform area without having to lean out.
- Ensure guards are fitted and maintained on all moving parts where a person could be trapped or entangled. This may require a cage around the base, especially in public areas.
- Wherever possible, all movement controls should be sited to be operated from the platform.
- If this is not possible, then clear communications should be established between the platform and ground.
- Platforms, when not in use or unattended, should be secured at ground level and immobilised to prevent unauthorised operation.
- Only use the platform for the work it was intended and in accordance with the method statement and risk assessment.
- Keep the platform clean and free from loose materials or debris etc. This may require Regular attention depending on the work being carried out.

16.0 NOISE AT WORK

16.1 Hazards

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

16.2 Planning Procedures

When planning work, the relevant standards will be taken into account. Noise measurements must be made to ascertain where control measures are required. The requirements of the site Health and Safety Plan must also be planned for.

The Company will:

- Ensure that information on the noise level of any plant and equipment is obtained and taken into account before hiring or purchase takes place.
- Ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes into account noise before hiring or purchase takes place.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, a noise assessment is carried out by a competent person and information is communicated to personnel affected.
- Details should be included in the Health and Safety Plan along with designated ear protection zones.

The Project Manager will:

- Arrange for supplies of ear defenders or other hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.
- Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise at or above the lower exposure action value.

16.3 Training

Instruction and training will be provided to employees required to work in premises or with plant, which is likely to result in exposure to noise levels above the first action level. Regular refresher training must be provided to maintain awareness of the hazards to health of noise.

16.4 Monitoring

The Site Manager will:

- Ensure that all the control measures identified in the noise assessment are implemented.
- Ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors etc. are used.
- 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 relevant manager responsible for plant maintenance, or Hire Company immediately.
- Ensure that personnel working within noise protection zones, or those who are exposed to average levels above 85dB(A) are wearing suitable hearing protection.

16.5 Control Measures

- Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
- Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels.
- When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.
- Where possible, site noisy equipment away from working or public areas.
- If the noise level exceeds 80 dB then ear protectors will be made available.
- If the noise level exceeds 85 dB then ear protectors will be worn and that area clearly identified.
- Ear protection supplied will be suitable for the conditions of exposure.
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- The safety consultant will provide the following services on request: noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel.

17.0 OCCUPATIONAL HEALTH

17.1 Dust Hazards

Due to the nature of the works undertaken by the Company it is inevitable that quantities of dust are generated. It is also realised that dust is a hazard that can affect the health and safety of personnel. Therefore, the Company undertakes, as far as is reasonably practicable, to control dust emissions and will consider the risk from dust when carrying out specific job risk assessments.

17.1.1 Planning Procedures

Dust Generated by mobile Plant and Vehicle Movements

Where there is a risk to health and safety of personnel, visitors or other contractors due to dust being disturbed during hot and dry conditions, the site management is to ensure, as far as is reasonably practicable, that a means of dampening down is employed to reduce the risk of respiratory and other dust created problems.

- If due to the climatic condition's dusts are still generated then suitable respiratory protective equipment, generally dust masks, are to be made available.
- There may at time be other processes that produce dusts. These are to be sufficiently risk assessed to determine the type of dust to be produced and suitable control measures to be put in place.
- Visibility – if there is a risk of a person or group of people's visibility being affected then suitable eye protection is to be supplied and used.
- Respiratory – where a dust is produced which could give rise to respiratory problems or other health problems (e.g. cancer-causing hardwood dust) then a suitable mask will be supplied and worn by those affected which will be face fit tested.

It is important that the type of dust is correctly determined to ensure that the right type of respiratory protection can be supplied. Air Sampling – where a dust produced the HSE's Publication EH40 is to be consulted to determine whether a WEL (work exposure limit) has been allocated. If there is a WEL then the Health, Safety & Environmental Manager will arrange for the suitable monitoring equipment to be hired / purchased and any necessary training in its use undertaken.

17.1.2 Training

Training will be given, where necessary, for the use of dust suppression units and the correct fitting of respiratory protective equipment.

17.1.3 Monitoring

Dust monitoring will be carried out, where applicable, in accordance with local planning restrictions and environmental legislation. This would normally be left to the main contractor to organise. On site monitoring will be carried out by the Site Manager to ensure that suitable PPE is being worn and to determine when dust suppression is required

17.1.4 Control Measures

The following considerations are to be taken into account when carrying out processes or operations that gives rise to the generation of dust:

- All persons are required to wear suitable eye and respiratory protection as stated in the risk assessment or as instructed by the site supervisor.
- Personnel are required to inform their supervisor if they believe there is a risk resulting from excessive dust

17.2 Weils Disease (Leptospirosis)

17.2.1 Introduction

Persons working in areas where there may be contact with rat's urine, or water contaminated by rats may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth. The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

17.2.2 Planning

Prior to works commencing, the manager must:

- Identify areas of risk which include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat's infestation is likely.
- Carry out a risk assessment. The identification of any likely risk from contact with sources of Leptospirosis will result from the risk assessment for the work and this must be undertaken prior to the work commencing. Where such risks are present or likely to be present on a site the Planning Supervisor for the project should be informed so that the hazard can be included in the Health and Safety Plan developed for the work on the site.
- Ensure adequate washing facilities and first aid facilities are organised prior to works commencing.
- Organize an adequate supply of PPE and where appropriate, arrange face fit testing.

17.2.3 Training

Carry out a toolbox talk to inform persons of the likelihood, symptoms, and protection against Weill's disease.

17.2.4 Monitoring

The Site Manager must ensure that all persons are aware of the risk and ensure they always wear their PPE.

17.2.5 Control Measures

- Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing.
- After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.
- Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.
- Leptospirosis cards may be issued to those employees at risk and should be shown whenever you attend your doctor or a hospital. If cards are not issued and you experience flu-like symptoms, visit your GP and inform him/her that you are working where there is a risk from Weill's disease.

17.3 Hand Arm Vibration

17.3.1 Hazards

Workers whose hands are regularly exposed to high levels of vibration may suffer from several kinds of injury to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as 'Hand Arm Vibration Syndrome'.

