

# Health & Safety Policy



Chigwell  
Construction

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## Health & Safety Policy Statement

Chigwell Construction is committed to maintaining and improving, where possible, the health, welfare and safety of its employees/subcontractors and ensuring the safety of all other persons who may be affected by the Company's work activities.

### Introduction

The Managing Director is ultimately accountable for health and safety. He is committed to providing the resources, training and systems of work to ensure that all work activities are undertaken by competent employees in a safe manner.

The Company treats Health and Safety as an equal partner to the Environment, quality of the product it produces and commercial aspects of the business.

The specific objectives are:

- To prevent injury to persons associated with the Company's operations, damage to property and the subsequent waste of resources.
  - To provide protective equipment where it is considered necessary, or for which there are legal requirements.
  - To provide safety training for all employees.
  - To make regular and systematic planned inspections of work places; making recommendations to improve standards of safety and give guidance on health, safety and welfare matters. The Company appointed Officer for Health and Safety Officer will operationally oversee all matters of safety and health.
  - To maintain repair plant and equipment and use in line with the Provision and Use of Work Equipment Regulations 1998.
  - To fully evaluate new substances, machinery and processes to facilitate safe working.
  - To take into account at tendering and work planning stages, those factors which help to eliminate injury or damage.
  - To ensure that Risk Assessments will be included in construction safety plans; and drawn from and agreed with Subcontractors if appropriate,
  - Assessments will also be drawn from Subcontractors and suppliers, setting out the safe use of substances hazardous to health.
  - To ensure accurate reporting and investigation of accidents, with a view to achieving reductions in accident rates by the analyses of causes and trends. This includes the use of a near miss reporting procedure.
  - To comply with both statutory safety legislation and the clients health and safety specifications, rules and procedures. The Company will comply with the Health and Safety at Work etc. Act 1974 and associated Regulations, in particular the Management of Health and Safety at Work Regulations 1999 the Construction (Design and Management) Regulations 2015 and the Working at Height Regulations 2005.
  - Published approved Codes of Practice and H.S.E Guidance notes will always be complied with, if reasonably practicable.
  - The Company will consult with its employees in matters of health and safety, and comply with all its statutory legal requirements.
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- All employees are reminded that they have a statutory duty to take responsibility for the health and safety of themselves and of any others who may be affected by their work.
- Alcohol consumption and/or the taking of drugs will not be permitted. Any persons found to be participating in either will have their employment with the Company immediately terminated.
- A copy of this Safety Policy will be displayed on all site and office notice boards, and issued to all staff.
- Employees should make themselves aware of its contents.
- To conduct an annual meeting with its staff to discuss Health and Safety and identify any areas that require attention and a timescale and plan to implement any necessary actions.



### **Organisation and Responsibilities**

The Company has established formal, internal communications to ensure employee co-operation and understanding of their roles and responsibilities. The Managing Director is responsible for the administration of the company safety management system, maintenance of records and document control, the organisation of contracts and all associated health and safety arrangements.

The identification of the specific hazards, assessment of risks, identification of the necessary management controls is a prime responsibility and is supported by effective planning to implement the controls and monitoring performance.

All employees are required to co-operate with The Company in its endeavours to maintain and improve health and safety and comply with safety legislation.

### **Management of Health and Safety**

The Company has identified the generic risks associated with its activities which include general building works for domestic and commercial customers and working on construction sites. The Managing Director is responsible for ensuring that employees are competent to undertake the work through the provision of training and regular discussions on safety performance. They must have an understanding of method statement requirements and the supporting procedures and instructions.

This Policy will be reviewed annually to ensure that it remains relevant and effective in achieving the Company's health and safety objectives



Dean Floyd  
Managing Director  
1<sup>st</sup> January 2017



## 2. Organisation

The Company has a Director who is responsible for the overall control of the company, the office staff, operatives and sub contractors.

### 2.1 THE DIRECTOR will:

- a) Ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity of the Company to meet the requirements of the Safety at Work etc. Act 1974.
  - b) Initiate the policy for the prevention of injury, damage and wastage.
  - c) Ensure that adequate funds and resources are provided to meet the requirements of the policy, during tender stage and also throughout the length of each contract.
  - d) Co-ordinate and monitor the Safety Policy of the Company.
  - e) Ensure that effective means exist for safety communications within the Company Safety Policy document and it is distributed and displayed for the benefit of all employees and sub contractors
  - f) Set up and maintain regular communication links with the client to ensure that there is complete understanding of areas of responsibility, and satisfaction, on the part of the client, as to the effectiveness of the safety policy of the company.
  - g) On notifiable projects, ensure that clients are aware of their duties, the CDM co-ordinator has been appointed and the HES notified before starting works.
  - h) Ensure that adequate arrangements are made and maintained by all sub-contractors for the necessary reporting of injuries, diseases and dangerous occurrences to the Health & Safety Executive.
  - i) Ensure that in the tendering and planning stage of contracts due allowance is made for adequate welfare facilities, for equipment to avoid injury, damage and wastage, including appropriate fire-fighting equipment, and for those additional factors required by the Construction (Design & Management) Regulations 2015 and the Working at Height regulations 2005.
  - j) Keep up to date with recommended Codes of Practice and new safety literature; circulate information to each level of employee.
  - k) Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
  - l) Set an example of high personal standards of application and discipline in 'safety'.
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**2.1 THE CONTRACTS MANAGERS will:**

- a) Understand the Company's Safety Policy and appreciate the responsibility of each individual.
  - b) Know the requirements of the Health & Safety at Work etc. Act 1974, the Management (Health, Safety and Welfare) Regulations 1999, the Construction (Design & Management) 2015, and the Working at Height Regulations 2005 and other appropriate Regulations and ensure that they are observed on sites under his control.
  - c) Co-ordinate and monitor the Safety Policy of the Company.
  - d) Ensure that effective means exist for safety communications within the Company, in particular that the Company Safety Policy document is distributed and displayed for the benefit of all employees.
  - e) Ensure that employees receive adequate and appropriate safety training.
  - f) Institute proper reporting, investigation and costing of injury, damage and loss; promote action to prevent recurrence;
  - g) Carry out risk assessments and determine at the contract planning stage:
    - (i) The most appropriate order and method of working consistent with safe working.
    - (ii) Facilities for health, hygiene and welfare and, if these are to be shared, the arrangements to Form F.2202.
    - (iii) Provision for adequate site access, egress and lighting.
    - (iv) Hazards which might arise from overhead power lines, underground services, and other situations which might lead to improvisations on site.
    - (v) Provision for proper storage for highly flammable liquids and other hazardous substances.
    - (vi) Basic fire precautions.
    - (vii) Requirements for induction and specialist training relating to the contract.
  - h) Provide instructions to site (on large sites this to be in written form) to establish a working method, to explain the sequence of operations, to outline potential hazards and to indicate precautions to be adopted.
  - i) Check over working methods and precautions with site management before work starts, consulting with the Safety Consultant, as appropriate.
  - j) Ensure that work, once started, is carried out as planned and that the Construction Regulations, other appropriate Regulations and Codes of Practice are observed on site.
  - k) Insist that safe working practice is always observed.
  - l) Keep up-to-date with recommended Codes of Practice and new safety literature; circulate information applicable to each level of employee.
  - m) Reprimand any individual, with adequate training failing to discharge his responsibilities satisfactorily; take disciplinary action as necessary.
  - n) Carry out site inspections, at least on a weekly basis, to see that only safe methods of working are in operation and take steps to stop any dangerous practices, if necessary requiring work on any site to cease until proper safety standards are observed.
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- o) Make sure that particular attention is paid to new items of plant, new materials/substances and new work methods; obtain appropriate 'hazard data sheets' from suppliers; carry out assessments and determine any necessary control methods. Ensure that the information on any potential hazard, the results of the assessment and required control methods are given to the workforce, that adequate training and instruction is given and that the specified controls are implemented and monitored on a regular basis. Be responsible for ensuring that no new items of plant or equipment are introduced into the Company's operations without his authority or the authority of a consultant specialist.
- p) Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
- q) Set an example by high personal standards of application and discipline in 'safety'.

## **2.2 SUPERVISORS / FOREMAN will:**

- a) Understand the broad requirements of safety regulations and the need for safe working.
  - b) Organise sites so that work is carried out to the required standard with minimum risk to equipment and materials.
  - c) Give all operatives precise instructions on their responsibilities for correct working methods; see that they do not take unnecessary risks.
  - d) Ensure that any electricity supply is installed without endangering men and equipment.
  - e) Ensure that fire fighting equipment is maintained and ready to use.
  - f) Check that all items of machinery and plant, including power and hand tools, are maintained in good condition and the persons using them are adequately trained. Maintain records of inspections and training as detailed in the "arrangements".
  - g) Make sure that suitable protective clothing and equipment is available and used as appropriate, in accordance with the Personal Protective Equipment Regulations 1992, and that first aid equipment is readily available.
  - h) Implement arrangements with other contractors on site, to avoid confusion about areas of responsibility.
  - i) Report all injury accidents and dangerous occurrences to the Director; investigate these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence.
  - j) Accompany HSE Enforcement Officer (Factory Inspector) on any site visits and act on his recommendations. In the event of an 'improvement' or 'prohibition' notice by the Officer he will telephone details to the Director, with particular responsibility for health and safety, immediately.
  - k) Set an example in all 'safety' matters.
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### **2.3 EMPLOYEES AND SUB CONTRACTORS will:**

- a) Observe safe practices and use the correct tools and equipment for the job; use the safety equipment and protective clothing supplied.
- b) Keep tools and equipment in good condition.
- c) Report defects in plant or equipment and any safety hazards that arises, to their Site Foreman/Manager, as appropriate.
- d) Avoid any improvisation which entails unnecessary risk.
- e) Warn new employees/sub contractors of known hazards.
- f) Refrain from horseplay and the abuse of welfare facilities.
- g) Make themselves familiar with fire and emergency procedures affecting their place of work.
- h) Develop a personal concern for 'safety' for themselves and for other, particularly newcomers and young people

### **3. Communications/Training/Monitoring**

With a Company of this size informal arrangements for ensuring that all persons are fully involved and aware of requirements is considered adequate. There are however regular discussions in respect of work planning and retrospectively on how work has been completed. This process provides a means of accessing performance and client satisfaction.

