

***Repair, Reinstate, Restore***

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# COMPANY HEALTH AND SAFETY POLICY

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**March 2009**  
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## CONTENTS

	PAGE
<b><u>Section A – General Statement of Policy</u></b>	
Statement of Company Policy for Health, Safety & Welfare	3
Corporate Structure Chart	5
Company Staff and their Responsibilities	6
Site Based Staff and their Responsibilities	7
<b><u>Section B – General Arrangements</u></b>	
Health, Safety and Welfare in Permanent Offices	8
Fire Safety and Procedure for Offices and Stores	9
CDM Regulations and Procedures for Starting up a New Site	10
Risk assessments	11
Protection and Welfare of the Public and Others on Site	12
Site Layout, Welfare and Emergency Planning	13
First Aid arrangements and procedures	15
Health Surveillance	15
Safety Information - Training and External Advice	16
Disciplinary Procedures	17
Sub Contractors	17
Engaging New Employees	18
Persons under 18 Years Old	18
Consultation with employees	18
Accident Reporting and Recording Procedure	19
<b><u>Section C – Specific Workplace Hazards</u></b>	
Common Hazardous Working Procedures	20
Use of vehicles and mobile phones	21
Site Access, Scaffolding and Work at Height	22
Plant, Power Tools and Vehicles	24
The Safe Supply and use of Electricity	25
Storage, Transport and Use of Hazardous Substances	26
Dust and Waste	28
Personal Protective Equipment and Safety Helmets	29
Noise	30
Vibration – monitoring and controlling	31
Manual Handling and Lifting	32
Asbestos	33
References and further reading	34

## **STRUCTURAL RENOVATIONS LTD.**

### **Statement of Company Policy for Health, Safety and Welfare**

As an employer under the Health and Safety at Work act 1974 and other legislation, it is the Company's intention to take all reasonable practical measures to ensure the health, safety and welfare of all its employees and others who may be affected.

The Management and Supervisory staff have the responsibility for implementing this policy and ensuring that the working environment is as safe as possible for all concerned.

In particular, the Company will endeavour to implement the following specific objectives in order to meet its obligations under the regulations:

1. The allocation of sufficient funds within the Company budget and management time and commitment to provide and maintain safe work environments.
2. Keep abreast of new regulations and developments on Health and Safety matters and making such changes to procedures as are necessary to further enhance the welfare of all parties.
3. To maintain and organise places of work in a condition that is safe and without un-necessary risk, including the means of safe access and egress
4. The provision of such information, instruction, training (including the proper induction of new employees) and supervision as is necessary to ensure the health and safety at work of all employees.
5. Research and put into place arrangements for ensuring the safety of all persons in connection with handling, storage, transport and disposal of any form of material, whether used or generated as waste, and actively making employees aware of any hazards associated therewith.
6. Provide items of plant and machinery that are adequate for the tasks in hand and maintained in good condition throughout the period of use.
7. The provision and maintenance of such welfare facilities as are appropriate for employees to work without risk to their well being.
8. The conducting of the business of the Company in such a way as to ensure persons not in its employment but who may be affected thereby are not exposed to risks of any kind including atmospheric pollution.
9. To continually monitor safety systems that are in place, review their effectiveness from time to time and make such changes as are necessary to maintain or improve standards.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this policy and ensure that their own work, so far as is reasonably practical, is carried out without risk to themselves or others. The allocation of duties for safety matters are set out in this section. Arrangements made to implement the policy are listed in Section “B”

The Board of Directors have appointed Mr A W Muirhead, Director, as having particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of there being any difficulty arising out of the implementation of this policy.

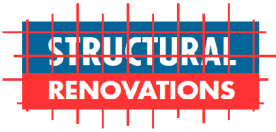
The policy is intended to comply with all statutes and regulations as are relevant but especially the Health and Safety at Work Act (1974), Construction Design and Management Regulations (CDM) (2007), The Working at Height Regulations (2005), the Management of Health and Safety at Work Regulations (1999), the Provision and Use of Work Equipment Regulations (including Lifting Operations) (1998), COSHH, Noise at Work, RIDDOR, Manual Handling and Lifting, Use of VDU Equipment and Personal Protection Equipment (PPE).

It is intended that the safety policy is made freely available for reference by employees as required, as well as clients, contractors and other interested parties. It will be displayed prominently at all sites and workplaces.

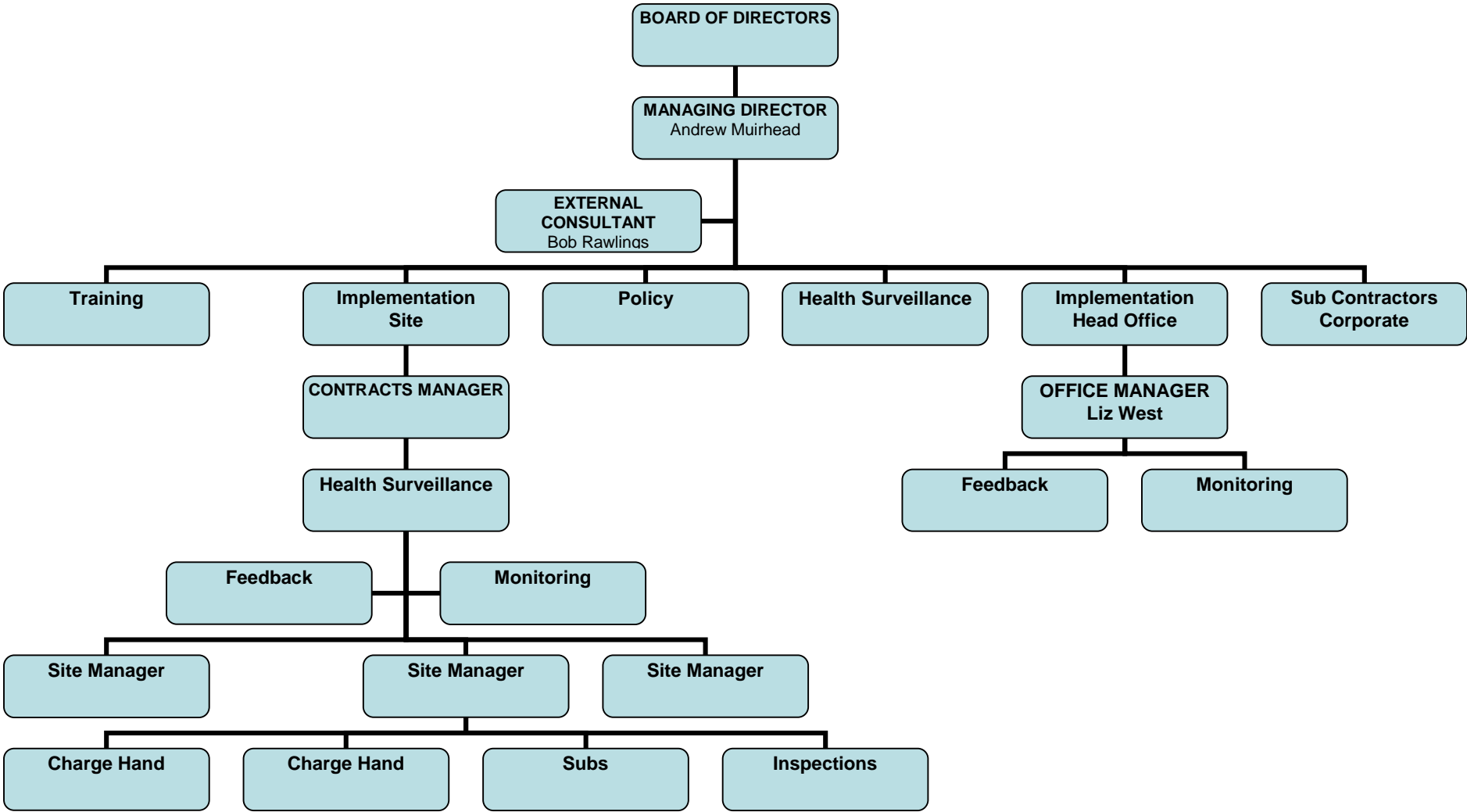
The Safety Policy will be reviewed every twelve months and any adaptations required to comply with revised legislation or current thinking will be incorporated into the policy for re-issue.

Signed:   
Managing Director

March 2009



**Structural Renovations Limited**  
**Health & Safety Organisation Chart – March 2009**



## **COMPANY STAFF AND THEIR RESPONSIBILITIES**

The company undertakes to promote safe working practices by the attitude and example of staff, correct training, the availability of sufficient financial resources and by the continual review of its policy and procedures. All managers in the company must look to set a good example

The Managing Director is in charge of safety policy and is ultimately responsible for the implementation and resourcing of all matters concerning safety on site from tender stage to completion and in permanent company offices. He is responsible for drawing up an overall strategy for the well being of all parties via this policy and associated documentation.