17.3.2 Planning

Prior to carrying out any work with tools or equipment which is likely to present a risk, the manager / supervisor must:

- Identify which operations are likely to cause damage due to excessive exposure to vibration.
- Where practicable avoid exposure by using equipment other than vibratory equipment or by changing the method of work.
- Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.
- Anti-vibration gloves are to be obtained and given to personnel who will be exposed to such equipment.
- Inform the operators of the equipment the findings of the risk assessments and any required control measures or maximum exposure times.

17.3.3 Training

Prior to any works commencing with such tools or equipment, the manager or supervisor is to give a toolbox talk on the risk associated with excessive use of vibrating equipment and how to reduce the risk of contracting hand arm vibration syndrome. Operators are to be trained on how to recognise the symptoms from such tools and informed of who to report it to.

17.3.4 Monitoring

A register is to be kept on site detailing how long personnel have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. Site managers are to ensure that the register represents a true account of the exposure times.

17.3.5 Control Measure

Where personnel are using vibrating or percussive tools, they must:

- Adhere to the exposure and rest times identified in the risk assessment.
- Complete the site register for monitoring exposure times.
- Wear any specific PPE required for protection against hand arm vibrating syndrome as well as any other PPE required for that item of equipment.
- Report to the supervisor any symptoms experienced whilst operating equipment.
- Attend any health assessments which have been organised by the employer in accordance with the risk assessments.

18.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

18.1 Hazards

Refer to the specific sections of this policy for the relevant hazards and the protective equipment required.

18.2 Planning Procedures

All work will be planned for in accordance with the relevant standards. Risk assessments will identify where personal protective equipment is required as a control measure and these must be undertaken for all work.

The Project Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc. are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the wearing of safety helmets, and the provision of personal protective equipment for their own employees.

The minimum requirements on all sites operated by the Company are:

- Safety helmets conforming to EN 397:2012 and are within 3 years from the date of manufacture.
- Hi-visibility vest or jacket.
- Safety boots with steel toe caps and steel midsoles.

18.3 Training

Training will be provided to staff in the use and maintenance of all protective clothing and equipment issued.

18.4 Monitoring

The Site Manager will:

- Ensure that adequate supplies of all necessary protective clothing or equipment is available at site/workplace for issue as required and that when issued to employees, a record is kept in a safety equipment and protective clothing issue register.
- Ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders, etc.
- Inform any person at site/workplace, observed carrying out any process which requires the use of protective clothing or equipment, of the statutory and the Company policy requirements. Prevent continued working until protective clothing or equipment is obtained and used. This applies to sub-contractors as well as direct employees.
- Ensure that the protective clothing or equipment is suitable for the specific process for which
 - it is provided.
- Management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

18.5 Control Measures

18.5.1 Footwear

- All operatives are required to wear suitable footwear whilst at work. Suitable footwear may contain some or all of the following features: steel toecap, steel midsole, waterproof (e.g., Wellingtons), oil or chemical resistant soles, electrically insulating, specific protection (e.g., chainsaws, etc.).
- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- Operatives will be required to wear the appropriate head protection on all sites.

18.5.2 Safety Helmets

- Safety Helmets are to be worn by all personnel on site.
- Peakless hats will be issued to surveyors for ease of use with surveying equipment.
- Liners may be inserted to the safety helmet as long as it does not interfere with the protective qualities of the helmet e.g., the harness must not be removed or unclipped and must still be able to keep the safety helmet on the wearers head.
- At no time must the safety helmet be defaced with pens, paint or stickers, unless approved stickers issued by the Company or one of its clients to show an individual has been inducted.
- When necessary, operatives will wear the appropriate hearing protection issued and be instructed in its maintenance and use.

18.5.3 Ear protectors

When noise levels of 85dB(A) or above are recorded, i.e., when you cannot hear normal conversation beyond a distance of one metre. If the level is 80–85dB(A) ear protectors will be supplied on request.

The hearing protection supplied by the Company will vary depending on the level of risk;

- a) Earplugs will be supplied where employees are only occasionally exposed to levels above 80dB(A) and below 85dB(A). Disposable earplugs should only be used once before being discarded or changed.
- b) Earmuffs will be supplied to anyone who is exposed to noise levels above 85dB(A) over an 8-hour period. The type of earmuff provided will be determined by the Health, Safety & Environmental Manager once a frequency analysis has been carried out.

18.5.4 Eye protection

Operatives will wear the eye protection issued as appropriate to the work carried out and as indicated by the task risk assessment e.g., when cutting/grinding metals, breaking out concrete, using high pressure hoses etc. The task risk assessment must state what type of protection is required.

The information below may assist with the correct selection as there are many grades and types of eye protection:

Grade 1 impact (120m/sec)	BSEN 166B
Grade 2 impact (45m/sec)	BSEN 166F
Basic impact (12m/sec)	BSEN 166S

Processes in which the above grades apply:

Grade 1	Use of power-driven high speed metal cutting saw or abrasive cutting-off wheel or disc, handling and use of cartridge-operated tools, use of compressed air with shot or other abrasives for blasting or cleaning.
Grade 2	Use of hand or power tools to strike masonry nails, chipping or scuffing of paint, scale, slag, rust, etc from metal and other materials using hand or power tools.
Basic Impact	Cleaning by high pressure water jets. Unless the task is included in the above, further advice must be sought.

18.5.5 Respiratory Protective Equipment

- Where necessary, operatives will wear the relevant respiratory protective equipment provided and be trained in the correct inspection/usage as appropriate.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- All operatives are required to sign to say they have received the relevant safety equipment. Copies of the safety equipment and protective clothing issue register may be obtained from the safety consultant, on request.

18.5.6 Hand / Skin Protection

Due to the nature of the works carried out by the Company, there will always be a need to handle certain materials, parts, equipment etc. To reduce the risk of cuts and abrasions when carrying out such handling, it is necessary that suitable hand protection will be used.

Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The site manager should monitor this requirement and take appropriate action where the condition of equipment is not acceptable.

It is the responsibility of all personnel to report to their manager and PPE which has been lost, stolen or has become ineffective.

(Other control measures also make reference to various items of protective clothing and equipment required).

19.0 PLANT & EQUIPMENT

19.1 Hazards

Hazards associated with the use of work equipment arise out of:-

- Unskilled operation.
- Incorrect use.
- Poor maintenance.
- Unsupervised reversing of plant.
- Defects in machine unchecked.
- Noise (see separate section).

