Health and Safety Policy Document

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Health and Safety Policy Document Index

Health and Safety Policy Document Index (continued):

Health and Safety Policy Document Index (continued):

Appendices

1.00 COMPANY HEALTH AND SAFETY STATEMENT OF INTENT

It is the intention of Hadden Construction Ltd that its work will be carried out in accordance with the relevant statutory provisions and any other relevant regulations relating to Health and Safety that are in force at this time. All reasonably practicable measures will be taken to avoid risk to employees or others who may be affected.

Management and Supervisory Staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

General duties of employers to their employees:

Employers have a duty to ensure the health, safety and welfare at work of their employees, particularly by:

a) providing and maintaining machinery, equipment etc. and systems of work that are safe and without risk to health.

b) arranging safe and healthy systems of use, handling, storage and transport of machinery, equipment or appliances and solid, liquid or gaseous natural or artificial substances.

c) providing whatever information, instruction, training and supervision is necessary to ensure health and safety at work.

d) maintaining any workplace under their control in a safe and healthy condition and providing and maintaining means of access to and from the workplace that are safe and without risk to health.

e) providing and maintaining working environments which are safe, without risk to health and have adequate facilities and arrangements for the welfare of employees whilst at work.

f) Providing and maintaining regular Health Assessment screenings to ensure continued well being of persons at risk from specific processes or contact with specific materials.

General duties of employers and self employed to persons other than their employees:

Employers have a duty to carry out their work in such a way that persons not in their employment who may be affected by it are not exposed to risk to their health or safety. This provides protection to anyone (including members of the general public) who might be affected by work activities as well as to the employees of other employers concerned with the work.

In a similar way the self employed person must carry out his work in such a way that he does not create for himself, or any other person, risk to health and safety. As in the section above, these duties are qualified by the phrase “so far as is reasonably practicable.”

Regulations may be made requiring employers and self employed persons to give to people (not their employees) who may be affected, information about such aspects of the way work is being carried out as might affect their health or safety.

1.00 COMPANY HEALTH AND SAFETY STATEMENT OF INTENT (continued):

Mr. Scott Hadden, Construction Director, has particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The operation of this Policy will be monitored by the Management and Staff of Hadden Construction Ltd. To assist them in this respect the Company have appointed Murval Management Safety & Training Services as Safety Advisors to visit sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

This Statement of Company Policy will be displayed prominently at all places of work. The policy will be brought to the attention of all employees and self employees. The organisation and arrangements for implementing the Policy will also be available at Head Office for reference by any employee as required.

The Company Health and Safety Policy will be reviewed as required when new or revised legislation occurs, or should there be a change in the Company's activities.

Signed: *Scott Hadden*

Scott Hadden
Hadden Construction Ltd, Construction Director

Date: 02 February 2009

2.00 CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007

It is the intention of this Company to comply with Principal Contractors duties set out under the C.D.M. Regulations 2007 (refer to Appendix A).

1. The Construction Team will co-operate, consult with and make improvement suggestions to the Appointed CDM Co-ordinator (CDMC's).

2. Only approved Sub-Contractors will be appointed for the Contract. (See Appendix B.)

3. Regular site Co-Ordination/Safety Meetings will be held for the duration of the Contract and Minutes will be produced. See appendix O sub contractor Monthly site meeting.

4. Management, Supervision and Operatives will be trained to a standard of competence which will enable them to carry out their duties competently. Training competence will be to Industry, Union and HSE agreed standards.

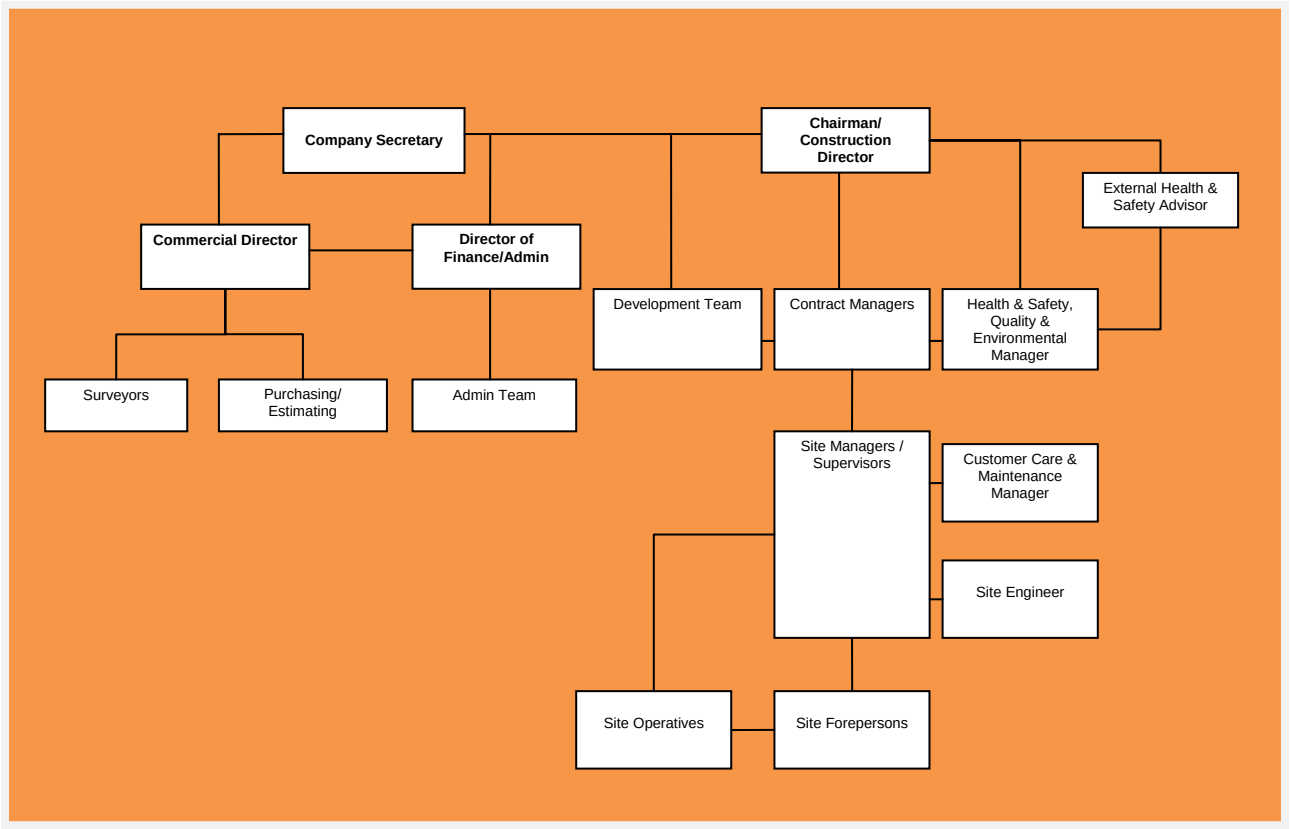
5. Murval Management and Safety Services are the Appointed Health and Safety advisors and will carry out Safety Inspections and Audits and make written reports to Senior Officers of the Company.

6. Special Site Safety Rules will be implemented if required, and will be notified to all Contractors on site, by formal induction.

7. Safety Planning will become a regular feature prior to commencement of operations and will include a timed programme for each Contractor's activities.

8. The Health and Safety File will be maintained on site, added to as work progresses and be made available to the Client at the end of the project.

3.00 MANAGEMENT ORGANISATIONAL STRUCTURE FOR HEALTH AND SAFETY



4.00 DUTIES AND RESPONSIBILITIES FOR HEALTH AND SAFETY

4.01 Directors

As the highest level of Executive Authority, they have the ultimate responsibility for all matters relating to Health and Safety within the Company.

They should:

1. Prepare and keep up to date a Statement of the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.

2. Prepare instructions for the organisation and methods of carrying out the Company Policy, to make each person aware of their responsibilities and the means by which they can carry them out.

3. Know the appropriate statutory requirements affecting the Company's Operations.

4. Ensure that appropriate training is given to all staff. Induction Training for all New Employees, Safety Management Courses for Supervisory Staff, and Annual Refresher Courses.

5. Insist that good working practices are observed as laid down by Approved Codes of Practice and that work is planned and carried out in accordance with statutory provisions.

6. Reprimand any member of Staff failing to discharge satisfactorily their responsibilities for Health and Safety and use Company Disciplinary Policy for repeated offences.

7. Set a personal example when visiting sites by wearing appropriate protective clothing etc.

8. Ensure that Construction Design and Management Regulations 2007, and other relevant Regulations and Directives are complied with.

9. Arrange for regular meetings with Murval Management Safety and Training Services to discuss Company accident prevention, performance, training requirements, possible improvements etc.

4.02 Managers

1. Read and understand the Company Policy for Health and Safety, bringing to the attention of the Directors any required amendment and ensuring that it is brought to the notice of all Employees.

2. Ensure that the requirements Health and Safety Law namely the relevant statutory instruments that are relevant for the tasks undertaken are fully complied with i.e. Work at Height Regulations 2005, Management of Health and Safety at Work Regulations 1999, Control Of Substances Hazardous To Health Regulations 2002 (amended), Health and Safety at Work Act 1974 etc.

3. Ensure that there is liaison on Health and Safety matters between the Company and others working on the site by regular Safety talks, distribution of Safety Bulletins and where necessary Site Meetings with other Sub-Contractors.

4. Instigate reporting of Accidents along with investigation and promote analysis of investigations to discover trends and eliminate hazards.

5. Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.

6. Managers to arrange all necessary insurances and carry out any necessary reporting of incidents to Insurers. Carry out weekly site inspections using standard check list. (Refer to Appendix C).

7. Ensure that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.

8. Ensure that First Aid facilities are available.

9. Ensure that all necessary Welfare Provisions are provided and maintained.

10. Determine:

a) The most appropriate Order and method of Work.
b) Allocation of Responsibilities.
c) Hazards arising from specific environmental conditions.
d) Particular training or instruction for particular working practices.
e) Operations which may result in noise. (Action level 1 and Action level 2).
f) Fire precautions and Fire Evacuation Procedures.
g) A fully detailed Traffic Management Plan to reduce or control risk to members of the public, operatives, staff and visitors.

11. Set a personal example.

4.03 Office Staff

The Company recognises that accidents to Staff can occur in an office environment and to minimise risk the following procedures will be maintained:

1. All new employees will be given induction training and office type hazards pointed out e.g.

   Loose cables
   Open filing cabinet drawers
   Lighting
   Passageways to Fire Exits not kept clear.
   Storage of materials.

   These points are by no means exhaustive and vigilance is required at all times.

2. Employees are encouraged to report any defective equipment or unsafe condition developing.

3. The Company will endeavour to provide a Healthy and Safe environment by providing adequate training, adequate lighting and ventilation.

4. The Company will endeavour to provide a comfortable working temperature especially in cold weather and every effort will be made to provide comfortable working conditions in hot periods.

5. Working with Visual Display Units (VDU's) Every V.D.U. station will be assessed using a standard Risk Assessment protocol. (Refer to Appendix G).

6. Portable Electrical appliances will be checked for electrical safety by a competent person every 12 months and records kept. (Refer to Appendix H).

7. Fire Safety: a register of persons in the building is maintained to ensure that all persons are accounted for during Fire Evacuation Procedures.

8. Fire Exits must be kept clear and unlocked during work hours.

9. Fire Extinguishers are sited at strategic Fire Points and these are regularly maintained.

10. Smoking is not permitted within Office.

11. First Aid Box: Employees are informed of the position of the First Aid Box and First Aid Person location. A regular check must be made to ensure contents are adequate. A check list of contents is contained in the box.

12. Housekeeping: ensure corridors, office floors, doorways are kept clear and free from obstruction.

13. Accident Reporting: In the event of sustaining an injury at work ensure it is recorded in the Accident book and reported to your Supervisor.

14. Manual Handling: Do not attempt to lift or move, on your own, articles or materials so heavy as are likely to cause injury. Training will be provided and assessments made as required.

4.04 Director Appointed Person with Direct Responsibilities for Safety "HSQE Manager"

1. The Safety Officer should be qualified to at least National Examination Board Occupational Health and Safety Certificate level.

2. The Safety Officer will keep the Company advised on all new or changed legislation and Monitor the effectiveness of the Company Safety Policy.

3. The Safety Officer will inspect workplaces on a regular frequency and make reports and recommendations for improving general site safety.

4. The Safety Officer will ensure that Plant Operatives are trained and certificated e.g. Dumpers, Forklifts, JCB, Abrasive Wheels (Stihl Saws), Cartridge tools, Chain Saws, Entry into Confined Spaces.

5. The Safety Officer will investigate all Accidents and prepare reports for Insurers and H.S.E. i.e. completion of Form F2508.

6. The Safety Officer will ensure all sites where work will last more than 30 days and have been registered by the CDM Coordinator on Form F10 (rev) and a copy of Form F10 to be displayed on site.

7. The Safety Officer will be responsible for ensuring that Personal Protection provided is suitable for the Risk.

8. The Safety Officer will ensure that adequate Safety Training is provided for all grades of Company Employees.

9. The Safety Officer will liaise directly with Murval Safety & Training Services for advice on safety.

10. The Safety Officer will keep records for -

    a) COSHH Assessments.
    b) Risk Assessments.
    c) Noise Assessments.
    d) Manual Handling Assessments.

4.05 Safety Advisor

Safety Adviser should:

1. Advise management on the preparation, revision and review of a Company Health and Safety Policy including the organisation and arrangements for carrying out the Policy.

2. Carry out regular inspections of site and workplaces to determine whether work is being carried out in accordance with Company Policy, Method Statements and the relevant statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the Safety Director nominated by the Company.