He is also responsible for the correct setting up and strategic assessment of safety matters on all sites, the vetting of potential sub-contractors and the day-to-day central availability of resources to this end. He will appoint a Manager, (Supervisor or himself) as the Contract Manager of each given site, and with the Contract Manager, select a permanent site manager (foreman or chargehand) in charge to each site.

The Managing Director and Contracts Manager are jointly responsible for employee training, liaison, and consultation, safety information provision and for discipline in cases of unsafe work practices by employees. They must observe and be mindful of the overall welfare of employees and be aware of poor attitude, performance or attendance, which may be a sign of ill health or stress.

They will also draw up written procedures and a risk assessment relevant to the site and disseminate this information to the foreman and other parties.

The Contracts Manager must satisfy himself that the site is a reasonably safe place of work, implement the procedures on safety drawn up for the site and allocate the necessary labour and equipment resources to safely conduct the work. He must regularly liaise with the site manager and Contracts Director and with any sub-contractors to ensure the continual safety of the site and remedy any shortcomings.

The Site Manager, who may be a foreman or chargehand, is responsible for running the site as listed in the section headed "Site Based Staff and Their Responsibilities".

An Office Based employee should be appointed by the Managing Director and given sufficient training to monitor the Company's permanent offices, especially environment and the regular maintenance of office equipment. He/she should notify the Managing Director of any matters that may affect the welfare of occupants.

Each individual listed above must be responsible to appoint a suitable deputy if they are absent and advise all others thereof.

Estimators and Surveyors should make due provision for safety resources in quotations. They must consider any safety related conditions imposed by clients at tender stage and consult with the Director or Managers on such matters if necessary. On site, Estimators and Surveyors must set a good example by their behaviour, act responsibly and not take risks. If they spot employees acting irresponsibly, or observe unsafe conditions they should notify these to the Contracts Manager or Foreman to rectify.

An Independent Safety Advisor will be engaged from time to time by the Managing Director to provide advice on safety practice and procedures, keep company issue safety advice current and carry out safety audits on such sites and at such frequency as they see fit.

## **SITE BASED STAFF AND THEIR RESPONSIBILITIES**

The Site Manager is responsible for the day to day running of the site and the implementation of all safety procedures communicated to him. He should consult the contracts manager or one of the Directors if there are any doubts as to the safety of any persons on site.

The Foreman has the full authority of the Company to take whatever reasonable steps he considers necessary, however unpopular, to ensure the safety of all persons. **All site operatives must be made aware by him that they are also fully and legally responsible to work in a safe manner and are expected to co-operate in the implementation of these steps:**

- Maintaining the site in a safe-as-possible state by remaining vigilant, and reporting and acting upon any unsafe conditions.
- To read, understand the implement measures in the Company's Health and Safety Policy and all other assessments, posters and relevant information supplied to site and co-operation on the attendance and understanding of Company training initiatives
- The incorporation of Safety instructions into routine orders e.g. "No Smoking" near flammable materials, Site Tidiness, the correct use of tools and handling of materials etc.
- The distribution of plant, materials and resources such as PPE and the correct and responsible use thereof.
- The Reporting of any defects of plant, equipment, material, storage vessels etc. and shortages of safety equipment via the Foreman to the Company management and ensuring a hazard does not develop from any of these situations.
- The encouragement of operatives to check or ask if they are unsure of any process before embarking upon it - at possible personal risk.
- The awareness of all personnel of the location of fire extinguishers and hoses, fire blankets, alarms, first aid kit (and who administers it), exits and telephones. The Site Manager must regularly check the quantity of and "use by" dates on the contents and arrange with the Contracts Manager for replacement stock.
- A co-ordinated, Site Manager led effort to follow the instructions in the relevant section when new employees come to site and making them aware of potential site hazards.
- Insisting operatives report and seek medical attention for even minor injuries, cuts, allergic rashes and persistent skin disorders. All such occurrences should be entered in the accident book.
- The disallowing of "horse play" or dangerous practical jokes and the reprimand of those who consistently fail to consider their own safety or that of others around them.
- The maintenance of all Company sites as alcohol and drug free, and the reporting of offenders.

The law makes all employees personally responsible for their own safety and that of others and they should therefore be ever vigilant.

## Section “B” – General Arrangements

### HEALTH, SAFETY AND WELFARE IN PERMANENT OFFICES

The Managing Director is responsible for creating a safe and healthy environment permanent offices itself. He will:

1. Draw up a series of office rules and draw the attention of all staff to their existence.
2. Create and review a suitable fire and emergency plan as stated on page 10.
3. Provide suitable, ergonomically adjustable workstations with adequate surrounding space to enable employees to work in relative comfort.
4. Purchase and ensure the maintenance of office equipment; see that it is fit for purpose and safe and reasonably comfortable to use.
5. Provide reasonable welfare arrangements, toilets and washing facilities, which must be externally ventilated, and sufficient hygiene resources, an area to make hot drinks and a clean supply of drinking water.
6. Provide adequate lighting, natural if possible and sufficient heating and ventilation to maintain the ambient temperature at around 16 deg C.

The Directors must appoint an Office based Representative who should be trained to monitor the state of company offices as detailed below. He/she should be considered the appointed person in the event of an emergency to administer first aid and summon the emergency services. The appointed person must provide and ensure that:

1. Buildings and their contents, including heating and ventilation systems remain reasonably clean and in good repair.
2. Floors, corridors and stairs (especially fire exits) are well lit, free of trip hazards, trailing cables or obstructions.
3. There is no danger of falling objects e.g. unsafe or overloaded shelving.
4. Power points do not become overloaded with excessive adapters.
5. Welfare facilities are kept clean and be easily accessible to all office employees including those with disabilities.
6. All fire fighting equipment, escape routes, signs must be maintained at all times as detailed in the following section.
7. The office first aid kit or box has the legal amount of first aid and its content are replaced as they are used and within their “use by” date.
8. The accident book is properly filled in should there be an accident.
9. The Managing Director is made aware of any matters that may affect the welfare of occupants.

It is the responsibility of all staff who use the premises and facilities to do so correctly and safely, to be fully aware of the emergency procedures and report any defects they see in the facilities. Employees who abuse workplace facilities or act without regard for their own or other’s safety will be subject to disciplinary procedures.

### Fire Safety Procedures for Offices and Stores.

The Fire Safety Order is in force from 1 October 2006, and requires the company to assess in full all aspects of fire safety. Not only is the company now responsible for its employees, but they must also assess how an emergency will affect visitors, unconnected persons in the same or adjoining buildings, and the welfare of any emergency service personnel who would attend.

The responsibility for providing emergency infrastructure resources is as defined above. The Managing Director must appoint a responsible person who is charged with undertaking a full fire and emergency risk assessment, instigating improvements and monitoring that the precautions in place remain effective, and then ensure the improvements are resourced and put in place.

Fire precautions and an evacuation plan are considered part of the Company's overall risk assessment. For permanent offices, the Directors and responsible person will oversee the drawing up and periodic review of emergency plans.

1. All persons must be aware of the evacuation plan and know their appropriate muster point outside the premises.
2. There must be adequate and appropriate means to detect a fire and give warning e.g. manually operated alarms, smoke alarms etc.
3. Signs denoting adequate fire escape routes, and fire-fighting equipment must be maintained. These routes must be kept clear at all times
4. There should be access for emergency vehicles, suitable water supplies and a log of any extraordinary risks about which the emergency services must be told.
5. Employees and visitors must be aware of the means of raising the alarm and of the fire escape routes and any danger areas.
6. Internal fire doors must be closed at all times and be free of obstructions.
7. Ensure that rubbish is disposed of in the correct waste containers and not allowed to accumulate causing a fire hazard or obstruction. Waste containers must be kept in their designated areas and cleaned on a regular basis.
8. Areas where site materials are stored are at particular risk if these materials are harmful, toxic or inflammable. Their hazard labels should be clearly visible and fire extinguishers of the correct type installed and labelled. The area should be designated "No smoking".

### Computer and VDU screen Users

Regular users of VDU screens and keyboards are subject to periodic training and assessment to ensure they adopt correct posture and practise when using them. Regular VDU users are provided with periodic eye tests. The Managing Director and Office representative are responsible for implementing these procedures.

A person who uses computers, etc. consistently for more than 50% of their time every week are considered regular users. More occasional users are still encouraged to adopt good practice.

VDU screens that are supplied must be adjustable for height and angle, free of stray reflections, show clear characters and have variable brightness/ contrast controls. Workers using VDUs should have a comfortable working position, and allowed breaks as required. They should notify management if they get headaches, eye strain, back, wrist, arm or upper limb problems.