19.2 Planning Procedures

All work will be planned in accordance with the relevant standards, the required risk assessments and any Health and Safety Plan for the site. The Project Manager will take all aspects of the work into account to ensure that sufficient information is provided to hire Companies to enable correct type of equipment to be provided. Any plant must be in a safe condition before it is used. It must also have an amber flashing light switched on and working at all times and must only be driven by an operator who is certified to drive that item of equipment and who holds a full driving license. All the requirements of the relevant statutory provisions regarding driving on public roads must be adhered to at all times.

The Project Manager will:

- Ensure that competent operators are provided or that, where necessary, full training and instruction is arranged.
- Determine whether any preparatory work is required for the installation or use of equipment on site and ensure that any requirements are planned, e.g., forklift truck storage areas, loading towers, solid base for mobile cranes.
- Give special consideration to the stability of equipment when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all Company equipment and records kept of repairs, alterations, maintenance etc.
- Take account of the local environment to ensure the equipment is not only suitable for the task but also for the surroundings it is to be used in.

19.3 Training

Training will be provided to all equipment operators and, where relevant, only holders of an approved up to date certificate (e.g. CPCS, CSCS, FETAC, abrasive wheels etc.) will operate equipment. Regular refresher training will be provided to enhance competence levels.

19.4 Monitoring

The Site Manager will: -

- Ensure that equipment delivered to site is in good order and fitted with any necessary safety devices and guards.
- Ensure any defects noted, are reported to the manager or hire Company immediately.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of equipment.
- Ensure all equipment is properly secured and immobilised at the end of each day.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of equipment requiring inspections by operator or other competent person have the inspection recorded in the register.
- Ensure that any defect notified by the operator is reported immediately for repair and that where defects could affect safety; the equipment is not used until the repairs are carried out.

19.5 Control Measures

- Carry out daily checks on equipment before use and report any defects. Notify your supervisor immediately if any defect could be hazardous and do not operate the equipment until it has been rectified.
- Weekly (7day) PUWER checks to be carried out by a competent person and recorded.
- PAT testing to be carried out at a suitable frequency (3-6month) on all electric equipment, including battery chargers.
- Only trained, authorised and, where relevant, current certificated persons will operate equipment. Persons who are not trained or authorised to use equipment must not use it.
- All guards must be in good order and in position while equipment is operating.
- Only use the correct item of equipment for the work required.
- Ensure the work area is suitable for the job being done e.g., clear working area, good ventilation etc.
- Secure and immobilise equipment when left unattended. Do not leave work equipment running when unattended, especially in public areas.
- Hearing protection must be worn when working in high noise levels.
- Ensure other control measures identified in the risk assessment for the work are implemented.

19.6 Petrol operated Tools

At times, personnel are required to use power tools that are run on petrol. Only competent personnel are permitted to use this equipment and must be authorised by a Manager, Supervisor or Supervisor.

Due to the flammability of the energy source, additional precautions must be taken when using this equipment.

These are:

- Only refuel in an area where there are no ignition sources and where a fire extinguisher is at hand e.g., near an oil container.
- Use a suitable funnel to reduce the risk of spillage. If any spillage does occur ensure it is cleaned up immediately. Any surface that the petrol has spilt on must also be wiped.
- Any remaining petrol must be returned to a suitable storage area.
- Do not smoke when refuelling or using this equipment.
- If there is a fuel cut off switch, ensure it is in the 'off' position when not in use.

19.7 Pneumatic Tools

It is Company policy that users of this equipment are only those who have been shown how to use it correctly and have been authorised by the Manager. It is Company policy that anyone using this equipment carries out a visual check to confirm its serviceability prior to commencing work. Any faults identified must be reported to the Stores immediately so the equipment can be taken out of use.

The Manager will ensure that the main compressor is checked on a daily basis and that regular pressure testing is carried out.

20.0 RISK ASSESSMENTS

Legislation both In the UK and Republic of Ireland require that a Risk Assessment is carried out in order to identify any significant risks arising from work activities and the suitable control measures required to combat these risks. The Regulations also require that the assessment is kept up to date, which means that any significant changes that affect the risks should lead to a re-assessment.

20.1 Record Keeping

The Management of Health & Safety at Work (UK) and Safe System of Work Plan (SSWP) (Eire) requires employers to keep records of all assessments detailing the significant findings associated with the assessment. Therefore, the Company requires that all risk assessments carried out are recorded on the relevant Company form and kept in a place where it is accessible.

20.2 Definitions

The following definitions are based on those used in the English Courts:

- Risk
 - The likelihood that a specified undesired event will occur, due to the realisation of a hazard
 - by or during, work activities or by the products and services created by work activities.
- Hazard
 - The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.
- Danger
 - A person is in danger when they are exposed to a risk. The degree of danger is dependent
 - on the hazard or risk.

20.3 Who Should Carry Out Assessments

Risk Assessments are to be supervised by authorised, competent persons who are in control of the site / department, process, or activity to be assessed, who have undertaken the relevant training and possess a basic knowledge of health and safety. The assessments do not need to be carried out by one person but can involve a team and may include Managers, Foremen, Specialist Contractors / tradesmen, operators, or fitters. Assistance can be sought from the Company's Safety Consultants if necessary.

It is however, the responsibility of all project and site managers to ensure that suitable and sufficient risk assessments have been carried out for their areas of responsibility and are done so prior to the works commencing.

All contractors will be required to supply copies of their site-specific risk assessments to the site manager at least 4 days prior to commencing work where they will be assessed to ensure they are suitable and sufficient.

20.4 Carrying Out the Risk Assessment

When carrying out a Risk Assessment the following controls are to be adhered to and the risk controlled by:

- Elimination of the process where possible.
- Substitution of the process or substance from which the hazard arises.
- Organisational arrangements.
- Use of engineering measures e.g., guards, to reduce the risk of injury.
- Reduce the numbers of persons exposed to the hazard.
- Provide PPE only as a last resort.

The HSE have produced a guide book called '5 Steps to Risk Assessments' which states that the following method should be followed when carrying out the assessment:

- Look at the hazards.
- Decide who might be harmed and how.
- Evaluate the risks by using a risk matrix (this can be found on the reverse of the Company risk assessment form).
- Record your findings.
- Review your assessment and revise as necessary.