The Director is responsible for ensuring that each employee received adequate instructions and training to undertake the work in a safe manner.

The company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. The company will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

The Director in co-operation with the Company Safety Officer will implement "Tool – box" talks at regular intervals. Topics can be specific to a particular project, or on general health & safety matters, e.g. reason for assessments, changing legislation etc.

#### **3.1 MONITORING AND REVIEWING POLICY**

The Health and Safety at Work etc Act 1974 requires that the Company Health and Safety Policy and its implementation be monitored and reviewed as necessary.

The Management of Health and Safety at Work Regulations 1999 require the monitoring and review of arrangements to achieve progressive improvement.





All employees are encouraged, and expected, to bring to the notice of the Director any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate or requires clarification.

The Director shall liaise with the external Health and Safety Advisor, the Health and Safety Executive, Building Employers Confederation and other professional bodies, and actively seek advice and information regarding changes in Health, Safety and Welfare legislation and new or revised working practices.

Monitoring shall be carried out on a daily basis by the Contracts Manager on his regular visits and formally by the external Safety Advisor at regular intervals, dependent on the complexity of the project.

#### **4. Risk Assessments and COSHH**

4.1 The Director is responsible for ensuring that all for foreseeable hazards associated with the Company activities are identified, the risks assessed and appropriate controls put in place and maintained. These assessments will be undertaken in compliance with this Safety Policy, the Management of Health and Safety at Work Regulations 1999 and other specific Regulations including the Construction (Design and Management) Regulations 2015, the Working at Height Regulations 2005 and Health and Safety (Manual Handling Operations) Regulations 1992, etc.

4.2 Risk assessments and the writing of method statements shall be carried out by the responsible manager.

Previously produced assessments and method statement shall be retained, by the responsible Direct, for future reference.

A suitable and sufficient risk assessment should:

- Identify the significant risks arising out of the work
- Enable the company to identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions
- Be appropriate to the nature of the work and such that it remains valid or a reasonable period of time

The risk assessment, prepared by the Contracts Manager, shall:

- Ensure that all relevant risks or hazards are addressed for each work activity
- Address what actually happens in the work place or during the work activity
- Ensure that all groups of employees and others who might be affected are considered
- Identify groups of workers who might be particularly at risk, e.g. the young or inexperienced, lone workers, or the disabled
- Take account of existing preventative or precautionary measures

If the work activity is sufficiently similar to previously assessed jobs, then the Contracts Manager may modify and use the original assessment accordingly.



The Contracts Manager shall produce a written safety method statement for hazardous activities based on the findings of the risk assessment.

The Contracts Manager shall ensure that (sub) contractor produce risk assessments and safety method statements, as required, whether for inclusion in the Health and Safety Plan or not.

The Contractors Manager shall pay due attention to the Principal Designers outline Health and Safety Plan and shall incorporate the risk assessments and safety method statements produced in the Construction Stage Plan, when the contract falls under the CDM regulations.

The Contracts Manager shall review and revise the risk assessments and safety method statements to take account of developments that may suggest they are no longer valid or that they can be improved. The reviews shall take place on a regular basis, the Foreman and (sub) contractors shall be involved in the process. The Foreman shall ensure that employees and the self-employed are consulted in order that they are able to discuss and offer advice on matters which affect themselves.

4.3 Suppliers safety data sheets are obtained for each product and hazardous substances identified. Operatives are provided with a copy of the COSHH assessment and of the control measures required; arrangements are made to ensure that the necessary information is passed on to the operatives concerned.

## **5. Alcohol and Drug Abuse**

Alcohol or drug abuse can adversely affect the health and safety of the consumer, and others can be endangered by their actions or omissions.

It is the Company's policy that any of its employees suspected of being under influence of alcohol or drugs will be sent home or off site without pay Persistent offenders are liable to be dismissed.

It must be noted, however, that symptoms suggesting that a person may be under the influence of alcohol or drugs may be created by other conditions, i.e. heat exhaustion, hypothermia, diabetes etc or from legitimate medication prescribed by a doctor. These conditions, whilst still requiring that the person be removed from the work place for safety reasons, will obviously affect any disciplinary action that may be considered and therefore, if there is any doubt by line management over the cause of the persons condition, medical advice shall be sought immediately.

## **6. Arrangements for Managing Safety (General)**

The significant risks associated with The Company activities on site are outlined in the arrangements section 7 of this policy.

### **7.1 FIRE PRECAUTIONS (STORE & OFFICES)**

7.1 The Director shall ensure that:

- The risk of emergencies arising is as low as possible.
- The means of raising the alarm is regularly tested and serviced.
- Fire fighting equipment is serviced and is in accessible positions.
- Emergency routes and assembly points are kept clear, signed and adequately lit.
- There are arrangements for calling the emergency services.
- That employees are trained in evacuation procedures and method of raising the alarm.

**(On Site)**

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7.2 The Construction (Design and Management) Regulations 2015 require the Principal Contractor to develop the health and safety plan so that it incorporates the common arrangements, including emergency procedures.

The Construction (Design and Management) Regulations 2015 require employers to prevent risk from fire, explosion, flooding, and asphyxiation, provide emergency routes and exits, make arrangements for dealing with emergencies.

The Company places a priority on the prevention of fire and to this end when on site will ensure that all operatives are made aware of the established emergency procedures that have been put in place by the Principal Contractor. Operatives must ensure that combustible rubbish must be cleared regularly

In circumstances where the risk of fire is increased e.g. working alongside plumbers, the Director will ensure that a fire extinguisher is kept at the place of work.

7.3 At each location adequate means of escape must be identified and maintained. Escape routes and fire exits, must be kept clear at all times.

## **8. ELECTRICAL SAFETY**

8.1 The Company procedures and electrical equipment are to comply with the Electricity at Work Regulations 1989, the Regulations for electrical Installations (IEE Wiring) Regulations, Electrical Equipment (Safety) Regulations 1994 HS(G)141 "Electricity Safety on Construction Sites" and HSE Construction Sheet C56.

8.2 The Director are responsible for:

- Establishing systems for the legal formal inspection and tests of portable electric powered tools.
- Assessing workplace risks.
- Establishing and maintaining site working systems.
- Ensuring that systems are in place to isolate electric supplies and installations prior to starting work.
- Ensuring that employees are competent and authorised to undertake work on electrical installations providing suitable tools and insulating barriers and insulating materials.
- Providing adequate supervision ensuring visible inspections of electric powered tools, equipment and leads prior to use. (See section 7 Company Arrangement).

## **9. WORKPLACE SAFETY**

The Construction (Design and Management) Regulations 2015 set out requirements for a good working environment, for construction activities, that the Company considers to be a minimum standard. The Regulations will be fully complied with, the Company will promote good housekeeping on contract sites and in site offices.

The Director and employees will ensure that working sites are kept as tidy as practicable, that debris is regularly and safely removed and those sites at the end of the day are left in a safe condition.

Operatives must observe site rules set by the Client/Principal Contractor.



## 10. MACHINERY AND EQUIPMENT PROTECTION

The Company recognises that hazardous situations involving machinery and equipment must be controlled in order to avoid injury and damage. Statute Law prescribes a standard of protection that the Company regards as a minimum. The requirements of the Provision and Use of Work Equipment Regulations 1998 will be made known to the appropriate sub contractors and will be complied with at all times. The Director will ensure, by regularly checking site operations, that no new items of machinery or equipment are introduced without his authority or the authority of a consultant specialist.

The Contracts Manager and Foreman will carefully examine and check any item of hired plant or equipment when it arrives on site or is collected from a supplier and no item of hired plant or equipment will be taken into use on site unless it is in good condition and repair. Any item of hired plant or equipment becoming damaged or unserviceable will be taken out of use immediately and arrangements made for its removal from site.

All company owned power tools and equipment will be examined by competent persons every three months and the Director will maintain written records of these examinations.

The Contracts Manager will ensure that all electrically operated tools are used at reduced voltage (110 voltcentre tapped) and particular care will be taken to ensure that cables are adequately protected.

## 11. HAND-ARM VIBRATION PROTECTION

The Company recognises the hazard of hand-arm vibration associated with the use of machinery and equipment this must be controlled in order to avoid injury and damage.

The Director will ensure, that when selecting new items of machinery or equipment to replace old equipment, that they emit lower vibration levels by checking equipment manufacturers' literature for laboratory test vibration levels.