3. Assist management in notifying the Health and Safety Executive of new sites, dangerous occurrences, major injury accidents in accordance with Company Policy.

4. Assist management in any dealings with the Health and Safety Executive.

5. Carry out investigations of serious accidents in accordance with Company Policy and prepare and submit accident report.

6. Check that the necessary first aid equipment is on site and or at workplaces and advise Site Management.

7. Check that statutory information is displayed on sites and at workplaces and arrange supply if requested.

8. Provide advice on training requirements and arrange training courses if requested.

9. Give advice to management as requested on:

    a) Legal requirements affecting health, safety and welfare.
    b) Prevention of injury and damage.
    c) Provision, selection and use of protective clothing and equipment.
    d) New working methods, equipment or materials which could reduce risks.
    e) Proposed changes in legislation.
    f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, sub contractors.
    g) Specialist services required in relation to substances hazardous to health, noise, asbestos removal etc.

4.06 Contracts Management

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

2. Determine at Planning Stage:

    a. The most appropriate order and method of working.

    b. Provision of adequate lighting and safe method of electrical distribution. Wherever
    c. practicable low voltage systems should be installed - 110v, 240, 12v.

    d. Allocation of responsibilities between this Company and others on site.

    e. Hazards arising from underground and overhead services.

    f. Welfare Facilities required.

    g. Fire Precautions.

    h. Any particular training or instruction required for Site personnel.

    i. Temporary works provision (Scaffolding, Excavation support etc.)

    j. Prepare Site Safety Plan for sites where Construction (Design & Management) Regulations 2007 apply.

    k. Arrange for Site Inspections by Health and Safety Adviser. Written reports of inspections to be passed to Site Management and Directors of the Company for action.

3. Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain Method Statements from Sub-Contractors carrying out high-risk activities such as Demolition, Steel Erection, Asbestos Removal etc. Hold Pre-Contract Meeting with Operatives and Supervision to discuss Safety matters related to the Contract.

4. Check over working methods and precautions with Site Management before work starts, (Preferably at a pre - contract meeting).

5. Carry out any necessary notifications to Local Authorities, Police etc. as required by Company Policy.

6. Ensure that the Construction (Design & Management) Regulations 2007, and other relevant Regulations and Directives are complied with.

7. Ensure Tool Box Talks are delivered by Site Management / Supervisors at least once per month.

4.07 Buying / Estimating

1. Read and understand the Company Policy for Health and Safety.

2. Ensure that all equipment or materials purchased by Company are to the standards required by Company Policy and information is provided from Manufacturers material hazard data sheets for COSHH Assessments to be determined.

3. Ensure that all Suppliers provide Hazard Data on all materials where there is likely to be a hazard to health.

4. Ensure that suppliers are informed of Safe Working Loads of plant used for handling materials on site so that materials are delivered in suitable sized loads.

5. Ensure that sub-contractors have been asked to provide a copy of their respective Safety Policy, completed sub contractor Health and Safety Competence Questionnaire and the rates negotiated for work to be carried out including all necessary safety precautions and compliance with The Construction (Design Management) Regulations 2007.

6. When purchasing or hiring plant, obtain manufacturers information on vibration and only purchase or hire equipment which has the lowest vibration figure expressed in meters per second squared (m/s_2)

4.08 Surveyors

1. Understand the Company Policy for Health and Safety.

2. Ensure that Competency Questionnaire is issued with tender document, then completed and returned to determine competency of sub-contractor.

3. Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities.

4. Report any unsafe practices observed when visiting sites.

5. Have knowledge of the various statutory requirements governing the Company's work.

6. Ensure that sub-contractors have been asked to provide a copy of their respective Safety Policy, completed sub contractor Health and Safety Competence Questionnaire and the rates negotiated for work to be carried out include all necessary safety precautions and compliance with The Construction (Design Management) Regulations 2007.

7. Set a personal example by wearing appropriate protective clothing when visiting sites.

4.09 House Sales Staff

Staff should:

1. Read and understand the Company's Health and Safety Policy and carry out work in accordance with its requirements.

2. Ensure that the clothing and particularly the footwear worn at work is suitable from a safety viewpoint. Safety footwear is not considered necessary but sensible shoes should be worn at all times i.e. no high heels or open toe styles should be worn whilst walking on site.

3. Do not install or maintain any equipment in show houses unless authorised to do so.

4. Report any defects in equipment to the management immediately and, where possible, ensure that the hazards are eliminated until repairs are carried out e.g. switch off electricity supply if the appliance is damaged etc.

5. Ensure that any hazard to the public in the show house area is dealt with immediately.

6. Ensure that the show house area is kept tidy and that all accesses, stairs, etc. are kept clear and free from obstructions.

7. Ensure that first aid equipment is kept fully stocked and in a readily accessible place.

8. Report all accidents, however minor, to the Sales Manager.

9. Set an example by wearing a safety helmet at all times whilst in the construction area.

10. Do not allow prospective purchasers to view properties which are at a stage of build, where there is a risk of personal injury.

11. Comply with the requirements of the appropriate Risk Assessment which will be issued at the time of Safety Training/Induction or on receipt of Safety information.

12. Always be guided by instructions from the Site Manager with regard to site health and safety matters.

4.10 Site Management

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

2. Organise sites so that work is carried out to the required standard with minimum risk to employees, other Contractors, the Public, equipment or materials. Ensure that Risk and COSHH Assessments are made available together with GE.700 Site Safety Manual and Guide to Good Safe Working Practices.

3. Where necessary, issue written instructions setting out the Method of Work. Check that Sub Contractors engaged in high-risk activities are working in accordance with their agreed Method Statement and Risk Assessment (Demolition, Steel Erection, Asbestos Removal, Roofing,Scaffolding etc.)

4. Be familiar with the requirements of The Construction (Design & Management) Regulations 2007 and other relevant legislation and ensure that they are observed on site.

5. Keep all Registers, records and reports up to date and properly filled. Ensure that copies of regulations are available and statutory notices are prominently displayed.

6. Ensure that the "Competent Persons" appointed to make the necessary inspections of Scaffolding, Plant etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

7. Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavators within limits of the underground service laid down by the service Authority. Contact Moleseye prior to commencing operations.

8. Hold Pre-Contract and regular Site Meetings with Sub-Contractors.

9. Discuss Health and Safety traffic management plans, access/egress criteria and restrictions i.e. heavy plant, forklift trucks must not operate outside safe marked areas in order to reduce risk to members of the public and others. Ensure that adequate First Aid Facilities are on site and that all persons are aware of their location and procedure for receiving treatment for injuries.

10. Contents of First Aid Boxes to be checked weekly and replenished. A guide is displayed on inside lid.

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

12. Set a personal example by wearing appropriate protective clothing on site.

4.10 Site Management (continued)

13. Ensure that any accident on site which results in an injury to any employee and/or damage to plant or equipment is reported in accordance with Company Policy namely accidents to be recorded in Accident Book, and damage to plant or equipment to be recorded in 7 day Inspection register.

14. Ensure that electricity supply is installed and maintained without endangering life and equipment.

15. Arrange for safe delivery routes and times to reduce risk to public and to reduce congestion and double handling.

16. Take notice of high risk activities set out in Construction Phase Health and Safety Plan. In order to reduce risk, plan and co-ordinate contractors, using Risk and Method Statements.

17. Carry out Company Site Rules Induction before allowing any operative on site.

18. Keep up to date the Construction Phase Health and Safety Plan.

19. Keep up to date daily signing in/out register and visitors book. Only site inducted personnel are allowed on site unsupervised.

4.11 Site Forepersons

Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of all operatives under your control. Carry out all work in accordance with its requirements.

Be familiar with the specific requirements of the Construction (Design & Management) Regulations 2007 applicable to the work on which your Operatives are engaged and insist that these regulations are observed. This will also include the Site Health and Safety Plan where this is applicable under these Regulations.

Incorporate Safety Instructions in routine orders and ensure that they are obeyed.

Do not allow Operatives to take unnecessary risks, and make daily inspections of all work areas.

Ensure that new employees, particularly Apprentices and young people are shown the current method of working and all Safety precautions.

Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.

Report immediately any defects in plant or equipment.

Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

4.12 Site Operatives

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

2. Use the correct tools and equipment for the job.

3. Wear Safety footwear at all times and use, where necessary, all protective clothing and Safety equipment provided, e.g. safety helmets, goggles, respirators as per risk, COSHH and Method Statement.

4. Keep tools in good condition.

5. Report immediately to Supervision any defects in plant or equipment.

6. Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders etc.

7. Do not use plant or equipment for work for which it was not intended, or, if you are not trained or experienced to use it.

8. Warn other employees, particularly new employees and young people of particular known hazards.

9. Do not play dangerous or practical jokes or "horseplay" on site.

10. Report to Supervision any person seen abusing Welfare facilities provided.

11. Report any injury to yourself which results from an accident at work, even if the injury does not stop you working. All accidents must be reported before leaving the workplace.

12. Report any damage to plant or equipment.

13. Suggest safer methods of working.

4.13 Drivers of Company Vehicles

1. The Company absolutely prohibits Operatives from driving, whilst under the influence of alcohol or drugs.

2. Any driver taking prescription drugs must inform the company for approval to drive.

3. Drivers must inform the company of any accidents, road traffic act offences or bans from driving.

4. Drivers must also produce a current driving licence for annual inspection.

5. The drivers of company vehicles must ensure that they and all passengers wear seat-belts at all times.

6. Seats fitted to rear of vans for passengers must be secured to the chassis, forward facing and have seat belts. A partition/bulkhead must be fitted to stop loose materials flying forward in the event of an accident.

7. Drivers must take all due care and consideration whilst driving. As a driver of a company vehicle they are an ambassador of the company and any aggressive behaviour i.e. road rage will directly reflect on the company and will lead to disciplinary action.

8. Company vehicles must be kept clean and tidy.

9. Drivers require to daily inspect vehicle tyres, brakes, lights, wipers and horn, reporting any defect to their supervisor.

10. The driver of the company vehicle is responsible for paying any road traffic act fines or parking Tickets incurred.

11. Where multiple persons drive vans, cars or trucks (pool vehicles) then a log requires to be kept detailing driver times, dates mileage etc.

12. The company prohibits any smoking in company vehicles.

13. Mobile Telephones: The company prohibit personnel from answering or using mobile phones (hand held) whilst driving. Drivers should stop at a safe convenient location and use the phone. Where vehicles are fitted with hand free systems, drivers should only answer or use phone when it is safe to do so.

14. Towing Trailers with company vehicles:

    a) Ensure that the licence allows the towing of trailers
    b) Secure all loads.
    c) Do not overload axle weight of trailer or tow vehicle

5.00 ARRANGEMENTS FOR HEALTH AND SAFETY

5.01 Registration of Sites with The Health and Safety Executive:

All sites which fall within the scope of the Construction (Design & Management) Regulations 2007 will be registered with The Health and Safety Executive on Notification of Project Form F10.

A copy of this form must be displayed in the site office.

5.02 Safe Places of Work:

Every place of work must be kept safe, clean and tidy with safe means of access and egress. Suitable steps should be taken to ensure so far as is reasonably practicable, that no person gains access to any place which is not safe. There is also a requirement to provide suitable and sufficient lighting in respect of every place of work and approach thereto.

References:
a) Health and Safety at Work Act 1974
b) Construction (Design & Management) Regulations 2007.

5.03 Safe Systems of Work:

Persons who are responsible for the supervision of others and for sub-contractors are required to identify, provide and maintain safe systems of work. Remember that safe systems of work include the safety of the general public.

Reference:
a) Health and Safety at Work Act 1974

5.04 Safe Work Method Statements:

Where appropriate, sub-contractors will be instructed to provide a safe work method statement. For example, statements may be required for deep excavations or working at height. These assessments must be appropriate site specific and fully detailed. Operatives must be briefed on the contents of the Method Statement.

5.05 Training:

The Company will provide appropriate training through approved training establishments to Directors, Managers, Supervisors and Operatives where duties require specific needs.

Suitable and adequate supervision must be provided by trained and competent persons where and when required.

Adequate records of training will be kept by the Company at Head office and copies of relevant certificates will be issued to employees for their retention.

5.05 Training (continued):

The company will provide induction training for all new employees and for all visitors or sub contractors entering sites to carry out works.

References:
a) Health and Safety at Work Act 1974
b) Management of Health and Safety at Work Regulations 1999.
c) Construction (Design & Management Regulations) 2007.

5.06 Personal Protective Equipment (PPE) and Clothing:

1. It is the duty of the Site Manager / Supervisor to ensure that adequate supplies of necessary protective clothing or equipment are maintained on site for issue as required.

2. It is the duty of all employees to ensure that all protective clothing and equipment provided for use is used at all appropriate times and any defect or need for replacement is reported to the Site Manager / Supervisor. If the operative is employed by a sub-contract firm then that Company should supply and maintain such.

3. Type of PPE will be specified in relevant COSHH, Risk and Method Statement for particular task.

4. Site specific rules will dictate minimum PPE wearing standards for any particular project i.e. head protection, high visibility vests, safety footwear etc.

5.07 Provision of First Aid Facilities:

1. The Company will arrange suitable provision of either:

   a) The presence of a trained First Aider / Appointed person, or
   b) Provide access and / or communication to a first aid point.

2. The first aid kit should be maintained in the site office and made readily accessible.

3. The Site Manager / Supervisor should ensure that the first aid kit is kept fully stocked.

4. In the event of an accident the named first aid person is to be called to give emergency first aid. The first aid person will then decide on next action i.e. call and organise emergency services or refer person to their doctor.