20.5 Control and Monitoring

The purpose of the risk assessment is to formulate a system of control for the hazards associated with the undertakings of the Company. A number of hazards arising from the Company's activities are of a Generic nature so the assessment can be used again. However, many sites will give rise to 'Site Specific' hazards which need to be assessed as they are identified. Any items of concern should be discussed with the Safety Consultants. If, once control measures have been put in place, the residual rating is medium, advice should be sought from the site manager. If the residual rating is still high once control measures have been put in place, that particular activity should not commence, and advice should be sought from the Safety Consultants. No high-risk activities are to be undertaken unless they cannot be avoided and then only once a safe system of work has been produced and a permit to work has been issued. All assessments should be monitored regularly to ensure that they are still relevant and if required a re-assessment be carried out. Some conditions that may change and render the assessment irrelevant are work practices, site conditions, equipment, people, legislation, or the weather. This list, however, is not exhaustive and other conditions may arise which could lead to a re-assessment being required.

20.6 Communication of Findings

Once an activity or area has been risk assessed, it is important that the findings are communicated to all persons who may be affected by it. Once the findings have been communicated, a record must be made of all persons who have been informed which must be signed by the individuals.

Site managers are responsible for ensuring that all non-employees (contractors, visitors, general public etc.) are provided with sufficient information on the nature of the hazards arising from the works being undertaken.

21.0 SAFETY MONITORING, AUDITS AND INSPECTIONS

Direct information on the safety performance of the Company will be obtained from the following

1. The findings of routine site inspections carried out by our appointed safety consultants (The “Worksafe” Partnership Ltd)
2. Accident, incident, and disease statistics
3. The conclusions of any accident, incident, near miss, or disease investigation
4. Any comments from HSE, our clients, or other parties
5. Comments or suggestions coming directly from employees or contractors
6. Direct checking of the particular safety arrangements, such as electrical testing of power tools, COSHH etc, according to the systems described in the relevant sections later in this Policy.

An annual review between the Safety Consultants and the Managing Director will be arranged to discuss accident statistics for the previous year. The performance of the Company’s accident prevention and compliance with its policy will be reviewed to establish areas of improvement in the Company’s procedures. Where necessary the Company’s policy for Health, Safety, Welfare and the Environment will be revised, and any relevant training arranged.

In order that the Managing Director can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

21.1 Employees

All employees and contractors are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their line manager or to the stores immediately.

Once an inspection is carried out by an employee, any relevant documentation e.g., weekly registers, Operator’s Daily Checklist etc. are to be completed.

All employees are expected to bring to the notice of their immediate supervisor any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Project Manager for consideration.

21.2 Site Managers

Site managers must continuously monitor their areas of responsibility for any further hazards that have not already been identified by the current risk assessment. Managers must ensure that employees are conforming to the method statement, risk assessment, site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Managing Director so that it can be reviewed and changed as necessary.

21.3 Safety Consultants

The Company's Safety Consultants will make routine inspections of workplaces, including sites, offices and workshops to monitor working practices. These inspections and visits will be carried out as requested by the Project Manager of the Company.

The Safety Consultants will advise the site manager and operatives of any health and safety issues as they are raised. As well as monitoring work in progress they will be concerned with work to be completed in the immediate future, discussing with the site manager the items that should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit, the Safety Consultant will produce a written report of their findings. These will be discussed with the Site Manager who will sign to acknowledge receipt of the report (the "action" column on the report, will at this stage be blank). As the Site Manager actions each item raised, their initials and the date action was taken should be entered in the "action" column. Once all items have been cleared, the Site Manager should send one copy to the Director as confirmation that the items have been actioned.

If the Safety Consultants is of the opinion that an operation constitutes a risk of serious injury to any person, then he will take whatever action he feels necessary. If the site manager disagrees with this action, the safety adviser will record his opinion in his written report and inform the safety director as quickly as possible and copy him with the report by the quickest possible means. The Director will then resolve the issue

22.0 SITE SET UP

22.1 Hazards

The main hazards include:-

- Fire
- Tripping and slipping
- Collapse of stored materials
- Handling problems
- Restricted or blocked access
- Health risks
- Falling materials

22.2 Planning Procedures

All work will be tendered for or negotiated taking into account the labour requirement and plant required to comply with relevant standards, and the appropriate risk assessments carried out. The requirements of the Site Health and Safety Plan will be implemented prior to work commencing on site.

The Project Manager will: -

- Ensure that suitable and safe access and egress is available for the delivery and collection of plant, materials and accommodation.
- Ensure that before the site work commences the requirements of the Site Health and Safety Plan are met e.g., access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.
- Ensure that before employees are sent to site under the overall control of another Contractor, arrangements are made for storage areas and that safe accesses and places of work will be available for employees to carry out their work safely, and that the relevant parts of the Site Health and Safety Plan are communicated to the employees at a safety induction briefing.
- Compile a Site Safety File specific to the work to be undertaken. The file is to contain all the forms, checklists and other paperwork relevant to ensuring the safety on site (assistance in developing this can be obtained from The 'Worksafe' Partnership Ltd).

22.3 Training

All employees must be given training in the requirements to keep their working area tidy and without risk to themselves and others. A large number of accidents and injuries are caused by poor standards of housekeeping at work. Such training must stress the employees' responsibility for ensuing high standards of housekeeping.

22.4 Monitoring

The Site Manager will: -

- Ensure that all employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
- Ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.
- Ensure that working areas and accesses on site where employees are required to work are safe. Where difficulties are experienced, the Site Manager must be informed to discuss improvements.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.
- Ensure all openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.
- 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 relevant standards.

22.5 Control Measures

- Only unload plant and materials in designated areas, away from overhead obstructions. Try and keep access routes clear whilst carry out this operation.
- Materials on palettes must be placed on a level base and no more than 2 bundles high.
- Steel and nylon banding must be safely disposed of to a skip as soon as it is cut. Take care not to leave any bands projecting from a stack.
- Clear up waste materials as work proceeds and dispose of correctly. Keep floor areas clean and dry if possible.
- Keep materials and items in their correct location until required and, if relevant, return them when finished. Keep access clear to material stacks.
- Clean up spillages immediately and dispose of waste correctly.
- Do not leave loose materials or stack sheet materials on platforms or working areas unless safely contained or restrained. Lay sheets flat if possible.
- Keep welfare facilities clean and do not use them for the storage of plant or materials etc.
- Keep areas around plant and machinery clean and tidy.
- Ensure electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.
- Ensure clear access to all working areas and, where necessary, provide sound temporary steps or ramps.
- Park private vehicles and plant in the correct, separated, areas.