In order to minimise risks the Director will:

- Look for alternative ways of working which eliminate the vibrating equipment altogether.
  - Ensure that employees use the most appropriate equipment for each job.
  - Minimise the time individuals use the equipment e.g. job rotation.
  - Break up periods of continuous equipment use by individuals (introduce other tasks).
  - Design the job so that poor posture (which may cause strain on hands and arms) is avoided.
  - Construct jigs to hold materials or tools.
  - Maintain tools to the manufacturer's specifications to avoid worsening vibration. For example:
    - replace vibration mounts before they are worn out;
    - ensure rotating parts are checked for balance and replace them if necessary;
    - keep tools sharp.
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The Director shall ensure that employees are informed of:

- potential sources of hand-arm vibration;
- the health effects of hand-arm vibration;
- risk factors (e.g. high levels of vibration, daily length/regularity of exposure);
- how to recognise and report signs of injury;
- ways to minimise risk, including:
- changes to working practices to reduce vibration exposure;
- correct selection, use and maintenance of equipment;
- how to use tools to reduce grip force, strain, etc;
- maintenance of good blood circulation at work, e.g. by keeping warm, exercising fingers and not smoking.

## **12. WELFARE AND FIRST AID**

As well as the provision for a first aid kit provided in the Company offices each installation vehicle carries a first aid kit suitable for the work and number of persons on work site. As first aid equipment is used, replacements are requested from the Director, who is responsible for maintaining a store.

Welfare arrangements – e.g. toilets, washing, resting, provision for heating food and making hot drinks and the provision of drinking water are provided by the Director in accordance with the Workplace (Health, Safety and Welfare) Regs 1992 and Construction (Design and Management) Regs 2015.

## **13. VEHICLES**

All drivers are required to inform the Director should they be involved in a Road Traffic Accident, and of any incident resulting in a court imposing 'Penalty-Points' on the driver's license or disqualification. Road Traffic Accidents are subject to Euro Windows Accident Reporting Procedure for industrial accidents.

Drivers are to ensure they comply with maintenance arrangements. Any reduction in performance or defect which is likely to infringe Road Traffic law or safety must be rectified as soon as possible. No vehicle should be driven if its condition makes it unsafe or infringes the law.

13.1 Drivers are responsible for ensuring that all goods, materials and equipment are secured at all times whilst the vehicles are in motion.

13.2 All drivers and passengers must use seat belts.

## **14. ACCIDENT REPORTING (RIDDOR)**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR) require formal reporting to the enforcing authority, either the HSE or the Local Authority, of certain incidents.

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It is Company policy that any incident, occurrence, or accident is investigated and reported on, regardless of whether it falls under RIDDOR or not.

Any employee, self-employed person, subcontractor, visit etc shall notify their Foreman, or their immediate supervisor (if in the office or workshop), of any injury, incident or damage caused to or by them, however minor or trivial it may at first seem.

The Site Foreman, or supervisor, shall ensure, if possible, that work is stopped at the incident area to allow investigation.

They shall immediately contact the relevant Contracts Manager or, if unavailable, the Safety Director, who will decide and advise whether the incident is reportable under RIDDOR or not.

If the incident comprises a death, major injury, or dangerous occurrence the Site Foreman shall telephone and notify the local enforcing authority office. The Site Foreman shall take photographs, make dimensioned sketches of the incident area and take statements of names, addresses and telephone numbers of the person(s) involved or of any witnesses.

The Site Foreman shall complete the internal accident/incident report, the accident book B1510 and form F2508, if applicable, promptly and submit to the Contracts Manager, remembering that it is better to record all available information quickly before it is forgotten, as insurance companies or enforcing authorities may well require more information than is first thought relevant.

The Contracts Manager or responsible Director shall forward the F2508 to the enforcing authority after taking a copy for company records, or write to the subcontractor informing them of their responsibilities.

Internal accident investigations shall be undertaken by competent persons, namely the Site Foreman, Contracts Manager, responsible Director or external Safety Advisor, dependent on the severity of the incident. All RIDDOR reportable incidents will be investigated by the external Safety Advisor.

The results of incident investigations shall be retained by the responsible Director. Reportable Diseases shall be notified and records retained by the responsible Director.

## **15. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM)**

Principal Contractor

### **CDM Regulations 2015 – Project Management Team’s Duties, Procedures and Arrangements**

Below is the main criteria set out by the CDM 2015 Regulations Approved Code of Practice which is required to be complied with by the Project Management Team. For assistance with these arrangements, contact the Company Safety Advisors.

1. Ensure that Clients are aware of their duties.
2. Ensure that a Principal Designer has been appointed.
3. Ensure the HSE are notified before the project starts, where applicable.
4. The Project Management Team must ensure that Designers and Sub-Contractors who may be engaged on the project are competent and adequately resourced.
5. Ensure that Company Personnel are competent to address the Health & Safety issues likely to be involved in the management of the construction phase of a project.

6. Ensure that the construction phase of a project is properly planned, managed and monitored with adequately resourced competent Site Management appropriate to the risks and activities involved in the project.
7. Ensure that every Sub-Contractor and self-employed person who will be involved on the project is informed of the minimum amount of time in which they will be allowed for planning and preparation before they begin work on a site.
8. Ensure that all Sub-Contractors are provided with the information about the project they will need to enable them to carry out their work safely and without risks to health.
9. The Project Management Team are to provide copies of, or access to relevant parts of the Construction Phase Plan and other information to Sub-Contractors, including self-employed, in time for them to plan their works.
10. Information requests from Sub-Contractors are required to be met promptly.
11. Ensure safe working, co-ordination and co-operation between the Project Sub-Contractors.
12. Ensure that suitable Construction Phase Plans are prepared before construction works commence.
13. The Project Management Team are to liaise with the CDM Co-ordinator on design carried out during the construction phase of a project, including design by specialist Contractors. Appropriate information must be included in the Construction Phase Plan.
14. The Project Management Team are to develop the Construction Phase Plans for projects. This will involve discussions and where necessary, the exchange of information with Sub-Contractors affected by the works. Safety arrangements must be communicated to Sub-Contractors.
15. The Project Management Team must ensure that all appropriate safety measures are implemented on this project.
16. Construction Phase Plans are to be kept up-to-date as projects progress by the Project Management Team and Sub-Contractors.
17. Ensure suitable and sufficient welfare facilities are provided for the project from the start of the construction phase.
18. Take reasonable steps to prevent unauthorised access to the site.
19. Prepare and enforce any necessary site rules.
20. The Project Management Team are to provide the CDM Co-ordinator promptly with any information relevant to the Health & Safety File for the project.
21. Ensure that all site personnel are provided with suitable Health and Safety Induction, information and Training.
22. Ensure that the workforce is consulted in relation to the projects Health & Safety matters.
23. Display the projects F10 Notification on the site information board.

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## 15.2 Co-operation and Coordination

Good co-operation and co-ordination of work between all of the parties involved in a project is essential if risks are to be identified early on and properly controlled. When appointed as Principal Contractors we shall take the lead and actively encourage co-operation and co-ordination between contractors from an early stage. A team approach involving the client, designers, contractors and even manufacturers who work closely together will often produce the best results. This allows the client, designers, contractors and facilities management experts, together, to identify the best solution for the client's needs, taking account of the practicalities of construction work, maintenance and use.

PRINCIPAL CONTRACTOR CDM CO-OPERATION AND CO-ORDINATION PROCEDURES		
Duty	How implemented	By Whom
The principal contractor has a duty to ensure safe working and co-ordination and co-operation between contractors.	Through site supervision and management site inductions and through daily communication with all on site. Give site induction training and tool box talks.	Contract Manager and site foreman.
This is an essential process to ensure that all contractors working on the project are aware, on an ongoing basis, of what is expected of them, when it will be done and how. It also serves to clarify what risks may arise from the activities of others working nearby. Where there are shared facilities (for example use of scaffold) then this can be agreed so that no unexpected risks are created,	Through site supervision and management, site inductions and through daily communication with all on site.	Contract Manager and site foreman.
Planning for co-ordination and co-operation is usually addressed by holding regular co-ordination meetings throughout the project and when any key activity, such as a new phase or activity commences.	Regular meeting to take place between the Contracts Manager, the Client and the design team on site.	Contract Manager,
Major decisions should be recorded via minutes or a file note and made available to everyone who needs to know of such decisions.	Major decisions affecting the design and the construction methods shall be recorded by the Contracts Manager and communicated to the site foreman and those affected by the changes.	Contract Manager.
Consideration should be given to those invited to attend. As an example, whilst it is essential that CDM co-ordinators are present at meetings relating to design, it may be good practice to involve them in other meetings or let them have relevant minutes so they can keep abreast of developments with the project and fulfil their duties. It must be clearly understood that the principal contractor must manage the project and the CDM co-ordinators must only deal with parties contracted to the principal contractor via them, It is not necessary for all parties to attend every meeting and attendance should be selective.	The relevant parties shall be invited to attend all meetings, if they decline to attend, any decisions arrived at during the course of the meeting shall be circulated in the form of minutes to the non attendees via email or post.	Contract Manager.
Principal contractors need to recognise that from time to time they may need help from a party or parties outside of the regular project team if there is a need for specific expertise.	Should there be a need to bring in specialists outside the regular project team i.e. Transport for London, utilities, police representatives etc. then this shall be arranged.	Contract Manager.



If there are other projects on the same or neighbouring sites (for example adjacent units on the same industrial estate) then the co-operation and co-ordination will extend to those involved with such projects. If this need can be identified early on, the risks that one project may cause for the other can also be identified and addressed in the early stages of project planning. If potential problems are not identified until the actual work has started they can be much more difficult to address.