## **CDM REGULATIONS AND PROCEDURES FOR STARTING UP A NEW SITE**

*The Company will fulfil its duties under the Construction (Design and Management) Regulations, especially in regard to the provision of any information that might affect the health and safety of any person who has any connection with the project. The Company must provide this information to the Principal Contractor or client and is responsible for the enforcement of any of the recommendations included in the statement.*

*On receipt of an initial enquiry or invitation to tender, the Director and Estimator will assess the scope of works commercially and from a health and safety point of view. Information such as type of access, nature of welfare facilities, hazards from other trades or activities that may affect its own operations will be requested.*

### **Structural Renovations acting as a main contractor**

Prior to the commencement of work on site, the Contract manager is responsible for preparing the construction phase Health and Safety Plan. In addition, if the company is directly carrying out contract works, a fully comprehensive risk assessment relating to all processes undertaken and addressing any other hazards. A copy of the pre-tender plan will be obtained to assist in this process and enable assessment of any hazards previously present on site.

The Construction Phase Health and Safety should include a co-ordinated site layout plan and details of site wide safety elements, welfare and first aid facilities, fire and emergency procedures, steps to be taken to protect the public, Management structure, plant/ equipment risk assessment and testing procedures, COSHH assessment, training and safety inspection/ audit procedures. Issues such as working at height, manual handling, the use of plant, PPE and assessment of each specific process (including works by sub contractors) will be addressed.

The Director is responsible for ensuring the Client or CDM Co-ordinator has notified the HSE of details of the site where notification criteria are met. A copy of the F10 or other notification must be requested for records and display.

### ***Structural Renovations acting as a subcontractor***

*For non notifiable or short term or small value contracts, the Company will provide either a brief written description and risk assessment of their works, possibly embodied in a tender or confirm agreement to proceed in accordance with the Client's works description.*

*If the Company is a subcontractor on a notifiable project, a bespoke written risk assessment, including a material assessment as per the COSHH regulations will be provided detailing what risk reduction procedures will be in force for each of the operations it conducts. A copy of the Safety Policy will be provided with the aforementioned statements.*

The Company may request any appointed sub-contractors to provide an adequate written method statement describing their works and the precautions and risk control measure they are adopting. An assessment of any hazardous materials they use or generate will also be required. All the foregoing will be passed to the Principal Contractor, Client or CDM Co-ordinator respectively.

Prior to commencement of works on a new site, the Company management must impart to the selected Site Manager all the above documentation, safety equipment and other resources required to carry out the works safely, emphasising any potential hazards observed or previously notified.

## **RISK ASSESSMENTS**

The Contracts Manager and estimating staff are responsible for preparing the risk assessment for the new works. The following procedure will be adopted to carry out this task:

1. Identify all the hazards faced by Structural Renovations' own operatives and any that may affect others. These may be generic, i.e. related to the types of routine work that the Company conducts, or job specific i.e. as a result of the site itself, its location (including height, confined spaces etc.), geography, other trades, public access or that unusual procedures are being carried out that generate specific hazards.
2. Consider the hazards faced by operatives, or other unconnected persons, whether the operation generates harmful substances (e.g. dust) or other hazards (e.g. spray drift, welding arc, Weil's disease near water).
3. Deduce all the risks that result from the above hazards, both to site personnel and others. Calculate just how serious the risks are in terms of the number of people affected, the severity of the risk and the length of time exposure is anticipated.
4. Identify the control measures needed to reduce these risks to as low a factor as is reasonably possible. This should start with whether a process is needed at all or can it be done in a different way or place. When this exercise is complete, local protection measures such as PPE, screening or exclusion should be recorded and resourced. Is specialist assistance required (e.g. hoist fitters, slingers, traffic control), or specialist training needed for a particular item of plant, or process.
5. Once the risk assessment has been prepared, the Contracts Manager in liaison with the Foreman should periodically review and obtain feedback from others on the effectiveness of the assessment.
6. With information from the feedback, he must revise the control measures if deemed necessary to reduce, or further reduce the hazards and associated risks arising from the work.

### **Monitoring the works**

The Contracts Manager, Site Manager or Foreman and Safety adviser will co-ordinate to monitor the site as work proceeds and liaise with all parties to eliminate any problems or matters arising that are causing hazards.

Sub contractors will be subject to similar checks and asked to address any hazards arising as a result of their works.

## PROTECTION AND WELFARE OF THE PUBLIC AND OTHERS ON SITE

**Members of the public and others not generally familiar with the hazards of a site are at risk when near to construction work. Account must be taken of the needs of children, people with prams, the elderly and disabled.**

Minimising the hazardous effect of works on other persons forms an essential part of the site risk assessment. The following is a brief checklist for the establishing and maintaining of protective safety steps. For managers seeking detailed guidance when assessing the risks to the public et al, further information can be obtained from the HSE publication: “Protecting the Public – your next move” ref: HS (G) 151

1. Falling materials: Protect scaffold with brickguards or netting (the latter being for light materials only) and fans. Consider plastic sheeting and spot boards etc. in work areas.
2. Position gin wheels and other hoists away from public access points.
3. Regularly keep working platforms tidy and free of debris that may fall or blow off.
4. Exclude unconnected personnel from all operations by barriers, signs, hoardings etc.
5. Ensure visitors are directed to report to the Site Manager, using signs and notices. Persons unfamiliar with sites must be provided with safety helmets and accompanied at all times. The site management and foreman are authorised by the Company to ask anyone to leave the work place if they consider that the person is acting in a dangerous fashion, or is disregarding properly established safety procedure.
6. Use dust chutes and covers over skips to control waste.
7. Make or ensure suitable arrangements for cars, delivery vans etc. are in place.
8. Provide and ensure the use of barriers around work areas, signing, and lighting. Avoid tripping hazards or storing materials in access paths.
9. Implement arrangements for ensuring openings, open edges, cables, air lines, plant, materials etc. are not left unattended where they could be a danger to a member of the public, even if they are trespassing, either during or after the working day

Management should help establish a checking procedure for Site Managers to implicate at the end of the day, or even for breaks, considering locking doors, gates and windows, securing or immobilising plant, locking away materials and equipment and general tidying up.

### Additional precautions when working in occupied premises

In circumstances where occupied buildings form part of the site, due consideration must be given at the outset to tenant liaison. The following should be considered and incorporated into the Company’s risk assessment where relevant:

1. Initial written notification of the nature of the works generally, including a contact name and number and regular advisory noted where work affects specific areas.
2. Protection and signage of areas to be avoided e.g. newly painted surfaces.
3. Provision of safe access under work areas utilising protection, re-routing, watchman etc.
4. Emphasis to operatives at induction to respect the needs of those who live in the building and that they know the correct procedure if approached or questioned by a resident.
5. The need to leave work areas clearer than may be usual at the end of each shift.

## **SITE LAYOUT, WELFARE AND EMERGENCY PLANNING**

The Managing Director and Estimating Staff should examine the project specification, and ensure there are areas suitable for welfare facilities; material storage and delivery and safe access supplied either directly or by the main contractor. The following should be considered enabling a workable site plan and method statement to be drawn up:

1. The Company must provide a safe and secure working environment with correct and relevant signs for pedestrian and vehicular traffic.
2. Fire and emergency procedures, including escape routes, fire fighting equipment, a telephone, first aid box, and someone to administer it. This information must be clearly displayed to all employees.
3. Provision of safety documentation as listed in the section on page 15.
4. The legal requirement of welfare facilities must be provided.
5. There must be safe access; scaffolding etc. and all plant and equipment must be in good working order.
6. There must be a safe method of handling, storage and transportation of materials, including a safe vehicle delivery area and suitable means of waste disposal.
7. Adequate site safety information must be given to operatives including training and instruction on the use of plant and equipment.
8. Unconnected persons must be excluded from work areas. Local or perimeter fencing and signs should be put up to prevent unauthorised access as far as is possible.
9. The state of any electricity supply must be assessed. A site supply should be checked or installed by a qualified electrician.
10. The company policy is to avoid lone working wherever possible; there should be at least two people on every job. Where lone working has to be carried out approval must be obtained from the Managing Director first and a risk assessment conducted.

### **Site Fire and Emergency procedures**

Site fire precautions should be considered at the earliest planning/design stage and consideration given to access for emergency vehicles along with suitable water supplies and a way of notifying extra ordinary risks to the emergency services.

The Contracts Manager or foreman are responsible for the provision of emergency resources e.g. extinguishers, blankets, signs etc., and for deploying and keeping them in order.

1. All persons, including site visitors, must be aware of the evacuation plan and know their appropriate muster point outside the site. The plan should be displayed in an easily understandable form in the canteen or other communal area.
2. There must be adequate and appropriate means to detect a fire and give warning.
3. Signs denoting fire escape routes, and location and operation of fire fighting equipment.
4. There must be an adequate escape routes and these must be kept clear at all times.
5. Fire equipment must be kept in the correct location, maintained in good working order, and serviced at the manufacturer's service intervals.
6. Ensure that rubbish is disposed of in the correct waste containers and not allowed to accumulate elsewhere causing a fire hazard or obstruction. Waste containers must be kept in their designated areas and are cleaned on a regular basis.

### Site storage, accommodation and Welfare

When considering the supply of temporary accommodation on site, whether the Company's responsibility, the following has to be considered:

1. Temporary buildings should be separated from the building under construction or refurbishment by a distance of at least 10m.
2. If this separation is not possible, the units should be constructed of fire resisting material in accordance with BS 476, Class 1 surface spread of flame, with 30-minute fire resistance.
3. Huts should ideally be located on firm level ground, not soft or uneven surfaces.
4. Suitable fire extinguishers, First Aid Kit, Canteen, Drying and Toilet and Washing facilities and documentation as described below should be fully available.
5. Only qualified persons should install, test, alter and maintain installations such as plumbing, mains electric supplies, water heaters etc.
6. Power supplies, which are usually 240V, should be sufficient to avoid overload. Use enclosed bar heaters in material stores, not gas heaters.
7. If ablutions contain frost protection equipment, the electrical supply must be left on during cold weather. Plumbing should be checked periodically for leaks etc.
8. There must be a phone on site, either a landline or mobile phones provided the site is in a good reception area.
9. The space between and around huts must be kept clear of combustible rubbish, wood etc. The foreman should arrange for the clearance of rubbish and waste paper from office/canteens etc.
10. Deficiencies in facilities, whether the Company's or a Main Contractor's should be reported immediately.

### Safety Documentation and Warning Signs

The following are mandatory where Structural Renovations are acting as main contractor and/or have a hut on site:

1. "Health and Safety Law" poster (issued by HSE).
2. Company Certificate of Liability Insurance.
3. Accident Book – of the new “tear out” style compliant with the Data Protection Act
4. Emergency procedures poster
5. Copy of the Safety Policy.
6. Method statements and risk assessments.
7. An appropriate scaffold register or stock of standard CHSW Inspection Report forms.
8. A supply of induction forms
9. Suitable, appropriate safety alert posters.

Where the Company is a subcontractor, items 1-4 should be available from the M.C.

Accident books, registers and posters must be returned and kept with the contract file.

### Visitors to sites or workplaces

Persons visiting places where the Company is operating have a duty in law to themselves and others to act safely and responsibly at all times. They should be encouraged to ask a Company representative if they have any queries.

The senior person on site should draw the attention of visitors to the fire and emergency evacuation plan via site induction. Visitors should have, or be issued with safety helmets and any other appropriate PPE if they are to go onto the site itself.

The Company will require any person who consistently disregards the forgoing to leave the site in the interests of both parties by the senior member of staff present.

### **FIRST AID ARRANGEMENTS AND PROCEDURES**

Management must maintain that every work area meets the legal first aid requirements. The legal requirements will differ between work locations due to the type of work and number of personnel. It is Company policy to have a suitably trained person on sites at all times.

1. Each work location must have an “appointed person” capable of handling an accident and dealing with serious injury or illness.
2. All work locations should have a first aid box or kit meeting the legal requirements for that particular work location. This must be checked on a regular basis by the appointed person to ensure it has adequate quantities of the correct contents, and they are in date.
3. All first aid boxes or kits must be clearly signposted and accessible.
4. All accidents and first aid cases must be logged in an accident book and the tear out form returned to the office and reported to the Director or Manager.
5. First aid on site is dependent on the contractual position of the Company. On some sites it will be the responsibility of the main contractor to provide first aid support/facilities.

### **HEALTH SURVEILLANCE**

The work practices in which the Company is involved are not considered especially hazardous, but the Director, Managers and Foremen will from time to time check, and be alert to any deterioration in employees’ health. Procedural risk assessments carried out by management at start of works will review potential effects of processes on employee’s health.

Employees are expected to be responsible for their own health and are encouraged to seek assistance if there is deterioration in their health, especially if this is work related e.g. handling materials or using computers.

As examples, employees may be exposed to conditions that could affect their health:

- Vibration white finger, brought on by hand arm vibration.
- Dermatitis
- Hand, wrist or upper body injury from bad work posture in office environment, especially at computers. Also eyestrain from long periods in front of VDU’s
- Alcohol abuse and stress in employees, which becomes a Company issue if the employee becomes increasingly unable to safely do their job
- Injury from bad practice during manual handling operations.

## **SAFETY INFORMATION - TRAINING AND EXTERNAL ADVICE**

It is the stated objective of the Company to gather and keep pace with the most up to date safety procedures and legislation, to process the resulting information into an understandable format for distribution to its employees, using external advice sources at it sees fit.

### **Training and Safety Familiarisation**

The intent is to provide employees with a level of training on safety matters relevant to their skills, tasks and position within the company. The Safety Director must take steps to keep abreast of developments in safety thinking from literature, news sheets, from the safety adviser and external training courses. Any relevant developments should be communicated to middle managers and site foremen.

The Managing Director and Contracts Managers are jointly responsible for arranging training seminars from time to time to remind and instruct Supervisors and Foreman on safety matters. Specific training courses must be arranged by them to cover matters such as Abrasive Wheel Usage, Material Handling and First Aid so that employees are trained to deal with situations they may encounter.

They will also from time to time arrange for external courses to be run, such as “tool box talks” to instruct all levels of employees on matters of health and safety.

Deliberate attempts should be made by the Foremen and Managers to alert employees to risk assessment, literature and posters on site. Similar attempts should be made by the office representative for staff in Company Offices.

Individual records of each persons training and qualifications is kept in the office and checked and updated by the senior contracts manager.

Assessment of training requirements should be a point of regular discussion at management meetings.

### **External Sources of Information**

The company engages a Safety adviser to perform tasks in support of its commitment to Health and Safety, in particular the following:

To monitor and update its Safety Policy and other Company data sheets and obtain relevant Health and Safety literature for reference.

To provide general advice as required or research and assess a more specific, less familiar hazard or required safety procedure.

To carry out safety audits on sites or workplaces both as a general assessment and report any matters which affect any person's welfare.

To assist as requested in employee training, client liaison, preparing risk assessments or method statements and the monitoring and assisting of company employed Sub Contractors.

The management retains an ongoing liaison with the Health and Safety Executive through its regular news sheet issues and as a valuable source of information and guidance.

### Induction training

Prior to commencement on site, all new employees are given induction training. The documentation for this procedure is supplied within the site file. The foreman is responsible for implementing induction, including the list of site rules and the safety adviser or management team monitors whether it is up to date and effective.

When Structural Renovations is acting as sub contractor, induction may be by the main contractor, although task specific familiarisation could still be conducted by the foreman.

## **DISCIPLINARY PROCEDURES**

The company prefers to eliminate dangerous working practices by establishing a safety ethos through example and training. However it should be clear to all employees of the company that flagrant or careless disregard to correct safety procedures will not be tolerated.

The Company Directors administer the disciplinary procedure and must themselves set a good example. They should thoroughly investigate any breaches of discipline and, along with Contract Manager and Site Manager, watch for hazardous behaviour or examples of disregard for procedure.

Investigation of alleged breaches of safety is ultimately the responsibility of the Managing Director but instigation thereof may be made by any member of staff in authority. The person against whom allegations are made should receive a fair hearing and staff should be prepared to review any safety procedures to ensure they are adequate, e.g. was sufficient PPE on site at the time? If the individual concerned is considered to have broken safety guidelines then appropriate action must be taken.

- An informal verbal reminder is sufficient for minor indiscretions.
- A sterner, possibly formal, verbal warning is appropriate for a careless or slightly less minor breach.
- A written warning should be given for overtly negligent, potentially hazardous or persistent breaches of procedure.
- The Directors should dismiss any employee found guilty of a major breach of safety procedure, which had or could have caused injury or worse, or has received two written warnings.

## **SUB CONTRACTORS**

- The company requires its sub-contractors, whether they are sole traders or companies themselves to behave responsibly as required above and adhere to policy guidelines.
- Sub-contractors are expected to conform where applicable to the guidelines laid down in the Safety Policy and have on site all the necessary resources, tools, protection (especially hard hats) to safely carry out their works.
- As required by the CDM Regulations, the company may request the sub-contractor to provide an adequate written method statement, risk assessment and hazardous material (either used or generated) assessment, prior to commencing work. Precautions and risk control measures must be clearly stated.
- The Company will remove from site either individual employees of a sub-contractor as a whole who consistently disregard the above for the protection and well being of all parties.

## **NEW EMPLOYEES**

Directors, Managers and Foremen shall co-ordinate to alert new employees to safety matters. The site induction form provides a basis for training and the issue of PPE. They should be instructed on:

1. Their responsibilities and lines of communication.
2. How to use the Safety policy (at least the relevant section on office or site based employees should be studied by them in detail).
3. The presence of any potential hazards in their workplace, be it office or site.
4. Accident procedures, First Aid locations, Fire procedures and welfare locations.
5. The correct way to use any PPE issued to them, with emphasis on their responsibility to look after it.

The New Employee should be asked their age; details of previous experience any illnesses/disabilities, which may affect safe working. Consideration should be given to these when allocating tasks. Site based operatives should be told to obtain a pair of Steel toed boots.

## **PERSONS UNDER EIGHTEEN YEARS OLD**

It is Company policy to avoid employing persons under school leaving age, other than for limited work experience in office situations.

The law requires that persons between the ages of 17 and 18 cannot carry out certain types of hazardous work, e.g. driving a fork lift truck, use cartridge tools, operating heavy machinery or bear onerous responsibility. They should not be exposed to excessively hazardous environments.

External advice should be sought if there is any doubt over which operations may or may not be carried out by young persons.

Young persons are not allowed to be left alone in the workplace.

## **CONSULTATION WITH EMPLOYEES**

Under the Health and Safety (Consultation with Employees) act 1996, the Company must open up channels of communication with all levels of employees to allow feedback on health and safety matters.

The *modus operandi* of the Company is fairly static and significant changes are rare. These would be notified to employees via a memorandum and reaction and feedback encouraged at the time. Minor changes made at a particular workplace are notified by the foremen who should report any feedback to the Contracts Manager and Directors. A similar channel would be available to office staff through the appointed representative. Feedback from employees is encouraged at the end of each toolbox talk.

## **ACCIDENT REPORTING AND RECORDING PROCEDURE**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations revised in 1995, ("RIDDOR") apply. All employees should be aware that these regulations require the reporting of dangerous occurrences irrespective of injury. The following procedures should be adopted.

1. Each site and permanent office must have a copy of the page-per-incident Accident Book either under the Company's control, or that of the main contractor.
2. Where injury occurs to an employee or subcontractor, or if there is a dangerous occurrence such as a structural collapse, fire, explosion, acts of violence to or by site personnel or any incident, which may threaten life and health, the details must be entered on one of the forms.
3. The foreman should forward the form to the office.
4. The Contracts Manager should check the blue "RIDDOR 95" booklet to see if the incident is "notifiable" or "dangerous".
5. If the injury is notifiable, the Contracts Manager will send the H.S.E. an Incident report form F2508 as soon as possible, but no later than 7 days after the incident.
6. If an individual becomes ill as a result of working on site, the office must be informed, and the H.S.E. contacted immediately, via form F2508"A".
7. A fatal or major injury, or a dangerous occurrence as defined in the above regulations must be notified to the H.S.E. immediately by telephone, then followed up as above.
7. The Site Manager must take immediate steps (but with regard to his and others' safety) to ensure no repetition of the incident and no one is at risk from its consequences.

Irrespective of HSE action, a notifiable incident must be investigated by the Contract Manager or other appointed safety adviser and a report detailing remedial steps compiled. Recommendations arising from the reports should be reviewed by senior management and implemented as soon as possible. Insurers may have to be advised via a standard incident form.

On conclusion of the contract, the completed forms must remain on file with the contract documents for a minimum of 3 years.

*Incident report forms are to be sent to:*

**THE INCIDENT REPORT CENTRE, CAERPHILLY BUSINESS PARK, CAERPHILLY, CF83 3GG. Tel: 084 300 9923. Internet site: [www.riddor.gov.uk](http://www.riddor.gov.uk)**

*The nearest HSE offices to the Company's present location is:*

**Priestley House, Priestley Road, Basingstoke, Hampshire, RG24 9NW Tel: 01256 404000**

*Forms F2508 and F2508A are available from the office*

## Section “C” – Specific Workplace Hazards

### HAZARDOUS WORKING PROCEDURES

It is Company policy to prepare adequate risk assessments to cover all work processes on every site or place of work. The assessment has to be specific to the circumstance of the site or workplace, but will be based on experience when addressing the core activities the Company undertakes.

The following are examples of the kind of operation the Company may occasionally get involved in, and the hazards that should be looked for:

- Entry into confined spaces
- Roadworks
- Excavations
- Specialist Plant, Mobile Plant e.g. Earthmovers, Dumpers, Excavators etc.
- Roofing
- Spray applied substances
- Welding
- Hoists, Lifts, Craneage, Heavy lifting and slinging
- Work near water

Examples of the kind of hazards that should be considered are:

- What hazards are faced by the operator?
- What hazards are faced by other unconnected site personnel or members of the public?
- Is specialist assistance needed? E.g. hoist fitters, roadwork signs specialists, slingers
- Is specialist equipment needed? E.g. air test/ breathing equipment, lifting gear.
- Does the process use or generate hazardous substances?
- Any other hazards? E.g. glare from welding arc, spray drift, Weil's disease near water.
- Do hazards occur due to location? E.g. at height, enclosed area
- Is training needed? E.g. to use specialist equipment, work in confined space
- Is there any heavy or awkward lifting?
- Are emergency procedures good enough to cope with an emergency emanating from the process?

Some hazard information can be obtained from Head Office on the forgoing and should be requested where appropriate. Note that specific regulations apply to some of the operations.

The Contracts Director and Contract Manager hold the responsibility for drawing up written procedures and a risk assessment (including those for sub-contractors) relevant to the site. They must consider all the operations on site, including those of subcontractors, when preparing the assessments, and seek outside assistance if they are unfamiliar with the operations and the hazards they generate.

## **USE OF VEHICLES AND MOBILE PHONES**

Employees driving vehicles on behalf of the Company must drive it in a responsible and safe manner at all times. If the driver is found guilty of dangerous driving or driving under the influence of alcohol or drugs the person's employment will be terminated.

Only operatives carrying the correct drivers licence are allowed to drive company vehicles, when given permission to do so by the company management. Before any personnel are allowed to drive their licence must be checked for the type of vehicle they are allowed to drive, including any endorsements. The personnel must also be told of their responsibilities, which normally are:

1. The Company must encourage and the driver must co-operate in maintaining the vehicle in good condition and observing recommended service intervals and maintenance on tyres, brakes and MOT tests.
2. Any loads being transported should be securely tied down.
3. The vehicle must be checked to ensure it has the necessary fire fighting equipment on board when carrying hazardous loads.
4. The vehicle must be driven in a responsible and safe manner at all times. If the driver is found guilty of dangerous driving or driving under the influence of alcohol or drugs the person's employment will be terminated.

In the event of an accident the names of the other drivers involved in the accident, and their insurance details, the make, model, and registration of damage done to other vehicles and the names and addresses of any witnesses should be obtained. If necessary the police should be notified. It is important that no fault is admitted at the time.

The directors and other senior staff responsible for setting Schedules for themselves and other employees must take into account the length of time within a day, or the number of consecutive days a person is being asked to drive significant distances.

The employee must alert senior company staff if he or she feels that the amount of driving they are doing is significant, and contributing to fatigue.

The use of hand-held mobile phones while driving, or even stationary in a queue, is now prohibited by law, and subject to a fine and penalty points. This is now Company policy.

The senior company management must consider strategies to ensure no employee is expected to make and receive calls while driving. The following should be considered:

- Employees and plant driver/ operators must be actively instructed to switch their phones off when driving.
- Voice mail messages can be changed to alert the caller that the recipient does not take phone calls when driving. They should be encouraged to leave a message or send texts.
- Senior management must oversee the supply of hands-free systems if receiving calls while driving is essential.
- Notwithstanding the presence of a hands-free system, using the keypad when driving and operating plant is also now prohibited

## **SITE ACCESS, SCAFFOLDING AND WORK AT HEIGHTS**

It is estimated that 50% of fatalities at work involve falling from heights. It is vital therefore that Site Managers give due consideration to the suitability of access, whether under control of the Company or others, Foremen should be fully aware of their role in its inspection and upkeep (if any) and employees encouraged to seek advice if they are not sure.

In accordance with the Working at Height Regulations (2005), the basic hierarchy of measures to be followed – in preferential order - are:

1. **Avoid** working at height unless it is essential.
2. Make sure that working platforms are secure, they will not topple, they can be safely reached and will support the weight of workers and materials likely to be used and stored thereon.
3. **Prevent** persons falling using guard rails, barriers etc. at open edges, including floor edges and openings.
4. **Minimise** the fall distance using safety harnesses with proper lanyards, safety nets and similar.

When persons are working at height, the company in its risk assessments must give serious consideration to the following:

- The selection of collective control measures over personal where possible.
- Risks associated with the installation, alteration and removal of platforms or equipment and the proper safe management thereof.
- The reduction of work off ladders and stepladders unless work is light, of short duration and where site circumstances dictate.
- The onset of poor weather and steps to be taken in that event.
- Emergency rescue procedures for a stranded or injured person.
- The management of falling debris, ideally by prevention with suitable barriers and toe boards, but also by the use of protective decks and exclusion areas.

The Work at Height Regulations call upon those controlling all forms of temporary access, fixed or mobile to inspect them at least every week or after high winds. If the Company is responsible, then the Contracts Manager must ensure that whoever is entrusted with inspection is capable and confident in doing so. In any event they should be sufficiently trained to do simple access assessments and recognise a badly unsafe working platform.

All Structural Renovations employed personnel must report defects through normal channels. Individuals who are uneasy or panic at height or in some types of access must be treated with sympathy and should be reassigned other tasks.

*The basic rules to follow are:*

1. Make sure that working platforms such on formwork and suchlike are secure, they will not topple and will support the weight of workers and materials on it.
2. Guard rails, barriers etc. are provided at open edges, including floor edges and openings and edges of working platforms. These should comprise a handrail no less than 950mm high, a toeboard and no gap in between in excess of 470mm.
3. Proper warning signs should be utilised where appropriate e.g. "Men Working Overhead", "Entry Prohibited (to unsafe areas)" etc.

Suppliers of access equipment should also be consulted on its safe use.

### Types of access

The managing director is responsible to ensure the correct type of access for the job in hand is selected, using the criteria established above.

Operatives should be trained to erect or inspect the type of access they propose to use if they are responsible for either. Where access is supplied by others, the Managing Director must ensure directly or through a competent employee that access is safe and suitable for company employees to work on.

**Ladders, trestles and stagings:** These items should only be utilised if no other form of access is appropriate. Ladders should be taken down and secured when not in use. They should be inspected for broken rungs, distorted frames and be properly aligned prior to use and tied in if possible. All ladders, especially aluminium must be the correct way up - i.e. treads uppermost. Only short duration low risk work can be done off ladders. Operatives must not reach over too far. Ladders must be secure and stable. Stays on stepladders must be fully extended.

Trestles and stagings should be firm and level. Stagings must be sound and not too narrow. Pairs of bandstands should be identical and the correct pins chained to the frame, otherwise they should be rejected.

**Fixed tubular scaffold:** This should possess adequate guard-rails and toeboards all around every lift. All components must be in working order. Any protection fans or hoarding should be fit for their purpose. Ladders throughout to be tied and protrude one metre above the top platform. Those to first lift level must be removed at night. Scaffold must not be altered in any way by site staff except to lift inner boards to access the face of the structure - these should be immediately replaced.

**Mobile Tower scaffolds:** These must be erected by a competent person trained in the assembly of mobile tower scaffolds using the “continual handrail/ through the trap” method. Note especially: Overhead obstructions, proper use of outriggers, vertical alignment, safe working loads and moving of towers only when there is no one on it. There must be adequate cross bracing, forming a criss-cross pattern up the tower.

**Suspended scaffold and cradles:** The erection of suspended cradles must be carried out by qualified installers only. Weekly inspections must include cables (for fraying and kinks), jibs (for alignment and cable anchorages) and counterweights (security and number thereof). Jibs and counterweights should be checked at the beginning of each day/shift. Access/egress must always be gained by the safest means.

**Podium Steps:** these platforms can be hazardous if not used correctly. The user must be familiar with the way podium steps are assembled. Steps should be in the correct place, cross bracing properly fitted and they must not be damaged. The top handrail must always be a minimum of 950 mm above the platform. The user must close the gate and apply the reasonable option as dictated by the operation and site circumstance. They must be inspected by the user prior to use and any defects remedied before they are put back into service.

**Mobile Elevating Work Platforms:** *There are many types of work platforms available, and advice is best sought from specialist suppliers on the most suitable type to use. No attempt should be made by employees who are not trained to a relevant IPAF or similar standard to drive or use these units.*

## **PLANT, POWER TOOLS AND VEHICLES**

The following steps should be observed when using any type of plant:

All plant should be supplied to site in a safe working order; all safety devices must be in good working order along with all the necessary noise reduction systems.

The correct eye/face, ear, hand foot and head protection should be worn. Employees must stop using percussive tools if numbness in the hands is noted.

Only staff that are properly trained should use plant. They have a responsibility to look after equipment, check it is in working order on a regular basis and report faults or services due.

### **Training for specific types of plant**

When the Company becomes involved in the use of other types of plant then the supplier should be approached for guidance and training in its use. Examples are:

1. Mobile elevating works platforms.
2. Almost all kinds of lifting gear, hoists, cranes etc.
3. Hydraulic or hydro-demolition equipment.
4. Tippers, mechanical diggers, forklifts, dumpers and other types of mobile plant.
5. Cartridge powered or spring loaded tools such as the Hilti DX type of fixing gun.
6. Angle grinders and abrasive wheels.
7. Any other kind of mechanical plant that has been highlighted by suppliers as needing training and familiarisation to operate.

### **Compressors and air powered tools**

The user is responsible to look after and use compressed air tools correctly.

Compressors should be checked by a competent operative on arrival especially the jockey wheel, brake, engine cover stays. When not in use they should be depressurised, taken to a secure area and/or disabled (e.g. remove fuse and battery) to prevent tampering.

Diesel must be stored in correct containers in a secure place, with a suitable bund arrangement.

Air tools, lines and fittings must also be checked by the user prior to use for damage, fitness and excessive wear and tear.

### **Plant Maintenance**

The EC Work Equipment Regulations 1998 (PUWER) require that plant systems are constructed and maintained properly, are fit for purpose, regularly tested and also advises that records of such tests are kept. The Site Managers are responsible for ensuring company owned plant is maintained and inspected by the supplier or suitably qualified person, and a certificate of test requested from them for the record.

Where plant is hired, the items should be supplied with a test certificate or tag, and this should be dated to give guidance as to when the next test is due on long term hire.

All plant should be visually inspected by the user. Defective plant must be removed from service, isolated, labelled as not working and sent for repair.

## **SAFE SUPPLY AND USE OF ELECTRICITY.**

Electricity supply to all Company workplaces should be designed and installed only by professional electricians and maintained to the required regulatory standard.

The office based appointed person is responsible for checking that the electricity supply and sockets in offices are in good condition. Checks are restricted to visual inspection only and defects must be rectified by a trained electrician.

On sites, the Contract Manager is responsible to oversee that temporary electrics are correctly installed, again by trained electricians, and fuses/trips etc. are easily reached. Any additional electrical equipment e.g. transformers and leads should be sourced from reputable suppliers and visually checked by the foreman to ensure they are in good condition.

The condition of the electricity supply must be known to the operative plugging in any plant:

1. Is it correctly installed and is it now live?
2. Is it 240V or 110V (110V plugs and sockets are yellow, 240V ones are blue or domestic square pin.)?
3. Is there a means of switching off the power close to the socket?
4. Are the sockets into which the appliance is plugged in good condition and not loose, have broken or burnt socket casings.
5. Is it rated sufficiently to support the load - for instance is it 30amp @110V or 13amp @240V, and is that enough? Sockets must not be overloaded; excessive use of adapters can cause a fire. Multi plug socket blocks are preferable, provided the cumulative current draw on any one socket does not exceed 9 amps @ 240V or 20 amps @ 110V.
6. Electrical cables and equipment should be in good condition and positioned clear of access ways and/or be taped down or securely tied above head height. Avoid tripping hazards. Cables should always be given adequate protection.
7. The use of substances giving off inflammable vapours, and the excessive generation of dust should be avoided near electrical installations, as explosions may be caused if they are ignited by static or sparks.

Where the standards outlined above are not met, then work with electric appliances must not continue until the faults are rectified.

If a person suffers an electric shock, *do not touch that person*, until the electricity supply has been switched off. Only then can first aid be administered.

## **STORAGE, TRANSPORTATION AND USE OF HAZARDOUS AND CORROSIVE SUBSTANCES**

The safe handling of and exposure to materials is subject to several regulations but mainly the Control of Substances Hazardous to Health (COSHH) Regulations. This requires the Company to assess the level of risk associated with handling of products used and substances generated prior to their use. No materials should be allowed on site, whether sourced by Structural Renovations or a sub contractor, without an assessment having been undertaken and provided to site.

If an alternative process can be found that eliminates use of hazardous materials, this will be communicated to the client's representative. This is however unlikely. The choice of materials is usually determined by its suitability for the task, and by client specification. If on assessment, the Contract Manager considers substitution of a safer material to be a viable option, he will communicate this to the client and make efforts to effect the change.

Materials that are supplied to the Company with hazard warning labels or with such references on supplier's safety literature, or are generated as a by-product of its operations, e.g. dust, sawdust, will be assessed by the Contract Manager or Safety Adviser prior to commencement of the works. Any known or perceived hazards, risks and consequent control measures will be noted and supplied to all parties in form of a written COSHH assessment.

This information will be communicated to operatives exposed to these substances, the favoured method being in the form of posters and information sheets displayed in canteen and common areas.

The company's ongoing training alerts personnel to the hazards of COSHH registered substances, and suitable PPE is issued as a last-resort to protect the user from their effects.

The principal hazards which may arise are as follows:

- 1 Contamination of eyes or skin by coatings, dust or particles.
- 2 Harmful effects caused by inhalation of dust or vapours produced.
- 3 Toxic effect resulting from oral ingestion or skin absorption.
- 4 Fire or explosion caused by smoking or improper use or storage of certain flammable or volatile materials e.g. petrol.