23.0 STEEL ERECTION

23.1 Hazards

The main hazards associated with steel erection work include: -

- Falls from the structure.
- Materials, sections falling during erection.
- Collapse of structure.
- Contact with overhead electricity cables (see separate section).
- Trapping between sections of structure during positioning.

23.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

Special attention must be given by management and supervision to the planning of safe accesses and working places for steel erectors, i.e., provision of adequate ladders, ladder ties, anchorage for safety belts or harnesses, provision of special access equipment where necessary and so on. It is preferred to see column sections with “bolting platforms” and ladders attached prior to erection.

The Project Manager will: -

- Ensure that appropriate risk assessments for the proposed work activities are prepared. Method statements linked to the control measures identified in the risk assessment should then be developed for the work.
- Ensure that the requirements of the site Health and Safety Plan are implemented in relation to steel erection.
- Ensure that the designers of the steel structure prepare a planned sequence of erection and method statement to ensure maximum stability of the structure at all stages and highlighting critical sections and sequences. This planned sequence for erection must be available on site before work starts.
- Give due consideration to the need for emergency rescue measures in the event of an accident, taking into account the height and nature of the structure.
- Ensure that deliveries of material are planned taking into account storage facilities available on site to avoid covering up or double handling wherever possible.
- Ensure all individual sections or bundles will be clearly marked with the weight of the section or bundle. This information may be on the drawings, but for weights exceeding 1 Tonne, it should be marked on the section of steelwork.

23.3 Training

The erection Contractor will use only competent and medically capable steel erectors and will provide training as required to standards outlined in the HSE/HSA Guidance. Evidence of such training and certification should be examined to ensure that competence levels meet the standards.

23.4 Monitoring

- The Site Manager, in conjunction with the erection Foreman, will ensure that erection is carried out in accordance with the planned sequence method statement, and the requirements of the site Health and Safety Plan. Any difficulties in complying with planned sequence and method statement will be referred back to the design department before proceeding and will ensure that the erection area is not used as access or working area by any other person on site and liaison will take place to ensure that this requirement is complied with.
- The Site Supervisor or erection Foreman must stop steel erection if adverse weather conditions could affect the safety of steel erectors or others.
- The Site Supervisor will ensure that only competent personnel are employed on the erection of steelwork and will audit the records of training certification of the personnel involved.
- The Site Supervisor will ensure that all employees or other sub-contractors are instructed that steel erection areas must not be entered unless express permission is given.
- The Erection Foreman will ensure that all necessary certificates are available for lifting appliances and a competent person and records maintained carry out equipment and that inspection of these items at the required intervals.
- The Erection Foreman will carry out inspections of any scaffolding as required, and ensure records are kept of such inspections.
- The Erection Foreman will ensure that all necessary safety equipment, i.e., gloves, helmets, goggles, safety belts, harnesses, etc. are provided and stored in suitable conditions prior to issue and that safety belts or harnesses are checked before each use for defects.

23.5 Control Measures

- All operatives on steel erection work will wear Safety helmets and safety harnesses. The helmets will be provided with chinstraps for use at heights.
- Steel erectors will not be required or permitted to carry out unsafe practices such as walking on the top flange of steel beams, climbing up or sliding down columns, etc.
- The safety of the public and particularly children must be a priority consideration during steel erection operations and when securing a site at the end of each working shift.
- Only fully trained and competent persons will be engaged on this work.
- Special care will be taken during lifting and slinging operations to ensure the sections are secure and cannot slip.
- Adequate precautions must be taken to provide support for temporarily unsecured sections before final fixing.
- Adequate, secure access must be provided at all times.
- Ensure lifting areas are clear of obstructions especially overhead cables etc.
- The method statement must be followed at all times. Any changes must be agreed and planned with the Contract Manager.
- Clear signs must be displayed if areas are to be kept clear of other persons.

24.0 TRAINING & INSTRUCTION

24.1 Training

Health and safety training is a statutory requirement under Section 2 of the Health and Safety at Work Act, 1974 and the Health Safety and Welfare at Work Act 2005. All staff must be trained in safety procedures for the work they are required to carry out.

The training that we will provide breaks down into four types of training to be provided:

- Induction training for new employees, including details of the requirements in this Policy, and any site-specific rules, method statements or requirements
- Technical training, such as, plant operation, use of abrasive wheels, asbestos awareness
- Health and safety training such as general site safety, manual handling, hazardous substances
- Tool Box Talks to raise and maintain awareness on the major health and safety issues relevant for the specific site

Records of the training received by staff will be kept in personnel files for each employee. The Project Manager is responsible for reviewing the Company's Health and Safety training programme for the works in the UK and Republic of Ireland and shall maintain an up-to-date record of all staff training. Training needs will be reviewed from time to time with the Safety Consultants and training will be carried out taking into account a wide range of factors including any accident/incident trends, new legislation, changes in working practices etc. Individual contractors are responsible for ensuring that the people they employ are competent to carry out their work in all aspects e.g., trade and health and safety.

24.2 Induction Training

Induction training will be given to all new employees by their manager covering:

- Emergency procedures
- The Company's safety rules
- Specific Hazards (particularly applicable for sites)
- Safety organization
- The Company's safety consultants
- The Company's safety objectives
- First aid arrangements
- The requirements for specific task permits e.g. Hot works, Confined Spaces, (as applicable to their situation)
- PPE
- Individual and the Company's legal responsibilities
- Disciplinary procedures.

Confirmation of receipt of this information will be by signing the appropriate declaration or attendance sheet, which will be copied to the individual personnel file.

In addition, all contractors are to ensure the people that they are responsible for are inducted to the requirements of their own method statements and risk assessments. Contractors are to provide proof that this has been carried out.

24.3 Technical Training

It is the Company's policy that all personnel will be suitably trained for the work which they are employed to carry out. Copies of any relevant certification will be kept at head office and supplied to sites for the site file as requested.