Good, timely communication is essential to co-operation and co-ordination of activities. Information about risks and precautions needs to be shared sensibly (i.e. relevant information, not everything) when it is needed to plan and manage work. Drawings can be used to highlight hazards or unusual work sequences identified by designers, with advice on where to find more information, if required. Induction training and toolbox talks help to ensure workers understand the risks and precautions, and are a good opportunity to inform workers of site rules or any special risks relating to the project.

### 15.3 Construction Phase Plan

When drawing up the construction phase plan, we shall consider each of the following topics. Information should be included in the plan where the topic is relevant to the work proposed. The plan sets out how health and safety is to be managed during the construction phase. The level of detail should be proportionate to the risks involved in the project.

Description of project

- (a) project description and programme details including any key dates;
- (b) details of client, Principal Designer designers, principal contractor and other consultants;
- (c) extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

Management of the work

- (a) management structure and responsibilities;
- (b) health and safety goals for the project and arrangements for monitoring and review of health and safety performance;
- (c) arrangements for:
  - (i) regular liaison between parties on site,
  - (ii) consultation with the workforce,
  - (iii) the exchange of design information between the client, designers, Principal Designer and contractors on site,
  - (iv) handling design changes during the project,
  - (v) the selection and control of contractors,
  - (vi) the exchange of health and safety information between contractors,
  - (vii) site security,
  - (viii) site induction,
  - (ix) on site training,

- (x) welfare facilities and first aid,
  - (xi) the reporting and investigation of accidents and incidents including near misses,
  - (xii) the production and approval of risk assessments and written systems of work;
- (d) site rules (including drug and alcohol policy);
- (e) fire and emergency procedures.

#### Arrangements for controlling significant site risks

(a) Safety risks, including:

- (i) delivery and removal of materials (including waste\*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,
- (ii) dealing with services water, electricity and gas, including overhead power lines and temporary electrical installations.
- (iii) accommodating adjacent land use,
- (iv) stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,
- (v) preventing falls,
- (vi) work with or near fragile materials,
- (vii) control of lifting operations,
- (viii) the maintenance of plant and equipment,
- (ix) work on excavations and work where there are poor ground conditions,
- (x) work on wells, underground earthworks and tunnels,
- (xi) work on or near water where there is a risk of drowning,
- (xii) work involving diving,
- (xiii) work in a caisson on compressed air working,
- (xiv) work involving explosives,
- (xv) traffic routes and segregation of vehicles and pedestrians
- (xvi) storage of materials (particularly hazardous materials) and work equipment,
- (xvii) any other significant safety risks;

(b) health risks, including:

- (i) the removal of asbestos,
  - (ii) dealing with contaminated land,
-

- (iii) manual handling,
- (iv) use of hazardous substances, particularly where there is a need for health monitoring,
- (v) reducing noise and vibration,
- (vi) work with ionising radiation,
- (vii) exposure to UV radiation (from the sun),
- (viii) any other significant health risks.

#### The Health and Safety File

- (a) layout and format;
- (b) arrangements for the collection and gathering of information;
- (c) storage of information.

### **5.10 OFFICES**

The Company is fully aware of the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and will ensure compliance with the code. Display screen equipment operators are given the opportunity of receiving free eye tests. Regular assessments will be carried out of office accommodation and machinery to ensure that no hazards exist. Portable office equipment will be regularly inspected for faults and details of the inspections recorded.

The Workplace (Health, Safety & Welfare) Regulations set out requirements for a good working environment, for non-construction activities and premises, that the Company considers being a minimum standard. The regulations will be fully complied with, the Company will promote good housekeeping at all times in all workplaces..

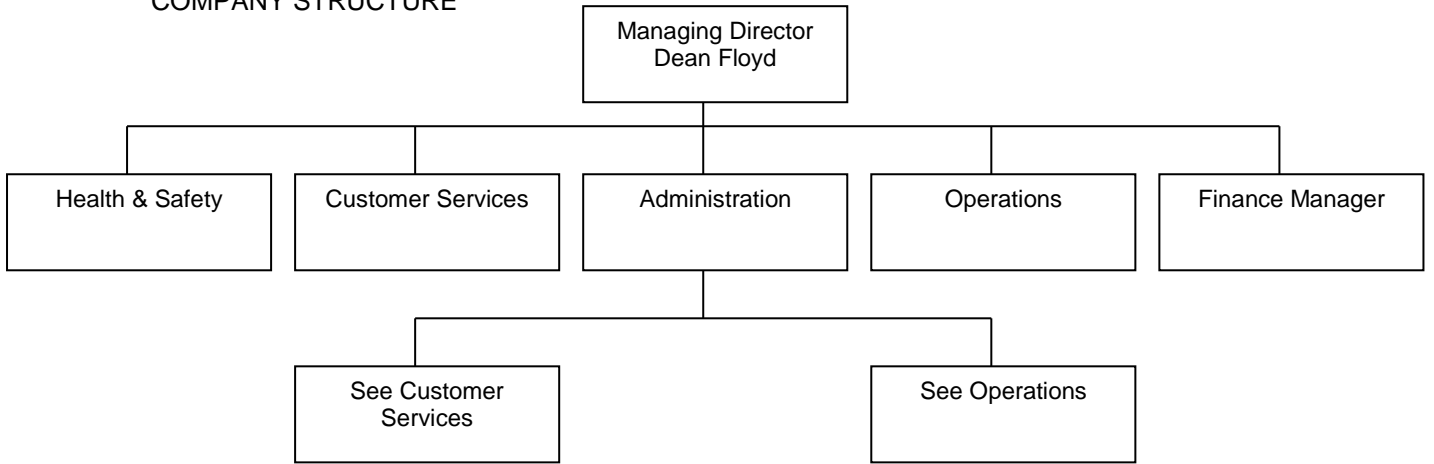
### **5.11 STORAGE AREA**

The Company has an area for the inward and outward movement of materials used as part of the Company activities. The Director shall ensure that the following practices are adhered to:

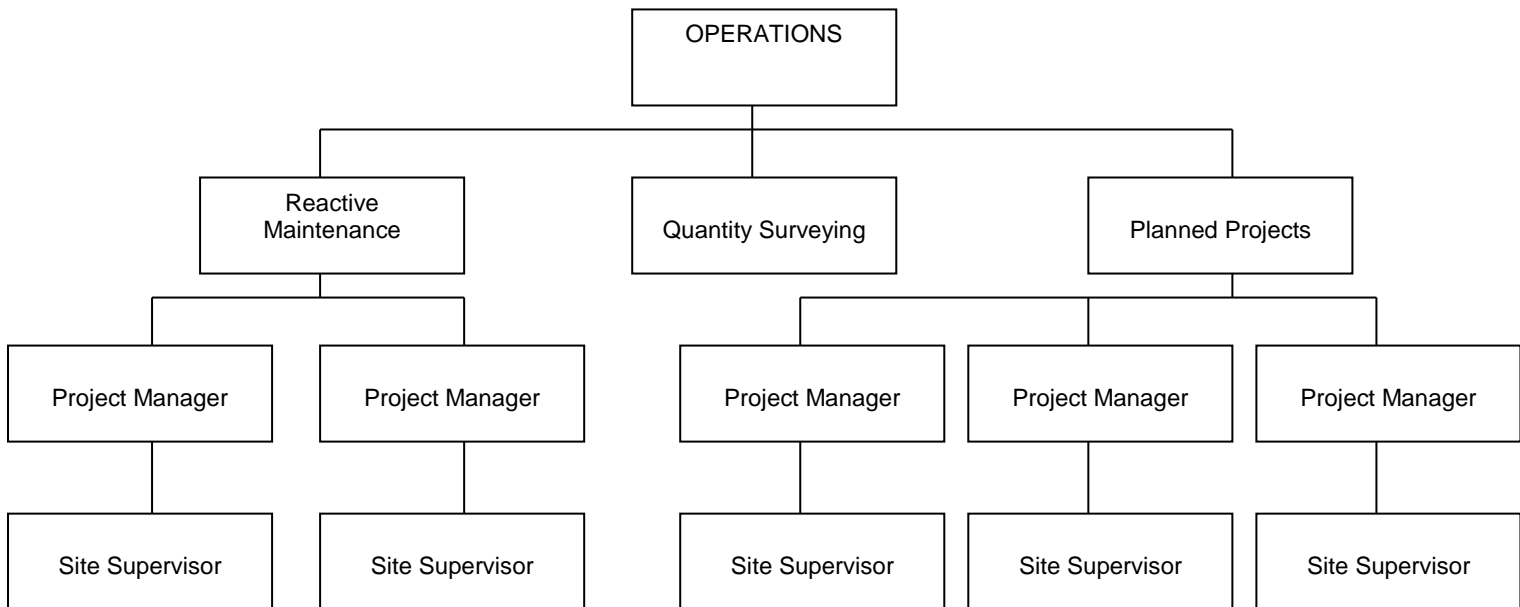
- All goods are to be stacked in a tidy and safe manner.
  - In external areas, goods are to be securely roped or similarly supported to prevent them being blown or knocked over.
  - Ensure all access ways are kept free of obstructions.
  - Goods are not to be stored or left in such a way as they may endanger any person in the vicinity.
  - Keep areas clean and tidy.
  - Care should be taken to avoid fire risk. Flammable items are to be stored in accordance with manufacturers' instructions.
-

## 6. Organisational Charts

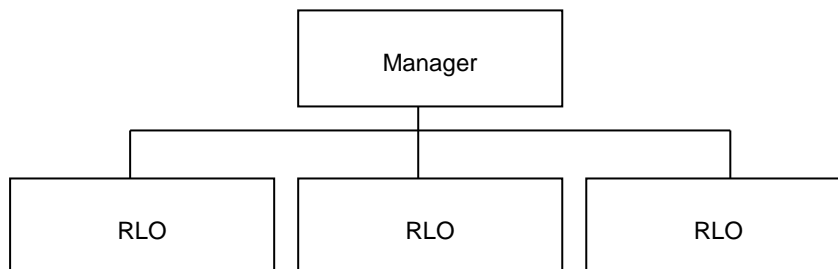
### COMPANY STRUCTURE



### OPERATIONS



### CUSTOMER SERVICES



## 19. Company Arrangements On Site

### A GENERAL CONSTRUCTION HAZARDS

- A1 GENERAL
- A1.1 Overhead cables
- A1.2 Site tidiness
- A1.3 Occupied premises

### A2 ACCESS

- A2.1 Scaffolding
- A2.2 Mobile tower scaffolds
- A2.3 Ladders
- A2.4 Trestles and staging
- A2.5 Mobile elevating work platforms
- A2.6 Roofwork

### A3 PLANT AND EQUIPMENT

- A3.2 Hand tools
- A3.3 Electrical tools
- A3.4 Cartridge tools
- A3.5 Abrasive wheels

### A4 EXCAVATION

- A4.1 Underground services
- A4.2 Excavations

### A5 SPECIAL RISKS

- A5.1 Permit to work
- A5.2 Confined spaces

### B HEALTH HAZARDS

- B1 ASBESTOS
- B2 NOISE
- B3 VIBRATION
- B4 DUST

### C PERSONAL PROTECTION

- C1 PROTECTIVE CLOTHING AND EQUIPMENT
- C2 MANUAL HANDLING AND LIFTING

### A GENERAL CONSTRUCTION HAZARDS

- A1 GENERAL
- A1.1 Overhead cables

#### Planning

- The Contracts Manager/Foreman shall plan any works necessary near overhead electric distribution cables, or railway power lines, to avoid accidental contact.

#### Controls

- The Contracts Manager shall liaise with the owner/operator of the cables
- The Contracts Manager/Foreman shall ensure, as far as possible, that works are carried out away from the cables, and that no vehicles, plant, or equipment are brought closer than within
  - 15m of overhead lines suspended from steel towers, or

- 9m of overhead lines supported on wooden poles and that barriers, surmounted by coloured bunting, are erected parallel to the cables, to demarcate them.
- Shall, if operations need to be carried out within these distances, or passage is required under the cables, and it is not possible for the operating authority to divert or make dead the cables, ensure that for passage: the area for passage shall be as small as possible, and no more than 10m wide. The passageway shall be clearly defined, both sides of the cables, by fencing barriers and goal posts erected across the width of the passage, to a height specified by the operating authority. The goal posts shall be rigid and non-conductive material, and be distinctly marked. Warning notices shall be positioned in advance of the barriers.

### **A1.1 Site tidiness**

#### **Planning**

- The Contracts Manager/Foreman shall plan the site layout, to allow for access routes, and ensure that deliveries are programmed so that excess materials are not stored on site, and that storage areas, compounds and site security/fencing are defined.

#### **Controls**

The Contracts Manager/Foreman shall ensure that

- all operatives are aware of the need to maintain the site in a tidy and safe condition
- access and egress to the site and individual working areas is kept clear and safe
- storage areas are prepared, and materials called off in quantities that will not overload the storage capabilities
- all waste is cleared as work proceeds, and is disposed of regularly
- all openings in floors are securely fenced, covered and clearly marked/signed
- adequate artificial lighting is provided, if required
- welfare facilities are maintained and kept clean
- nails are removed from timber before stacking
- loose materials are returned to the storage areas, as soon as they are not required at the workplace
- electrical leads are routed or protected, to avoid being tripped over or damaged
- materials and debris are not thrown from scaffolds or work platforms
- rubbish is not burnt on site

### **A1.3 Occupied premises**

#### **Planning**



- The Contracts Manager/Foreman shall plan the works, so as to cause the least risk, disruption and inconvenience to the occupiers, visitors, or members of the public.

### **Controls**

- The Contracts Manager/Foreman shall liaise closely with the occupiers, to ensure they, and particularly children, are aware of the nature of the works and the risks therein.
- Shall ensure that the occupiers means of access and escape are maintained, and any additional temporary measures necessary, are provided.
- Shall ensure, as far as practicable, that working areas are segregated from occupied areas, by the means of fencing, temporary partitions etc.
- Where working areas cannot be segregated by a physical barrier, shall ensure that the occupiers are warned and understand the dangers of the works, and keep as far away from the works as possible.
- The Contracts Manager/Foreman shall ensure that occupiers services and fire alarm systems are maintained throughout the works, by temporary means if necessary.
- Shall ensure that any necessary dust barriers, ventilation systems etc, are provided and maintained.
- Ensure that any specified noise limits are complied with, and in any case, ensure that noise levels are minimised.
- Shall ensure that sufficient danger/warning signs are displayed, to warn occupants, visitors, and members of the public of the work.

### **A.2 ACCESS**

The Working at Height Regulations 2005 include the following requirements

- All working at height is properly planned
- Those involved are competent
- The risks from work at height are assessed and appropriate equipment is used
- Risks from fragile surfaces are properly controlled
- Equipment for working at height is properly inspected and maintained.

#### **In General**

- a general duty to ensure a safe place of work, and a safe means of access to and from that place of work, at ground level or at height
  - prevent falls from any height, by physical precautions or, where there is not possible, by providing equipment that will arrest falls
  - ensure that there are physical precautions to prevent falls through fragile materials
  - erect access equipment, harnesses under the supervision of a competent person
  - where necessary, to protect people at work and others, take steps to prevent materials or objects from falling
-

## **A2.1 Scaffolding**

### **Planning**

The Contracts Manager shall plan the scaffolding requirements for the project including, its intended purpose, the loadings to be imposed, and the requirements for debris netting, sheeting, brickguards, ladder access, fans over entrances etc, and provide same to the scaffolding subcontractor, together with any site wide, or overlapping issues to be taken into account.

### **Controls**

- The Contracts Manager shall ensure that all scaffolding is designed, erected, altered (if required), and struck by competent, specialist subcontractors, utilising trained personnel and working in accordance with EN 12811 and the Working at Height Regulations 2005.
- The Foreman shall obtain a handover certificate from the scaffolding subcontractor upon completion, and ensure that sufficient 'scaffolding incomplete' warning notices are displayed whilst erection or stroking is in progress.
- Shall be trained to be competent in inspecting scaffolds.
- Shall inspect the scaffold, and record the findings of the inspection, before it is used for the first time, and thereafter in accordance with the Working at Height Regulations 2005
- In addition, the Foreman shall check:
  - That any debris netting, brickguard, or sheeting is not damaged, and fixed securely.
  - Any fencing, or other measure, to secure the perimeter of the scaffold is intact and secure.
  - No unauthorised alterations have taken place.
  - Handrails are between 950mm and 1150mm in height, toeboards are at least 150mm high, and the gap between guardrails and toeboards does not exceed 470,
  - Unauthorised access, particularly by children, is prevented, at the end of each working day.





## A2.2 Mobile tower scaffolds

### Planning

- The Contracts Manager/Foreman shall ensure, before using a mobile tower, that it can be safely used on site by taking into account ground/floor conditions, height restrictions, and the type of work.

### Controls

- The Contracts Manager/Foreman shall ensure that the manufacturers' instructions, provided by the hirer, for the erection, use, and dismantling of the tower are followed.
- Operatives shall ensure that the tower is vertical and its rests on firm level ground before use.
- Shall ensure that the wheels are locked, stabilisers are fitted and secure, and that the height, of the tower to platform level, to the least base size ration does not exceed
  - 3:1 for external towers, or
  - 2.5:1 for internal towers,unless it is tied to the structure it is serving
- If the tower is to be moved, it shall be dismantled such that the height to base ratio does not exceed 2,5:1.
- Operatives shall ensure that the internal ladders are used for access.
- Shall ensure that edge protection guardrails and toeboards are provided on working platforms
- The Contracts Manager/Foreman shall inspect the tower, and record the findings of the inspection, in accordance with the Working at Height Regulations 2005
- Operatives shall ensure that ladders are not footed on the working platform and that no other horizontal loads which could tilt the tower are applied, and that the working platform is not overloaded.
- Shall, when moving a tower check that there are no power lines or overhead obstructions, check that there are no holes or dips in the ground, not allow people or materials to remain on the tower.

## A2.3 Ladders/steps

### Planning

- The Contracts Manager/Foreman shall ensure that ladders/steps are primarily, only used for access to a workplace, and not as a workplace themselves.
  - Shall consider all other available means of access, towers, mobile access platforms etc, before using a ladder/steps as a workplace, and only if essential shall a ladder be used, and only then for short-term (less than 30 minutes), light work that can be reached without stretching.
-

## Controls

- The Contracts Manager/Foreman shall ensure that ladders/steps are inspected before use, to check that the stiles are not damaged, buckled or warped, no rungs are cracked or missing, and any safety feet are not missing. No ladders that are painted, or meant for DIY use, shall be used.
- Operatives shall ensure that the ladder is secure and safe before use, even if only for a short time, by
  - The ladder resting on a firm, level surface
  - The ladder being angled at one out of every four up
  - The top of the ladder resting against a solid surface, using a ladder stay if necessary
  - The top of the ladder being fixed at the top (or if not possible, at the base), if more than 3m long, or it is used as access to a workplace
  - If the ladder cannot be fixed, a second person footing it – this also applied while the ladder is being fixed
  - The ladder extending a sufficient height (about 1m) above any landing place, where people will get on and off it, unless some other adequate handhold is available
  - Providing sufficient landing places, where ladders are used in a run measuring a vertical distance of more than 9m.

The Contracts Manager/Foreman shall ensure that operatives carry light tools in a shoulder bag, or holster attached to a belt, so that both hands are free for climbing, and that heavy or bulky loads are not carried up or down ladders.

- The legs of stepladders shall be positioned as far apart as the retaining cord or hinges allow. With all four legs firmly and squarely on the ground.
- When using stepladders the knees of the person using them must be kept below the top of the steps.
- The top of the step must not be used as a working platform, unless it has been constructed as a platform with secure handholds.

## A2.4 Trestles and staging

### Planning

- The Contracts Manager/Foreman shall consider use of other means of access, towers, mobile access platforms etc, before using trestles and staging as a working platform, and in any case trestles and staging shall only be used for light, short term work.

### Controls

- The Contracts Manager/Foreman shall ensure that trestles and stagings are inspected, before use, for damage to the cross bearers, hinges, and stiles.
- That trestles and stagings are not used in situations where anyone can sustain a person injury,
- That only lightweight staging, at least 600mm wide, is used to form the platform, which should be positioned no more than two thirds up the trestles, and a separate means of access (e.g. step ladder) is provided.
- The Contracts Manager/Foreman and operatives shall ensure that the trestles are sited on a firm, level base.

## **A2.5 Mobile elevating work platforms**

### **Planning**

The Contracts Manager/Foreman shall ensure that an MEWP can be safely operated on the site, and is suitable for the intended work, and that the intended operator is trained in its use.

### **Controls**

- The Contracts Manager shall ensure that the MEWP is hired from a competent company, which provides handover information, including how to deal with power failure emergencies, how to operate, check and maintain the equipment, and stating its safe working load.
- That the MEWP is equipped with guardrails and toeboards, and shall provide sufficient safety harnesses, with lanyards for the operatives to attach to the platform.
- That the hire company trains the intended operator in the machines use, or undertakes refresher training as necessary, if the operator is already trained.
- The Contracts Manager/Foreman shall take delivery of the MEWP and ensure that the above three items are carried out and complied with.
- Shall ensure that the MEWP is operated only in areas where there are no overhead cables or obstructions, with which it may make contact.
- That the MEWP is operated on firm and level ground, (unless it is a rough terrain machine, in which case the manufacturers limitations shall be adhered to), its tyres are properly inflated, and any outriggers are extended and chocked as necessary before raising the platform.
- That the area the MEWP is operated in is clear of other plan and operatives, and that the knuckle or elbow of the arm does not protrude into a traffic route.
- Shall ensure that the MEWP is not moved with the platform in the raised position, unless it is designed so to do.
- Shall check, at the end of each day that the platform is cleared of tools and equipment, all power has been switched off, the MEWP is secured and not accessible to vandals or trespassers.

## **A2.6 Roof work**

### **Planning**

- The Contracts Manager/Foreman shall plan the access requirements and protective measures requires, taking into account the nature and scope of the work, and the persons/members of public exposed to risk.

### **Controls**

- The Contracts Manager/Foreman shall ensure that a safe means of access to and from the roof is provided and used, usually by means of a general access scaffold with a working platform at eaves level. For short duration works (less than 2 hours) the access may be provided by ladder, provided it is tied to prevent slipping when transferring to a roof ladder.
-

- Shall ensure that, unless the work is of a short duration (less than 2 hours) and there is no risk to persons below, adequate edge protection is provided in the form of guardrails and toeboards, with a maximum gap not exceeding 470mm, and that brick guards are used if necessary.
- Shall ensure that a safe means of moving across the roof is provided and used, roof ladders or crawling boards to spread the weight of operatives and materials, and that sufficient warning signs are displayed in the vicinity of fragile roofs.
- The Contracts Manager/Foreman shall ensure that openings in the roof and rooflights are protected by barriers, or labelled covers which cannot be dislodged.
- Shall ensure that materials/debris are not thrown from the roof or scaffold, but are lowered in suitable containers or via a debris chute.
- That operatives and members of the public at ground level are protected from the works, by means of fencing, provision of brick guards, sheeting or boarding to the work platform, fans etc, as necessary.
- That work is stopped during adverse weather conditions (snow, ice, high wind etc).

### **A3 PLANT AND EQUIPMENT**

#### **A3.2 Hand tools**

##### **Planning**

- The Contracts Manager/Foreman shall plan the small tools requirements for the contract, and shall ensure that operatives are competent in their use, or are trained to be competent.

##### **Controls**

- The Contracts Manager/Foreman shall ensure that the correct tools, for the job in question, are used.
- Operatives shall ensure that hand tools are kept clean, cutting edges are kept sharp and are regularly checked for wear or damage
- Shall ensure that only properly insulated and non-conductive tools are used near electrical apparatus, and that the current is switched off, if possible.

#### **A3.3 Electrical tools**

##### **Planning**

- The Contracts Manager/Foreman shall plan the electrical tool requirements for the contract and shall ensure that operatives are competent in the use of electrical tools, or are trained to be competent.

##### **Controls**

The Contracts Manager/Foreman shall apply the following controls to portable electric powered tools and equipment, lighting and electrical leads:

- Three monthly inspection and test
-

- Only 110V, portable electrical tools, including lighting are permitted, except on domestic premises or with the agreement of the Client
- Inspection for damage prior to daily use by operatives on site
- Protection – especially cables and leads – from mechanical damage
- Routing of cables and leads, or protection, against tripping hazards
- Electric bulbs will be caged, when used on portable leads.

Cables and leads are frequently subjected to arduous conditions and damage. Precautions to be taken by operatives include:

- The protection of leads and cables from mechanical wear and abrasion
- The protection of cables and leads from heat sources
- The minimisation of tripping hazards
- Regular inspection of leads and connections
- Placing no mechanical stress on leads and cables
- Fuse ratings must not exceed cable rating
- Leads and cables should be carefully coiled for transportation
- Never exceed the rating of cables coiled on reels

Earth current devices provide protection in the event of a live conductor to earth fault. No protection is provided by these devices in the event of a live to neutral fault. These devices should be protected from damage specifically during dismantling on the completion of work and transportation.

### **A3.4 Cartridge tools**

#### **Planning**

- The Contracts Manager/Foreman shall plan the requirements for cartridge operated tools, ensure that only indirect acting (low velocity) tools are used, and that the hire company provides adequate information on the use and maintenance of the tool.
- Shall ensure that only properly trained, certified persons over the age of 18 operate cartridge tools. In addition, as cartridges are colour coded, operators must not suffer from defective colour vision.

#### **Controls**

- The Contracts Manager/Foreman shall ensure that cartridges and tools are kept under lock and key, in a cool, dry place, and only issued to the competent operator for use.
- Shall ensure that only the manufacturers (of the tool) cartridges and fixings are used.
- The Contracts Manager/Foreman and operator shall ensure that:
  - The tool is in good condition, and all guards are secure and intact

- The tool is not used off ladders or other areas where the recoil may throw the operator off balance
- The tool is not used where there is a risk of fire or explosion
- The area behind the work is cleared of other personnel, or shields are erected against ricochets and splintering
- The tool is thoroughly cleaned and lubricated after each period of usage any defects are reported immediately

### **A3.5 Abrasive Wheels**

#### **Planning**

- The Contracts Manager shall ensure that abrasive wheel machines are hired from companies who maintain them in accordance with the regulations, and who provide adequate information on their use and maintenance.
- Shall ensure that operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used and their names are entered in the register F2346. If necessary the Contracts Manager will report to the responsible Director who will arrange the training of further employees.
- The Contracts Manager/Foreman shall ensure that operatives are competent in the use of abrasive wheels, or are trained to be competent.

#### **Controls**

- The Contracts Manager/Foreman shall ensure that only operatives who are certified mount abrasive wheels.
- Shall ensure that all guards, attachments and the like are firmly fixed, and in good condition
- They shall ensure that the proper size and type of wheel or disc for the type of tool is used
- That a Hot Work Permit system maybe used in conjunction with abrasive wheels
- Take all reasonably practicable steps to ensure that the floor, where portable abrasive wheels are used, us kept in condition, kept free of loose material and not slippery
- They shall ensure that any defects are reported immediately.

## **A4 EXCAVATIONS**

### **A4.1 Underground services**

#### **Planning**

- The Contracts Manager/Surveyor shall obtain service plans from the relevant utilities, electricity (remembering that street lighting cables may belong to local authorities), gas, water, telephone, and cable television prior to commencing any contract involving excavation works.



- The Contracts Manager/Surveyor shall ensure that the plans received are understood by Foreman, and will transfer the information onto site layout plans if necessary.

### **Controls**

- The Contracts Manager/Foreman shall ensure that services, if possible, are made dead or diverted, prior to commencing works.
- They shall ensure that an emergency plan is in place, prior to commencing works, to deal with damage to services, including notifying the service authority concerned, and evacuation procedure.
- The Contracts Manager/Foreman shall ensure that all services are treated as live, unless it is known otherwise.
- Shall ensure that no excavation work commences until the services within the vicinity have been located by reference to the plans provided by the utility companies visual inspection of the ground to locate manholes, valve covers, street lights etc. the use of cable avoidance tools, remembering that plastic pipes will not be located, hand digging alongside the service using spades or shovels to locate it, with final exposure being by horizontal digging the line of services to be marked on site using crayon, chalk, or paint, or wooden pegs, not steel pins or spikes.
- The Contracts Manager/Foreman shall ensure that exposed services are supported, to prevent them being damaged.
- Shall ensure that no hand held power tools, or excavating machinery, are used within 0.5m of service lines.
- Shall ensure that any suspected damage to services, however minor is reported.
- Shall ensure that backfilling around pipes, or cables, is carried out with fine material, and any warning tapes or markers are replaced.

## **A4.2 Excavation**

### **Planning**

- The Contracts Manager and Site Agent/Foreman shall assess the excavation requirements, taking into account any site investigation details available, soil tests or trial holes, the presence of ground water, the method of excavation to be used, the location of nearby existing structures and the method of any necessary support, although preferably the excavation sides should be battered.
- The Contracts Manager and Site Agent/Foreman shall ensure that all necessary timbering, trench sheets, props, baulks etc. are available, on site, before excavation commences.

### **Controls**

- The Contracts Manager and Site Agent/Foreman shall identify the type of ground, by trial pitting, prior to commencing works if this information was not given within the contract documentation.
  - They shall ensure that any non standard support systems are designed by a competent person.
-

- They shall ensure that any structures which may be undermined by the excavation are supported by systems, which are designed by a competent person.
- The Site Agent/Foreman shall ensure that all underground services are located and that there is sufficient headroom for any mechanical excavation plant to be used.
- Shall ensure that support systems are installed, or battering is undertaken, as the excavation progresses, and that work at the face is never ahead of the supports.
- Shall ensure that sufficient ladders are available for access and egress.
- Shall inspect the excavation at the start of each shift, and record the findings.
- Shall ensure that spoil heaps, materials, plant, or vehicles are kept at least 1m from the edge of the excavation.
- Shall ensure that the excavation has edge protection, in the form of a toe board, and that stop blocks are provided, to prevent vehicles or plant over-running into the excavation.
- Shall ensure that edges of excavations deeper than 2m are protected by substantial barriers to prevent people falling in. In addition, if members of the public are able to approach the excavation then the excavation shall be fenced off.
- Shall ensure that diesel or petrol engines are not operated in or near the excavation, without adequate ducted or forced air ventilation.

## **A5 SPECIAL RISKS**

### **A5.1 Permit to work**

#### **Planning**

- The Contracts Manager shall ascertain whether works are subject to permit to work systems.
- Shall instigate a permit to work system when working on high risk electrical installations.
- Shall instigate a confined space permit to work system.
- The Contracts Manager shall ensure that they instigate a permit to work system.

#### **Controls**

- The Contracts Manager/Foreman shall ensure that permit to work systems are understood and complied with by the operatives concerned.

### **A5.2 Confined spaces**

#### **THE CONFINED SPACES REGULATIONS 1997**

Wherever possible entry into confined spaces will be avoided; however where this cannot be avoided, following the three steps below will help to ensure that work is without significant risk.





1. Find out as much information about the confined space as possible, including details of any previous contents and their associated hazards.
2. Never enter a confined space without a carefully prepared safe system of work and without a rescue plan that does not put rescuers at risk.
3. Always prepare thoroughly for work and adhere strictly to the rules of any permit to work system that applies.

### **Planning**

- The Contracts Manager shall assess the requirements for work in confined spaces, such as tanks, ducts, silos, manholes, pipelines, sewers, underground chambers, excavations, rooms with little or no ventilation, and if the works cannot be avoided, or tackled some other way, shall instigate a permit to work system.
- Shall produce a risk assessment and method statement, applicable to the works to be carried out within the confined space. The safe system of work shall incorporate, testing the atmosphere prior to entry, continuous monitoring in the work space, and maintaining contact between the operative and the attendant, in free air, who is trained to carry out emergency procedures.
- Shall ensure that operatives, expected to work in confined spaces, are over 18 years old, preferably under 50 years old, and physically and mentally suitable for the task.
- Shall ensure that all concerned are adequately trained, including supervisors, operatives expected to enter and work within the confined space, operatives who will act as attendants, and operatives appointed to form a rescue team.

### **Controls**

- The Contracts Manager/Foreman shall ensure that the permit to work system, is instigated and complied with.
  - They shall ensure that atmosphere testing is carried out, using chemical detector tubes, oxygen meters, and explosimeters, throughout the volume of the confined space. If it is necessary for someone to enter the space to carry out the test, they shall wear suitable breathing apparatus (not a canister respirator), a safety harness and a lifeline, held by the attendant outside to pull the tester out if necessary, and resuscitation apparatus shall be kept ready for immediate use.
  - The Contracts Manager/Foreman shall ensure that no one enters the confined space without their authority, even in an emergency.
  - Shall ensure that no smoking or naked lights are permitted in or near confined spaces, that only non-sparking tools are used, that no nylon lines or clothing are allowed, and that only flameproof or intrinsically safe electrical tools and lighting are used.
  - Ensure that any forced air ventilation and extraction requirements are instigated.
  - Shall ensure that an adequate and reliable fail safe communication system is specified (not sound, when breathing apparatus is being worn), on the permit to work, and that it is not reliant on a signal to be given by the worker in the confined space. If space allows, a minimum of two people shall enter the confined space when working out of sight of the attendant. In some instances, a regular shout from the attendant to the operative inside the space works well – if no answer is heard the attendant starts the emergency procedures.
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- Shall ensure that other permit to work systems, i.e. hot work are instigated and complied with, if required within the confined space.

## **B Health Hazards**

### **B1 Asbestos**

The Control of Asbestos Regulations 2012, apply.

#### **Planning**

- The Contracts Manager shall assess the likelihood of operatives being exposed to asbestos based materials, by examining the CDM Co-ordinators outline health and safety plan, or consulting the buildings owners to see if asbestos material is known to be present on the site, and by the age of the building – any building constructed or refurbished before the 1980's may contain asbestos materials.
- The Contracts Manager and the Surveyor shall inspect the building or areas of the building, prior to commencement of any demolition, alteration or drilling works, to identify the location, type and condition of any asbestos which could be disturbed, paying particular attention to
  - > boiler and pipe lagging insulation boards
  - > ceiling tiles
  - > stipple or textured coatings
  - > sprayed fire protection or acoustic insulation coatings roofing and cladding sheets
  - > drainage goods
- The Contracts Manager shall assess the information gathered, from the above and, if possible, choose a work method which avoids any disturbance of asbestos containing material, and if this is not possible request instructions from the Contract Administrator and also make an assessment of the likely exposure to airborne dust of employees or others, to ascertain the necessary precautions.
- Shall ensure that all works on asbestos insulation, asbestos insulation board are carried out by licensed asbestos specialist contractors.
- Although there is no requirement for a licence to work on asbestos cement sheet, or with asbestos cement products like ducts and pipework the Contracts Manager shall normally ensure that such works are carried out by a licensed subcontractor, The exemption being where exposure to fibres is low level, for example when removing small numbers (less than 2m<sup>2</sup>) of good condition ceiling tiles or undamaged asbestos cement sheets, or drilling a few holes as part of plumbing or electrical work where disposable respirators may give adequate protection.
- The Contracts Manager shall ensure that Foremans and operatives are trained in the recognition of asbestos products.

#### **Controls**

- The Contracts Manager/Foreman and operatives shall ensure that if asbestos, or suspected asbestos, is discovered, which was not identified during the initial assessment, then work is stopped immediately, and the area is protected to prevent
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further disturbance. Shall contact the Contract Administrator for instructions, and also inform the Contracts Manager.

- Shall ensure that the subcontractor works in accordance with their agreed method statement, and that no unauthorised person enters the work area.
- Shall ensure that, upon completion of the works by the licensed subcontractor, that the area is clean and safe for operatives and others to enter.
- Shall ensure that when the Company removes or works on asbestos materials, in accordance with the procedures outlined in the planning stage
  - the area is cleared of non – involved people
  - the area is cleared of movable objects, and fixed objects are covered with impervious dust sheets
  - the area is segregated with barriers and 'Respirator Area' warning signs are displayed, the asbestos material is dampened down with water
  - any visible dust is vacuumed up before, during and after the works
  - only hand tools are used
  - the operatives, tools, dust sheets etc. are decontaminated by vacuuming totally, and overalls, overshoes, disposable respirators are treated as asbestos waste.
- The Contracts Manager/Foreman shall ensure that any asbestos materials removed by the Company are wrapped and sealed in polythene sheet, marked to indicate the presence of asbestos, and are removed from site by licensed waste carriers in accordance with the Hazardous Waste (England and Wales) Regulations 2005.

## **B2 Noise**

The Noise at Work Regulations 2005, the Control of Pollution (Amended) Act 1989 and the Environmental Protection Act 1990 apply.