### **Safe handling of materials**

Persons involved in handling materials must observe the following at all times:

- 1 Wear the correct PPE as described in the Personal Protective Equipment section.
- 2 Read handling and safety literature printed on or accompanying the material.
- 3 Strict attention should be paid to cleanliness. Tools, mixers and workwear must be kept clean. In the working area, used bags and containers should be cleared away as directed and the working method should not generate excess hazardous waste. Do not screw lids tight on to empty solvent cans as vapour may build up and the can explode.
- 4 Never eat or drink near materials and wash hands after using them. Any deficiencies in the toilet/washroom areas should be notified or rectified immediately.
- 5 Replace lids and caps when the materials are finished with. Put half used bags of cement products into polythene bags, label and fold down. Store carefully in the designated area.
- 6 Wash all splashes of resins, solvents, dust and paints off the skin immediately with soap

and water or a resin removing cream. Dry hands and skin with paper towels or hot air dryers. Never use solvents to clean skin. They contain harmful chemicals, dry out the skin and thin the grease or resin thereby increasing penetration into the pores.

7 Be aware of hazards posed and encountered on and around sites, which may not have been realised were present when the necessary risk assessments were drawn up. Examples are:

- Asbestos
- Needles or syringes which may have been used by drug addicts.
- Broken glass and other sharps
- Dust, from whatever source (see next section).

All these should be regarded as hazardous, left alone and reported to the site management if unexpectedly encountered.

### Storage of materials

Storage and use of flammable or corrosive products must comply with the relevant legal requirements. The materials that come under this category used by the company will be solvents, cleaners and resin based paints.

- 1 Fire extinguishers should be provided in accessible locations and clearly signed.
- 2 Solvents, fuels, corrosive and resin based products must be kept in a secure, preferably ventilated storage compound, clearly marked with the necessary signage. Petrol and diesel should be stored in correct cans with a fluid tight top and pourer.
- 3 All other materials should be securely stored to when not required to prevent unauthorised interference and keep sites tidy.
- 4 Materials in transit must be secured or wedged so as not to roll about in transit. All vehicles must have adequate ventilation

### LPG and other compressed gas cylinders

The two most common types of LPG used are Butane (Blue bottle) and Propane (Red bottle). Many appliances can use either, but because the operating pressures are different, it is important to use the correct regulator and they are not interchangeable.

When handling compressed gas cylinders, the following should always be remembered:

- Prior to use, a responsible person should check for dents in cylinders, split/perished hoses and damaged fittings and connections.
- Make sure means of lighting the gas are available before it is turned on. Watch and listen for "blowback", switch the gas off immediately if this is suspected and try again more carefully.
- Follow the instructions carefully when fitting, removing and using cylinders.
- If the regulator is off and gas is smelt, or if the gas will not turn off raise the alarm, evacuate the area and call the fire brigade. Do not use LPG in a confined or enclosed area or look for leaks with a naked light.

## **DUST AND WASTE**

The risks associated with dust should not be underestimated. Apart from being unpleasant, dust presents a hazard to eyes, respiratory tracts and skin. Cutting, grinding, sweeping, blasting, cement handling and windy weather all generate potentially harmful dust.

The likelihood of any form of dust being generated should be considered at pre tender stage and control measures highlighted in the risk assessment by the Contracts Manager.

Grit blasting generates high velocity dust and particles, possibly containing lead (from old paint) or iron oxide (rust from steel). A higher level of protection is required to operatives in the work area. Spraying operations generate particles of overspray which also act as an irritant dust like substance. Cutting, sawing or sanding wood for shuttering etc or fibrous boards generates sawdust and particles of adhesive in bonded sheets such as MDF or ply.

The hazards posed by these dusts and particles must not be treated lightly and operatives must wear suitable dust masks, keep work areas clean and warn other personnel.

Consider the following measures:

1. Use different materials e.g. pastes not powders
2. Vacuum rather than sweep floors
3. Avoid blowing dust with compressed air
4. Use dust extraction equipment ensuring dust is safely expelled
5. Handle cement bags carefully
6. Try wet cutting or blasting

### **Safe Disposal of Waste Materials**

Larger sites must now create a waste management plan, which lists proposals for recycling and reuse of waste product where possible. The Managing Director should ascertain whether recycling arrangements are required, or are in place and either devise a plan or comply with the one run by the site controller. He should then alert operatives to dispose of waste material correctly.

Disposal from site is usually done by placing in skips. The Controlled Waste Regulations (1991) require those who collect waste to be registered carriers. The company must check that a skip provider is so registered, as they would be responsible if the waste were fly tipped.

There is a general duty on site staff to keep work areas clean and tidy. Operatives must safely and securely store rubbish, ideally into a skip but otherwise in polythene bags awaiting disposal.

Rubbish piles must be kept as confined as possible and not impede gangways or roads.

Managers assessing materials under COSHH must note down any special disposal requirements all waste materials including spoil, materials, especially resins, cleaners or solvents and their containers.

## **PERSONAL PROTECTIVE EQUIPMENT AND SAFETY HELMETS**

The European regulations on PPE put onus equally on to employers to assess and provide PPE and on operatives to wear and look after it.

The Contracts Manager is responsible for supplying to site sufficient PPE (including visitor's hard hats) for staff to work in safety. The site Foreman must ensure as far as reasonably possible that PPE is issued, used correctly and looked after. All operatives must properly wear the protection supplied in accordance with written rules and signs. They must take reasonable care of it and report loss or obvious defect. Sub-contractors are required to supply PPE and comply in all respects with regulations and site notices.

The basic range of PPE provided by the Company to protect against the harmful effect of substances is as follows, although further protection would be needed for more hazardous operations, e.g. grit blasting:

Eyes/face: Hazard: low level impact (dust) and minor chemical splash,  
Protection: Clear Acetate visors with headband/browguard or Direct vent Goggles or spectacles with clear polycarbonate lens to EN166.

Mouth (respiratory): Hazard: Dust, Spray mist & some fumes.  
Protection: Dustmasks to minimum standard EN149 FFP1S For protection against fine dusts, spray or organic vapour consult the PPE supplier or the Safety adviser.

Other Procedures: Supply adequate fresh air/ ventilation (against fumes). Restrict or substitute solvent based products.

Hands: Hazard: dusts, chemical contamination, cuts or abrasion.  
Protection: Lined abrasion, puncture or chemical resistant gloves. Rigger cloth gloves.

Other Procedures: Substitution of harsh chemical products. Barrier cream.

Ears: Hazard: loud noises  
Protection: Ear defenders to EN352, parts 1 (over 87dB) and 2 (over 85dB).

Other Procedures: Substitution of harsh chemical products. Barrier cream.

General skin and body: Hard hats to EN397, Waterproofs where needed, hi visibility jackets, especially near vehicles, wet work barrier cream, steel toed safety boots. During high volume grit blasting, positive pressure equipment as below. PVC or similar long sleeved jacket/trousers and gloves,

### Safety Helmets

Whilst the use of other PPE is subject to assessment, the wearing of safety helmets to EN397 (bump caps to EN812 are not acceptable) is compulsory in designated areas and enforceable in law. Foreman must be fully aware of hard hat areas designated by the company or main contractor and enforce the wearing of helmets, particularly by example. Employees will be subject to disciplinary action and non-employees asked to leave site if they refuse or forget to comply. Paints, solvents, cleaning agents or non-approved stickers must not be applied to helmets. They must be kept out of hot areas (e.g. car rear windows) and replaced if badly scratched, cracked or over 2 years old. There are no common, valid medical reasons for not wearing a helmet.

## **NOISE**

Control of noise on sites is a requirement mainly of the Control of Noise at Work Regulations (2005). The onus is on both employers to control noise and on employees to protect themselves from the cumulative, irreversible handicap of deafness brought on by continuous loud noise. As a rule of thumb, if a person engaged in a noisy operation cannot talk to someone 2m away without having to shout to be understood, then protective measures must be taken.

The Contracts Manager should consider the level of risk posed by the generation of noise as part of the overall site hazard assessment, ideally prior to works commencing. This assessment should be ongoing to take into account any changes in noise levels as work proceeds, both by the Contracts Manager and Safety Adviser as part of routine Audits.

The current regulations require that the matter be addressed in the following order:

1. Eliminate the noise altogether
2. Remove the source of noise from the environment, or relocate persons away from it.
3. Protect persons against extensive exposure to noise.

There is a requirement to take specific action if a person is exposed to a regular level of noise between 80dB – 85dB, or a peak sound pressure of 135dB. Exposure to levels of noise in excess of 87dB must not be exceeded.

As a guide a busy office would be 55dB, Scaffold dismantling at 10m, 80dB, unsilenced pneumatic breaker at 1m (130dB - also the threshold of pain). 0 dB represents the threshold of hearing.

Using a pneumatic breaker and similar tools typically generate noise well in excess of 87dB. Site staff must watch for operations carried out by others on site, which become noisy and take steps to protect themselves accordingly. If there is doubt or query about the extent of noise levels, then specialist advice should be sought.

If noise is deemed to be in excess of 85dB, operatives should wear ear defenders or at least, close fitting earplugs. For noise levels in excess of 87dB, ear defenders are compulsory and all possible steps must be taken to reduce noise levels as far as reasonably practical. Exposure to noise should be defrayed where possible by rotating operatives engaged in breaking out and suchlike. Plant should be fitted with silencers, mufflers etc. and special consideration given to noise when in confined spaces, near the general public, at night or near Hospitals.

Personnel must watch for the following symptoms in themselves and others, which may signify excessive noise levels and hearing impairment: noise or ringing in the ear, trouble hearing speech or TV/radio at average volumes, difficulty hearing high or soft sounds (e.g. a watch ticking). If they experience these problems they should seek medical advice.

## **VIBRATION – MONITORING AND CONTROLLING**

Additional duties are now imposed on all employers and employees by the Control of Vibration at Work Regulations (2005). It is now important to manage this issue more carefully than before. The Company recognises the hazards associated with extended use of vibrating tools and the long-term health risk to users.

Regular and frequent exposure to vibrating tools may lead to permanent injuries. These include damage to the blood circulatory system, sensory nerves, muscles, bones and joints, collectively known as hand arm vibration syndrome (HAV). The symptoms are listed below.

The Contracts Manager is responsible for ensuring that all operatives are aware, via memos and training, of the existence of HAV and its consequences. They must take seriously, any notification of the above symptoms by the foremen or operatives and take active steps to ensure the person affected is correctly advised and treated as outlined below. Foremen who supervise sites where vibrating machinery is used must take seriously training initiatives designed to make them aware of the need to control HAV exposure.

The following steps should be taken to control the level of exposure of HAV to operatives working with such tools:

- The Contracts Manager should take advice from hire companies and suppliers to enable him to select which low vibration tools extend the safe usage time.
- The Foreman must check the condition of the tools and fitting (chisels, points, bits, drills etc.) prior to issue and replace worn / damaged items. Badly maintained tools work less efficiently and increase the time operatives are exposed to vibration.
- He must rotate operatives using tools if possible on a “one on one off” basis.
- Insist operatives wear warm thick gloves. These will reduce vibration and keep hands warmer. Operatives must be told not to use breakers when hands are cold.
- Operatives should avoid hunched or twisted posture that may stress muscles and restrict blood flow.
- Operatives should stop using tools periodically, rub their hands together and flex the fingers and wrists before continuing.
- The Foreman should insist operatives do not smoke when using vibrating tools. This reduces blood supply to the hands and aggravates the condition.

In compliance with the Company’s duty in regard health surveillance, foremen must ask operatives who use vibrating tools regularly:

- Whether their fingers go white or there is painful blanching if exposed to cold.
- If they have tingling or numbness in fingers, loss of sensation and inability to distinguish temperature or touch after using the tools
- Do they have problems moving, or pain in the muscles and joints in hands/ arms/ wrists.
- Do they get pins and needles, loss of grip or strength, loss of dexterity and ability to manipulate or pick up small objects.

Where the answer is yes to any of the above, the operative should be encouraged to seek medical advice and avoid the use of vibrating tools. If an operative sent for medical treatment is diagnosed with HAV, then the Contracts Director must inform the H.S.E., as this is a notifiable injury under RIDDOR.

## **MANUAL HANDLING AND LIFTING**

Thirty percent of all reported accidents (and probably many more unreported) occur as a result of incorrect manual handling and lifting. The intention is therefore to reduce the risk of injury by eliminating manual handling in favour of mechanical means of lifting, by supplying goods in a less heavy form (e.g. bags of cement), and eliminating manual handling as far as possible, e.g. by delivering goods as close as possible to work areas.

Lifting and manoeuvring of heavy or awkward objects is considered at pre-contract stage. The Contracts Manager then prepares a bespoke risk assessment, with the assistance of the Safety Adviser as required.

The Manual Handling Operations Regulations 1992 state that "a person shall not be employed to move any load so heavy as to be likely to cause him injury".

The following points should be borne in mind:

1. Suitable gloves and footwear should be worn as appropriate.
2. Operatives should lift loads with a straight back; do not bend from the hips to pick loads up.
3. Site Foremen should ensure that sufficient labour is assigned to heavy lifting tasks, such as unloading, filling skips etc. If a shortage is foreseen, management should be informed.
4. Watch for sharp edges on metal handles and cans, especially damaged ones.
5. Management and the Foreman should obtain suitable lifting equipment (e.g. gin wheel, pallet truck, slings etc) in advance of their being required. Employees then have a specific duty in law to properly use the equipment provided. Even a wheelbarrow or sackbarrow is a positive aid to handling heavy materials or plant.
6. There is a general duty under the Regulations for suppliers to provide materials in units of 25 kg or less and the Company is entitled to query supply of goods in larger units with the supplier. The obvious exception is cement and aggregate, in which case steps 1) to 5) are all the more important.
7. If hoists are being used, consult pages 46-47 of Health and Safety in Construction HS(G) 150 for further information.
8. Remember - if the load is too heavy or awkward persons should ask for help.

The general principles of lifting techniques are communicated to all operatives via a regime of tool box talks and a Company issue poster on the subject displayed in canteen or other suitable area at all workplaces.

## **MANAGEMENT OF ASBESTOS**

It is the intention of the company to ensure that neither its employees and subcontractors nor unconnected personnel are exposed to asbestos in any form, and thus eliminate the possibility that such persons will contract any terminal and debilitating cancers and other diseases that are associated with inhalation of the fibres given off by asbestos containing materials (ACM) if they are inadvertently disturbed.

The company restricts its involvement with asbestos to ensuring it finds out if ACMs are present on site, its operatives and subcontractors are familiar with the areas where ACMs may be found and what to do if they are.

If the building being worked upon exists as opposed to new-build, the Contracts Manager will, prior to commencement, approach the client and enquire if there is an asbestos register. This information will be used to review whether company personnel are likely to be exposed to ACMs and what can be done to mitigate the risk of contact.

Assuming the ACMs are removed or can be avoided, there remains a small residual risk that hitherto undetected examples may still be present. The company, as part of its commitment to training will progressively educate its frontline employees on techniques of how to recognise ACMs, where they might be found, and what to do if a suspect material is encountered.

If a suspect material is discovered, operatives must notify the foreman immediately. Work in the area should stop and the directors alerted. The company may, in liaison with the client, arrange for samples of the material to be removed by competent personnel and sent for analysis. If ACMs are present, then a way forward will be agreed with the client prior to work recommencing.

In suspect properties, posters will be displayed, induction procedures will be modified and instruction issued to keep the issue of the possible presence of asbestos at the forefront of the site personnel's thinking to ensure they remain vigilant and do not disturb suspect materials inadvertently.

Operatives engaged in ACM removal must undergo regular professional health surveillance and screening to ensure they remain unaffected by the material and can safely continue to carry out such works.

## **FURTHER READING AND INFORMATION**

For general further reading on many aspects of health and safety in the environment, reference may be made to the HSE Publication "Health and Safety in Construction: ref. HS(G)150, third edition 2006. In particular, some legal aspects are covered and there are many useful suggestions for additional sources of information.

Other References:

- Structural Renovations Quality Manual
- Management of Health and Safety at Work - ACOP - HSC publication
- Construction Design and Management Regulations 2007 – ACOP - HSC publication
- Workplace (Health Safety and Welfare) Regulations 1992
- VDUs – An easy guide to the regulations. HSE publications ref: HS(G)90
- Protecting the Public - your next move HS(G) 151- HSE Books
- First Aid at Work ACOP. HSE books ref: L74
- BEC Publication "Guidance notes on Safety Responsibilities for Subcontractors"
- Young people at work – a guide for employers. H.S.E. - ref: HS(G)165
- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR 1995)
- Provision and Use of Work equipment regulations 1999
- Maintaining portable and transportable electrical equipment ref: HS(G) 107 - HSE publication
- Compressed Air Safety – HSE publication ref: HS(G)39
- Electrical Safety on Construction Sites. HSE publication ref: HS(G)141
- COSHH Analysis and Risk Assessment (Company Site Issue Sheet)
- Hazardous Substances and Risk Assessment (Company site issue)
- The Construction (Head Protection) Regulations 1989.
- Personal protective equipment at work - Guidance on Regulations - HSE issue
- Noise at Work" - assessment, information and control published by HSE.
- Health risks from Hand Arm Vibration – HSE ref: INDG175 (rev 1)
- Manual Handling - solutions you can handle - HSE publication
- "Safe use of propane and other LPG cylinders" - HSE publication.
- CITB Manual GE700 – Construction Site Safety

*Health and Safety in Roofwork – HSE Publication HSG 33*