No person is to operate any item of plant or equipment for which they have not been trained or do not hold the relevant certification.

24.4 Tool Box Talks

Tool Box Talks (on site) will be held by the Supervisor and should be held at least monthly. Attendance sheets to be signed by all persons receiving the TBT with copies retained on site for reference purposes. At the end of each contract, these should be returned to head office for retention.

Contractors will be expected to allow their personnel to attend site toolbox talks or carry out their own.

24.5 Information and instruction

Our approach to providing suitable information and instruction includes the following:

- General safety procedures are contained within this health and safety document.
- At the site induction training session, the relevant Risk Assessment / Method Statement sheets should be read through. This will ensure that our employees are given information on the specific health and safety issues for the project, including any safe working procedures. Further information for employees is provided by the following methods:
- The poster, “Health and safety – what you should know”, which is required to be displayed, is located also in the welfare facilities on site and in the reception area at our offices.
- Safety bulletins and flyers will be issued periodically, as a result of an incident, or following a health and safety meeting with safety representatives. This method may also be used to introduce the requirements of new legislation, or to inform and instruct employees on the Company’s Code of Practice for Health and Safety.
- In addition to formal training, briefing seminars will be held for employees to instruct and inform them of any health and safety matters.
- Toolbox talks which will be given at least on a monthly basis. Toolbox talks may be given on set subjects or on subjects specific to the work being carried out.

25.0 WELDING

25.1 Hazards

The main hazards associated with this work include: -

- Fire
- Electric shock
- Eye injury
- Burns
- Fumes
- Asphyxiation
- Explosion
- Manual handling

25.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards and the requirements of any site Health and Safety Plan.

The Project Manager will: -

- Ensure that a written assessment of the risks to health involved in any welding/cutting process has been carried out and that appropriate control measures, precautions, protective clothing and equipment have been planned.
- Ensure that all necessary protective clothing, ventilation equipment, respirators or breathing apparatus, fire resistant sheets, extinguishers, screens and so on required to comply with the relevant standards are planned and arrangements made for delivery to site before welding or cutting work starts.
- Establish whether any hot work safety document is required on the site for the work. Ensure that supervisory staff is made aware of procedures for issuing and receiving such safety documents. Welding/hot work will be prohibited in some areas e.g., marshalling areas, storage areas for LPG, flammables, oil etc. Tests for flammable gases will be carried out in any sump or pit before hot work is carried out.

25.3 Training

Only trained and experienced operatives are permitted to carry out work with welding/cutting equipment. Regular refresher training must be undertaken to maintain and enhance competence in such activity, in particular the control measures necessary.

25.4 Monitoring

The Site Manager will: -

- Ensure that all necessary safety equipment is available before work starts.
- Check all welding equipment at weekly intervals and arrange for any defective equipment to be repaired or replaced.
- Ensure that all LPG and compressed gas cylinders are used and stored in accordance with Company policy and that trolleys or cradles where required are provided and used.
- Control the safety document system for hot work ensuring that the required procedures are followed.
- Ensure that only trained and experienced operatives are permitted to carry out work with welding equipment.
- Ensure that the requirements of the risk assessment(s) and site Health and Safety Plan are being implemented.

25.5 Control Measures

- Only trained and authorised operatives will use welding/burning equipment.
- Flashback arrestors will be fitted to all oxygen and fuel gas regulators.
- Assessments of risks to health from welding, cutting or burning operations must be available before work commences. No painted metal will be cut or welded until advice is obtained from the safety consultant on precautions required.
- No welding, cutting or burning will take place in confined spaces until advice is obtained from the safety consultant on precautions required. Any indoor Welding will require Extraction sufficient for the task. Air exchange must be calculated depending on the task. Refer to the relevant data sheets and COSHH assessments.
- Electric welding equipment will be used in accordance with the relevant standards especially with regard to isolation, earthing and wiring arrangements.
- Appropriate protective clothing e.g., gloves, boots, overalls, aprons, eye protection etc., will be worn at all times during operations.
- Operatives should remove personal jewellery before work commences.
- Electrode holders should be disconnected before replacing the electrode.
- Ensure adequate fire precautions are available before work commences and take care that any location adjacent especially below the work area is monitored for possible fires. Check the work area following completion of work for any possible smouldering debris.
- Check and maintain the equipment regularly
- Ensure adequate protection is provided to protect others from the work by the use of screens, mats, and if appropriate barrier off the work area, and or areas below the work point. Sufficient distance is required between welding and other persons due to fumes that may be produced. Ensure extraction is in place for indoor welds and sufficient air exchange for outdoor
- Special precautions will be required if any hot work has to be carried out on any tanks or containers. These must be fully cleaned and chemical/Vapor free. The safety consultant must be contacted for advice before work commences.
- Ensure all equipment is in good condition and that all connections are correctly made to ensure that no gas leaks into the work area.

- Store equipment and gas cylinders correctly when not in use.
- If Acetylene is to be used, specific storage requirements must be complied with. Bottles must remain upright and if dropped or rolled, must be placed up right for 24hours before use.
- Keep gas cylinders upright, and secure during use or storage.
- Ensure good ventilation during work operations. This includes extraction for indoor welding
- Sufficient RPE must be worn by the welder for both indoor and outdoor welding.
- Ensure that the other control measures identified in the risk assessment for the work are being implemented. Also, that the requirements of the site Health and Safety Plan in respect of this work activity are being adhered to, e.g., emergency arrangements, fire precautions etc.

For further advise on the type of extraction required, Visit the Breath Freely website which has a helpful tool that can be used to select the required extraction

26.0 WOODWORKING EQUIPMENT

26.1 Hazards

The main hazards associated with woodworking machines on site include: -

- Contact with cutters due to inadequate or missing guards or push sticks not provided.
- Work piece being ejected due to blunt cutters.
- Unsafe working methods, safety devices inoperative.
- Falling onto 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 wood or fumes from adhesives.
- Insufficient lighting.
- Noise.
- Other persons passing near woodworking machinery in use.
- Unauthorised use.

26.2 Planning Procedures

All work will be tendered for or negotiated taking into account the relevant standards, and the appropriate risk assessments carried out. The required control measures identified in the risk assessment(s) and the requirements of the site Health and Safety Plan will also be planned for.