### **Planning**

- The Contracts Manager shall assess the noise levels of equipment and plant to be used on the works, from information provided by the hire companies. If required a noise level assessment shall be carried out.
- Shall investigate whether the works can be done by methods not involving noisy equipment, and if this is not possible or involves other risks, e.g. manual handling, vibration white finger, then the quietest equipment available shall be used,

### **Controls**

- The Contracts Manager/Foreman shall ensure that a sufficient quantity of ear protectors are available on site, and that operatives and others exposed to noise, above the action levels, are informed that there is a risk to their hearing, and of the preventative measures to be taken.
- The Contracts Manager/Foreman shall ensure that, as far as practicable, noise is quietened at source, by keeping the covers closed on compressors, fitting mufflers to breakers etc., making sure the silencers on plant are in good order, directing the exhausts of plant away from the work area,

- Shall ensure that, as a general rule, if the operative using the equipment has to shout to a person 2m away to be understood, noise prevention or protection is actioned.
- Shall ensure that ear protection areas are adequately demarcated and signed.

### **B3 Vibration**

#### **Planning**

- The Contracts Manager shall assess whether the works can be carried out by methods which do not involve hand held power tools, particularly pneumatic breakers and disc grinders. If this is not possible, then equipment which can do the job properly, in the shortest time, shall be used.

#### **Controls**

- The Contracts Manager/Foreman shall ensure that equipment is maintained, so that it is properly balanced, has no loose or worn parts, and blades, cutters, points are sharp.
- Shall ensure that operatives take work breaks to avoid long periods on uninterrupted vibration, and keep their hands warm to get a good flow of blood to the fingers by wearing gloves, having hot food or drinks, massaging the fingers.

### **B4 Dust**

#### **Planning**

- The Contracts Manager/Foreman shall assess the likelihood, and quantity, of dust being produced by the works.
- Shall investigate whether the works can be carried out in a way that does not produce dust, or reduced the amount of dust produced, e.g. extraction at the tool.
- Shall plan the screening, and filtered air extraction, arrangements to control dust.

#### **Controls**

- The Contracts Manager/Foreman shall ensure that work areas are kept clear of non involved people, and that any necessary temporary screens and ventilation arrangements are in place, prior to commencing work.
- Shall ensure that extraction at source equipment is maintained and kept in good working order.
- Shall ensure that dust-forming materials are wetted, to suppress the dust.

## **C Personal Protection**

### **C1 Protective clothing and equipment**

The Personal Protective Equipment at Work Regulations 1992 contains general requirements for the provision and use of equipment. However, in practice, these regulations do not apply to hearing protection, head protection, most respiratory protective equipment (RPE) and many types of protective clothing as these items are covered by other regulations:

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- The Control of Lead at Work Regulations 2002
- The Control of Asbestos Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002
- The Noise at Work Regulations 2005
- The Construction (Head Protection) Regulations 1989

The Personal Protective Equipment (EC Directive) Regulations 1992 require all PPE, supplied after 30 June 1995, to carry a 'CE' mark, to indicate that it has been certified by independent inspection bodies.

### **Planning**

- The Contracts Manager shall establish what, and how much, protective equipment and clothing is required for the works, from the prepared risk and COSHH assessments.
- Shall take into account the views of employees, on the comfort and convenience of particular items of protective equipment, before final selection if made.
- Shall plan for the following

#### *Head Protection*

The Construction (Head Protection) Regulations 1989 require that hard hats are provided, and worn, wherever there is a risk of being struck by falling materials, or there is a risk of people hitting their heads. In reality, this will mean that all Company sites are completely hard hat areas with very little exception, mainly within site accommodation, and information on areas where hard hats are not required shall be displayed in writing, normally in mess rooms. The exception to the wearing of hard hats is for turban wearing Sikhs, who are exempt from the requirements.

#### *Foot Protection*

If there is a risk of objects/materials being dropped on peoples feet, or nails or other sharp objects penetrating the sole, then foot protection is required. In reality, this will mean that all Company sites are foot protection areas and safety boots, with toe caps and sole plates shall be worn. Sole plates are not recommended for scaffolders or roofers, due to the lack of feel, but good grip is required. Wellington boots shall be required for employees working in water or wet concrete.

#### *Eye Protection*

Safety, or box, goggles protect from most hazards, dust, chemical or gas, impact from flying objects, sparks. They are also available in 'Molten Metal Splash' approved form. Welding goggles and shields for gas or arc welding.

#### *Ear Protection*

Earplugs for relatively low noise levels, ear defenders for most noise area levels, and noise helmets for areas at the upper end of the harmful zone, above 11 5dB(A). Ear protection shall be selected using the manufacturers' attenuation charts, showing the noise reduction of the equipment over a range of frequencies.

#### *Hand Protection*



The type of protection provided will depend on the hazard and the job to be carried out, e.g. for the handling of small objects, the glove should be flexible to give good dexterity, whereas a glove for heat protection will not have much, if any, flexibility. For most normal site operations, where abrasion and tear resistance is required, leather palmed work gloves shall be used.

#### *Body Protection*

Wet and cold weather clothing, high visibility clothing for works on roads, or for banksmen/signallers, overalls, coveralls as identified in COSHH assessments.

#### *Respiratory Protective Equipment (RPE)*

To be used whenever toxic materials, liable to produce dust, gases, or vapours are being used, or are present, and to protect against nuisance dust. If the environment is going to be oxygen deficient, e.g. in confined spaces, breathing apparatus will be required, whereas if sufficient oxygen is present respirators will be used.

Selection of equipment depends upon its efficiency to remove contaminants, known as its nominal protection factor (npf). The absolute minimum npf required can be obtained by dividing the concentration of contaminant in the work area by the occupational exposure limit (OEL) which may be inhaled.

Disposal respirators, or dust masks, have a npf of 5.

Half mask respirators, which have differing cartridges for protection against different dust, gases or vapours, have a npf of 10.

Full facepiece respirators, again with differing cartridges, have a npf of 50.

Full facepiece positive pressure powered respirators have a npf of 500.

Breathing apparatus is not normally required for the Company's operations, and specialist advice shall be sought.

#### *Safety Harnesses and Belts*

Safety harnesses shall only be used where fall prevention measures working platforms or safety nets, cannot be provided, and shall be used in conjunction with a fall arrestor. Operatives working within confined spaces shall use rescue harnesses.

- The Contracts Manager/Foreman shall plan the storage requirements for equipment, with items of RPE and safety harnesses being kept in a site store.
- Shall plan the training of, and provide information, to employees including:
  - the nature of the hazard
  - the source of the hazard
  - the effects of the exposure to the hazard
  - the way in which the PPE functions
  - the way in which the PPE must be worn
  - any limitations of the PPE
  - the way in which the PPE must be inspected and stored

- to whom, usually the Contracts Manager/Foreman, any defects or loss should be reported

### **Controls**

- The Contracts Manager/Foreman shall ensure that the recommended PPE is worn, and used properly, by all concerned, including subcontractors and the self-employed. Subcontractors and the self-employed shall provide their own PPE.
- Shall ensure that all PPE is examined, in accordance with the manufacturers recommendations, before being issued. Normally, only new equipment shall be issued.
- Shall ensure that the training is carried out.
- The Contracts Manager/Foreman and operatives shall ensure that PPE is inspected before use, for cleanliness and defects, and that maintenance is carried out in accordance with the manufacturers instructions.
- The Contracts Manager/Foreman shall ensure that sufficient quantities of hard hats are available for visitors, and that they are worn.
- Operatives shall report any defects in, or loss of, PPE to the Contracts Manager/Foreman immediately, and obtain replacements.
- Operatives shall ensure that personal hygiene requirements, as identified in the COSHH assessments are undertaken.

### **C2 Manual handling and lifting**

The Manual Handling Operations Regulations 1992 apply.

#### **Planning**

- The Contracts Manager/Foreman shall assess the type of material handling e.g. heavy or awkward loads or repetitive lifting, required by the works, and whether mechanical handling and lifting equipment and aids can be used, to avoid manual handling.
- Shall plan storage areas, and the deliveries of materials, to avoid the need for double handling, to minimise carrying distances, and to ensure heavy materials are in the most convenient position for lifting, between knee and shoulder height.
- The Contracts Manager shall carry out a suitable and sufficient assessment, where avoidance of manual handling is not reasonably practicable, to reduce the risk of injury, taking into account the tasks involved, the loads themselves, the working environment and the individual capability required for the job. Risk reduction in the assessment shall include
  - making the task easier, by the provision of some mechanical aids, such as sack trolleys, gin wheels etc., or by sharing loads
  - making the loads lighter, smaller, or less awkward, by specifying a particular size or weight, e.g. bagged materials in 25kg bags, or dismantling into smaller items, or protecting sharp edges
  - improving the working environment, by ensuring more space, levelling and making floors non-slip, or improving lighting

- improving individual capability, by providing information and training, which should include information on the weight and nature of the load, and training in good handling techniques.

### **Controls**

- The Contracts Manager/Foreman shall ensure that, wherever possible, mechanical equipment and aids are used to lift and transport loads, and that the planning and assessments carried out are put into practice.
  - Shall ensure that, when mechanical means are impracticable to handle loads, sufficient operatives are available to lift the load, there is sufficient space to transport the load, with no obstacles in the way, the floor or ground is as level and clear as practicable and is not slippery, supports are provided at regular intervals, on long routes, to enable the lifters to rest the load for brief breaks, and during repetitive work, sufficient time for resting is allowed.
  - Operatives shall ensure that they comply with the above, and utilise their training in good handling techniques, and never try to lift or handle loads on their own, if undue strain is felt.
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