5. Details of first aid location and person must be displayed and given to operatives during induction.

References: a) Health & Safety (First Aid) Regulations.

5.08 Display Screen Equipment:

These Regulations originate in the European Directive on work with display screen equipment. They cover display screen equipment (DSE) such as Visual Display Units (VDU's), microfiche and process control screens. The Regulations apply wherever DSE is used, including offices, classrooms and computer suites.

Employer's duties are:

1. Assess risks to health from DSE workstations and reduce the risks identified by assessments to the lowest level reasonably practicable. Assessments must be kept up to date;

2. Ensure that workstations in use comply with standards laid down by the Regulations;

3. Plan the work of DSE users so that there are periodic breaks or changes of activity reducing their workload at the display screen equipment;

4. Ensure that DSE users are provided with eye and eyesight test on request and further tests at regular intervals;

5. Ensure additional tests are provided on request for users who experience visual difficulties (such as headaches);

6. Provide spectacles where tests show these are needed for DSE work;

7. Provide information on all aspects of health and safety relating to workstations, and on measures taken to comply with the Regulations.

   "Workstation" in these Regulations means more than just a desk. It also means, for example, the screen, keyboard, disk drive, printer, document holder, chair, work surface, and lighting, temperature, noise and space around the display screen equipment.

Due to the use of lap top computers, varied amounts of work at different times and by different personnel take place. Each person will complete a DSE self assessment checklist (refer to Appendix G)

5.09 Asbestos Procedure:

There are three main types of asbestos:

1. Crocidolite
2. Amosite
3. Chrysotile

Unfortunately there are many asbestos containing materials (ACM) which may be encountered during work operations.

In the main, laboratory sampling is the only sure method for determining whether a material contains asbestos or not.

5.09 Asbestos Procedure (continued):

If a suspect material is encountered, do not disturb it:

a) Cease operations immediately and report the circumstances to the Site Manager.

b) Warn other workers of the circumstances and display a warning notice and if possible cordon off the area securely.

The Site Manager or Supervisor will arrange for samples to be tested by a licensed and accredited asbestos removal company.

If the sample is positive, then removal of the material is required.

Work will not be resumed until air tests show the air is clear of asbestos fibres.

Training:

Operatives will be trained to observe the types of materials that may contain asbestos:

- Pipe Lagging
- Fire protection materials
- Ceiling tiles
- Heat insulation panels
- Certain cladding materials etc

5.10 Hand Arm Vibration Syndrome (HAVS):

Prevention of Hand Arm Vibration Syndrome (White Finger) to employees is part of our overall safety system.

The Company accepts the guidance contained in HSE HS (G) 170 Guidance and accordingly the following control measures have been put in place: (Refer also to Appendices J and J1)

1. A Risk assessment will be carried out for operations.

2. Employees exposure shall not exceed 2.5m/s² over an 8 hour day.

3. Regular inspection and maintenance on all vibratory equipment will form part of the controls.

4. Replacement equipment will be investigated and the lowest vibratory rated items will be purchased.

5. Where 2.5m/s² is likely to be exceeded then alternative procedures will be investigated to design out the risk. As a last resort then rotation of Operatives will be considered. (Refer to Appendix J1)

6. Employees are encouraged to report any symptoms of HAVS. E.g. tingling sensation of fingers, hands, etc.

5.10 Hand Arm Vibration Syndrome (HAVS) continued:

7. Operatives at risk from vibration should be reviewed regularly by occupational health specialists to detect at the earliest stage the potential onset of vibration white finger syndrome or any other related disease.

5.11 Liquefied Petroleum Gas (LPG) and Other Compressed Gas Cylinders:

The specific risk from fire and explosion are covered by Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR). Information advice on the requirements of the regulations, Guidance Notes, Approved Codes of Practice and other advisory literature is available from Murval Management Safety and Training Services.

Planning Procedures:

1. At tender or negotiation stage the requirements for liquefied petroleum gases and other compressed gases will be noted and allowed for in accordance with the above standards, and that flashback arrestors will be fitted to all units. Bottles will be stored upright and secured to prevent accidental spills.

2. Workshop/Workplace Supervisor will ensure that storage facilities are planned for the LPG and any other compressed gases that will be used on site/workshop in accordance with the above standards.

3. If working as a Sub-Contractor the responsible Director/Manager will ensure that suitable facilities are provided by the Main Contractor for the storage of any LPG or other compressed gases to be used by Company employees on site before Company employees are sent to site.

4. The Construction Director/Manager will also ensure that any necessary training in the Safe Working Practices or emergency procedures associated with LPG or compressed gases is arranged and carried out before work starts.

Supervision:

1. The Site/Workshop Supervisor will ensure that the planned storage facilities are erected and maintained.

2. The Supervisor will check all storage facilities, appliances, hoses, fittings, flash back arrestors, connections, fire fighting equipment etc., at weekly intervals and ensure that appropriate action is taken to rectify any defects noted.

5.12 Scaffolding:

1. Only CITB or CIRSRS Registered Scaffold Companies will be contracted to erect and dismantle Scaffolds. Scaffolders will require to hold industry acceptable training certificate to CITB or CIRSRS standards or higher.

5.12 Scaffolding (continued):

2. Scaffold inspections will be made on a daily basis by Site Supervision and Statutory 7 day Inspection will be carried out by a competent person and a written record of the inspection maintained.

3. The Scaffold must comply with Work at Height Regulations 2005.

4. The Scaffold Company must provide a signed and dated Completion Handover Certificate before work on the Scaffold can be permitted.

5. Employees using the Scaffold must not remove or dismantle any part of a Scaffold, and must report any defect or unsafe condition to Site Supervision immediately.

6. Consideration into Work at height, type, suitability of structure tie-in arrangements for temporary structures, type of access / egress must be discussed with Designers, CDM Coordinators and Contractors at the earliest stage to reduce the risk of unsuitable and unworkable scaffold structures erected.

7. Scaffolders erecting the scaffold should be fully aware of National Scaffold Erectors Guidelines Code of Practice for safe erection system reducing risk of falls during erection.

References: a) Work at Height Regulations 2005.

5.13 Mobile Tower Scaffolds:

Standards Required:

1. Work at Height Regulations 2005, gives requirements for construction and use of mobile tower scaffolds.

2. Mobile tower scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of British Standard code of practice 5973: 1983 (Access & working scaffolds & special scaffold structures in steel) and Health and Safety Executive Guidance Note HS(G)150 - Health and Safety in Construction.

3. Prefabricated aluminium mobile tower scaffold will be erected and used in accordance with manufacturer's instructions. The (PASMA) Operator's code of practice will be adhered to. Prefabricated towers should be constructed to B.S. 1139 Part 3: 1994. (Metal scaffolding specification for prefabricated mobile access and working towers)

4. Any other type of mobile tower scaffold will be erected and used in accordance with suppliers' instructions.

5. Copies of the Regulations will be available on each site and information on the Codes of Practice and other details will be provided by the Safety Supervisor.

6. Only trained and competent persons will erect / alter or dismantle alloy tower scaffolds.

5.13 Mobile Tower Scaffolds (continued):

Planning:

1. All work involving mobile tower scaffolds will be tendered or negotiated for taking into account the above standards, especially Work at Height Regulations 2005 and selection of equipment for work at height.

2. The Contractors Manager/Site Supervisor will ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members, type of work etc.

3. Training will be provided to supervisors required to carry out inspections and operatives required to erect, alter or dismantle mobile towers.

Supervision:

1. All mobile towers will be erected by trained operatives at least to PASMA standard.

2. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by Site Supervisor or are trained to do so.

3. All mobile towers provided for Company employees will be checked before use by Site Manager / Supervisor / Foreman to ensure they are in accordance with the above standards.

4. All operatives required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds.

5. All mobile tower scaffolds will be inspected at 7 day intervals, by site Supervisor and record of inspection made, which will be kept on site.

Safe System of Work:

The following precautions must be complied with:

1. Height must be relative to effective base dimension. (Normally a maximum height to least base dimension ratio of 3.5:1 is specified for towers used inside a building and 3:1 used outside, however lower ratios may be specified by manufacturers of very light mobile towers).

2. Outriggers or stabilisers must be extended where applicable.

3. Tower must not be used or moved on sloping, uneven or obstructed surfaces.

4. Tower must be vertical.

5. Tower must be moved from ground level.

6. Floor must be free from openings, ducts, steps etc.

7. No person to remain on platform while being moved.

5.13 Mobile Tower Scaffolds (continued):

8. Materials and tools to be removed or secured on platform.
9. Overhead obstructions must be noted (in particular overhead electricity cables).
10. Guard rails and toe boards must be fitted.
11. Wheels must be locked when platform is in use.
12. Tower must not be used in adverse weather.
13. Safe working load of platform must not be exceeded.
14. When mobile tower scaffolds are not in use, measures must be taken to ensure that children cannot reach or climb scaffolds.
15. All operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds must wear safety helmets.

References: a) Work at Height Regulations 2005.

5.14 Safety Harness, Lanyards and Fall Arrest Equipment:

Safe System of Work:

1. Carry out Risk Assessment to determine suitability. Use harness only when other access / egress methods cannot be used. Refer to Work at Height Regulations schedule 4 and 5.
2. Select most suitable Harness for the type of Operation and hazard. The Harness must be clearly and indelibly marked with BS 1397 along with the Manufacturers' serial number and year of manufacture.
3. Ensure that Operative is trained in its use, by either Manufacturer or other approved training body.
4. Secure anchorage points should be readily available and examine all equipment before use.
5. Check that weather conditions are such that Operative can work safely.
6. Warn anyone in the vicinity of the hazard, particularly occupiers of property. See that adequate and appropriate warning notices are displayed.
7. Ensure that rescue procedures are planned in the event that an operative is unconscious and hanging from a harness.

5.14 Safety Harness, Lanyards and Fall Arrest Equipment (continued):

During Use:

1. Safety lines, anchorage points must be established and set by a competent person.

2. Only authorised trained and competent personnel should use the equipment.

3. All equipment must be inspected before start of work each day. This procedure should follow an established routine.

4. Procedures as depicted in (1) to be stringently established and implemented.

5. Horseplay should not be permitted.

After Use:

1. Inspect all equipment for damage and record same. Report defects.

2. Clean and store equipment correctly.

3. Tie off all Safety lines.

4. The equipment should be examined by a "Competent Person" at least once very 3 months and a record kept of this inspection.

5.15 Lifting Operations and Lifting Equipment Regulations 1998:

1. The above regulations replace the Construction Lifting Operations 1961 and as part of our procedures a copy of the new Regulations and Requirements must be kept on site for reference and information.

2. It is essential that all Managers and Supervisors are aware of the requirements of the regulations and ensure they are complied with.

3. Prior to any lifting operation all equipment must be assessed for suitability i.e.Winches, Hoists (Material or Passenger), Cranes and Forklift Trucks. When suitability and type of lifting equipment has been assessed a fully detailed written method Statement is to be implemented, showing:

    a) Trained Personnel i.e. Banksman, Crane Operator, Hoist Operator.
    b) Type of Lift (what is being lifted)
    c) Lifting equipment i.e. Winch, Chains, Slings etc.
    d) Assessment of material to be lifted and to where.

4. Prior to lift being carried out checks must be made on:

    a) Test Certificates for the Lifting Equipment and;
    b) Test Certificates for Chains, Hoist, Ropes etc.

5.15 Lifting Operations and Lifting Equipment Regulations 1998 (continued):

5. All persons involved in any lifting operation require to be trained, competent and fully aware of Method and Risk Assessments. Exact details of LOLER requirements are kept on site for further reference.

5.16 Provision and Use of Work Equipment Regulations 1998:

1. The above Regulations have been updated and a copy of the Regulations and Requirements must be made available on site for reference and information.

2. It is essential that all Managers and Supervisors are aware of the requirements of the Regulations and ensure they are complied with.

3. All equipment being bought or hired requires to be assessed for suitability of the equipment for the task being undertaken i.e. Dumpers being used near slopes, excavations etc. require to be fitted with roll over protection and personnel restraining system. Risk Assessment must be completed and all personnel made aware of the Risk.

4. Records of testing, inspection and maintenance must be kept or made available.

5. Training of personnel or familiarisation training will be given for updated equipment.

6. Details of the complete Schedule of PUWER will be kept on site for reference.

5.17 Excavations:

All excavation work will be carried out in accordance with the Construction (Design & Management) Regulations 2007; ACOP HS (G) 150 (1996); HS(G) 47 (2000); HS(G) 185 (1999) and Work at Height Regulations 2005.

Planning Procedures:

1. At tender or negotiation stage the plant, equipment, materials and procedures necessary to comply with the above standards will be allowed for. Details of the ground conditions to be encountered in excavation or the buildings or structures affected will be obtained by the Director/Manager to enable work to be planned safely. Further this information will be discussed with Site Supervision before excavation commences.

2. Risk Assessment – carry out a Risk Assessment as per MHSWR 1999 Regulations.

Underground Services:

1. Contact will be made with service companies to establish location of services and a full scan of the area will be carried out prior to excavating the ground. Scan to be carried out by a fully trained person and results recorded.

5.17 Excavations (continued):

Supervision:

1. Supervisors will not permit excavation work to begin on site until all plant, materials and equipment necessary to carry out the excavation work safely is available on site. No person is permitted to enter any trench unless the sides are properly supported or battered back to a safe angle of repose for the ground conditions which apply. Shallow trenches may require support in very poor conditions.

2. The Supervisor must inspect daily all excavations, and the working end of any trench, at the commencement of each shift. These thorough examinations must be recorded.

    a) Access and Plant must be routed away from the edge of excavations.
    b) Fall edges must be protected to prevent personnel from falling into excavation.
    c) Materials must not be stacked or placed near the edges of excavations.
    d) Secure barriers must be provided around any excavation of any depth in public areas.
    e) Ladders, securely fixed, must be provided for access into excavations.
    f) All Personnel required to enter excavations must wear a Safety Helmet.

3. The Safety of the Public, particularly Children, must be considered when excavations are to be left open outside working hours, by securely fencing with 2m high hoarding or Heras style fencing.

4. Entry into confined space procedures must be adhered to in all excavations which conform to criteria laid down in the regulations. Only trained Operatives to use gas monitors and other safety credited equipment.

5.18 Underground Services:

Regulation 12 of the Construction (Design & Management) Regulations 2007 requires precautions to be taken to prevent danger from electricity cables. Other services if damaged by excavation work could also be a hazard e.g. water flooding the trench, gas causing asphyxia. Explosion risk caused by gas leaks, health risk from raw sewage and in all cases the costs involved in repair must be taken into account.

Planning:

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

    a) Moleseye
    b) Electricity Board – Scottish Power or Scottish and Southern Energy
    c) Local Authority – street lighting cables.
    d) Gas Board - Transco
    e) Scottish Water – mains water, sewers.
    f) British Telecom
    g) Adjacent private owners and any other local special circumstances.

5.18 Underground Services (continued):

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

Supervision:

1. A Risk Assessment of the work to should be carried out – Management of Health and Safety at Work Regulations 1999.

2. Before any excavation work commences the site Supervision will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes. Full consultation must be carried out at all stages with representatives of the various service authorities to agree precautions required.

3. All supervisors, Machine Operators and Banksmen will be instructed in the procedures to be followed, any sub-contractors involved in excavation work will be issued with full information obtained from service authorities.

5.19 Overhead Electricity Cables:

1. Where work is to be carried out near Overhead Transmission Lines, Plant Operatives must not carry out any work unless the Principal Contractor has in place Goal Posts and Barriers as required by H.S.E. Guidance Note GS/6 (1997).

2. Should there be any doubt regarding the safety measures in place Operators must immediately contact the Principal Contractor and Health and Safety Consultant.

Control Measures:

1. Suitable barriers must be erected and maintained in order to prevent plant/machines from coming into contact with overhead cables.

2. Care should be exercised when handling long objects such as scaffold tubes, ladders, etc. which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power cables.

3. Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-to-Work system operated. The Company Safety Advisor must be consulted for advice on such.

4. Information on suitable safety signs etc. may be obtained from the Safety Advisor.

References:
a) The Electricity at Work Regulations 1989.
b) Health and Safety Executive Guidance Note GS/6. “Avoidance of Danger from Overhead Electric Lines”.

5.20 Work at Height Regulations 2005:

The Regulations require the selection and use of the safest means of access for work to be carried out. The use of ladders or step ladders should only be considered when other safer equipment cannot be used i.e. Aluminium Tower Scaffold, Mobile Elevated Work Platforms (M.E.W.P.) Boom Lifts (Cherry Picker) and special step ladders that have a work platform and handrails to the front and sides of the platform.

Ladders: standards required - Carry out Risk Assessment on suitability

1. All ladders must be provided and used in accordance with the Work at Height Regulations 2005. Only ladders constructed in accordance with BS 1129:1990 (Timber) Industrial Grade and BS 2037:1994 (Aluminium) will be used.

2. The information and recommendation in health and Safety executive guidance Notes GS31 “Safe Use of Ladders, Step Ladders and Trestles” will be applied to the work on site. Further information as to the requirement and practical implementation of the regulations is available from Murval Management Safety and Training Services.

Planning Procedures:

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

2. A detailed Risk Assessment will be carried out to establish ladder/platform/ scaffold criteria with the use of a ladder being the last resort.

3. The Site Manager/Supervisor will arrange for the required type of access equipment to be provided along with training if required.

4. Company Training provided to Supervisors and Operatives will include the hazards and precautions relating to access equipment and their use.

Supervision:

1. Access equipment will be checked by Supervisor before use to ensure that there are no defects and will be checked at least weekly while in use on site.

2. Where a defect noted on access equipment, it will be taken out of use immediately.

3. Supervisors will check that access equipment in use are secured, have a solid level base and are being used correctly where possible, and with access equipment properly supported through length. Any ladders will be identified by number and a record kept of all safety inspections and repairs.

5.20 Work at Height Regulations 2005 (continued):

Safe System of Work for Ladders and Step Ladders:

The main hazards associated with ladders are:

a) NOT SECURING LADDER PROPERLY

b) UNSAFE USE OF LADDER (Over-reaching, sliding down etc.)

c) USING LADDER WHERE SAFER METHOD SHOULD BE PROVIDED

d) USING LADDER WITH DEFECT (Note - Painting of timber ladders which could hide defects is prohibited by regulations).

e) UNSUITABLE BASE FOR LADDER

f) INSUFFICIENT HANDHOLD AT TOP OF LADDER OR AT STEPPING OFF PLATFORM.

g) INSUFFICIENT FOOTHOLD AT EACH RUNG

h) USING LADDER NEAR OVERHEAD ELECTRIC CABLES, CRANE CONTACTS ETC.

i) LADDER AT UNSUITABLE ANGLE, SWAYING SPRINGING ETC.(Recommend angle l:4 or 70 degrees)

j) INSUFFICIENT OVERLAP OF EXTENSION LADDERS.

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

UNDER NO CIRCUMSTANCES IS A LADDER CONSTRUCTED FROM TIMBER, NAILED OR SCREWED TOGETHER, TO BE USED ON SITE.

Prior to any ladder or step ladder being purchased it must be compliant on requirements of PUWER and WAH Regulations and be suitable for the task. All ladders require to be identified and registered in the PUWER register.

Before any ladder is used, a suitable and sufficient risk assessment requires to be carried out. Ladders/step ladders must be the last consideration.

5.21 Road Works;

Roads and Street Works Manual is the specification to be used on all road works contracts.

Site Supervision: must know the requirements and have a copy of Roads and Street Works Manual for reference and guidance.

Site Separation and buffer zones must be planned to provide maximum safety for Employees, Members of the Public and Traffic.

Fencing: "Heras" type fencing meets the legal requirements and can be used. Ensure additional back balance weights are used in windy conditions.

Personal Protective Equipment: Operatives and Visitors must wear the following items of protection where required:-

a) Safety Helmet,
b) Ear Defenders,
c) Hi-Visibility Vest or Jacket,
d) Safety Footwear,
e) Eye protection.

In unusual or hazardous situations lookouts are to be used to give warning of approaching Traffic.

Safe System of Work:

1. Underground Services

   Locate and Mark, if in doubt hand dig carefully until Services are exposed. Use C.A.T. Locator in all circumstances.

2. Overhead Electrical Services

   A check must be made to ensure hazards from Transmission Lines near work areas are made known to Excavator Drivers etc., who may be at risk. Wherever possible establish goal posts and Warning Notices.

Plant Operatives:

1. ONLY TRAINED and CERTIFICATED OPERATIVES are to be permitted to operate Site Plant.

When work is completed remove all signs and cones. Restore permanent signs as before. Notify Local Authority work is completed.

5.21 Road Works (continued);

Reversing of Vehicles on Highway Works:

1. Developing a Safe System of Work

   The development of a safe system of work will depend upon an adequate assessment of the hazards and related risk. Consideration should be given to the following factors by all interested parties:

   a) Have all reversing operations been identified?.

   b) Who is at risk from these operations?

   c) Have reversing operations been eliminated or minimised where possible?

   d) Have pedestrians been removed from danger areas wherever possible?

   e) Are all personnel aware of the procedures for the safe reversing of vehicles on site?

   f) Have all personnel received adequate information, instruction and training?

   g) Is there adequate supervision?

2. All Contractors and their employees have a joint responsibility to co-operate in the development of a Safe System of Working for the reversing of vehicles.

All Contractors must:

a) Ensure that all their vehicles, Drivers and Hauliers sub-contracted to them are made aware as frequently as may be necessary of the correct access/egress points to be used.

b) Provide a competent Banksman for each of its operations where there is a requirement for vehicles to reverse.

c) Ensure that the Banksman is clearly identifiable at all times by wearing of a High Visibility Waistcoat (ORANGE) marked BANKSMAN.

d) Ensure that the communications between the Banksman and Driver are clearly communicated and understood. (See Appendix N)

The responsibilities of the Banksman are:

a) To control the parking and movement of traffic within the work area. This means the area between the machine/operation and the next vehicle required on the machine/operation.

b) To ensure that the area around the machine/operation is clear and free from pedestrians/equipment and conditions are safe to accept reversing vehicles.

c) To communicate with the vehicle Driver and together ensure that the vehicle is safely reversed onto the machine/operation.

5.21 Road Works (continued);

All Vehicle Drivers must:

a) Comply with the requirements of Road Traffic Regulations and abide with the Highway Code.

b) Enter and leave the site ONLY by the designated accesses and egresses.

c) Co-operate with the Vehicle Marshals and/or Banksman and together ensure that the vehicle is safely reversed onto the machine/operator.

d) Comply with all speed restrictions on site and any other sign/instruction relating to the movement or parking of vehicles on site.

e) Stop the vehicle immediately if sign of the Marshall/Banksman is lost during reversing manoeuvres.

f) Signalling – a recommended system of signalling, to ensure good communications between Marshals, Banksman and Drivers is contained in Appendix N.

Other Measures:

a) The following measures may reduce the risk of accidents and due consideration should be given to them by all concerned.

b) Are all external mirrors kept clean?

c) Would refractive lenses in the rear window or a closed circuit television system in the cab improve the Driver's visibility?

d) Are reversing alarms, where fitted, in working order?

e) Would trip devices fitted to the rear of the vehicle improve safety?

5.22 Working on Roofs:

Working on roofs carries a high risk of accidents unless proper procedures are followed and precautions taken. Before working on any type of roof know the rules set out below and follow them: Reference Work at Height Regulations 2005.

For work on a roof at a height from which men or materials can fall, guard rails and toeboards must be provided along the roof edge. They must be securely fixed in position and be of adequate strength.

For work on a sloping roof (a pitch of more than 10°) crawling ladders or crawling boards must be provided.

Nets/birdcage scaffold or soft fall safety protection may be used to prevent falls from height.

5.22 Working on Roofs (continued):

There may be circumstances where the use of a safety harness is the only safe way of working.

Such a decision will be made by Management and safety harness must be used in the conditions specified.

All openings in the roof must be securely covered or suitably guarded by guard rails and toeboards. Any cover provided should either be securely fixed in position or clearly marked to indicate its purpose.

Access provided in the roof must be checked before use to see that it is safe and sufficient.

Fragile Roofs:

Carry out a Risk Assessment.

Do not pass across or work on very fragile materials without using ladders or crawling ladders, or crawling boards or duck boards. Ensure there is enough of such equipment of proper strength and in good condition and secured to prevent slipping.

Do not pass or work near fragile materials unless guard rails or suitable covers are in position to prevent falling through. Do not walk along a valley gutter or use the valley as a ladder support with fragile materials on either side, if these precautions have not been taken.

Do not walk along the line of the purlins.

Where barrow runs are necessary they will be provided and must be used as instructed.

Ladders and boards must be of good sound construction and not made up from odd timber on site.

Sloping Roofs:

1. Work on sloping roofs over 30° in pitch (or less than 30° but which are slippery) must only be carried out by Trained and Experienced Personnel. Where a person is under training they must be adequately supervised by a competent person.

2. Sufficient number of crawling ladders/boards must be provided and used. In addition a barrier must be erected at lower edge of roof to prevent anyone falling unless work being carried out is done from a securely supported working platform at least 600mm wide and fitted with guard rails and toeboards.

3. Should it be necessary to pass across sloping roof to get to workplace, suitable and sufficient crawling boards/ladders will be provided and must be used. All ladders and crawling boards must be securely fixed in position. The anchorage at the top of a ladder should not rely on ridge cap but should wherever possible bear on the opposite slope of the roof by means of a ridge iron and where necessary and practicable, secured by rope as an extra precaution.

5.22 Working on Roofs (continued):

4. Should buckets and pouring cans be used they should be kept as level as possible by using platforms which allow for the slope of the roof.

Securing of Materials:

1. Roofing materials including sheets will be lashed to prevent materials being blown off the roof.

2. Ensure that wherever possible materials are lashed to parts of the structure.

Inclement Weather:

1. Work will be suspended when wind velocities reach 23 mph. i.e. when papers are picked up and blown around by wind. When work is suspended a check must be made to ensure all roofing materials are properly secured. Items unable to be secured must be removed to a safe area e.g. Storage room, Corridors or Ground level.

2. When work is suspended for an extended period due to wind conditions, materials secured on the roof must be checked on a daily basis.

5.23 Entry into Confined Spaces:

Safe System of Work:

1. Training – only fully trained Operatives will be allowed to enter any confined space. Training will be provided to industry standards i.e. CITB.

2. Atmosphere must be tested with Multi Gas M.S.A. tester to ensure no toxic or explosive gases are present in the shaft.

3. If gases are detected, work shall not be permitted in the shaft until exhaust or forced ventilation reduces gases to safe levels.

4. Compressed air must not be used as a means of ventilation if Methane Gas (CH4) is present. Static electricity from compressed air lines can cause explosions.

5. Suitable access will be provided.

6. Gas tester to accompany Operatives descending into the shaft and frequent and regular checks made.

Safety Equipment Required

a) Suitable harnesses with life lines must be worn by men in the shaft.

b) Suitable overalls, gloves and head protection is required to prevent contamination from effluent.

5.23 Entry into Confined Spaces (continued):

c) Fresh air breathing sets to be made available and worn if required.

d) Fire extinguisher (Dry Powder) to be available at entrance to the shaft.

e) Two standby observers must be available at all times to pull men out and give warning in the event of an emergency situation arising.

Water and soap should be made available for hand washing prior to eating etc.

Remember Toxic and explosive gases have mostly NO SMELL, NO TASTE and are invisible.

Abrasions and small cuts must be cleaned and washed with antiseptic before covering with plasters or bandages.

Personal hygiene and washing of hands is of the utmost importance in these conditions.

Testing of the atmosphere must be made on all occasions after the shaft has been evacuated for meal breaks etc.

A Permit to Work system must be followed for all entry into Confined Space work.

5.24 Manual Handling:

Manual Handling Operations Regulations 1992 were introduced because of the high incidence of injuries to the muscular skeletal frame and especially back injuries. All Operatives likely to be engaged in Manual Handling will be trained in kinetic lifting and supervisors will be trained to assess Manual Handling Tasks using Appendix E (Manual Handling guidelines).

Wherever possible mechanical means for lifting should be provided. Where manual handling is required all Operatives will be trained in safe lifting techniques.

Employees must seek help from Supervision if an item is likely to cause injury either by weight or awkward shape etc. and if further assistance is required contact Murval Safety Services on 01506 419747.

5.25 Control of Substances Hazardous to Health Regulations:

These regulations refer to chemicals, dusts, vapours and liquids. The purpose of the regulations is to ensure employees and members of the public are not exposed to concentrations or volumes that may cause ill health. To protect the workforce and members of the public, employers are obliged to carry out assessments a COSHH Assessment.

These assessments require to provide information to employees e.g. What type of control?
What kind of PPE (Personal Protective Equipment) is required and how unprotected exposure may affect them i.e. breathing difficulties, skin conditions, burns etc.

5.25 Control of Substances Hazardous to Health Regulations (continued):

Before PPE is used as a control measure, other forms of controls must be reviewed and introduced with PPE being the last form of control.

Dependence on PPE as a control measure should only be used when the risk cannot be reduce by other means e.g.

a) Local exhaust ventilation.
b) Substitute materials for safer ones.
c) Select suitable equipment to protect from exposure i.e. PPE
d) Reduce exposure times.

Health surveillance by a competent occupational health practitioner is recommended by the Health and Safety Executive as a means of highlighting health problems from work activities that may affect employees during their employment.

Assessment:

All substances used within the Company have been identified and listed. Hazard Data sheets have been obtained from various suppliers and catalogued for reference.

Assessments for hazardous substances are provided for each Contract and operatives have access to the assessments as a means of obtaining information and advice.

New substances introduced to the Company are assessed and the completed assessment issued to Site Operatives using Appendix F.

Storage:

Storage of hazardous substances will be in compliance with Manufacturer's recommendations.

Control;

Operatives using hazardous substances will be given advice and suitable protection for the particular hazard, i.e. goggles, Respirator or Masks, Gloves etc.

Fire Prevention:

Manufacturer's recommendations will be implemented.

Fire Fighting:

Suitable extinguishers will be provided.

First Aid:

Recommendations will be implemented from information obtained from Hazard Data sheets.

5.25 Control of Substances Hazardous to Health Regulations (continued):

Skin and Dermatitis:

Refer to Appendix I.

5.26 Material Hoists:

Hoists require to be erected by competent persons, i.e. persons trained and able to carry out the installation to the Manufacturer's specification.

Inspection:

On completion of the installation a competent person will inspect the Hoist and make an entry into the Inspection Register, before the hoist is used.

Certification:

Hoists are lifting appliances and must be inspected every 6 months and a certificate issued by the competent person carrying out the inspection of Ropes, Pulleys, Shackles etc.

A full inspection of all components is required every 6 months and a Certificate must be issued.

Daily Inspection:

Requires to be carried out to ensure the hoist has not been altered or interfered with overnight and that items (a) – (f) detailed below in the weekly inspections are checked.

Weekly Inspections:

Weekly Inspections of hoists are required and the following items must be checked:

a) Are base gates fitted and kept in place?

b) Are gates fitted on all mid and top landings?

c) Are "Ropes" in good condition?

d) Does the braking system work adequately?

e) Are Safe Working Load (SWL) Notices and Warning Notices displayed?

f) Check ties for tightness, if fitted

5.27 Risk Assessments / Noise Assessments:

Each Contract will be reviewed by the Contracts Manager to determine significant risks to Health and Safety. Suitable assessments using the appropriate forms will be completed by the Contracts Manager or Health & Safety Consultant.

Items which are likely to require assessments are:

a) Work at heights.
b) Deep excavations.
c) Noise, Dust, Fume, Chemicals.
d) Demolition and Dismantling.
e) Installation of Plant and Equipment.
f) Entry into Confined spaces.
g) Fire risk.

The above examples are not exhaustive and when completed must be made available to all employees likely to require the information.

5.28 Personal Protective Equipment (PPE):

All employees are provided with suitable items of Personal Protection when joining the Company. These items are replaced as required free of charge i.e. Safety Helmet, Eye Protection, Dust or Fume Respirators, Safety Footwear, Overalls, Safety Harness and Ear Protection. The identified protection required is reviewed for each Contract.

Safety Footwear (Qualifying Personnel):

Only Employees of the Company who are likely to sustain a foot injury through work activity e.g. dropping materials or standing on a nail. Check Risk Assessment Record.

Type of Footwear to be Supplied:

a) For General site work: Standard ankle length boot with Steel Toecap, midsole & non-slip rubber sole.

b) For Wet Muddy Conditions: Standard Knee length Wellington boot with Steel Toecap and Insole.

Personnel issued with Protective footwear are required to wear the footwear at all times during work and to take reasonable care of the footwear.

Sub-Contractors and Self employed persons are required to provide their own Safety Footwear and site supervision must ensure that only persons properly protected are allowed on site.

Control of Issue

In general it is considered that one issue per year will be made. Replacement through damage or above average wear will be authorised by Contracts Managers or Site Managers.

5.29 Electrical Tools:

Portable Tools are rated at 110v and inspected regularly for defects, wear and tear etc. Operatives have been instructed to report all defective equipment and under NO circumstances must faulty, damaged or defective equipment be used.

Electrical Safety Testing is carried out every 6 months or after repairs have been carried out. A Register of Testing will be kept for all electrical equipment. Testing regime has to be assessed on frequency i.e. more testing will be required for equipment used frequently.

Control Measures:

1. All cable connections must be properly made by a competent person.

2. Only 110v equipment will be used on site.

3. The correct extension cables will be used, to cope with wet and rough conditions. The use of extension cables should be kept to a minimum.

4. When using cables they will be routed so as to be protected from damage, not to cause tripping or similar hazards.

5. Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.

6. All portable tools, cables, etc., should be identified and regularly inspected and maintained by a competent electrician.

7. Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.

8. Daily pre-use visual checks should be carried out with any defects reported to the Supervisor.

5.30 Accident Reporting (Reporting of Accidents & Dangerous Occurrences):

The reporting of the above is a legal requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995).

Certain defined major injuries and any fatal accident must be reported to the nearest HSE Office by telephone as soon as possible.

The schedule for RIDDOR reporting incidents and near misses can be discussed with Murval Management and Safety Services or directly with the Accident Reporting Line – 0845-3009923

Listed below for guidance is a list of major injuries, dangerous occurrences and diseases.

5.30 Accident Reporting (Reporting of Accidents & Dangerous Occurrences):

Any accident which keeps a person away from work for more than 3 days must be reported by completing Form F2508 or by telephoning the Accident Report line on 0845 300 9923 and provide full information. The Receptionist will prepare Form 2508 for you. All reportable accidents must be reported within 10 days to the area HSE. Office or sooner, depending upon category of injury (see schedule)

Internal Procedures:

In the event of an accident occurring on site, the Site Manager / Supervisor will inform HSE by telephone for a defined major injury. (Ensure full details are entered into the Accident Book at the site, and also in the Accident Book kept at Head Office).

The Health and Safety Advisor will be responsible for ensuring Form F2508 is properly completed and sent to HSE.

Follow up investigation if required, will be carried out by our Health and Safety Consultant Mr. James Valentine, MIOSH, Chartered H & S Practitioner, MaPS. In conjunction with Site Supervisors, Contract Managers, Director and workforce appointed Safety Representative.

Definitions of major injuries, dangerous occurrences and diseases.

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admission to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

5.30 Accident Reporting (Reporting of Accidents & Dangerous Occurrences) continued:

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of draining after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A Road Tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of any building or structure under construction, alteration or demolition where over 5 tonnes of material falls, a wall or floor in a place of work, any false work.

5.30 Accident Reporting (Reporting of Accidents & Dangerous Occurrences) continued:

The following dangerous occurrences are reportable except in relation to offshore workplaces(continued):

- Explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas, or of 500kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.
- Note additional categories of dangerous occurrences apply to Mines, Quarries, relevant transport systems (railways etc.) and offshore workplaces.

Reportable diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculities/acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

A full list of reportable diseases can be found in the detailed guide to the Regulations and in the pad of report forms, or simply ring HSE to check. They are related to particular work activities.

Accident Reporting Procedure

1. Accident or near miss – reported to Site Manager / Supervisor.
2. Site Manager / Supervisor to report to Contracts Manager.
3. Contracts Manager to report to Construction Director.
4. Construction Director to liaise with Murval Management and Safety Services for advice on type of accident / near miss and report procedure.
5. Murval Management and Safety Services will investigate the accident.

5.30 Accident Reporting (Reporting of Accidents & Dangerous Occurrences) continued:

Accident investigation report will publish:

(1) Immediate cause.

(2) Underlying cause.

(3) Root cause of incident.

Company to conduct review of procedures to prevent recurrence of accident or near miss.

5.31 Safety of Other Contractors, Members of the Public, Designers, etc:

- This is achieved by several methods namely:
- Consultation and Co-operation with other Contractors.
- Planning operations in conjunction with other Contractors.
- Isolating Work Areas.
- Displaying Warning Notices.
- Or a combination of all methods.

Risk Assessments will be prepared for each contract and assessments will be issued to Operatives and Supervision for information and guidance.

Manual Handling of materials will be reviewed and assessed for each contract.

5.32 Consultation with Employees regarding Health and Safety:

The Company recognises the need for good consultation procedures and an open ended Policy is operated. Employees, Trade Union and Non Trade Union personnel are invited to nominate Safety Representatives to attend a Joint Health and Safety Committee. The Structure of the Committee is as follows, and Meetings will be held quarterly.

Chairperson	=	Construction Director
Vice Chairman	=	Employee Nomination
Trade Union Employee Reps:	=	2
Non Trade Union Employee Reps:	=	2

Employees are also encouraged to consult with Site Supervisor on any matter that may be of concern and/or make suggestions to improve Health and Safety on site.

NOTICE BOARD DISPLAY within the Workshop will be used to display information and Minutes of Committee Meetings. Names of nominated Safety Representatives will also be displayed on the Notice Board.

Health & Safety Consultant Safety Representatives have access to our independent Health & Safety Consultant Mr. James Valentine, MIOSH, RSP, MaPS, on telephone number 01506 419747. Mr. Valentine will provide information and advise Representatives on requirements of Regulations etc.

NON –AGREEMENT In the event of a non agreement situation arising Safety Representatives have direct access to the Chairman of the Health and Safety Committee.

5.33 Alcohol and Drugs:

The Company absolutely prohibit the consumption of alcohol and the taking of drugs during the hours of employment. The Company also absolutely prohibit the bringing of, or attempting to bring, any alcohol or drug substances to work.

Employees who may have a problem related to alcohol or drugs are encouraged to seek professional help and the Company will provide all necessary assistance.

Employees or sub contractors employees under the influence, or suspected of being under the influence of alcohol or drugs will be escorted from site. Such employees will be interviewed next day and advised of the consequences of any future occurrence, and depending on the outcome of the interview, may be referred for counselling or dismissed.

5.34 Smoke Free Workplace:

Purpose:

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005.

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

Policy:

It is the policy of Hadden *Construction Ltd* that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

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

If there are external areas where employees and customers can smoke these should comply with the law and can be outlined here).

Implementation:

Overall responsibility for policy implementation and review rests with Scott Hadden, Construction Director. All staff are obliged to adhere to, and facilitate the implementation of the policy.The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also have to give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance:

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. The procedures set out on page 12 of the booklet 'Helping to get your business or organisation ready for the new law on smoking should be followed if a customer, visitor or passenger does not comply. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking:

Support for smokers who want to stop will be provided from the following sources:

- Smokeline 0800 848848
- www.hebs.com/tobacco,
- The Public Health Department of your local NHS Board, or
- Your local GP surgery.

Contact details can be found in your local directory.

Appendices

A. Principal Contractor's Duties

B. H& S Questionnaire Sub-Contractor Competence

C. Site Inspection Report

D. Risk Assessment

E. Manual Handling Checklist and Guidelines

F. COSHH Assessment Form

G. Display Screen Equipment Checklist

H. Electric Appliance Test Report

I. Skin and Dermatitis (assessment checklist)

J. H.A.V.S. Vibration (assessment checklist)

K. Personal Protective Equipment Checklist

L. Work Equipment (PUWER) Checklist

M. Vibration Assessment Form

N. Banksman Signalling System

O. Sub Contractors Monthly Site Meeting

Appendix A

Principal Contractor's Duties

1. Develop and implement the Health and Safety Plan.
2. Arrange for competent and adequately resourced Sub-Contractors.
3. Ensure that only authorised persons are allowed on site.
4. Ensure Sub-Contractors provide Risk Assessment findings.
5. Ensure all workers comply with the Health and Safety Plan.
6. Monitor Health and Safety performance.
7. Ensure all workers are properly informed and consulted.
8. Display details of project as notified to H.S.E.
9. Pass information to the CDM'C (Construction Design & Management Co-ordinator) for inclusion in the Health and Safety File.

Appendix B

HEALTH and SAFETY QUESTIONNAIRE

SUB-CONTRACTOR COMPETENCE

1. Company Name:
2. Organisational Activities:
3. Company Address:
4. Telephone Number:
5. Fax No:
6. Email Address:
7. Give date when Company commenced Business:
8. Number of Persons Employed, including CIS 4, CIS 5 and CIS 6 (tick):

1 - 5	[ ]	5 - 10	[ ]	11 - 15	[ ]
16 - 20	[ ]	21 - 25	[ ]	26 +	[ ]

9. Name of Person responsible for Health & Safety:

10. Do you have an up to date Company Health & Safety Policy (tick): YES [ ] NO [ ]
    Provide a Copy.

11. Do you have Risk Assessments (tick): YES [ ] NO [ ]
    Provide Copies.

12. Do you have C.O.S.H.H. Assessments: YES [ ] NO [ ]
    Provide Copies.

Appendix B

13. Health & Safety Training:

a) Provide evidence of current Health & Safety Courses attended by your Management, Supervisors and Operatives – Provide Copies of Certificates of Attendance for Training.

b) Does your Company provide Tool Box Talks (tick): YES [ ] NO [ ]

Provide Copies.

14. Personal Protective Equipment

What items are provided by your Company?

i. Safety Helmet [ ] Safety Footwear [ ] Safety Harness [ ]
ii. Eye Protection [ ] Lung Protection [ ] Hearing Protection [ ]
iii. Other Items not listed above :

15. Who is the Competent Person for Health & Safety in your Organisation:

a) Name:

b) Give details of Experience & Training:

c) Give details of Qualifications or Certificates gained:

16. Provide brief details of Accidents where the injured person was off work for more than 3 days within the last 3 years:

a) Year 1 -

b) Year 2 -

c) Year 3 –

17. What procedures do you have in place for reporting and investigating Accidents and Dangerous Occurrences?

18. Does your Company employ a Health & Safety Consultant or Safety Adviser?

a) Provide details below:

b) Name:

c) Organisation (if external):

d) Telephone Number:

e) Qualifications:

19. Provide details of 3 previous projects completed:

Name of Principal Contractor	Site Location:	Tel. No:
a)		
b)		
c)		

20. Has your company been served with any HSE Improvement Notices, Prohibition Notices in the last 3 years, or prosecuted under the Health and Safety at Work Act 1974. Please provide details in separate declaration where applicable.

Name:

Signature:

Position in Company:

Appendix C

SCORED SAFETY INSPECTION

Site:		Site Man/Sup:		Date:	

Item	SUBJECT	SCORE	GOOD? Put a 1
1	**Are proper risk assessments carried out and are they properly documented?**	1	
2	**Are method statements produced for tasks?**	1	
3	**Are method statements adhered to while operations are carried out?**	1	
4	**Is there evidence of Risk Assessment/Method Statement Briefing given?**	1	
5	**Is the H&S Construction Plan up to date?**	1	
6	**Is suitable PPE available and worn?**	1	
7	**Are all excavations / openings suitably fenced or covered?**	1	
8	**Are suitably trained Banksmen available for unloading and directing vehicles?**	1	
9	**Are suitable arrangements in place for traffic movements?**	1	
10	**Has fire been risk assessed and is there a fire evacuation procedure**	1	
11	**Is there a good standard of housekeeping - Is the site tidy?**	1	
12	**Are all materials stored correctly? I.e. LPG, chemicals, pipes and fittings.**	1	
13	**Is welfare adequate i.e. shared facilities, mobile welfare vans, clean/tidy etc.)?**	1	
14	**Are adequate first aid facilities provided including trained appointed persons?**	1	
15	**Is the accident book available?**	1	
16	**Are regular site meetings requested/held with the Client?**	1	
17	**Are safety induction's carried out and recorded? Including client staff and visitors?**	1	
18	**Is safety training carried out and recorded, i.e. tool box talks**	1	
19	**Are the site safety rules posted?**	1	
20	**Are recorded weekly safety inspections carried out by Supervision?**	1	
21	**Are stat. inspection registers (scaffolding/excavations/cranes) up to dated?**	1	
22	**Do all plant operators have CPCS certificates of competence?**	1	
23	**Is the site secured against unauthorised entry?**	1	
24	**Are suitable arrangements in place to safeguard members of the public?**	1	
25	**Notice board with H&S information & signs on display?**	1	
	TOTALS	25	
	PERCENTAGE SCORE: %	MAX SCORE	ACTUAL SCORE

COMMENTS/RECOMMENDATIONS

INSPECTION CARRIED OUT BY:					
NAME:		TITLE:		DATE:	

Appendix D

RISK ASSESSMENT

CLIENT		DATE:		ASSESSMENT NO.	
ACTIVITY:					
AUTHORISED				REVIEW DATE	

	HAZARDS	SEVERITY				LIKELIHOOD				RISK RATING
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
	PERSONS AT RISK	1	2	3	4	1	2	3	4	
	OPERATIVES		PUBLIC		SEVERITY X LIKELIHOOD = RISK RATING	MINOR	SERIOUS	MAJOR	FATAL	UNLIKELY	LIKELY	PROBABLE	CERTAIN	
	MANAGERS		OTHERS											

	CONTROL MEASURES	LOW = 1 – 4	MEDIUM = 5 – 10	HIGH = 11 - 16
1.		PPE		
2.		EYE PROTECTION		FOOT PROTECTION	
3.		HEAD PROTECTION		HAND PROTECTION	
4.		HIGH VIZ CLOTHING		EAR PROTECTION	
5.		DUST PROTECTION		COVERALLS	
6.		OTHER			
7.					
8.					
9.					
10.					
11.					
	IF CONTROL MEASURES ARE IMPLEMENTED THE RISK OF INJURY OR ILLNES IS CONSIDERED			

	TO BE REDUCED FROM: _____ TO: _____		
	OPERATIVE BRIEFING		
1.		5.	
2.		6.	
3.		7.	
4.		8.	

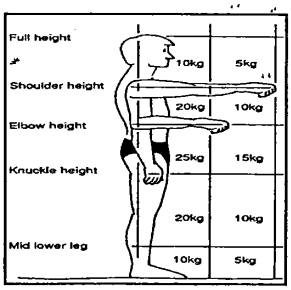
APPENDIX E

Area:	Job:	Task:

Enter the following information about the task:

WEIGHT	
LIFTING HEIGHT	
DISTANCE	
RATE / HOUR	

Are the operations within the guidelines?
YES ☐ NO ☐



TWISTING GUIDELINES
Twist through 45 - Reduce weight by 10%
Twist through 90 - Reduce weight by 20%

LIFTING RATE / HOUR GUIDELINES
30 Operations / Hour - As diagram
60 - 120 Operations / Hour - Reduce by 30%
120 - 240 Operations / Hour - Reduce by 40%
240 - 480 Operations / Hour - Reduce by 50%
480+ Operations / Hour - reduce by 75%

		Level of Risk		
TASK	Yes	Low	Med	High
Holding away from trunk				
Twisting				
Bending				
Reaching up				
Vertical movement				
Carrying distance				
Pulling or pushing				
Load movement				
Repetitive handling				
Insufficient rest breaks				
Process rate				

		Level of Risk		
WORK ENVIRONMENT	Yes	Low	Med	High
Posture constraints				
Poor floors				
Variations in level				
Hot / cold temperatures				
Strong winds				
Poor lighting				
Movement hindered by clothing or PPE.				

		Level of Risk		
LOAD	Yes	Low	Med	High
Heavy				
Bulky / Unwieldy				
Hard to Grasp				
Unstable				
Sharp / Hot				

		Level of Risk		
INDIVIDUAL CAPABILITY	Yes	Low	Med	High
Requires unusual capability				
Hazard to those with health problem				
Hazard to pregnant				
Special training / instruction needed				

Is further action required? YES NO

Comments:

Name Of Assessor			
Signature			
Job Title			
Date			
Re-assessment Date			

Appendix E

Numerical guidelines for assessment

Introduction – the need for assessment

1. Regulation 3 (1) of the Management of Health and Safety at Work Regulations 1999 (see Reference section at the back of this publication) requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work. Where this general assessment indicates the possibility of risks to employees from the manual handling of loads the requirements of the Manual Handling Operations Regulations 1992 (the Regulations) should be considered.

2. Regulation (4 (1) of the Regulations sets out a hierarchy of measures for safety during manual handling:

(a) avoid hazardous manual handling operations so far as is reasonably practicable;
(b) make a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided;
(c) reduce the risk of injury from those operations so far as is reasonably practicable.

Purpose of the guidelines

3. The Manual Handling Operations Regulations, like the European Directive on manual handling, set no specific requirements such as weight limits. Instead, assessment based on a range of relevant factors listed in Schedule 1 to the Regulations is used to determine the risk of injury and point the way to remedial action. However a full assessment of every manual handling operation could be a major undertaking and might involve wasted effort.

4. The following numerical guidelines therefore provide an initial filter which can help to identify those manual handling operations deserving more detailed examination. The guidelines set out an approximate boundary within which operations are unlikely to create a risk of injury sufficient to warrant more detailed assessment. This should enable assessment work to be concentrated where it is most needed.

5. There is no threshold below which manual handling operations may be regarded as “safe”. Even operations lying within the boundary mapped out by the guidelines should be avoided or made less demanding wherever it is reasonably practicable to do so.

Source of the guidelines

6. These guidelines have been drawn up by HSE’s medical and ergonomics experts on the basis of a careful study of the published literature and their own extensive practical experience of assessing risks from manual handling operations.

Individual capability

7. There is a wide range of individual physical capability, even among those fit and healthy enough to be at work. For the working population the guideline figures will give reasonable protection to nearly all men and between one half and two thirds of women. To provide the same degree of protection to nearly all working women the guideline figures should be reduced by about one third.“Nearly all” in this context means about 95%.

8. It is important to understand that the guideline figures are not limits. They may be exceeded where a more detailed assessment shows that it is appropriate to do so, having regard always to the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. However, even for a minority of fit, well-trained individuals working under favourable conditions any operations which would exceed the guideline figures by more than a factor of about two should come under very close scrutiny.

Guidelines for lifting and lowering

9. Basic guideline figures for manual handling operations involving lifting and lowering are set out in Figure 1. They assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position.

10. The guideline figures take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. It will be apparent that the capability to lift or lower is reduced significantly if, for example, the load is held at arm's length or the hands pass above shoulder height.

held at arm's length or the hands pass above shoulder height.

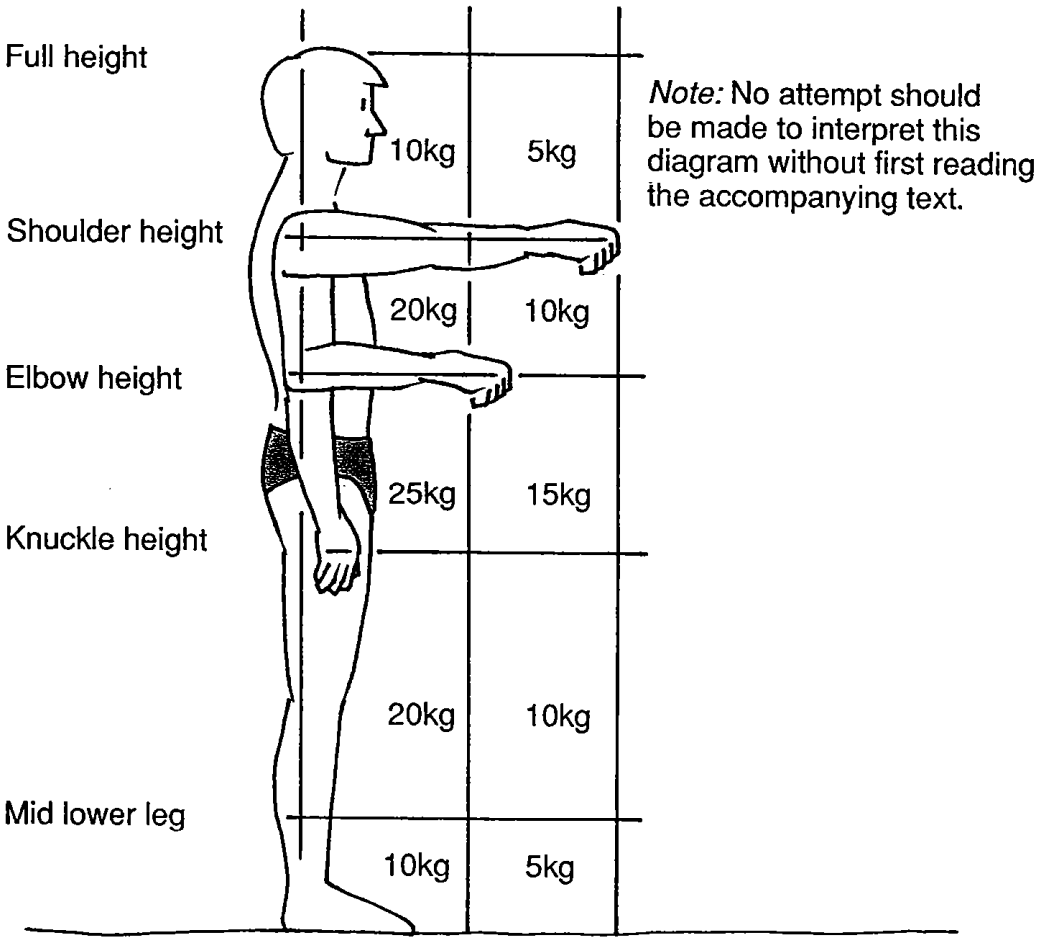


Fig 1: Lifting and lowering

Guidelines for lifting and lowering (continued)

11. If the hands enter more than one of the box zones during the operation, the smallest weight figure should be used. The transition from one box zone to another is not abrupt; an intermediate figure may be chosen where the hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable a more detailed assessment should be made.

Twisting

12. The basic guideline figures for lifting and lowering should be reduced if the handler twists to the side during the operation. As a rough guide the figures should be reduced by about 10% where the handler twists through 45° and by about 20% where the handler twists through 90°.

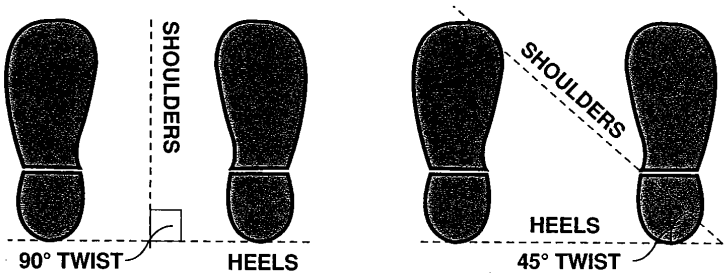


Fig 2: Assessing twist

Frequent lifting and lowering

13. The basic guideline figures for lifting and lowering are for relatively infrequent operations- up to approximately 30 operations per hour –where the pace of work is not forced, adequate pauses for rest or recovery are possible and the load is not supported for any length of time. They should be reduced if the operation is repeated more frequently. As a rough guide the figures should be reduced by30% where the operation is repeated once or twice per minute, by 50% where the operation is repeated around five to eight times per minute and by 80% where the operation is repeated more than about 12 times per minute.

Guidelines for carrying

14. Basic guideline figures for manual handling operations involving carrying are similar to those given for lifting and lowering, though carrying will not normally be carried out with the hands below knuckle height.

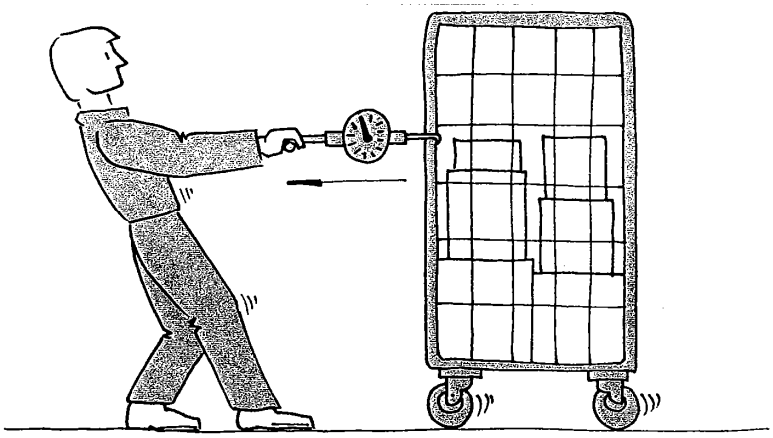
15. It is also assumed that the load is held against the body and is carried no further than about 10 m without resting. If the load is carried over a longer distance without resting the guideline figures may need to be reduced.

16. Where the load can be carried securely on the shoulder without first having to be lifted (as for example when unloading sacks from a lorry) a more detailed assessment may show that it is acceptable to exceed the guideline figure.

Guidelines for pushing and pulling

17. The following guideline figures are for manual handling operations involving pushing and pulling, whether the load is slid, rolled or supported on wheels. The guideline figure for starting or stopping the load is a force of about 25 kg (ie about 250 Newtons). The guideline figure for keeping the load in motion is a force of about 10 kg (ie about 100 Newtons).

Fig 3: Measuring pulling force

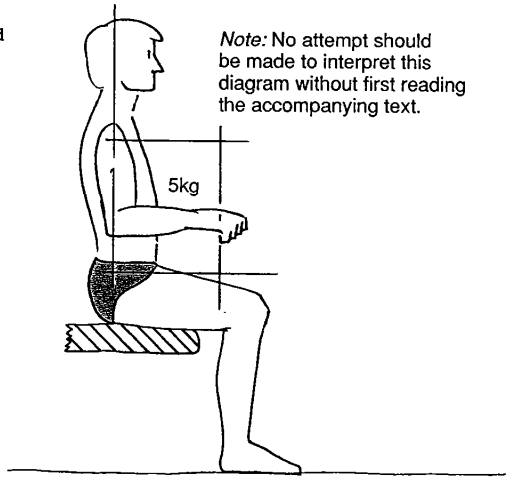


18. It is assumed that the force is applied with the hands between knuckle and shoulder height; if this is not possible the guideline figures may need to be reduced. No specific limit is intended as to the distance over which the load is pushed or pulled provided there are adequate opportunities for rest or recovery.

Guidelines for handling while seated

19. The basic guideline figure for handling operations carried out while seated is given in Figure 4 and applies only when the hands are within the box zone indicated. If handling beyond the box zone is unavoidable or, for example, there is significant twisting to the side a more detailed assessment should be made.

Fig 4: Handling while seated



REMEMBER - the guideline figures should not be regarded as precise recommendations. They should be applied with caution. Where doubt remains, a more detailed assessment should be made.

Appendix F

COSHH ASSESSMENT

Product Name(s):		COSHH Assess. No.:	
Description of Substance:		Assessed By:	
Workplace Exposure Limits:		Date:	
Task/Activity:		Risk Phrases:	
		Safety Phrases:	
Suppliers Name & Address:		Telephone/ Fax No's:	
		MSDS Attached:	Yes / No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

ROUTE OF EXPOSURE

Skin		Eyes		Inhalation	
Ingestion		Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product		Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
Yes / No	**Yes / No**	**Yes / No**	**Yes / No**	**Yes / No**	**Yes / No**	**Yes / No**	**Yes / No**

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➢	➢

First Aid/Hygiene Arrangements	Fire Precautions
➢	➢

LEV Requirements	Monitoring Requirements
➢	➢

Transport Arrangements	Storage Requirements
➢	➢

Spillage Procedures	Disposal Requirements
➢	➢

Comments

Are hazards to health adequately controlled with all control measures in place? Yes ☑ No ☐

Assessment Prepared by:

Name**:**

Signature**:**

Date**:**

COSHH Assessment Form Explained

The top section of the form is used to provide general details about the Assessment, the substance being assessed, when the assessment was prepared, what the activity being assessed is and who the supplier of the material is.

COSHH ASSESSMENT

Product Name(s):		COSHH Assess. No.:	
Description of Substance:		Assessed By:	
Workplace Exposure Limits:		Date:	
Task/Activity:		Risk Phrases:	
		Safety Phrases:	
Suppliers Name & Address:		Telephone/ Fax No's:	
		MSDS Attached:	Yes / No

Additionally information about the Exposure Limits and Safety/Risk phrases can be included.

SUBSTANCE PROPERTIES

 Flammable/ Highly Flammable	 Oxidiser	 Explosive	 Harmful	 Toxic/ Very Toxic	 Irritant	 Dangerous to the Environment	 Corrosive
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

The central part of the form can be used to identify the properties of the substance, the Route of Exposure, the Persons at Risk and the PPE that should be used.

ROUTE OF EXPOSURE

Skin		Eyes		Inhalation	
Ingestion		Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product		Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➢	➢

First Aid/Hygiene Arrangements	Fire Precautions
➢	➢

The bottom part of the form should be used to specify the control measures/precautions required when carrying out the work. This may include specific training requirements; the need for a set sequence of work; restricting the amount of time spent doing the work, and the requirements for first aid and fire safety in case of an accident.

The LEV Requirements refer to the need to ensure that where appropriate, adequate dilution ventilation or extraction ventilation is provided. In many cases simply working in a well-ventilated environment will suffice. Consideration should however take account of the substance and the work location, i.e.: is it a Confined Space?

The monitoring requirements should outline any supervision that is required, together with any background or personnel air monitoring which may be required to ensure the workers exposure does not exceed the WEL.

LEV Requirements	Monitoring Requirements
➢	➢

Transport Arrangements	Storage Requirements
➢	➢

Spillage Procedures	Disposal Requirements
➢	➢

The storage and disposal requirements should outline any special requirements or restrictions with regards to the disposal of the material.

Comments

The comments box should be used to include any additional information regarding the assessment, required control measures, other information which maybe relevant to the task being undertaken.

Depending on the particular substance being assessed, it may be that there is no Workplace Exposure Limit (WEL), no Safety/Risk Phrases and no requirements for monitoring or LEV. It is therefore not essential that every box contains information.

APPENDIX F

COSHH – Know your warning symbols

Under COSHH or the Control of Substances Hazardous to Health Regulations 2002, all persons at work need to know the safety precautions to take so as not to endanger themselves or others through exposure to substances hazardous to health. Below are the four general classifications of risk – know the appropriate symbol, their meaning and their safety precautions.

Meaning	Symbol	Safety Precautions
Toxic/Very Toxic May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin.		1. Wear suitable protective clothing, gloves and eye/face protection. 2. After contact with skin, wash immediately with plenty of water. 3. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 4. In case of accident or if you feel unwell, seek medical advice immediately.
Corrosive May on contact cause destruction of living tissues or burns		1. Wear suitable gloves and eye/face protection 2. Take off immediately all contaminated clothing 3. In case of contact with skin wash immediately with plenty of water. 4. In case of contact with eyes, rinse immediately (for minimum of 15 minutes) with plenty of water and seek medical advice.
Harmful May cause limited health risk if inhaled or ingested or if it penetrates the skin		1. Do not breathe vapour/spray/dust. 2. Avoid contact with skin 3. Wash thoroughly before you eat, drink or smoke. 4. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
Irritant May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or inhaled.		1. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 2. In case of contact with skin, wash immediately with plenty of water 3. Do not breathe vapour/spray/dust.

APPENDIX F

RISK PHRASES

R1:	Explosive when dry
R2:	Risk of explosion by shock, friction, fire or other sources of ignition
R3:	Extreme risk of explosion by shock, friction, fire or other sources of ignition
R4:	Forms very sensitive explosive metallic compounds
R5:	Heating may cause an explosion
R6:	Explosive with or without contact with air
R7:	May cause fire
R8:	Contact with combustible material may cause fire
R9:	Explosive when mixed with combustible material
R10:	Flammable
R11:	Highly flammable
R12:	Extremely flammable
R14:	Reacts violently with water
R15:	Contact with water liberates highly flammable gases
R16:	Explosive when mixed with oxidising substances
R17:	Spontaneously flammable in air
R18:	In use, may form flammable/explosive vapour-air mixture
R19:	May form explosive peroxides
R20:	Harmful by inhalation
R21:	Harmful in contact with skin
R22:	Harmful if swallowed
R23:	Toxic by inhalation
R24:	Toxic in contact with skin
R25:	Toxic if swallowed
R26:	Very toxic by inhalation
R27:	Very toxic in contact with skin
R28:	Very toxic if swallowed
R29:	Contact with water liberates toxic gas
R30:	Can become highly flammable in use
R31:	Contact with acids liberates toxic gas
R32:	Contact with acids liberates very toxic gas
R33:	Danger of cumulative effects
R34:	Causes burns
R35:	Causes severe burns
R36:	Irritating to eyes
R37:	Irritating to respiratory system
R38:	Irritating to the skin
R39:	Danger of very serious irreversible effects
R40:	Limited evidence of a carcinogenic effect
R41:	Risk of serious damage to eyes
R42:	May cause sensitisation by inhalation
R43:	May cause sensitisation by skin contact
R44:	Risk of explosion if heated under confinement
R45:	May cause cancer
R46:	May cause heritable genetic damage
R48:	Danger of serious damage to health by prolonged exposure
R49:	May cause cancer by inhalation
R50:	Very toxic to aquatic organisms
R51:	Toxic to aquatic organisms
R52:	Harmful to aquatic organisms
R53:	May cause long term adverse effects in the aquatic environment
R54:	Toxic to flora
R55:	Toxic to fauna
R56:	Toxic to soil organisms
R57:	Toxic to bees
R58:	May cause long term adverse effects in the environment
R59:	Dangerous for the ozone layer
R60:	May impair fertility

R61:	May cause harm to the unborn child
R62:	Possible risk of impaired fertility
R63:	Possible risk of harm to the unborn child
R64:	May cause harm to breastfed babies
R65:	Harmful: may cause lung damaged if swallowed
R66:	Repeated exposure may cause skin dryness or cracking
R67:	Vapours may cause drowsiness or dizziness
R68:	Possible risk of irreversible effects

APPENDIX F

SAFETY PHRASES

S1: Keep locked up
S2: Keep out of reach of children
S3: Keep in a cool place
S4: Keep away from living quarters
S5: Keep contents under.(appropriate liquid to be specified by the manufacturer)
S6: Keep under ... (inert gas to be specified by the manufacturer)
S7: Keep container tightly closed
S8: Keep container dry
S9: Keep container in a well ventilated place
S12: Do not keep the container sealed
S13: Keep away from food, drink and animal feeding-stuffs
S14: Keep away from .. (incompatible materials to be indicated by the manufacturer)
S15: Keep away from heat
S16: Keep away from sources of ignition - No Smoking
S17: Keep away from combustible material
S18: Handle and open container with care
S20: When using do not eat or drink
S21: When using do not smoke
S22: Do not breathe dust
S23: Do not breathe gas/fumes/vapour/spray (appropriate wording to be specified by manufacturer)
S24: Avoid contact with skin
S25: Avoid contact with eyes
S26: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice
S27: Take off immediately all contaminated clothing
S28: After contact with skin, wash immediately with plenty of ... (to be specified by the manufacturer)
S29: Do not empty into drains
S30: Never add water to this product
S33: Take precautionary measures against static discharges
S34: Avoid shock and friction
S35: This material and its container must be disposed of in a safe way
S36: Wear suitable protective clothing
S37: Wear suitable gloves
S38: In case of insufficient ventilation, wear suitable respiratory equipment
S39: Wear eye/face protection
S40: To clean the floor and all objects contaminated by this material use (to be specified by the manufacturer)
S41: In case of fire and/or explosion do not breathe fumes
S42: During fumigation/spraying wear suitable respiratory equipment (Appropriate wording to be specified by the manufacturer)
S43: In case of fire, use ... (indicate in the space the precise type of fire-fighting equipment. If water increases the risk, add - Never use water)
S45: In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible)
S46: If swallowed seek medical advice immediately and show this container or label
S47: Keep at temperature not exceeding ... ^{o}C (to be specified by the manufacture)
S48: Keep wet with ... (appropriate material to be specified by the manufacturer)
S49: Keep only in the original container
S50: Do not mix with ... (to be specified by the manufacturer)
S51: Use only in well ventilated areas
S52: Not recommended for interior use on large surface areas
S53: Avoid exposure - obtain special instruction before use
S56: Dispose of this material and its container to hazardous or special waste collection point
S57: Use appropriate containment to avoid environmental contamination
S59: Refer to manufacturer/supplier for information on recovery/recycling
S60: This material and/or its container must be disposed of as hazardous waste

S61: Avoid release to the environment. Refer to special instructions/safety data sheet
S62: If swallowed, do not induce vomiting: seek medical advice immediately and show this container or label
S63: In case of accident by inhalation: remove casualty to fresh air and keep at rest
S64: If swallowed, rinse mouth with water (only if the person is conscious)

APPENDIX G

DSE WORKSTATION SELF ASSESSMENT CHECKLIST

Date:		Name:		Location	

The completion of this checklist will enable you to carry out a self-assessment of your own workstation.
Your views are essential in order to enable us to ensure your comfort and safety at work.
Please complete the questionnaire as quickly as possible and return to your Manager.
Please give the answer which best describes your opinion.

1. Job Design

a) approximately what percentage of your daily routine includes work with VDU's
eg: 10%, 20% 30%

b) are you able to take a break from VDU work, or to alternate between VDU and non VDU work
eg: phoning, filing, mailing

YES/NO

2. Environment

a	Describe the amount of space around your workstation	OK		Insufficient
b	Are the lighting levels?	OK	Too Bright	Too Dark
c	Can you adjust local lighting levels?	ALL	Some	None
d	Are their distracting reflections on your screen?	Never	Sometimes	Constantly
e	Are you distracted by noisy work equipment	Never	Sometimes	Constantly
f	At your workstation, is the temperature?	OK	Too Cold	Too Warm
g	At your workstation, is the air humidity?	OK		Too Dry

3. Equipment

		Yes	No
a	Is the equipment and contract adjustable on your display screen?		
b	Is the screen image stable and free from flicker?		
c	Is the screen at a comfortable height?		
d	Does the screen tilt and swivel freely		
e	Is the keyboard separate from the screen?		
f	Can you raise and lower the keyboard?		
g	Are the keyboard symbols legible?		
h	Is there sufficient space to rest your hands in front of the keyboard?		
i	Do you require a document holder?		

4. Softwear

		Yes	No
a	Do you understand how to use the software?		
b	Is format and pace of the system information acceptable to you?		

5. Furniture

		Yes	No
a	Do you have sufficient desk surface for all equipment?		
b	Is the height of the desk suitable?		
c	Does the desk have a matt/non-reflecting finish?		
d	Can you adjust the height of your seat?		

e	Can you adjust the height or angle of your backrest?		
f	Is the chair stable? Does it allow movement?		
g	Can you place your feet flat on the floor whilst keying in information?		

6. Training

		Yes	No
a	Have you been shown how to use your workstation?		
b	Have you been shown how to adjust the furniture and equipment?		
c	Have you been shown how to use the software?		
d	Do you know who to report problems to?		
e	Are you aware of the arrangements for eye sight tests?		

7. Any other comments

Signature: ……..... Date ……

8. Supervisor's/Assessor' Comments:

Acceptable Risk: ……..

Additional Training Required: ……

Detailed Risk Assessment Necessary: ……

Signed: …….. Date: ……..

Assessment Review Date: ……

Appendix H

Small Electrical Appliance Test Report

Report Number:			**Page No:**		**Next test date:**				
Establishment:					**Period between tests:**				
No.	Appliance No.	Location	Description	Class 1 or 2	Fuse Rating	Visual Check	Insulation Tests	Earth Bond (Class 1)	Pass /Fail
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									

No.	**Action / Notes**

Date tested: ……

By: ……

*** Use a different page for each test period**

Skin and Dermatitis (assessment checklist)

SUBSTANCES	Yes	No	Information / Action
Have you identified substances used on site that can cause dermatitis?			
Do you have safety data sheets from the supplier for each substance			
Can substances be eliminated or substituted			
Have written COSHH assessments been made to reduce risk and identify control measures?			
Workers			
Have those exposed to skin hazards been identified?			
Have those workers been provided with relevant information from the COSHH assessment?			
Are hazardous substances identified to all workers during induction?			
Has specific training in hazardous substances been given to those exposed?			
Are first aiders aware of, and are able to deal with specific substances on site?			
Do you carry out health surveillance for these Operatives?			
Controls & PPE			
Are the controls identified in the COSHH Assessment in place?			
Are substances stored correctly?			
Are suitable washing facilities provided?			
Is PPE available? And is it being used correctly and maintained?			
Are barrier creams/moisturisers provided?			
If L.E.V. is being used is it Inspected & certified fit for use (annually)			
Records			
Are written records available for:			
COSHH Assessments?			
Provision of PPE			
Information & training?			
Health surveillance?			

Appendix J

HAVS
VIBRATION
(assessment checklist)

	Yes	No	Information / Action
Work Equipment			
Have you identified hand held equipment used on site that can cause vibration?			
Do you have information from Manufacturers and Suppliers on the vibration levels of equipment?			
Have tools using the least vibration been selected?			
Have attempts been made to reduce exposure at source?			
Has equipment been tagged or marked with vibration date.			
Have site measurements of equipment been made?			
Have Risk Assessments been made on each piece of plant to reduce risks and identify control measures?			
Is there a Planned Maintenance Schedule in place?			
Workers			
Have those workers exposed to A(8) > 2.5 M/S2 been identified?			
Have those workers been provided with relevant Information about their exposure to vibration?			
Have those workers been provided with Information about the symptoms of Hand, Arm Vibration and who to report concerns to?			
Is job rotation required?			
Do you carry out any Health Surveillance for these workers?			
Controls & PPE			
Are the controls identified in your risk assessment in place?			
Is vibration exposure monitored?			
Is PPE available and is it being used and maintained?			
Is equipment being maintained in accordance with the schedule?			
Records:			
Are written records available of:			
Risk Assessments			
Vibration Measurements			
Health Surveillance			
Provision of PPE			
Information and training given			

Appendix K

PERSONAL PROTECTIVE EQUIPMENT (PPE) CHECKLIST

Task / Contract:	**Date:**	
	Yes	**No**
Head Protection: Hard hat Site Other If other – specify risk Hard Hats issued to staff		
Eye Protection: Nature of risk Eye protection issued to staff Type		
Foot Protection: Nature of risk Foot Protection issued to staff Type		
Hand and Arm Protection Nature of risk Gloves/Gauntlets issued to staff Type		
Body Protection Nature of risk Protective Clothing issued to staff Type		
Lung Protection (COSHH Regs) Nature of risk (Ref. to assessment) RPE (Dust/Fume/etc masks) issued to staff		
Heating Protection (Noise at Work Regs) Nature of risk Hearing Defenders issued to staff Type		
For each of the above Training in correct use Checking before use Instructions issued as to when in use Maintenance (if not disposable)		

Signed: ……. **Date: ……..**

APPENDIX L

Work Equipment Checklist (PUWER)

Item of Equipment: ……

Number	Type	Yes	No
1	Suitability for use		
2	Maintenance		
3	Inspections		
4	Dangerous parts of machinery		
5	Protection against failure		
6	High or very low temperature		
7	Controls for starting/stopping machinery		
	a) Stop controls		
	b) Emergency stop controls		
8.	Controls		
	a) Visible		
	b) Outside danger zone		
9.	Systems of work:		
	a) People outside danger zone before start up		
	b) Audible or visible warnings prior to start up.		
10.	Isolation from sources of energy		
11.	Stability		
12.	Lighting		
13.	Maintenance Operations:		
	a) While machinery is stopped		
	b) Outside the danger zone		
	c) Protection of worker.		
14.	Markings for safety		
15.	Warnings		
	a) Unambiguous		
	b) Easily perceived		
16.	Mobility risks (where applicable)		
	a) To drivers/operators/others		
	b) Roll-over		

Signed: …… Date: ……

APPENDIX M

VIBRATION ASSESSMENT

Date: ……

Description of Works: …… ……

Description of Vibration Tool : ……

Manufacturers vibration level m/s2 ……

Time allowed – minutes per 8 hours (trigger time) ……

Average time per operation ….. ……

Total No. of operations ……

Estimated tool usage / 8 hours ……

If estimated tool usage exceeds time allowed then risk reduction measures require to be introduced.

Can vibration equipment be changed to a lower frequency Yes or No

……..

Can the job be substituted for another type to reduce exposure Yes or No

……

Can hand free i.e. remote equipment be used. Yes or No

……

Can Operatives be rotated to reduce exposure. Yes or No

……

How many Operatives are required to allow job rotation

……

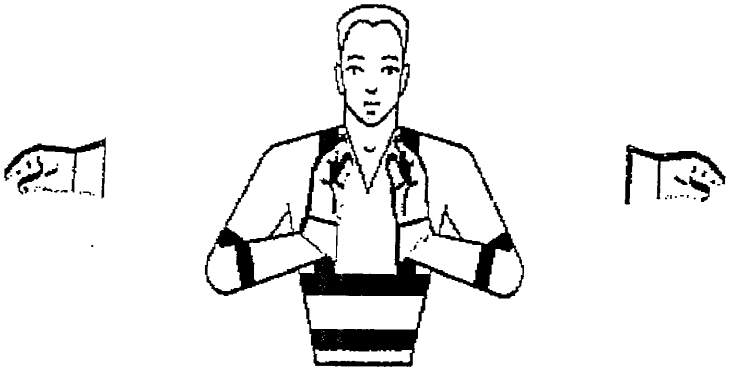
Detail each persons maximum vibration dosage

…… minutes @ …….. m/s^2

STOP

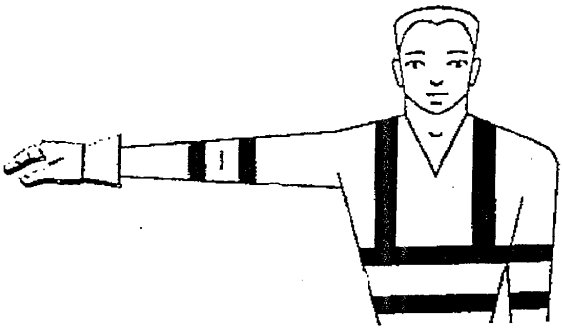
THE RIGHT ARM POINTS UPWARDS WITH THE PALM FACING FORWARD

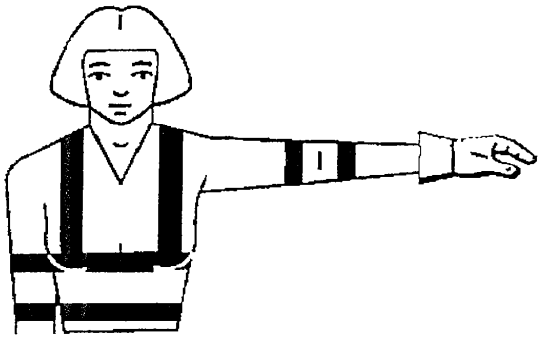
CLEARANCE



THE HANDS INDICATE THE RELEVANT DISTANCE

RIGHT / LEFT





THE ARM IS EXTENDED HORIZONTALLY IN THE DIRECTION THE VEHICLE WILL MOVE

THE HAND MAKES SMALL MOVEMENTS IN THE DIRECTION THE VEHICLE WILL MOVE

APPENDIX O

HEALTH and SAFETY

SUB-CONTRACTOR MONTHLY SITE MEETING

AGENDA

SITE: .....

DATE: .....

AGENDA: .....

.....

.....

.....

SUB CONTRACTORS : .....

PRESENT: .....

.....

.....

.....

.....

PROGRAMME: **Current status / resources**

Remedials

Future Programme / Resources

Remedials (Outstanding items and agreed timescales)

Health & Safety:

General Performance:

PPE

Falls from Height

Excavations

Traffic / Pedestrian Management

Inductions:

Are all Operatives inducted ?

If not minute those requiring induction with induction date:

Method Statements:

Have all Operatives signed up and operating under current Method Statements?

Items that require review or Method Statement not already present.

Commercial

Day works and review avoidance.

Contra charges

AOB