The Project Manager will: -

Ensure that all machines provided or purchased for use on site comply fully with the relevant standards.

Ensure that the following arrangements are planned for: -

- Barriers and covering for machines are provided to prevent unauthorised access to machine and weather protection for operator.
- Suitable level base providing good footing is available in working area of machine.
- If appropriate, extraction facilities are provided.

26.3 Training

Training and instruction will be provided for all operators required to use this equipment. Regular refresher training must be provided to maintain and enhance competence in using the equipment.

26.4 Monitoring

The Site 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.
- Ensure that no untrained or unauthorised person or young person under 18 years of age is permitted to operate any woodworking machine.
- Ensure that the working areas around any woodworking machine is kept clean and tidy and with sufficient space for working maintained.
- Ensure that all cutters are sharpened as required and check that guards, push sticks, are correctly adjusted and used.
- Ensure that any defects in machines, floors, barriers, lighting arrangements etc. noted or reported are attended to immediately and work stopped if the defect could affect safety.
- Ensure that no operative is required or permitted to use any machine for work for which it is not designed or which is prohibited by Regulations unless special guarding or safety equipment is fitted and used in accordance with the relevant standards, e.g., use of circular saw to carry out grooving.
- Ensure that required control measures are implemented as identified in the risk assessment.

26.5 Control Measures

- Guards will be fitted to all machines and will be maintained and set correctly.
- Suitable push sticks will be provided and used.
- Cutters will be maintained regularly and kept sharp. Blunt cutters are not only inefficient but can throw the work piece from the machine.
- Machinery will be used for the work intended.
- All safety devices fitted must be maintained regularly and be operational at all times when work is in progress.
- The work area around machines will be even and kept clear of all debris and materials. The work area will also be separated from other persons who may be passing by.
- Only trained authorised persons will operate these machines and will report any defect immediately.
- Adequate lighting will be provided and used where machines are being kept.
- Debris and dust will be cleared away at regular intervals to prevent a possible fire hazard. Where possible, automatic extraction/collection equipment will be fitted.
- Machines will be stopped and effectively isolated before and during any maintenance or cleaning operations are carried out.
- All loose clothing such as ties, overall sleeves, scarves etc. will be secured before operating machines in order to prevent them becoming entangled in moving parts. This is not a substitute for effective guarding.
- Relevant assessments will be available regarding the health risk of dust etc. from certain woods, resins or adhesives.
- Appropriate measures will be taken to prevent exposure to excessive noise levels.
- Other control measures identified in the risk assessment for the work involving this equipment will also be implemented.

27.0 WORKING AT HEIGHT

The main emphasis with this legislation is the need to avoid work at height wherever practicable. Where work at height cannot be avoided then a suitable plan must be put in place which begins at the 'Design Stage' but must be carried through by the Principal Contractor/ and PSCP all Sub- contractors.

Work at height means all places, including places above or below ground, where persons could fall a distance liable to cause injury. This includes access to or egress from a place of work except by a permanent staircase.

27.1 Hazards

The main hazards associated with work at heights include: -

- Falls of persons from working place or accesses.
- Falls of materials or articles.

27.2 Planning Procedures

Prior to carrying out any work at height the Project Manager must:

- Carry out an assessment of the risks associated with the height and location at which the work is to be carried out; then develop a subsequent safe system of work.
- Ensure that work is planned to ensure that a safe access/egress and working place is provided for personnel to work at heights before work commences on site.
- Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold.
- Where work cannot be carried out from a more suitable position, establish the most suitable equipment to be used in order to carry out the work safely taking into account the following hierarchy:
 - a. Prevention of falls
 - b. Collective protection
 - c. Personal protection
- Establish what other works are being carried out nearby where other persons may be affected by the works carried out at height e.g., persons at risk from falling objects.
- Ensure that only competent persons are employed to carry out work at heights.
- Consult with employees on safety matters affecting the work to be carried out.

27.3 Training

All persons required to work at height must be suitably competent. Prior to the works commencing all personnel are to be briefed on the contents of the safe system of work and any necessary emergency procedures. Other specific training will be provided for any operative required to erect and use towers, podiums, ladders or steps or for persons who need to wear safety belts, harnesses or other fall prevention / arrest equipment. Regular refresher training to maintain and develop competence levels will also be provided.

27.4 Monitoring

The Site Manager must ensure that:

- the work is carried out in accordance with the safe system of work.
- all equipment supplied for safe working at height, e.g., platforms, ladders, fall prevention and fall arrest equipment etc. are inspected daily by the users and formally before being put into use then on a weekly basis. Records of formal inspections must be kept.
- all equipment for working at height is adequately maintained in accordance with the manufacturer's instructions.
- the safe system of work remains valid.
- any measures, needed to protect other from works being carried out at height, are in place and are effective.

27.5 Control Measures

- The contents of the safe system of work are to be adhered to at all times. If there is any reason to believe that it is inadequate or not relevant, the supervisor must be informed immediately. The Company Safety Consultants may be asked for advice on safe working methods, precautions and safety equipment required for any work at heights where standard procedures do not already exist.

- Appropriate safety equipment will be issued and used as identified in the safe system of work i.e., safety belts, harnesses, fall arrest devices etc. Control measures identified in the appropriate risk assessment must also be implemented.
- All equipment supplied for safe working at height is to be used in accordance with any training given and the manufacturer's recommendations.
- All equipment is to be visually checked by the user on a daily basis. If any faults are found it is not to be used and the Supervisor informed immediately.
- Ensure that any other work equipment (tools), materials, waste materials etc. cannot fall from any working platform, or other place of work, where it is likely to cause injury to persons working below or damage to equipment / materials.
- All personnel on sites where work at heights is being carried out will wear safety helmets.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All areas below where working at height is being carried out must be fenced to prevent persons entering the 'Danger Area'. If anyone enters the 'Danger Area', work is to cease until they have left and the act reported to the responsible Supervisor.

SECTION 4 - APPENDICES

APPENDIX A

HEALTH AND SAFETY RULES FOR SITE PERSONNEL

- 1) All personnel must attend a site induction course before working on the site.
- 2) Safety helmets must be worn at all times unless in a machine with a roll-over protective structure (ROPS) cab. Fitters must wear bump caps while working on or under machines and safety helmets at all other times.
- 3) A high visibility vest / jacket must be worn by all persons on site.
- 4) Safety footwear must be worn at all times. Safety trainers are not allowed
- 5) Hearing protection must be worn in identified areas.
- 6) Gloves must be worn when handling contaminated materials.
- 7) Smoking is only permitted in designated areas.
- 8) Wash and dry hands before eating, drinking or smoking.
- 9) All personnel must sign in and out of the site daily.
- 10) Do not enter any excavations that have not been shored up, no matter how shallow, without first obtaining permission from the site manager.
- 11) All accidents, injuries or near misses must immediately be reported to the site Supervisor / manager.
- 12) Adequate toilet facilities are provided - anyone caught not using them will be disciplined.
- 13) It is prohibited to possess or to consume alcohol, drugs or other intoxicants on site or be under their influence. Observe 'no smoking' rules.
- 14) Never put yourself in a position of danger when working near moving plant or equipment. If working alongside plant or equipment, never assume that the operator has seen you - always let him know you are there.
- 15) Personal protective equipment must be used at all times where required by a risk assessment or site requirements.
- 16) Permits to Work, Site Safety Procedures and other Safe Systems of Work and Method Statements must be followed.
- 17) All work equipment is to be operated and repaired only by trained competent personnel who have been given authority by the Supervisor / supervisor acting on behalf of the Company.
- 18) Incorrect or faulty tools must be reported immediately and taken out of use.
- 19) It is prohibited to indulge in horseplay, fighting or malicious damage.

Health and Safety Rules for Plant Operators

- 1) Only personnel over the age of 18 years who holding a current CPCS licence, or equivalent, will be allowed to operate plant on site. A copy of this licence must be given to the site manager.
- 2) All machines are to be operated in accordance with the site conditions.
- 3) Empty machines must give way to loaded ones.
- 4) Carry out checks as described on the daily check list and report any faults or potential faults immediately.
- 5) Ensure that machines are parked safely and, where possible, immobilised. All blades, buckets and aprons must be at ground level if the machine is left unattended.
- 6) No passengers are to be carried on machines unless a purpose-built passenger seat is provided.
- 7) Flashing amber warning lights are to be used at all times.
- 8) All operatives of machines with reversing lights, reversing horns or reversing cameras must ensure that they are working correctly.
- 9) Seat belts are to be worn at all times.
- 10) Machines are not to be left running whilst unattended.
- 11) No person is to reverse on site unless it is safe to do so or
- 12) is under the guidance of a Banksman'.
- 13) No personal radios, CDs or radio cassette players are permitted on site. Mobile phones are not to be used whilst at work except for business or emergency calls on behalf of the Company. All other calls are to be made during your own time.











APPENDIX B






HEALTH & SAFETY RULES FOR VISITORS TO BE READ BY ALL VISITORS TO THESE WORKS

- 1) Visitors' parking is at the discretion of the site manager. The Company will not accept any responsibility for parked vehicles.
- 2) Visitors must sign in at the site office.
- 3) Visitors will be received by the appointed site manager.
- 4) Visitors are to wear personal protective equipment (PPE) as advised or loaned.
- 5) Visitors are the responsibility of the site manager and must be escorted at all times.
- 6) Visitors are to obey safety signs erected to safeguard them from known hazards.
- 7) Visitors are to comply with any emergency evacuation drill on the site.
- 8) No visitor must leave the site until they have:
 - returned any loaned PPE
 - signed out at the site office.
- 9) Visitors not in compliance with the above may not be allowed entry on a future occasion.
- 10) Any PPE not returned will be charged for at a replacement cost.

APPENDIX C

COSHH ASSESSMENT FORM

COSHH RISK ASSESSMENT		Ref No:	
Site/Project:			
Describe the activity or work process. <i>(Inc. how long/ how often this is carried out and quantity substance used)</i>			
Location of process being carried out?			
Identify the persons at risk:	<input type="checkbox"/> Employees	<input type="checkbox"/> Other Persons on site	<input type="checkbox"/> Public
Name the substance(s) involved in the process <i>(A copy of a current safety data sheet is available.)</i>			
Classification (state the category of danger)			
	<input type="checkbox"/> Harmful – Respiratory		<input type="checkbox"/> Explosive
	<input type="checkbox"/> Harmful – Skin		<input type="checkbox"/> Flammable
	<input type="checkbox"/> Serious Health Hazard		<input type="checkbox"/> Oxidising
	<input type="checkbox"/> Environmental Hazard		<input type="checkbox"/> Acute Toxicity
	<input type="checkbox"/> Corrosive		<input type="checkbox"/> Gas under pressure
Hazard Type			
<input type="checkbox"/> Gas <input type="checkbox"/> Vapour <input type="checkbox"/> Mist <input type="checkbox"/> Fume <input type="checkbox"/> Dust <input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Other (State)			
Route of Exposure			
<input type="checkbox"/> Inhalation <input type="checkbox"/> Skin <input type="checkbox"/> Eyes <input type="checkbox"/> Ingestion <input type="checkbox"/> Other (State)			
Workplace Exposure Limits (WELs) please indicate n/a where not applicable			
Long-term exposure level (8hrTWA): substance Total Respirable Inhalable		Short-term exposure level (15 mins):	

Risks to Health from Identified Hazards: Note appropriate Risk, Hazard and Safety Phrases		
Control Measures: PPE, ventilation and other requirements needed		
Is health surveillance or monitoring required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Personal Protective Equipment (state type and standard)		
<input type="checkbox"/> Dust Mask 	<input type="checkbox"/> Visor	
<input type="checkbox"/> Respirator 	<input type="checkbox"/> Goggles	
<input type="checkbox"/> Gloves 	<input type="checkbox"/> Overalls	
<input type="checkbox"/> Footwear 	<input type="checkbox"/> Other 	
First Aid / Emergency Measures		
Inhalation:		
Ingestion:		
Skin:		
Eyes:		
Significant Spillage		
Fire		
Storage: Note type of storage required		
Disposal of Substances & Contaminated Containers		
<input type="checkbox"/> Hazardous Waste <input type="checkbox"/> Put Down Drain <input type="checkbox"/> General Skip		
(If Other Please State):		
Is exposure adequately controlled	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Risk Rating Following Control Measures		
<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Assessment done by:	Signed:	Dated: