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# **YOUR COMPANY NAME**

# **Health & Safety Policy**

Statement of Intent

Organisation & Arrangements

Policy & Procedures

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## POLICY REVIEW RECORD

To ensure continuing compliance with legislation and best practice our Health and Safety Policy will be reviewed periodically and at least annually.

The Company will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.

The Company will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.

Date of Policy Review	Signature	Brief Description of Changes

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## **YOUR COMPANY NAME**

### HEALTH AND SAFETY POLICY

#### Statement of General Policy

The Company is committed to providing a healthy and safe working environment for all its employees in so far as it is reasonably practicable to do so. This also includes those employed by **YOUR COMPANY NAME** under 'self employed' arrangements that are not sub contractors in the true sense; who must also adhere to this policy and its arrangements. We accept the aims and provisions of the Health and Safety at Work etc. Act 1974 and all regulations made there under. We recognise that the successful management of health and safety contributes to the company's overall business performance. We are therefore committed to:

- developing a positive, health and safety culture throughout the organisation;
- constantly reviewing health, safety and environmental management and performance;
- the systematic identification and control of risks to health, safety and the environment through the risk assessment process;
- providing the information, instruction, supervision and consultation with staff and clients as necessary to implement and maintain high standards of health and safety;
- providing and maintaining plant and equipment which is safe, together with a working environment which is without risk to anyone's health and safety and ensuring the provision of adequate welfare facilities for employees;
- ensuring that efforts are made to minimise any adverse effects on the air, ground and water of the environment which may be caused by our undertakings and to reduce waste and consumption of natural resources wherever possible.

We endeavor to work in partnership with our clients to provide and maintain safe and healthy working conditions and working practices. We also work to promote positive policies regarding health concerns at work by consulting with employees on health and safety matters to motivate staff and make them aware of the health and safety issues. Each employee is responsible for ensuring strict adherence to the company's policies and procedures.

Employees must not take any action that endangers them or any other employee, contractor or other person having access to any area on which the company is active.

This Policy will be reviewed as appropriate (at least annually) to reflect the continuing commitment in promoting high standards of health and safety within the structure of **YOUR COMPANY NAME**.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Date \_\_\_\_\_

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# YOUR COMPANY NAME

## Part One

### Organisation and Responsibilities

1.1 This policy sets out the obligations of the Company, both legally and morally, under the provisions laid down by the Health and Safety at Work etc. Act 1974, In so far as it is reasonably practicable to do so, the company will:

- provide and maintain plant, equipment and systems of work, that are safe and without risk to health;
- make arrangements to ensure safety and the absence of risk to health in connection with the use, handling, storage and transportation of articles and substances;
- provide information, instruction, training and supervision to ensure the health and safety of employees;
- provide and maintain means of access and egress to the workplace, which is safe and without risk to health;
- provide and maintain a working environment which is safe and without risk to health, together with the provision of adequate welfare facilities for employees;
- recognise its duty and responsibility, not only to its employees, but for other people (visitors, trespassers, etc.) in connection with its activities at work,

The organisation and allocation of responsibilities and duties for the implementation of this Policy are set out below:

#### **ORGANISATION**

1.2 In order to effectively operate the Company Health and Safety Policy it is essential for all employees to be aware of and understand their duties and the organisation which exists to deal with matters relating to health and safety. This will be communicated through the [Induction Process](#), [Toolbox Talks](#), generally by their line managers on a day-to-day basis and through various external and internal [Training Courses](#)

1.3 Health and safety is an integral part of employees' duties and must be regarded as such and not as a separate function. Therefore, all channels of communication should be used for all matters relating to health and safety, from senior management to operative and vice versa. This will be achieved through H&S Bulletins, Notice Boards and the company policy where operatives are encouraged to discuss general H&S issues on a day-to-day basis with their line managers. See Organisation Structure Chart at Appendix 1.

1.4 To supplement the normal channels of communication a Health and Safety Advisor has been appointed to provide advice when requested on the health and safety performance of the Company's activities and to make recommendations to the management and employees on health and safety matters.

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## MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY

Enter your company structure here

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## RESPONSIBILITIES

1.5 **Director (with responsibility for Health and Safety).** **NAMED PERSON** has ultimate responsibility to ensure, in so far as is reasonably practicable, that procedures and systems are allocated suitable and sufficient resources to enable other employees to deliver the policy objectives. He will also be responsible for ensuring:

- a. He is familiar with the broad requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations, the Construction (Design and Management) Regulations, the Workplace (Health, Safety and Welfare) Regulations, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and the Regulatory Reform Order (Fire Safety), together with other relevant codes of practice and safety legislation applicable to the Company's operations;
- b. The Company Health and Safety Policy and procedures are reviewed periodically and, where necessary updated to address any changes within the organisation or legislation and that changes are communicated to all employees;
- c. Suitable and appropriate insurance cover is arranged for employee liabilities and any material information is brought to their attention without delay;
- d. Consultation is entered into with staff in order to ensure compliance with the Policy and Company procedures;
- e. Company vehicles are maintained in a road worthy and safe condition with appropriate insurance and licenses/authorisation;
- f. When tendering for and the planning of contracts suitable account is taken and adequate resources allocated for the creation of a healthy and safe working environment;
- g. The company's offices and premises meet the necessary safety requirements, especially with respect to means of access and egress and general welfare provisions;
- h. that suitable and sufficient risk assessments are undertaken for general work activities and appropriate preventative procedures are put in place to control the risks to employees, and others; specifically to include the following:
  - i. Work activities likely to increase the likelihood of work related stress;
  - ii. Significant manual handling operations;
  - iii. Work-related driving activities;
  - iv. Use of equipment to reduce vibrating injuries;
  - v. High noise levels;
  - vi. Activities involving users of display screen equipment within the Company's offices;
  - vii. That clear and concise information relative to the necessary control procedures are communicated to employees;

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- i. A [Fire Risk Assessment](#) is undertaken for Company premises, that fire drills are performed and tests recorded;
  - j. All plant, equipment and machinery is safe, i.e. fitted with any necessary guards or safety devices, serviced and maintained as recommended by the manufacturer and that staff required to use the equipment or machinery are trained in its use and are not permitted to carry out any repairs unless competent and authorised to do so;
  - k. Staff, especially new employees, apprentices and other young persons receive suitable and adequate instruction, information, training and supervision for all their operations/activities and where necessary ensure young persons and expectant mothers are not exposed to hazardous substances or required to undertake tasks likely to cause risk as a consequence of their activities, condition or age;
  - l. First aid provisions are available together with a competent first aider or an appointed person at each workplace;
  - m. The appointed Health and Safety Advisor (**NAMED PERSON**) and the appropriate enforcing authority are advised of any reportable injury, disease or dangerous occurrence (within the context of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), as soon as it is practical to do so;
  - n. Procedures to investigate and report all incidents, accidents and 'near misses' are in place, whether or not they result in injury or damage, and that any such incident, accident or 'near miss' is investigated to determine causation factors in order to prevent recurrences where reasonably practicable;
  - o. Exemplary commitment is demonstrated by promoting high standards in the application of health and safety awareness by wearing appropriate protective clothing and equipment and disciplining any employee failing to comply with company safety procedures.

1.6 **All Directors.** All Directors have a duty to ensure health and safety matters are given a high priority and under the guidance of the Director Responsible for Health and Safety they have a duty to know, understand and work in accordance with the Company's Health and Safety Policy and to:

- a. Be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations, the Construction (Design and Management) Regulations, The Electricity at Work Regulations and other relevant codes of practice and safety legislation applicable to the company's operations;
- b. Liaise with the other Directors and the appointed Health and Safety Advisor (**NAMED PERSON**) in the administration and implementation of the Company's Health and Safety Policy;
- c. Ensure, where appropriate, that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer and that staff required to use office equipment or machinery are

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trained in its use and are not permitted to carry out any repairs unless competent and authorised;

- d. Ensure that office workstations and other furniture is set out and maintained to ensure both the safety of staff and visitors, that corridors, walkways etc. are kept clear and free from obstruction and are equipped with adequate lighting and signage;
- e. give regard to health and safety when preparing any design, in so far as:
  - i. ensuring that the design includes adequate information about any aspect of the work or materials (including articles or substances) which might affect the health or safety of any person at work;
  - ii. combating risks at source and giving priority to control measures which protect the whole workforce rather than individuals;
  - iii. ensuring any 'design work' considers the risks both for the installation team and future maintenance requirements;
  - iv. co-operating with the CDM Coordinator and with any designer in connection with the same project to enable them to comply with their duties under relevant legislation;
  - v. identifying the likely environmental impact and requirements to control hazardous wastes;
  - vi. avoid the need for persons to work at height.
- f. Allocate sufficient resources to create safe working conditions and appropriate welfare facilities within estimates for new works;
- g. Demonstrate high personal standards in relation to promoting compliance with health and safety procedures and, if necessary, discipline employees who fail to follow company procedures.
- h. Prepare or arrange for Risk Assessments to be undertaken relating to various operations, individual tasks and/or machinery use and for the findings of that Risk Assessment to be brought to the attention of employees where appropriate;
- i. Ensure that a Fire Risk Assessment is undertaken for site premises and that adequate fire fighting equipment is provided and maintained, that fire drills are performed and tests recorded, and that statutory notices are properly displayed and escape routes clearly marked;
- j. Ensure that any contractors employed by the Company have their health and safety competence assessed before their appointment and that they comply with their own policy and procedures and those of the Company that apply to their work activities;
- k. Ensure that rates negotiated for work carried out by any contractors includes all necessary safety precautions and where appropriate that rates include for health and safety measures as defined in the Health and Safety Plan;

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- l. Prepare method statements and provide clear instructions for employees and self employed personnel on the safety precautions to be taken on site and provide adequate instructions of any specific sequence of operation, the methods needed and any other precautions required;
  - m. Ensure that all staff under their control receive suitable instructions and adequate training for all their operations/activities and are made aware of all emergency procedures and their respective responsibilities;
  - n. Ensure that suitable first aid provision with trained/certificated personnel is available and notices posted to enable employees to locate assistance as required;
  - o. Ensure that adequate suitable personal protective equipment is available and provided to employees, and used wherever appropriate;
  - p. Appoint or authorise suitably competent people to ensure that inspections for scaffolding, excavations, work equipment, lifting equipment, etc. are conducted and recorded in the appropriate registers;
  - q. Arrange training for all employees under their control so that they can adequately and safely use, or operate any tools and equipment provided for use at work;
  - r. Ensure that all tools and equipment (owned or hired) are tested in accordance with relevant statutory requirements, and that they are equipped with the necessary safety devices;
  - s. Demonstrate a commitment to high personal standards in relation, to health and safety matters.

### **1.7 Senior Projects & Administration Manager**

- a. Understand and implement the Company's policy and appreciate the responsibility of each individual.
- b. Check over the Pretender Health & Safety Plan and proposed working methods - including those of Contractors or Subcontractors, along with the Site Management before work starts, ensuring as far as is practicable, that safe systems of work, permits to work; method statements and a Construction Phase Health & Safety Plan have been established and communicated to all concerned. Liaise with the Planning Supervisor on all relevant matters.
- c. Ensure all method statements and risk assessments are appropriate, specific to the project and in place before the project starts, so far as is reasonably practicable.
- d. Ensure that the project is carried out as planned & specified in the Safety Plan and that the Construction Regulations, other relevant statutory provisions, Codes of Practice and Company Procedures are being observed at all times. Ensure that the F10 notification to the HSE is issued and displayed if relevant.
- e. Ensure that Site Management is aware that accidents or near misses are reported in compliance with current company procedures.

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- f. Determine at contract planning stage:
    - i. the most appropriate order and method of working
    - ii. provision of adequate welfare facilities, First Aid, personal protective equipment
    - iii. provision of adequate site access, egress, fencing and lighting
    - iv. the location of all underground services and overhead power lines - Risk Assessment
    - v. ensure basic fire precautions and emergency procedures are considered
    - vi. ensure the Pre Tender Health & Safety Plan has been received, & an appropriate Construction Phase Health & Safety Plan has been prepared & is adhered to.
  - g. Set a personal example during workplace visits. This includes the wearing of appropriate protective clothing and equipment.
  - h. Be holders of an appropriate CSCS accreditation.
  - i. Ensure that all personnel employed on projects, of whatever scale or size, comply with the requirements and obligations of the company's Health & Safety Training Matrix.

## 1.8 Projects Manager

- a. Ensure that the Pre Tender Health Plan has been provided by the Planning Supervisor and that a Construction Phase Health & Plan has been prepared and is available on site before works commence. Organise the workplace so that work is carried out to the required standard with the minimum of risk to personnel, equipment and materials. Safe systems of work for all operatives, including Contractors and Subcontractors, have been established and approved before work starts.
- b. Know the requirements of the Health and Safety at Work Act, Construction Regulations and any other relevant legislation.
- c. Ensure that all registers, records and reports are in order and that a 'COMPETENT' person inspects work equipment. And records the findings of the inspection in the appropriate form.
- d. Ensure that a project specific risk assessment and method statement is carried out on all activities.
- e. Discourage horseplay and report those who consistently fail to consider their own well-being and that of others around them.
- f. Plan and maintain a tidy site, together with clean offices and welfare facilities.
- g. Implement the arrangements for Subcontractors and other Contractors to maintain and control a Safe System of Work. "Permits to Work" must be issued to Subcontractors and/or specialist Contractors where work is to be carried out on

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potentially dangerous Plant or Equipment or in hazardous situations / environment so that the work is properly planned and carried out in a safe manner. Organise Safety Committees as necessary.

- h. Release Supervisors and operatives where necessary for 'relevant' training.
- i. Co-operate with the visiting H&S Advisor and act on their recommendations.
- j. Accompany HSE Inspectors on site visits and act on their recommendations. Inform your line manager of their comments and, in the event of the issue of an Improvement or Prohibition Notice by the Inspector, telephone details to your Line Manager immediately.
- k. Ensure that suitable protective clothing and equipment is provided and used as appropriate.
- l. Check that all machinery and plant, including power and hand tools, are maintained in good condition and that persons using them are adequately trained and have the necessary certificates of competence.
- m. See the proper care is taken of casualties and know where to obtain medical help in the event of a serious injury.
- n. Ensure that a qualified first-aider, where necessary, and all items of first aid equipment as required by current legislation are available and their location known to employees.
- o. Report all accidents, dangerous occurrences and near misses and ensure that appropriate remedial measures are taken to prevent a reoccurrence. Ensure that all accidents are recorded in the accident book, and the record is sent to the head office.
- p. Ensure that all new employees, particularly apprentices, trainees and persons under the age of eighteen, are instructed on potential hazards at the workplace during induction training. Ensure that all operatives, staff, contractors or visitors to site receive suitable induction training, and fill in and sign the appropriate forms.
- q. Set a personal example. This includes wearing of protective clothing and equipment provided.
- r. Ensure that all personnel employed on projects, of whatever scale or size, comply with the requirements and obligations of the company's Health & Safety Training Matrix.

1.9 **Engineers & Designers.** The Engineers and Designers have a duty to know, understand and. work in accordance with the Company's Health and Safety Policy, and to:

- a. Be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2007;
- b. Give regard to health and safety when preparing any design, in so far as:
  - i. Ensuring that the design includes adequate information about any aspect of the work or materials (including articles or substances) which might affect the health or safety of any person at work;

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- ii. Combating risks at source and giving priority to control measures which protect the whole workforce rather than individuals;
  - iii. Ensuring any 'design work' considers the risks both for the installation team and future maintenance requirements;
  - iv. Co-operating with the CDM Coordinator and with any designer in connection with the same project to enable them to comply with their duties under relevant legislation;
  - v. Identifying the likely environmental impact and requirements to control hazardous wastes:
  - vi. Avoiding the need for persons to work at height.
- c. Co-operate with other Contractors/Designers on site in maintaining safe working conditions, and the provision of adequate emergency procedures;
  - d. Provide information as necessary for risk assessments and liaise with the Partners to determine appropriate controls prior to informing employees under their control of the significant findings and requirements;
  - e. Provide information as necessary for COSHH (Control of Substances Hazardous to Health) assessments and liaise with the Partners to determine appropriate controls prior to informing employees under their control of the significant findings and requirements;
  - f. Set an example of high standards by promoting application and discipline in health and safety compliance.

1.10 **Estimators.** Estimators have a duty to know, understand and work in accordance with the Company's Health and Safety Policy and to also be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974, the Construction (Design and Management) Regulations and other safety legislation applicable to their role and in particular to ensure that they:

- a. Co-ordinate with Engineers and Designers and Directors the suitability and cost of materials or substances and the method of working, in order that the work can be carried out safely;
- b. Co-operate with others connected with the same project to enable them to comply with their statutory duties and to ensure adequate allocation of resources to create safe working conditions and appropriate welfare facilities within estimates for new works;
- c. Set an example of high standards by promoting application and discipline in health and safety, especially while carrying out site visits by wearing appropriate safety clothing and equipment.

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1.11 **Supervisors.** It is the duty of all Site Supervisors to understand and work in accordance with the Company's Health and Safety Policy, systems and/or permits and to:

- a. Co-operate with the Partners in the administration of company procedure and be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974 and other relevant codes of practice and safety legislation applicable to the project/task;
- b. Ensure that new employees, especially apprentices and other young persons, have received induction training and instruction on safe working methods and procedures, and that they are not exposed to unnecessary risks;
- c. Co-operate with other Contractors /Clients in creating and maintaining safe and healthy working conditions, and the provision of adequate emergency procedures on sites;
- d. Ensure that employees/contractors in their charge are aware of the nature and location of First Aid provisions, any emergency procedures and, as necessary, post any statutory notices and information relating to the project/task(s) in an accessible place;
- e. Ensure that employees in their charge report any accident, regardless of severity of injury and that details are notified to the relevant Manager and recorded in the Company's accident book;
- f. Ensure that the Partners are advised of all accidents, reportable injuries, diseases or dangerous occurrence within the context of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), as soon as it is practical and that equipment or materials are not moved/alterd where there is a need to carry out a thorough and effective investigation;
- g. Organise the work in accordance with any method statements or Company safety procedures;
- h. Discourage employees from taking unnecessary risks on site, especially where horseplay may be observed and to reprimand those who persistently fail to act in a safe and responsible manner by informing them that such behaviour could lead to disciplinary action being taken;
- i. Arrange for systematic, recorded inspections of tools, plant and equipment, etc. to ensure that only properly maintained and safe electrical and other equipment is used;
- j. Ensure that any PPE issued is appropriate and used/worn correctly;
- k. Demonstrate by example, high standards by promoting a sensible application and awareness in complying with Company health and safety procedures/practices.

1.12 **Tradesmen / Operatives Including Trainees and Apprentices.** It is the duty of all Tradesmen / Operatives and Trainees and Apprentices to work in accordance with the Company's Health and Safety Policy and also to:

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- a. Co-operate with Senior Management, the appointed Health and Safety Advisor and other Contractors on site to create and maintain safe working conditions;
  - b. Organise the work in accordance with any risk assessments and / or method statements or safety procedures prepared in relation to the project/tasks;
  - c. Discourage any employees under their control from taking unnecessary risk by informing them that such behaviour could lead to injury and possible disciplinary action being taken;
  - d. Only use / operate tools or equipment on which they have been trained and are competent and ensuring that they are free from defect and only used for the purpose for which they were intended;
  - e. Ensure that personal protective equipment is used / worn as appropriate and any defects are reported to a Site Supervisor / line manager promptly;
  - f. Take steps to identify the location of any first aid provision, the fire precautions and any other emergency procedures on any site whilst engaged on Company business;
  - g. Report defects in tools, plant or equipment or potential site hazards which are likely to affect employees of the Company or anyone who may be affected including those working on behalf of the company immediately to their Site Supervisor / line manager, and ensure any accident, regardless of severity of injury, is recorded in the Company's accident book;
  - h. Not to take unnecessary risks. Be personally concerned for their own safety, as well as of others, particularly new employees and apprentices and demonstrate by example, high standards in promoting the application and discipline of Company health and safety practices, especially by using appropriate personal protective equipment (PPE);
  - i. Not to abuse or misuse welfare facilities that are provided for their benefit and also to consider the needs of others required to use the same facilities;
  - j. Remember that safety is a priority of the Company and to always act accordingly.
  - k. **Trainees and Apprentices** must co-operate with their supervisor in complying with safety procedures;

**1.13 Administrative Office and Storeroom Staff.** It is the duty of all members of staff to work in accordance with the Company's Health and Safety Policy and to:

- a. Familiarise themselves in principle, with the broad requirements of Health and Safety and other applicable safety associated with the office environment;
- b. Co-operate and give consideration to and with others in creating a safe, healthy and harmonious working environment;
- c. Report promptly any unsafe working practices, faulty equipment/machinery or potential hazards likely to endanger the health and safety of themselves or others;

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- d. Advise the Partners of any ergonomic (postural) concerns or problems encountered when using display screen equipment;
  - e. Ensure that clothing, and particularly footwear, worn at work, is suitable for the working environment;
  - f. Record/report any injury/accident in the Company's Accident Book;
  - g. Not to try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous, or for which full instructions or training has not been provided;
  - h. Ensure that office floors, doorways, etc. are kept clear and free from obstruction, trailing wires, open desk or filing cabinet drawers or doors.

**1.14 Drivers.** It is the responsibility of all drivers when using a vehicle on Company business, either a privately owned or company owned vehicle, to comply with the requirements of the Road Traffic Act and other relevant guidance or regulations and in particular to:

- a. Make regular inspections of their vehicle for obvious defects and ensure that any defect in their company vehicle is reported immediately to the Company. Where a private vehicle is concerned the same arrangements should be considered but with private arrangements made to address any defects;
- b. Drive in accordance with the Highway Code at all times and be particularly careful when driving long distances to ensure regular breaks are taken to prevent the onset of fatigue;
- c. Ensure when driving on sites that consideration is given to the condition of temporary access road or roads that are under construction and being used for access purposes;
- d. Report all accidents or damage, however minor, or any traffic violations which may result in prosecution to the Company without delay;
- e. Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. before each journey;
- f. Do not drink alcohol or take medication which could affect one's driving ability before driving;
- g. Do not smoke in work vehicles at any time unless used by the same person and passengers are never carried;
- h. Ensure before reversing that there are no obstructions or people behind the vehicle. (The use of a banks-man whilst on construction sites is considered essential to ensure the safety of others);
- i. Only use mobile telephones in an emergency if driving, and then only if the vehicle has a full hands free function. Otherwise pull over and remove keys from ignition prior to using mobile phone;

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- j. The drivers of vehicles attending site should, in addition;
    - i. wear correct safety footwear and protective clothing as required;
    - ii. always report to the Site Office or Site Foreman before traveling around any site.

### 1.15 Health and Safety Advisor.

Reporting to the Director responsible for Health & Safety, the appointed Health and Safety Advisor (**Named Person**) is responsible for ensuring the provision of health and safety advice, assistance and support to all areas of the Business and managing the Company Health & Safety Policy to ensure it fulfils statutory health and safety obligations and is continually reviewed and updated accordingly.

Responsibilities of the Health and Safety Advisor include –

- a. Ensuring adequate personal knowledge and understanding of health and safety matters and arranging formal training as required.
- b. Assisting the business units to identify health and safety risks and provide support and advice.
- c. Assisting the Director responsible for Health & Safety in designing and developing strategies, policies and procedures.
- d. Promotion and communicating health and safety policy and practices to all employees.
- e. Reporting to the Director responsible for Health & Safety on health and safety matters that cannot be resolved.
- f. Conducting accident and incident investigations to determine roots causes and learning opportunities to the Director responsible for Health & Safety.
- g. Monitoring and reporting on health and safety performance and compliance with the Company Health & Safety Policy.

1.16 **Contractors.** Any sub-contractor engaged by the Company will be required to complete a [Sub-Contractors Competency Questionnaire](#) in addition to;

- a. Be familiar with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations, and other relevant codes of practice and safety legislation applicable to their operations;
- b. Comply with this Company's Health and Safety Policy and ensure that their own company policy is made available on site whilst work is carried out, along with any relevant general health and safety method statements and risk assessments;
- c. Provide site specific method statements prior to commencing any high risk activities at least 7 days before work commences. The method statement must be agreed by this Company before work begins and copies made available on site;

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- d. Ensure their work is carried out by competent skilled operatives in accordance with the relevant statutory provisions, taking into account the safety of others and the general public;
  - e. Ensure that their own operatives, contractors, visitors, etc. comply with all site rules applicable to the site / premises where work is being undertaken, for the purposes of health and safety;
  - f. Ensure that all plant or equipment brought onto site by their employees is safe and in good working condition, fitted with any necessary guards and safety devices, and have any necessary certificates available for checking. An in-date copy of the 'Certificate of Thorough Inspection' for any lifting appliance must be provided to the Site Supervisor before work commences;
  - g. Ensure that no power tools or electrical equipment of greater voltage than 110 volts are brought onto site. Where equipment is used whose voltage is in excess of 110v it must be used in conjunction with a Residual Circuit Breaker (RCB) and be in date PAT tested. All transformers, generators, extension leads, plugs and sockets must be to latest British or European Standards for industrial use, and in good condition;
  - h. Not permit their employees to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised;
  - i. Report immediately to the Company any injury sustained or damage caused by their employees;
  - j. Ensure that their employees comply with any safety instructions given by this Company
  - k. Ensure that suitable welfare facilities and first aid arrangements are available for their employees in accordance with Regulations unless arrangements have been made for their employees to have the use of this Company's facilities;
  - l. Ensure that any material or substance brought on site which has health, fire or explosion risks is used and stored in accordance with Regulations and current guidance and that information is provided to any other person who may be affected on site. An assessment of risks associated with any substance or process hazardous to health which will be used on the site must be provided to this Company before work commences;
  - m. Ensure that workplaces are kept tidy and all debris, waste materials, etc, cleared as work progresses.

## **AUDIT, REVIEW & MONITORING THE EFFECTIVENESS OF THE POLICY**

1.17 **Audit.** Auditing of the Safety Management System shall be carried as part of the auditing of the Company's Integrated Management System. The audit will assess the content of this Health and Safety Policy to verify its contents and philosophy are still valid. The audit will also confirm the following:

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- a. Responsibilities are still valid and are being discharged.
  - b. Health and Safety rules and requirements are being complied
  - c. Analysis of all incident reports.
  - d. All other issues raised in connection with Health and Safety Management.

1.18 **Review.** Reviews of the Health and Safety Management System shall be carried out in accordance with the IMS Management review procedure. Further reviews shall be carried out following:

- a. Changes to safety systems.
- b. Changes to responsibilities.
- c. Organisational changes.
- d. Requirements of new or revised legislation,
- e. As a result of an incident

At intervals not exceeding 12 months this Health and Safety Policy shall be reviewed to confirm the contents are still valid. Any amendments **shall** be made and approved. The revision of the document shall be recorded and signed by the responsible Director. A record of changes shall be maintained. Audit and Review will be carried out using the [Policy Review](#) check sheet as an aide memoire.

1.19 **Monitoring.** To demonstrate the Company's commitment to promote high standards of health and safety throughout the organisation the following arrangements are considered to be essential elements to ensure suitable safety standards are maintained:

- a. A regular and systematic inspection of projects and methods of work, by the appointed H&S Advisor, Directors, Senior Managers and any officially appointed safety representatives as appropriate using the [Site Health, Safety and Welfare Inspection Report](#)
- b. The analysis of training needs for all employees, with special regard to new starters and young persons.
- c. Trend analysis of accident data records to reveal any risk to health and safety in order to bring to the attention of those concerned any action/remedial plans necessary to be implemented,
- d. Continual review of work activities to ensure practice is in keeping with contemporary guidance and advice from regulatory bodies and associations.

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# YOUR COMPANY NAME

## HEALTH AND SAFETY POLICY

### Part Two

#### Arrangements

#### CONSULTATION

2.1 In line with the **Health and Safety (Consultation with Employees) Regulations 1996**, it is the intention of the Company to consult with employees on health and safety matters to make them aware of health and safety issues. Consultation with staff will include:

- a. Any change which may substantially affect their health and safety at work, for example in procedures, equipment or methods of working;
- b. The arrangements for providing competent people to assist the Company in implementing health and safety legislation;
- c. The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or remove these risks and what they should do if they have to deal with a risk or hazard;
- d. The planning of and future needs for health and safety training;
- e. The introduction of new technology or new or amended Health and Safety legislation.

This will be achieved by;

- a. Health & Safety Inductions
- b. Provision and communication of task Risk Assessments and Method Statements
- c. Various external and internal training courses.
- d. Discussing day to day issues between management and operatives.
- e. 6 monthly consultation meetings with operatives.
- f. Various Health & Safety Bulletins.

#### MANAGEMENT OF SUB CONTRACTORS

2.2 The Company will plan, co-ordinate, control and monitor the activities of sub contract companies to effectively minimise the risks presented to employees, other persons on site and the public. In line with the **Construction and Design Management (2007) Regulations**, all Sub Contractors will complete a [Health and Safety Competency Questionnaire](#) prior to being engaged by the Company. In addition, the Company will with the aid of the [Sub-Contractors Checklist](#) ensure that Sub Contractors Health & Safety arrangements are in place prior to carrying out that work for which they have been employed.

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2.3 The Company shares its duty of care with Sub Contractors to ensure that all reasonably practicable precautions are taken to safeguard their own employees, other persons on site and the public. Sub Contractors who are self-employed carry the same responsibilities as an employer to make proper provision for health, safety and welfare during their activities on site.

2.4 Contractors have duties under the Health and Safety at Work Act to take all reasonably practicable steps to supply, erect and install plant and equipment and to use substances which will be safe and without risk to health when being set, used, cleaned and maintained by any persons at work.

2.5 All materials, tools and equipment must comply with current legislation and be safely stored.

2.6 Prior to the commencement of work, the responsibilities of the Client or Principal Contractor or any Sub Contractor will be defined in writing. Where work with any foreseeable high hazard is to be undertaken the parties involved will produce a method statement, indicating safe systems of work. In particular, a method statement will be required for work involving:

- a. The use of substances likely to create an explosive atmosphere;
- b. Lifting operations;
- c. Potential fire risks;
- d. Electrical work;
- e. Toxic and other harmful substances;
- f. Removal of materials containing asbestos;

2.7 Sub Contractors must adhere to the following:

- a. Report all accidents and dangerous occurrences to the Company without delay;
- b. Ensure sufficient supervision is available on site to ensure that safe systems of work, including permits to work, as advised by this Company or its clients are complied with;
- c. Adequately guard and appropriately use plant and machinery;
- d. All electrical equipment and electrical work must comply and be maintained in accordance with the Electricity at Work Regulations 1989 and the HSE Electricity at Work - Safe Working Practices' publication;
- e. Minimise noise from equipment and provide and use ear protection where the first action level or peak action level is exceeded;
- f. Familiarise themselves with the fire and hot work procedures;
- g. Ensure that hazardous and dangerous substances are used, stored and disposed of safely, in accordance with the relevant legislation;
- h. Supply employees with appropriate personal protective equipment where required;

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- i. Ensure vehicles are in good working order;
  - k. All unwanted materials must be removed and the work area left clean and tidy on completion of each days work.
  - l. Conform to all other Company [General Site Rules](#).

## **VISITORS**

2.8 Visitors to any of the Company's premises are required to report to the Reception Office (or Site Office) and sign the visitors' book in on arrival. Before being allowed on site visitors will receive a brief health and safety induction and are expected to conform to the rules and regulations during the time they are on the Company premises.

## **FIRE AND EVACUATION PROCEDURES**

2.9 We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005, which came into force on April 1, 2006. As well as consolidating numerous pieces of fire safety legislation, this Order has abolished the need for us to hold a fire certificate. Instead, our approach to fire safety will rely on the carrying out a [Fire Risk Assessment](#). Due to its importance, this fire safety policy also forms part of the company's overall health and safety policy.

### **Employees' duties**

2.10 All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well being of our staff and visitors.

### **Communication**

2.11 Staff will during their induction be informed of emergency procedures and thereafter any changes that are made to them. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes. The procedures in place will be regularly reviewed with the use of the [Emergency Procedure Checklist](#), particularly when there are any changes to circumstances which may affect the safety of our staff.

### **Procedures**

2.12 We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes
- The fire evacuation procedures will be practiced at least annually and recorded

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using the [Evacuation Practice Form](#). The results and observations from the drill will be recorded in the [Fire Drill Observation Sheet](#).

- Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire marshals.
- It is our policy that all staff will be trained in the use of fire extinguishers.
- All new members of staff and temporary employees will be provided with induction training on what to do in the event of an alarm or emergency.
- All escape routes will be clearly signposted and kept free of obstructions at all times
- All fire related equipment will be regularly serviced and maintained as per the [Fire Equipment Maintenance Schedule](#) and recorded using the [Fire Equipment Inspection Sheet](#);
- If any employee notices defective or missing equipment, they must report it to a manager
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled
- Any other safety systems will be checked regularly to ensure correct operation, where necessary,
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.
- Fire Emergency procedures will be reviewed and recorded annually using the [Company Annual Emergency Procedures Review](#).
- Where there are facilities shared by the company and any third parties a written agreement will be recorded with respect to how these areas will be managed to ensure the safety of both parties e.g. maintenance of escape routes, fire fighting equipment, storage of flammable materials or substances, gas containers etc.

## **PROCEDURES IN THE EVENT OF A FIRE**

### **2.13 On discovering a fire**

- If you discover a fire, raise the alarm immediately
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided
- If this fails, evacuate immediately. Ensure that no-one is left in the room and close the door behind you
- Ensure that you or the designated person has called the fire brigade
- Play your part in the roll call so you are safely accounted for.

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#### 2.14 If you hear the fire alarm

- Operate any essential shutdown devices, e.g. machinery
- Immediately leave using the nearest available fire exit
- Report to the assembly point for a roll call
- If you are with a visitor, ensure they accompany you.

#### 2.15 Fire marshals

- Encourage staff around you to evacuate and proceed to the assembly point
- Report to the person in charge, noting any absentees.

#### 2.16 Person in charge (Fire Coordinator)

- Gather all information regarding the evacuation
- Establish if it is a genuine fire or false alarm
- Ensure that the fire brigade has been called
- Liaise with the fire brigade on its arrival.

Detailed duties for both these appointments are at [Fire Marshal & Fire Coordinators Duties](#).

#### 2.17 Out of Hours Emergency Procedure

##### General statement

We recognise that our duty to safeguard the safety of our employees is not restricted to conventional working hours. For this reason we have put together a policy to manage the safety of our premises outside normal business hours. Whilst safety is our primary concern, this policy will also help protect the continuity of our business in the event of a serious problem.

##### Nomination of Key Holders

In order to enable a timely response in the event of an out-of-hours emergency, we have nominated key holders. Should the fire alarm go off and there be no obvious signs of fire, the monitoring service will telephone for a key holder to attend. This is to enable entry to be made without property damage in the case of a false alarm. For this to work, we will ensure the following:

- nominate key holders who live nearby and organise a continual rota system
- ensure that all key holder names and contact numbers are logged with the relevant authorities
- determine a reasonable attendance time. This has been set at ..... (insert period)
- provide key holders with emergency packs to assist fire fighting operations. These will include copies of building plans, fire alarm zones, positions of nearby

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hydrants and areas of high-risk or fire load. The building plans will be highlighted with the location of electricity, gas and water shut offs so they can be accessed quickly if needed

- we will instruct key holders with regard to the precautions to be taken if they need to attend our premises alone. In the event of a call-out, the employee attending will be required to call..... (**Insert name and number**) to confirm that the matter has been dealt with.

### **Instructions for Key Holders**

When responding to a request for attendance, staff are expected to adhere to traffic laws at all times. This means observing the usual speed limits and not using a hand-held mobile phone whilst driving. Once on-site, no key holder is to put their personal safety at risk in trying to identify whether the alarm is false or genuine. For example, if there is a smell of burning, but no obvious signs of smoke, then the fire brigade must be called.

### **TRAINING & INFORMATION**

2.18 The company aims to provide employees with the appropriate level of competence throughout its business and all managers at all levels are responsible for assessing and meeting the training needs of their staff. This is achieved through a combination of appropriate experience, education, training, selection and development of individuals, backed by appropriate support.

The specific training needs of individuals are identified and delivered through the following mechanisms:

- a. Maintenance of a [Training Matrix](#)
- b. 6 monthly performance reviews for all staff
- c. Pre-appointment assessments to identify gaps in knowledge
- d. Delivery of specialist competence and health & safety training where required will be initiated using the [Training Request Form](#).
- e. Through various Health and Safety Bulletins and delivery of various [Toolbox Talks](#), the delivery of which will be recorded on the [Toolbox Talk Register](#).
- f. [Safety Induction](#) to raise awareness of specific issues and duties relating to workplace Health and Safety. The type of induction provided will depend on the workplace environment and will take the form of one of the [Company Induction Arrangements](#) and recorded using the [Company Induction Register](#).
- g. Health and safety monitoring
- h. Recommendations arising from re-active monitoring

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## ACCIDENT AND ILL HEALTH PREVENTION

2.19 By observing the **Management of Health and Safety at Work Regulations 1999**, it is the intention of the Company to ensure that reasonable measures are taken to prevent accidents or any ill health conditions arising out of or in connection with a work activity. The Company considers that the prevention of accidents and ill health can only be successful with the co-operation of all employees with regard to;

- a. Safe working practices and procedures, both written and verbal provided by the Company, including the use of Risk Assessments and Method Statements;
- b. The correct use of plant and equipment, safety devices and personal protective equipment;
- c. Attendance and adherence to all relevant instruction and training;
- d. Assisting with the Company's policy of a pro-active approach to health and safety which includes the completion of a pre-employment / employment [Health Questionnaire](#) so that the Company can put in place arrangements to protect the health of its employees;
- e. Being aware that health and safety is an integral part of all work activities;
- f. Have access to competent advice to assist in health, safety and welfare matters.
- g. Working towards keeping accidents and lost time injuries to a minimum by eliminating any recurring personal injuries etc.

### 2.20 First Aid and Reporting of Accidents.

- a. In pursuance of **The Health and Safety (First-Aid) Regulations 1981** The Company will provide adequate and appropriate first aid equipment and facilities for employees at work. In addition, suitable persons will be appointed to take responsibility for administering first aid, replenishing and maintaining the equipment and facilities provided.
- b. The Company will decide what is adequate and appropriate in relation to each work location giving regard to the number of employees, the nature of the work and the associated hazards, the location and distribution of the site and the proximity of the nearest hospital accident and emergency facilities. Traveling first-aid kits will be provided where remote or lone work is carried out and in Company vehicles.
- c. An accident book will be kept and completed on all Company premises or sites where the Company employs five or more people. On sites where the Company employs less than five people accidents will be recorded in the accident book held at the Company's head office.
- d. In keeping with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**, the Company will report certain injuries and dangerous occurrences associated with work, to the appropriate enforcement authority. Where the accident is of a type that is required to be reported, the initial report will be by the quickest means, i.e. telephone followed up by a formal RIDDOR report to the Health and Safety Executive on [Form F2508](#) within ten days. In the case

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of a 'more than three day' accident, then the Company will submit a written report within ten days of becoming aware of the situation.

Guidance for the reporting of accidents depending on their severity and the requirement to inform the HSE of any Dangerous Occurrences or Diseases can be found on the [Company RIDDOR Reporting Guidance Note](#).

## 2.21 Accident Investigation.

- a. All accidents and incidents which are reportable to the Health and Safety Executive, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), will be investigated using the [Company Accident/Incident Report Form](#) and a report of the findings will be produced. The investigation and any resultant recommendations will focus on seeking and eliminating 'root causes' of such accidents / incidents.
- b. Other accidents / incidents will be investigated to the degree deemed appropriate by management and may or may not result in the production of a written report.
- c. The number of reportable accidents will be used to calculate the company's Accident Frequency Rate (AFR) which will be used as a key performance indicator to measure the success of the company's H&S policy.

$$\text{AFR} = \frac{\text{N}^{\circ} \text{ of Reportable Accidents over the past 12 month Period}}{\text{N}^{\circ} \text{ of man hours worked over that 12 period}} \times 100,000$$

## ASSESSING THE RISK

### 2.22 Management of Health and Safety at Work.

Hazards will be identified and recorded at the initial planning stage of any project and used to plan any controls required to ensure the safety and health of anyone who may be affected by the company's work.

Significant hazards identified during any planning meetings and information provided by the client via the CDM Coordinator will also be considered. Specific areas for consideration are:

#### **Safety Risks**

- Services, including temporary electrical installations.
- Preventing falls. 3, Work with or near fragile materials.
- Control of lifting operations. 4,
- Dealing with services (water, sewage / drainage, electricity, comms and gas).
- Maintenance of plant and equipment.
- Poor ground conditions.

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- Traffic routes and the segregation of vehicles and pedestrians.
  - Storage of hazardous materials.
  - Dealing with existing unstable structures.
  - Accommodating adjacent land use.
  - Other significant safety risks.

### **Health Risks**

- Removal of asbestos.
- Dealing with contaminated land.
- Manual handling.
- Use of hazardous substances.
- Reducing noise and vibration.
- Other significant health risks.

- a. The duties of the Management of Health and Safety at Work Regulations, because of their wide ranging general nature, overlap with many existing regulations. Where duties overlap, compliance with the duty in the more specific regulation will normally be sufficient to comply with the duties imposed by the Management of Health and Safety at Work Regulations.
- b. The Company will fulfill its obligations:
- i. To undertake an assessment of the risks to the health and safety of their employees and to other persons arising out of, or in connection with, their work;
  - ii. To make appropriate arrangements for implementing any preventative or protective measures identified in the risk assessment;
  - iii. To undertake such health surveillance as is appropriate in relation to the risk to employees' health and safety identified in the assessment;
  - iv. To appoint one or more competent persons to assist in undertaking the above measures;
  - v. To provide relevant information to their employees.
- c. **Risk Assessment.**
- i. The Company will undertake suitable and sufficient risk assessments for working practices and places in accordance with these risk assessment procedures,
  - ii. Risk assessments will take into account potential hazards which could be encountered by its employees and non-employees who may be affected by

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its undertaking. These hazards may be routine or those that may be encountered in an emergency, e.g. Fire.

- iii. If the assessment determines that the risk is not suitably controlled, additional control measures will be introduced, as appropriate, to reduce the risk. On occasions such as this or were it has been identified that the risks are significant a written [Method Statement](#) may be required.
- iv. When appropriate, safe working procedures will be developed and adhered to as a means of controlling risk. All employees will be provided with the information, instruction and resources necessary to follow the procedure. On communicating this information a record of the communication must be made using the [Sign off Sheet](#) which must be kept with the project records/documents.
- v. A list of general Risk Assessments can be obtained at the [Risk Assessment](#) section of this policy. Those carrying out risk assessments are reminded that these general Risk Assessments will need to be adapted for each specific occasion for which they are used.
- vi. Where a risk assessment identifies special control measures e.g. hot works or working with electricity a Permit to Work scheme will be employed using the [Hot Works Permit](#) and the [Electrical Permit](#) documents.

d. **Drugs and Alcohol.**

- i. Employees who are under the influence of drugs and / or alcohol are a potential risk to both themselves and others. Employees reporting for work under the influence of drugs or alcohol will be prevented from working and appropriate disciplinary action will be taken.
- ii. Any illegal drugs found will be removed and passed on to the appropriate authorities.
- iii. Where employees inform without prompt that they have an alcohol or drug dependency the Company will encourage them to seek advice and help. In this case the Company may have a more lenient view and will take this into consideration when deciding what disciplinary action is will be taken
- iv. The consumption of alcohol during work hours, including meal of other breaks will be prohibited. Breach of this rule will be regarded as gross misconduct.
- v. Drivers who are convicted of driving Company vehicles whilst under the influence of drugs or alcohol will be subject to the Company gross misconduct procedures.

e. **Stress.**

The Company recognises that excessive work pressures and demands may affect employees health and safety in numerous; ways. Any employee who feels that their work is causing them an unacceptable level of stress is encouraged to discuss the matter with their line manager who should seek to address the issues in liaison with

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the Company. Management will endeavour to recognise stress indicators in employees and equip themselves with the necessary skills to manage the issues and support their staff.

**f. New and Expectant Mothers.**

A suitable and sufficient risk assessment will be carried out for new and expectant mothers to ensure that their health and safety is not put at risk. The assessment will take into account their working conditions and hours of work, and any suitable preventative or protective measures will be discussed with the individual.

**g. Young Persons.**

Where young or inexperienced persons are employed, a risk assessment will be carried out to determine suitable preventative and protective measures to reduce risk to their health and safety. Such measures may include increased supervision and/or limiting working procedures until such employees have the experience and competence to work safely. Those delivering induction to Young Persons will include the use of the Company's [Safety Induction for Young Persons](#) guidance note.

**h. Driver Safety.**

A suitable assessment will be carried out for work-related driving activities undertaken in company time or on behalf of the company. It shall determine that risks are effectively managed to ensure the safety of employees and others. The assessment should ensure that:

- i. Drivers hold appropriate licenses and are competent and capable of doing their work in a way that is safe for them and other road users;
- ii. Drivers are sufficiently fit and healthy and are able to satisfy the eyesight requirements set out in the current Highway Code;
- iii. The vehicle is maintained and fit for the purpose for which it was designed;
- iv. Work schedules are realistic and take sufficient account of rest periods and times when drivers are most likely to feel tired;
- v. Journey distances are planned to avoid fatigue caused by driving excessive distances without appropriate breaks.

## **2.23 Construction Design and Management Regulations 2007**

### **Outline of the Regulations**

The Construction (Design and Management) Regulations place duties on all parties involved in "construction" work, including clients, the design team and those involved in the actual "construction" activity. However there are special duties to be observed when a project is deemed to be of a size and scope that determines that it shall be notified to the Health and Safety Executive.

For any project deemed under the CDM Regulations as being "Notifiable", the Client must appoint a CDM Coordinator to ensure that health and safety is taken into account from the

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initial design and planning stage of the project, together with a competent Principal Contractor to manage and co-ordinate the contractors on site.

The CDM Coordinator is responsible for collating relevant health and safety information for the project, identifying the major hazards that will be encountered on the project, and any existing aspects of the project environment that create site specific risks (contamination, asbestos etc.). This information should be sent to all prospective Principal Contractors tendering for the project, so that they can assess the health and safety requirements and make provision for these in their cost estimates for undertaking the project.

For any project deemed under the CDM Regulations as being “Notifiable”, The Client must also appoint a Principal Contractor to co-ordinate health and safety activities on site. The Principal Contractor must develop the Health and Safety Plan as required, and prepare information for the Health and Safety File.

The Client must ensure the CDM Coordinator, Principal Contractor, designers and contractors are competent. Provided that a company has sufficient competence, it can be appointed as both CDM Coordinator and Principal Contractor.

Contractors who sub-contract work must similarly ensure that their sub-contractors are competent.

### **Application of the Regulations to Notifiable Projects**

The CDM Regulations apply to all construction work. However, there are a number of specific requirements that need to be met when a project is of a size and scope that deems it to be notifiable to the HSE.

Notifiable projects require a number of specific appointments to be made, including the appointment of specified duty holders, such as the CDM Coordinator and Principal Contractor, and also the preparation of a Construction Phase Health and Safety Plan, by the Principal Contractor, prior to the commencement of the project.

A notifiable project is any commercial project (i.e. not for a domestic client) that involves:-

- ◆ more than 30 days of construction activities

or

- ◆ more than 500 person days of construction work.

### **The Company in the Role of “Client” for a Construction Project**

If the Company is commissioning construction work on premises it owns or if, as a developer, construction work is undertaken on its behalf, then the Company must fulfill the duties of the ‘the Client’ under CDM. These are to:-

- a. If the project is notifiable, appoint a competent CDM Coordinator with adequate qualifications and resources to fulfill the role, as soon as practicable after the decision has been taken to proceed with the project.
- b. If the project is notifiable, provide the CDM Coordinator (otherwise provide directly to the contractor managing the work) any existing Health and Safety File or

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relevant information, or to co-operate with him in providing him with the information he requires.

- c. If the project is notifiable, appoint a competent Principal Contractor with adequate resources to fulfill the work.
- d. Be satisfied that all parties employed on the contract are competent.
- e. If the project is notifiable, ensure construction work does not commence unless the Principal Contractor has a satisfactory Health and Safety Plan in place.
- f. Ensure that the Principal Contractor makes adequate welfare arrangements for the project.

### **The Company Taking the Role of “Designer”**

CDM places a number of duties on designers. The definition of a designer is much broader than the obvious role undertaken by an architect or structural engineer. It includes the work undertaken by persons such as temporary work designers, falsework design, design or specification of ground support systems, design or specification of facade retention or building propping systems etc. Therefore, on any project the Company may undertake some element of the design work.

The duties on a designer apply regardless of the project’s size or duration. The duties are very similar to the existing common law requirement to take reasonable care for the persons who could be affected by the design. Under CDM these duties are to:-

- a. Ensure that in preparing any design, he gives adequate regard to the need to minimise the foreseeable risks to anyone undertaking construction or cleaning work in or on the structure at any time, and of anyone who may be affected by such work.
- b. Combat at source risks to the health and safety of any person at work carrying out construction or cleaning work in or on the structure at any time, and to the health and safety of any person who may be affected by such work.
- c. Give priority to measures that will protect both persons carrying out construction or cleaning work at any time and also others affected by their work over measures that only protect persons carrying out such work.
- d. Ensure that the design contains adequate information about any aspect of the project, structure or materials (including articles or substances) which might affect the health or safety of any person carrying out construction or cleaning work in or on the structure at any time, or of any person who may be affected by the work of such a person at work.
- e. Co-operate with the CDM Coordinator and with any other designer who is preparing any design in connection with the same project or structure as necessary to enable each of them to comply with the requirements and prohibitions placed on him in relation to the project by or under the relevant statutory provisions.

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### **The Company Acting as CDM Coordinator**

If the Company acts as CDM Coordinator, a suitably competent person (or persons) must be nominated, with duties to:

- a. Advise the Client on the competence required of members of the project team.
- b. Liaise with the designers and, so far as is reasonably practicable, ensure that the designers fulfill their legal duties, especially those regarding the health and safety risk implications to those involved in both the construction and the future maintenance of their designs. These issues must be addressed throughout the project, and must take into account any design changes made during the project.
- c. Ensure that all duty holders are supplied with relevant health and safety information to allow them to make informed decisions that minimise risks wherever practicable.
- d. Ensure that there is adequate liaison and co-operation between all members of the project team.
- e. Advise the Client with regards to the competence of the Principal Contractor and the adequacy of the welfare, health and safety resources allocated to the project.
- f. Ensure that a Health and Safety File is prepared and eventually handed over to the Client.
- g. Ensure that, before construction work begins, a suitable Health and Safety Plan is prepared by the Principal Contractor, adequate for the size and scope of the project.
- h. Notify the Health and Safety Executive of the project.

### **The Company Acting as Principal Contractor**

If the Company is acting as Principal Contractor the duties and responsibilities are:-

- a. To take the initial health and safety information from the CDM Coordinator and develop it into a management document to control health and safety throughout the project.
- b. To take reasonable steps to ensure co-operation between all contractors sharing the site
- c. To ensure, so far as is reasonably practicable, that all contractors (and persons) follow the rules contained in the Health and Safety Plan.
- d. To take reasonable steps to ensure that only authorised persons are allowed on site.
- e. To ensure that the project notification details are displayed.
- f. To liaise and co-operate with the CDM Coordinator.
- g. To give reasonable direction to any contractor, with regards to health and safety.
- h. To ensure that any specific site rules are included in the Health and Safety Plan.
- i. To disseminate information to contractors on the risks associated with the work.

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- j. To ensure that contractors' employees are aware of any site rules contained in the Health and Safety Plan, and have been trained in the site's emergency procedures.
  - k. To make suitable arrangements, taking into account the nature and size of the project, for employees and contractors to advise, discuss and comment on issues that will affect their health and safety.
  - l. To maintain a project Health and Safety File and present this to the CDM Coordinator at the end of the project.

### **The Company Acting as a Contractor**

When the Company is acting as a contractor, its duties are:-

- a. To inform all employees and sub-contractors of the sites' emergency procedures and any relevant aspects of the project Health and Safety Plan.
- b. To co-operate with the Principal Contractor on health and safety issues, advising him of any new hazards or shortcomings in existing procedures.
- c. To advise the Principal Contractor (and Client where necessary) of any injury or dangerous occurrence.

### **Health and Safety Plan**

The CDM Coordinator is responsible for collating existing health and safety information relating to the project and its environment. This must be used by the Principal Contractor to create a [Construction Phase Health and Safety Plan](#) for the project, which should be revised and updated by the Principal Contractor as the project progresses.

The Health and Safety Plan should set out the arrangements for the management of the health and safety issues of the project, and the monitoring of contractors' compliance with statutory provisions. It should identify any significant risks that contractors should take into consideration when planning and tendering for the work, and it must also state the welfare arrangements that have been made for the project

It is the duty of the appointed Principal Contractor to develop the plan into a full management control document for the health and safety aspects of the project. This detailed plan must be agreed with the Client and CDM Coordinator, before on-site work commences.

### **Health and Safety File**

The CDM Coordinator should prepare the initial Health and Safety File or ensure that, if an existing Health and Safety File for the premises exists, it is made available to the Principal Contractor for reference. The File must be maintained and updated to reflect changes throughout the construction phase using information provided by the Principal Contractor. At the completion of the project, the CDM Coordinator must review the file and, before handing it to the Client, ensure that the file contains health and safety information relevant to the following:-

- a. Drawings, plans and the design criteria (e.g. 'As built' drawings).

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- b. General details of the construction methods and materials used.
  - c. Details of any equipment and maintenance facilities.
  - d. Maintenance requirements and procedures for the structure.
  - e. Any procedural, suppliers or maintenance manuals, or similar documents relevant to the maintenance of the structure or installed equipment.
  - f. Details of utilities and services provided to the structure.

### **Information for Employees**

Under CDM, employees are entitled to information about health and safety issues (especially information about the significant risks) during the construction phase.

They must be given an opportunity (by the Principal Contractor) to comment on the health and safety aspects of the project; i.e. the Principal Contractor must make arrangements to consult with the site's employees.

### **Selection of Sub-Contractors under CDM Regulations**

Under CDM regulations, the Company is required to verify the competence of any sub-contracting company, and to ensure that it has the necessary the health and safety provision to comply with current health and safety legislation and Health and Safety Executive codes of practice.

The Company uses an assessment procedure which is detailed more fully in Section 19.

- a. The Company intends to embrace the philosophy and objectives of these regulations by ensuring suitable risk based systems are adopted. As the regulations also require more specific controls, the minimum provision shall include:
  - i. The assessment and appointment of only suitably competent individuals or contractors and ensure our clients are aware of their duties. Where required, competency checks will be initiated using the Competency Questionnaire Forms; [Pre-Qualification Questionnaire for CDM Coordinators](#), [Pre-Qualification Questionnaire for Contractors](#) and the [Pre-Qualification Questionnaire for Designers](#).
  - ii. The early development of the health and safety plan to facilitate the provision of adequate welfare facilities in line with 'Schedule 2' of the regulations before any construction work starts. **YOUR COMPANY NAME** will liaise fully with the CDM-C particularly in the early phases of the project and will use the [Pre Construction Information](#) document as an aide memoir and if necessary to request information from the CDM-C in support of the Project Health and Safety Information Pack.
  - iii. Due consideration to the removal of hazardous substances or unsafe conditions at the design stage where 'design' work is carried out;
  - iv. Co-operation and consultation with other designers and the CDM Coordinator to allow the free passage of information pertinent to risk reduction practices;

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- v. A procedure to ensure all personnel on a "construction" site are made aware of the rules, safe methods of working and the fire or other emergency requirements;
  - vi. The installation and maintenance of suitable security measures to prevent unauthorised access to any construction site;
  - vii. Checks on all construction workers to verify appropriate skills training have been received and where relevant suitable certification is recorded and available for inspection.
- b. Addition controls may be required to control activities during the construction work where specific measures may not have been identified in earlier risk assessments or the health and safety plan, however the minimum provision will include;
- i. Clearly designated and segregated pedestrian and vehicular routes on and around the construction site;
  - ii. Provision of suitable, safe, access and egress from every place, together with suitable lighting, fresh air and controls on temperature;
  - iii. The removal of waste and sharp protrusions and other hazards to enable work to be undertaken in a reasonably clean environment;
  - iv. Adequate design and, if required, temporary supports to any part of a structure to enable it to withstand foreseeable loads and to prevent unintended movement, instability or collapse;
  - v. The inspection of openings and provisions to prevent any person or plant/vehicle from falling into an opening;
  - vi. The provision of suitable training, information and adequate supervision for the workforce;
  - vii. The appointment of competent people to inspect plant, scaffolding and other equipment;
  - x. Warning signs and barriers situated at designated distances to prevent or restrict movement, near overhead electricity cables or other hazardous areas;
  - ix. Warning devices and facilities to ensure personnel can safely exit any building/structure in an emergency, including the provision as necessary of fire detection, extinguishers, emergency lighting and safety signage.

## 2.24 Working at Height

A number of our employees regularly work at height as part of their job. It is our policy to ensure that these staff and any visitors etc. are not placed at any extra risk as a result of their work. In order to achieve this, a risk assessment will be carried out before any work at height is undertaken. Following this, the most suitable control measures for each individual job will be introduced as are necessary. **YOUR COMPANY NAME** understand that work at height refers to all work carried out where there is a risk of a fall, and not just those activities involving heights of two metres or more.

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## Legal Position

This policy has been introduced as a result of the Work at Height Regulations 2005 (WAHR) and place duties on us to ensure the following:

- a. All work activities carried out at height must be properly planned and organised;
- b. A risk assessment is undertaken to assess the tasks involved;
- c. Following this assessment, the appropriate work equipment is selected and used;
- d. All those working at height are competent to do so;
- e. Any risks from fragile roof surfaces are properly controlled; and
- f. Where equipment is used for work at height, it will be inspected and well-maintained.

## Control measures

We will implement the necessary control measures to ensure that the risks of working at height will be reduced, so far as is reasonably practicable. This will also include ensuring safe access and egress (exit) from the workplace. Wherever possible, the need to work at height will be avoided, though in many instances, we recognise that this is not possible. If this is the case, it is our policy that the following control measures will be implemented.

a. Safe site access/egress. We will take steps to ensure that those working on the site can access it and leave it safely. This includes vehicle access, the bringing of building materials onto and off the site and the need to protect other contractors, staff or visitors from our activities.

b. Choice of access equipment. When selecting access equipment, WAHR require us to consider collective fall prevention measures over individual ones, e.g. the use of scaffolding in preference to safety harnesses. Therefore, in making our selection, we will consider a number of factors including the following:

- The prevailing working conditions and any space constraints.
- The nature of the risks involved for those carrying out the work.
- The distances involved in transporting the access equipment on site.
- The distances and consequences of a potential fall.
- How often the equipment is to be used and for what duration.
- The need for an easy and timely evacuation and/or rescue in the event of an emergency.
- Any additional risks posed by the use, installation or removal of that work equipment.

b. Fall protection. Where access equipment involves work platforms and edges from which workers can fall; guard rails, toe boards and other barriers (as appropriate) will be used.

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c. Fragile roofs. At no time will anyone work on, from or pass over fragile material, unless platforms, coverings or other similar safe means are provided that adequately support and protect the individual. Where work is carried out on roof surfaces, we will make all reasonable enquiries to identify if this work involves a roof composed of fragile materials, e.g. those which are not load bearing. If this is the case, all necessary precautions will be taken to ensure that staff can carry out the work safely, e.g. by the use of crawl boards and safety nets suspended under the fragile surface. In the event that the composition of the roof is unknown, it will be assumed that it is a fragile surface and precautions will be taken accordingly.

Any support platforms will be at least 600mm wide and of greater width if the work requires it. Platforms will be long enough to provide adequate support to do the work safely. Precautions are required to prevent people and materials falling from the platform. Edge protection comprising of a top rail, intermediate rail and toe-board is required.

Also, protection will be provided when anyone passes or works less than 2 m from a fragile material. In such situations fragile materials will be securely covered, or full edge protection provided to the perimeter or along the full length of the fragile material to prevent access to it.

Where it is not reasonably practicable to provide such protection for example, in cases where proximity to the fragile material is irregular or for a short time span, use of safety harnesses may be appropriate.

Designated boundaries can be established that are useful in identifying safe work areas and/or routes to and from them. If these are used:

- the boundary should be at least 2m from the fragile material;
- the boundary does not need to comply with full edge protection standards, but there should be a physical barrier (a painted line or bunting is not acceptable);
- all persons should receive appropriate information, instruction and training
- Only experienced, trained and competent persons will install such safety protection systems.

d. Supervision. Staff will be supervised as necessary in order to ensure that any access equipment used is set up in accordance with the manufacturer's instructions. Supervisors will also ensure that safe working practices are adopted at all times and that the equipment is being used in line with manufacturers recommendations.

e. Hired Equipment. Any equipment which is hired, such as mobile access towers will be thoroughly checked before assembly and use. Only reputable hiring companies will be used and any hire agreement must be authorised by the Company's head office. Any hired equipment when delivered must be accompanied by an in date certificate of testing and or inspection.

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## Use of ladders

Whilst the Health & Safety Executive (HSE) has not banned the use of ladders, it does not consider their use to be appropriate if other safer options could be used instead. As required by WAHR, we will carry out a risk assessment in order to determine whether an alternative to a ladder may be safer. Since WAHR were introduced, it's likely that ladders will only be suitable for; **(1)** low-risk activities, and; **(2)** work of a short duration. All ladders and Stepladders will be given an identification number. Their condition will be inspected before use and a thorough inspection recorded using the [Ladder & Stepladder Inspections](#) form every 6 months.

## Safety harnesses

As personal fall protection, safety harnesses are only to be used as a measure of last resort, e.g. if access via a safer means is not possible. However, a risk assessment must first be carried out in order to determine whether work can be carried out safely with safety harnesses. If such use is required, staff will not only be trained in how to use and attach them safely, but in how to check that the equipment remains safe to use. Harness will be thoroughly inspected at least annually which the inspection being recorded and where they have been used to prevent a fall they will be destroyed and discarded. Inspections will be carried out by a trained person who has attended a harness inspection course.

## Employee duties

All employees will adopt safe working practices at all times and follow any instructions made for their safety and that of their colleagues. Employees are also expected to assemble and use any work equipment in accordance with the manufacturer's instructions and their training. If any defects are found, they should be reported to their line manager

## Training

As work at height may involve the use of different means of access all staff who are required to use this equipment must firstly first receive training in its safe use. This may be on-the-job or with an external trainer, as necessary and must be recorded.

## Maintenance and inspection

All equipment used for work at height will be maintained in accordance with the manufacturer's instructions and any current legislative requirements. Employees are also expected to make visual inspections of this equipment before it is used. Any further inspection which is required by statute will also be carried out by an appropriately qualified individual.

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## Inspections, Use and Guidance of Work at Height Equipment

When using work at height equipment the following Company guidance and procedures will be adhered to at all times;

[Use of Ladders – Risk Assessment,](#)

[Procedures for Using Ladders](#)

[Procedure for Mobile Access Towers,](#)

[Mobile Access Tower Checklist,](#)

[Work at Height Checklist,](#)

### 2.25 Spare

### 2.26 Workplace (Health, Safety and Welfare) Regulations 1992

- a. The workplace is defined as all premises where a work activity under the Company's control is undertaken (it does not include construction sites or construction site offices). To ensure compliance with these regulations a work place [Office Risk Assessment Review](#) will be carried out at least annually, recorded and any failures highlighted to include any actions required necessary to address the situation.
- b. All equipment, devices and systems within the workplace will be adequately maintained and controlled and any defect or potential hazard identified and remedied as soon as possible.
- c. The workplace will be provided with an effective and suitable means of ventilation, ambient temperature and adequate means of illumination, both natural and-artificial.
- d. The Company will ensure that a workstation will be so arranged to provide adequate seating suitable for the person and work operation where appropriate.
- e. All floors and traffic routes shall be maintained in a safe and sound condition, free from obstruction and from any article or substances which may cause a trip or fall.
- f. Effective and adequate measures will be taken, to prevent falls, including the provision of adequate and secure enclosures or fencing.
- g. Suitable and sufficient welfare arrangements will be provided, along with washing and sanitary conveniences, accommodation for clothing and facilities for resting and taking meals.
- h. Where there are facilities shared between the company and third parties a written agreement between parties will be recorded with respect to how these areas will be managed to ensure the welfare of all parties e.g. toilets, rest / eating areas, environmental control such as temperature, light and humidity.

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## 2.27 Warehouse & Storage Facility

The same principals apply to the company's Warehouse and Storage facility. **YOUR COMPANY NAME** recognise that there are many additional hazards to consider here than in our offices, for example;

- slips and trips;
- manual handling;
- work at height;
- vehicles in and around the warehouse; and
- moving or falling objects.

Because of these additional hazards and to prevent injuries and cases of occupational ill health in our warehousing and storage facility a Warehouse Assessment Review will be carried out at least six monthly. This review will be documented and will be based on the following;

### a. Slips and Trips

- i. To stop the floor getting contaminated, eg by oils or spills, equipment will be maintained properly. When contamination does happen, it is to be dealt with immediately, by cleaning it up.
- ii. Good slip resistance will be maintained by keeping the floor clean, dry and level.
- iii. Employees will be provided with the right footwear to help reduce slips but this will be considered as a control measure of last resort – we will try to eliminate the root of the problem first.
- iv. Trip hazards like; goods, waste packaging, banded strapping loops and pallets will not be permitted to build up or remain on the floor and will be tidied up immediately.
- v. Floors and traffic routes will be kept free from obstructions and floor surfaces will be maintained to ensure an even surface both inside and outside building.
- vi. Suitable lighting will also be provide

### b. Work at Height

- i. Any work at height, including maintenance work will be properly planned, appropriately supervised and carried out in a safe way.
- ii. Work at height will be avoided where possible, but if it cannot be avoided, the correct equipment for the task will be selected by way of a risk assessment.
- iii. Where stepladders or ladders are used **YOUR COMPANY NAME** will show that it is not reasonably practicable to select alternative, safer equipment because the task is low risk and short duration.

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- iv. No one will use pallets on fork-lift trucks for accessing work at height or as working platforms. Climbing on racking unless it is specifically designed for use as access equipment is forbidden.
  - v. Only trained persons will be permitted to work at height.
  - vi. Equipment used for work at height (such as ladders) will be regularly inspected to make sure they are safe. This will be done before use, periodically and after an incident that might affect the equipment's integrity.
- c. Vehicles In and Around the Warehouse**
- i. The employers of all those involved in the delivery and collection of goods will exchange any relevant information on health and safety.
  - ii. Visiting drivers will be given any information they need in advance to ensure their own safety and that of others.
  - iii. Pedestrians and vehicles will be able to circulate safely. Workplace traffic routes will be suitable for the people and vehicles using them.
  - iv. Where vehicles and pedestrians use the same traffic route, adequate separation between them will be provided.
  - v. Where reversing cannot be avoided, pedestrians must stay out of the area where a vehicle is reversing.
  - vi. When coupling and uncoupling trailers and semi-trailers the parking brakes on the tractor unit must be engaged.
  - vii. To prevent 'Driveaways' or premature vehicle departures, drivers must remove the ignition keys from their vehicles and deposit them with the store person. The store person will return the keys on completion of loading or unloading.
- d. Moving or falling objects**
- i. To prevent people being injured by falling objects areas or specific activities in the warehouse with a risk of material or an object striking someone will be clearly indicated and unauthorised people must not enter it.
  - ii. All mechanical handling equipment e.g. a fork-lift truck, pallet trucks, sack barrows etc will be suitable for the job they are used for. All forklift truck operating areas will be suitably designed and properly maintained.
  - iii. Only those whose names are recorded on the [Authorised Driver Machine/ Operator Record](#) will be permitted to operate Forklift trucks. Operators will be trained by a competent person. Operator training will include the following three stages:
    - basic training;
    - specific job training; and
    - familiarisation training (on the job with locally used equipment).

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**e. Maintenance and Examination of Industrial (Forklift) Trucks**

These will be regularly maintained in accordance with the manufacturer's recommendations. Lifting parts of industrial trucks, such as the mast, chains, carriage, forks and tilt mechanism, will be thoroughly examined by a competent person. To control this there will be:

- a documented pre-shift check; [Fork Lift Truck Pre Operational Daily Check](#)
- a system for reporting defects and for ensuring that remedial work is carried out;
- a planned routine maintenance system; and
- a thorough examination/safety inspection regime for each truck carried out by a competent and qualified person

**f. Storage Systems**

- i. Storage areas will be properly designated and clearly marked. The layout of storage and handling areas will avoid tight corners, awkwardly placed doors, pillars, uneven surfaces and changes of gradient.
- ii. Pallets will be inspected each time before use to make sure that they are in a safe condition. Damaged pallets will be taken out of use for repair or destruction. Empty pallets will be handled carefully – and will not be dragged or thrown about.
- iii. Pallets will be loaded correctly to ensure load stability; banding, shrink or stretch wrap can help with this.
- iv. The pallets use will be suitable for the type of racking used in our warehouse.
- v. Racking systems will be properly designed and installed, this includes being able to safely take the load of the goods being stored and will show on it its Safe Working Load (SWL). Racking will be protected if it is likely to be struck by lift trucks or other vehicles.
- vi. Racking will be inspected regularly to make sure it is in good repair and maintained properly and is safe. There will be three types of inspection:
  - immediate reporting of damage and defects;
  - visual inspections at regular intervals; and
  - 'expert' inspections carried out at intervals by a competent person.
- vii. Where damage is found that affects the safety of the racking system it will be offloaded and not used until remedial work has been carried out.
- viii. All inspections, damage and repairs will be recorded.

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## 2.28 Work Equipment.

**The Provision and Use of Work Equipment Regulations 1998** require risks to peoples' health and safety from any equipment that they use at work to be prevented or controlled.

- a. Work Equipment is clearly defined in these regulations as any machine, tool, plant or apparatus. All such work equipment will be used only for the operation for which it was designed. All equipment provided by the Company will be appropriate and suitable for the work to be undertaken.
- b. Machinery, plant or equipment shall be fitted with the appropriate guards or safety devices in accordance with the manufacturers' instructions and legislation. No employee shall remove, modify or interfere in any way whatsoever with any safety device or guard.
- c. All machinery, plant or equipment used by the Company's employees, will be periodically checked and tested in accordance with relevant legislation and records kept of such maintenance and testing. Where equipment is hired a certificate of inspection and testing shall be obtained and, where the hire exceeds seven days, arrangements made for inspections by a competent person. Work equipment moved from site to site will be accompanied by a copy of such records as evidence of when the equipment was last checked and tested. Tests and Inspections will be recorded on the [Equipment Test and Inspection Register](#).
- d. No employee shall use work equipment obtained from the undertaking of another person or company unless there is physical evidence that the last inspection required has been carried out (e.g. mobile alloy towers, portable electrical appliances etc.).
- e. No employee shall operate or use any machine, plant, equipment or tool unless they have received correct training in safe methods of operation and are authorised to use the said equipment with written evidence held on file (e.g. abrasive wheels etc.).
- f. **Abrasive Wheels.** Only specifically designated employees who are trained and who are competent to do so may mount abrasive wheels. Details will be kept of the appointment of employees designated to mount abrasive wheels by way of an entry in to the company's training database.

## 2.29 Supply of Machinery (Safety) Regulations 1992

Either for its own use or on behalf of a client or domestic customer, where the procurement of new machinery is being planned, **YOUR COMPANY NAME** will ensure that the machinery in question will comply with the Supply of Machinery (Safety) Regulations 1992, as amended, by ensuring the following: -

- a. The supplier issues a 'Declaration of Conformity'. This (or a copy) may be requested before ordering where doubt as to conformity exists.
- b. The equipment is CE Marked.

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c. No modifications will be carried out to any machinery so that it would void the 'Declaration of Conformity'.

d. All information regarding the safe use and operation of the machinery, maintenance regimes and manufacturers instructions/recommendations will be provided to the client by way of an O&M Manual and where necessary recorded in the Health and Safety File.

### 2.30 **Vibration.**

**The Control of Vibration at Work Regulations 2005** states that the Company must assess the level of vibration transmitted to employees during everyday use of power tools. Whilst the company does not use equipment that produces excessive vibration levels to which its employees may be exposed (only small hand tools), it will nonetheless undertake its duties by the following means;

- a. All potential employees and existing employees will complete a Hand Arm Vibration Syndrome (HAVS) [Initial Medical Questionnaire](#) and [Annual Review Questionnaire](#) thereafter. These questionnaires will be treated in confidence and will in no way prejudice any existing or potential employee. The main purpose of this questionnaire is;
  - i. To comply with **The Control of Vibration at Work Regulations 2005**
  - ii. To identify any HAVS conditions amongst employees so that appropriate action can be taken by the Company to prevent individuals conditions worsening.
  - iii. To ensure that which the Company is asking of its employees is not contributing to HAVS and to review and monitor that the measures it has in place to prevent and control HAVS are effective.
- b. The Company will not expose its employees to levels above the daily action value of  $2.5 \text{ m/s}^2 \text{ A(8)}$  or the exposure limit value of  $5 \text{ m/s}^2 \text{ A(8)}$  where older power tools are already in use;
- c. Employees identified as being in the high risk category will be provided with information and instruction on the health risks associated with HAVS and the control measures to take. These are outlined in the Company's [HAVS Guidance](#) document;
- d. Health surveillance will be arranged for any employee exposed to values above the exposure action value or identified as being in a high risk category and / or identified as suffering from symptoms via the HAVS Medical Questionnaire:
- e. Records will be maintained and reviewed following the introduction of new equipment, to include:
  - i. The risk assessment(s);
  - ii. Any health surveillance programme, excluding personal/medical information;
  - iii. Future procurement of powered tools will consider their likely vibration levels.

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### 2.31 Lifting Operations.

The Company will comply with the provisions of the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**, which require that any lifting operation be properly planned and under the control of a competent person. That said, the company does not hold any lifting equipment at this time but may occasionally hire simple lifting equipment such as Genie Lifts. On these occasions they will ensure;

- a. The company hires from a reputable supplier.
- b. On delivery, check that the appropriate documentation regarding testing and inspection are available for the equipment.
- c. That the work expected to be carried out by the equipment does not exceed the Safe Working Load of the equipment.
- d. Only trained persons will be permitted to use the equipment.
- e. Positioning and installing and use of the equipment is such that it prevents a person being struck by a load drifting or falling;

In the unlikely event that the Company is required to use larger and more complex lifting equipment the procedure will be to hire through a competent and reputable crane company under the terms of a "contract lift". This will ensure that more complex lifting operations are under the control of an 'expert'.

#### **Company Owned Lifting Equipment & Accessories**

**YOUR COMPANY NAME** recognise that they have a duty to comply with regulations regarding the management, testing and inspection of any lifting equipment or lifting accessories which belong to them. They will meet those duties by implementing the following procedures.

- a. New lifting equipment will conform to relevant product standards and be provided with a test certificate.
- b. The equipment will be suitably marked to identify its current test status and be added to a lifting equipment register.
- c. The safe working load should be clearly marked on all lifting equipment.
- d. All lifting accessories should be marked with a safe working load which should be identifiable for inspection purposes.

#### **Examination and Inspection**

**YOUR COMPANY NAME** will ensure that;

- a. formal examinations, inspections and tests of lifting equipment and lifting accessories are carried out in accordance with LOLER
- b. no equipment is to be used for any lifting operations unless it has been tested and marked with a safe working load by a competent person/organisation, who must also issue the relevant test certificate.

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- c. the results of all inspections will be recorded and kept for at least a period of 2 years

### **Thorough Examination by a Competent Person**

Thorough examination of lifting equipment is divided into “in service” categories and a “pre-service” category. These are:

#### **Pre-Service Examinations**

Lifting equipment will be subject to a recorded thorough examination by a competent person before being put into service for the first time, unless:

- a. it has never been used before (in which case it is classed as having had a thorough examination by the manufacturer or supplier and confirmed within the accompanying declaration of conformity)

or

- b. it has been used by another undertaking (external to the company) but has been supplied with a valid record of thorough examination by a competent person.

#### **In Service Examinations**

Once in service lifting equipment will be subject to the following depending on the type, nature and use of the equipment:

- a. Examination by a competent person every twelve months (Lifting Equipment)
- b. Examination by a competent person every six months (Lifting Accessories or anything which carries a person)
- c. Examination at periods specified by a competent person or organisation (this may be the manufacturer, supplier or insurer).

And, in all cases, after circumstances which may have affected the safety of its use. These include:

- a. its involvement in an accident or near miss
- b. after significant changes in conditions of use, and
- c. Long periods out of use.

**YOUR COMPANY NAME** recognises that it is there statutory duty to inspect the following lifting equipment at periods not exceeding twelve months:

- a. Forklifts
- b. Any other mechanical lifting equipment used for lifting loads other than passengers.

They also recognise that they have a duty to inspect the following at periods not exceeding six months:

- a. Chains
- b. Slings

- 
- c. Eyebolts, Shackles
  - d. Ropes
  - e. Hooks

### 2.32 Manual Handling Operations.

- a. The Company will, so far as is reasonably practicable, introduce measures where required to avoid manual handling operations in accordance with **The Manual Handling Operations Regulations 1992**. Before any significant manual handling operation is carried out and to ensure that a safe technique is employed, a risk assessment will be carried out using [Manual Handling Risk Assessment Form](#)
- b. Where appropriate, mechanical aids for manual handling operations will be provided and only trained employees will use such aids in the situations for which they have been designed.
- c. Appropriate training and instruction will be provided (and recorded) to ensure safe manual handling methods are used, whether carried out by physical or mechanical means.

### 2.33 Electricity at Work.

The Company acknowledges that work on electrical equipment can be hazardous and it is therefore the Company's intention to eliminate the risks as far as is practical. The Company will;

- a. Ensure that electrical installations and equipment are installed in accordance with, the latest Electrical Engineers (IEE) Wiring Regulations edition;
- b. Maintain the fixed-installation in a safe condition by arranging routine safety testing;
- c. Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled and its work environment);
- d. Promote and implement a safe system of work for maintenance, inspecting and testing;
- e. Forbid live working unless absolutely necessary, in which case a lock off / permit to work will be issued before work begins;
- f. Ensure that employees who carry out electrical work are competent to do so;
- g. Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the Company's health and safety arrangements.

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### 2.34 Control of Substances Hazardous to Health (COSHH).

The Company will, so far as is reasonably practicable, introduce measures where required to avoid, reduce and control employees exposure to substances hazardous to their health. This primarily will be managed by carrying out [COSHH Risk Assessments](#) as required by the **Control of Substances Hazardous to Health (Amended) Regulations 2004**.

- a. Substances of a hazardous nature used or created by employees, including emissions of dust, fumes or vapour, will be adequately controlled in accordance with the principles of good practice and within the current statutory workplace exposure limits.
- b. A suitable and sufficient assessment will be made relevant to the safety data sheet on the substance and tasks being undertaken to ensure appropriate control measures are identified and implemented.
- c. Controls shall where possible be by means other than Personal Protective Equipment.
- d. Substances likely to affect or cause skin disorders will be identified and information made available to users.
- e. Any vessel or container containing hazardous substances shall be marked accordingly and stored as directed by the assessment/supplier data sheet
- f. Monitoring and other records relating to personal exposure shall be kept for at least 40 years.
- g. Where substances are likely to cause ill health due to an exposure denoted within the schedules to the regulations, or where there is a reasonable risk of an employee contracting an identifiable disease or adverse health from exposure, health surveillance will be arranged.
- h. An agreement will be recorded between the company those with whom they share any facility with respect to how COSHH will be managed to ensure the safety of both parties.

### 2.35 Storage of HFL's, LPG, Petrol & Diesel

#### Petrol

Small quantities of petrol are to be stored in steel jerry-cans, or 5 litre specially designed plastic containers. These should be kept in well ventilated bins or cupboards which are of a minimum ½ hour fire resisting construction.

Quantities are to be kept to a minimum and should be stored at least 10m outside any building where possible. All containers are to be:

- a. Marked with Contents
- b. Signed 'Highly Flammable'
- c. Stored in locked ventilated steel boxes when not in use that are at least 6m from a building or flammable material.

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- d. Dry powder or foam extinguishers should be provided adjacent to any petrol storage area.

### **Stroke**

2 stroke must be clearly marked and mixed by measuring cup or marks on an oil bottle.

### **Highly Flammable Liquids (HFLs)**

Solvent thinners, flammable adhesives, white spirit, oil based paints etc are to be stored in a modified container or roofed external storage area that is:

- a. Bunded for largest drum contents plus 10%
- b. Provided with suitable dry powder or foam fire extinguishers
- c. Signed 'Flammable liquid - No Smoking, No Naked Lights'
- d. Provided with ventilation and spark free electrics for the storage container
- e. A minimum of 10m from building or flammable materials stored externally

HFLs should only be removed from storage in quantities to be used in 1 day

For less than 50 litres, a metal lockable metal bin (COSHH Box) may be used

### **Liquid Petroleum Gas**

There should be sufficient shelter to prevent cylinders from being exposed to extremes of weather with:

- a. A concrete base
- b. Segregation of full and empty bottles and signed
- c. Bottles stored minimum 1.5mts from compound fence
- d. Secure fence and lockable gate
- e. Fire extinguishers positioned, Foam and Powder
- f. Signed "LPG Highly Flammable" – No Smoking and No Naked Lights
- g. Sited a minimum three metres from a building

### **Control of Cylinders**

Where it is not reasonable to remove a work piece, the following controls must be considered:

- a. Logging and Tagging of individual cylinders
- b. Never leaving cylinders unattended at the workplace
- c. Safe storage for cylinders *at least* 200m from any building

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- d. Size of cylinders to be as small as possible, so as to be capable of being removed easily by a single person as soon as work is finished.
  - e. If cylinders can not be removed from site they must be secured on site in a cage with appropriate safety signs

### **Diesel Storage**

- a. Provide drainable bund walls for the storage capacity of the tank plus 10%.
- b. Suitable access for tankers, fire extinguishers, signs, etc., must be provided
- c. Towed double skinned bunded bowzers are available and should be used to prevent possible ground contamination

### **2.36 Smoke-free (Premises and Enforcement).**

**The Smoke-free (Premises and Enforcement) Regulations 2006** and accompanying legislation aim to protect all employees, customers and visitors from exposure to second-hand tobacco smoke.

It is company policy that smoking will be prohibited throughout the entire company premises. All work vehicles will also be a smoke-free/non-smoking environment at all times unless they are only ever used by the same person and where passengers are never carried. This policy applies to all employees, contractors and visitors. No Smoking Signs will be displayed at the entrance to company premises and state clearly "No smoking. It is against the law to smoke in these premises".

Failure to comply with these rules can lead to disciplinary procedures being taken against the offender. Offenders may also be fined by the local authorities.

### **2.37 Lead.**

**The Control of Lead at Work Regulations 2002** make provision for protecting employees exposed to lead at work, whether working directly with the lead or lead products or indirectly through cleaning and maintenance operations. It is not envisaged that Company employees will be regularly exposed to lead in any of its physical states.

If however the occasion arises where an employee may be required to work with lead or lead products an assessment will be carried out. If it is found that exposure could be significant, the Company will provide appropriate control measures to prevent, or at least adequately control such exposures and will ensure that a medical surveillance programme is available for employees, so far as is reasonably practicable.

### **2.38 Dangerous Substances and Explosive Atmospheres.**

**The Dangerous Substances and Explosive Atmospheres Regulations 2002** make provision for protecting employees against risks from, fire, explosion and similar events arising from dangerous substances used or present in the workplace. It is not envisaged

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that Company employees will be regularly exposed to or work with dangerous substances of this nature. If however the occasion arises where an employee may be required to work with dangerous substances of this nature the Company will;

- a. carry out a risk assessment of any work activities involving dangerous substances and provide measures to eliminate or reduce risks as far as is reasonably practicable. Where risk cannot be entirely eliminated, the Company will apply control and mitigation measures in the following order of priority:
  - i. Reduce the quantity of dangerous substances to a minimum;
  - ii. Avoid or minimise releases;
  - iii. Control releases at source;
  - iv. Prevent the formation of an explosive atmosphere;
  - v. Collect, contain and remove any releases to a safe place (e.g. by ventilation);
  - vi. Avoid ignition sources;
  - vii. Avoid adverse conditions (e.g. exceeding the limits of temperature or other control settings) that could lead to danger;
  - viii. Keep incompatible substances apart.
- b. The Company will ensure that any employee with any responsibility for the use, storage and transport of flammable or explosive substances fully understands the characteristics and hazard of the product being used. They should understand the fundamentals of fire fighting and control of leakages and know the procedures for dealing with emergencies.
- c. Any highly flammable liquids will be stored in fixed storage tanks or closed vessels. If less than 50 litres are stored, they will be kept in fire resistant bins or cupboards, for both situations appropriate warning signs will be displayed and smoking and other sources of ignition prohibited at all storage places.

### 2.38 Pressure Systems.

**Pressure Systems Safety Regulations 2002** make provision for protecting employees against risks from, explosion and similar events arising from pressure vessels used or present in the workplace. It is not envisaged that Company employees will be exposed to or work where they would expect to use or be exposed to pressure vessels as part of their day-to-day work. If however the occasion arises where an employee may be required to work with pressure vessels the Company will ensure;

- a. Pressure systems will only be installed or operated following the preparation of a written scheme of examination by a competent person,
- b. Periodic testing and examination of any pressure systems and air receivers will be undertaken in accordance with the prepared scheme.

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- c. All personnel using the pressure Systems will be provided with information and training relating to the system.

#### 2.40 Safety Signs.

Wherever there is a residual risk which could be reduced by the use of appropriate signage or there is a requirement to communicate site rules to people on site, safety signs conforming to the standards within the **Health and Safety (Safety Signs and Signals) Regulations 1996** will be erected.

#### 2.41 Personal Protective Equipment.

The Company recognises the main requirement of the **PPE at Work Regulations 1992** in that personal protective equipment is to be supplied (at no cost to employees) and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways (including clothing affording protection against the weather). The Regulations also require that PPE;

- a. is properly assessed before use to ensure it is suitable;
- b. is maintained and stored properly;
- c. is provided with instructions on how to use it safely; and
- d. is used correctly by employees.

Therefore in all cases prior to issuing PPE to its operatives the Company will ensure;

- a. An Assessment will be made of the risks at work, if the risks cannot be controlled to a satisfactory level by engineering controls and safe systems of work, personal protective equipment (PPE), appropriate to the task, will be provided. PPE will only be adopted as a 'last resort' to protect against residual risks to safety and health.
- b. PPE will be appropriately selected through an assessment to provide the protection needed and compatible for the work being done and compatible with any other form of PPE being used at the time and selected to ensure a proper fit for the wearer. The initial issue of PPE will be recorded in the [PPE Register](#) held at the head office. Further issues, requests and condition states will be recorded weekly on the rear of the employees' time sheets which will be held in the Company office.
- c. Where an employee is required to wear PPE, appropriate information, instruction and training will be provided regarding the risks which the PPE will avoid or limit and the purpose and manner of its use.
- d. Employees shall use the PPE provided, take reasonable care of the equipment and report any loss or defects promptly to a senior member of staff.
- e. Any PPE the Company buys is 'CE' marked and complies with the requirements of the Personal Protective Equipment Regulations 2002.

Further information is available from the Company's [Guidance on PPE](#).

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## 2.42 Traffic and Pedestrian Management.

To comply with the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992**, the Company will ensure:

- a. Only trained and competent persons are allowed to operate lift trucks and similar machinery. The company at present do not own, hire or use equipment of this nature. However there may be occasions where vehicles delivering materials to the Company's Offices do. On these occasions employees must refrain from ever casually operating this machinery for whatever reason.
- b. Pedestrian and traffic routes are maintained adjacent to and within the Company premises to ensure they are not uneven, slippery or on unnecessary slopes and kept free from obstructions;
- c. Where it has been deemed appropriate, barriers and suitable signage is positioned at pedestrian intersections to avoid contact with any passing vehicle;
- d. Adequate segregation of pedestrians from vehicles: within loading bay zones by the provision of personnel refuge spaces;
- e. Where it is within the Company's power or in liaison with the landlord, parking areas for commercial vehicles and cars are clearly identified;
- f. Where it is within the Company's power or in liaison with the landlord, suitable lighting is provided on all external roadways, parking areas, loading points and pedestrian walkways.

## 2.43 Display Screen Equipment.

- a. The Company, in compliance with statutory regulation **The Health and Safety (Display Screen Equipment) Regulations 1992**, will undertake a suitable and sufficient [DSE Risk Assessment](#) of all display screen equipment and work stations. The equipment will include word processors, computers and graphic screens, CAD for drafting capabilities, micro-rite machines and others of a similar nature,
- b. Employees who work with display screen equipment will be consulted regarding the assessment. This will be by way of an employee conducting a survey of their own equipment and needs,
- c. Employees will be provided with, on request, an appropriate eye and eyesight test which will ensure that, where necessary, corrective appliances required for use with display screen equipment are provided.

## 2.44 Noise at Work.

The Company recognises its duty under **The Noise Regulations 2005** and that they are required to prevent or reduce risks to health and safety from exposure to noise at work. It also recognises that employees have duties under the Regulations too in that they must

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make full and proper use of hearing protection or equipment provided to reduce or eliminate the effects of noise at work and act in accordance with the guidance/instruction given by the company. Therefore the Company will where there is a significant risk from noise:

- a. Conduct a Noise Risk Assessment to assess noise exposure where the exposure is expected to be at, or above, the lower exposure action value of 80 dB (A);
- b. Reduce noise exposure to the lowest level reasonably practicable, other than by the use of ear protectors;
- c. Provide and ensure maintenance and proper use of ear protection where the exposure cannot be reduced to satisfactory levels by other means;
- d. Designate ear protection zones where the upper action value of 85 dB (A) (daily or weekly average exposure) occurs and post appropriate signage;
- e. Not exceed the daily or weekly exposure limit value of 87 dB (A), taking into account any reduction in exposure provided by hearing protection;
- f. Provide information, instruction and training for employees.
- g. Maintain the following records where required;
  - i. Details of any noise exposure assessments, and any revisions;
  - ii. Details of the significant findings of the general risk assessment;
  - iii. Maintenance information, including tests, examinations, faults etc. of any machinery and equipment;
  - iv. Information provided by manufacturers, suppliers etc.;
  - v. Issue and maintenance of any Personal Protective equipment, issued to employees.

#### **2.45 Blood Borne Viruses, Needles and Sharps**

- a. An assessment of the risk of blood borne viruses will be undertaken if it is identified that operatives who may be exposed to needles during operations. Such occasions may include refurbishment of hospitals, prisons, research facilities, etc.
- b. All operatives who may be exposed to Blood Borne Viruses will be informed of the hazards, how to recognise them and the precautions to take to minimise risk. The precautions include covering exposed broken skin with waterproof dressings, wearing of gloves, the necessity of good hygiene procedures, avoidance of eating, drinking and smoking in the area and the importance of hand-washing where there is a risk of contamination.
- c. Needles and sharps must never be picked up by hand and must be disposed of in sharps containers and disposed of as chemical waste. The Company will liaise with the local council to arrange collection of such items if found in a public area. If they are found on client's premises they (the client) shall be informed and requested to deal

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with the matter. Operatives or anyone working on the Company's behalf must not collect needles or sharps.

d. Operatives must report immediately to the Company any occasion where they come across needles or sharps during the course of their work and / or if they have received any 'stick' injuries from such items.

#### 2.46 Lone Working.

The company recognises that it is responsible for the health, safety and welfare at work of their employees and the health and safety of those affected by the work. It also recognises that these responsibilities cannot be transferred to people who work alone and it is their duty (the Company) to assess risks to lone workers and take steps to avoid or control risk where necessary, therefore;

a. Line managers and supervisors must ensure that no employee or person operating for and on behalf of the company is allowed to work alone where there is, or may be a significant, risk to their health and safety.

b. Employees and those operating on the company's behalf should, for their part, continually assess if the work they are carrying out when alone, places them at risk. Where they feel a situation has changed to a point where they feel there is a risk they must cease work and inform their supervisor.

c. All employees and persons operating for and on behalf of the company should inform the relevant line manager or supervisor of any medical condition that should be taken into account in lone working situations.

d. An effective means of communication should always be available in lone working situations.

e. No person under the age of 18 should be allowed to work alone.

f. All employees traveling alone in Company transport will have access to a mobile telephone and travelling first aid kits.

g. Operatives called out outside normal working hours must advise the designated member of management (directly or by telephone message/answering service) of their destination, departure and return times.

### SPECIALIST ACTIVITIES

#### 2.47 Asbestos.

The company recognises **The Control of Asbestos Regulations 2006** and the health risks associated with asbestos and will take the following actions to prevent its employees or anyone associated with their work from being exposed to it.

#### Company Office / Buildings

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a. The type, amount and location of all asbestos within the Company's buildings and facilities shall be identified and recorded with the aid of the [Asbestos Hotspot Checklist](#). Records shall include identification of type and as to the purpose of the asbestos, i.e. lagging, ceiling tiles, partitions etc. These records shall form the asbestos register.

b. On the occasion any maintenance or building work is carried out on the company premises the asbestos register must be consulted and the relative information passed to those carrying out any work therein.

### On Site & Projects

a. The Company recognises the potential risk to health resulting from exposure to asbestos fibres and will with the aid of the [Asbestos Hotspot Checklist](#) endeavour to avoid materials or situations where asbestos material may be present. In order to provide suitable instruction, information and training, the Company has developed standard asbestos procedures regarding accidental discovery of asbestos material for its employees which includes Asbestos awareness training.

b. Should the Company be acting in the capacity of Principal Contractor at premises where there is a likelihood of exposure to asbestos fibres, it will, in conjunction with the Client and CDM Coordinator, acquire information that identifies the asbestos type and its location prior to the commencement of work.

c. Should the Company be acting in the capacity of 'Contractor' it will take all reasonable steps to ascertain that the workplace/building is free from asbestos material before work commences. In the absence of a survey being available all fibrous material shall be viewed as asbestos material until proven otherwise.

d. The Company or its employees or any one employed by the Company will not endeavour to remove any asbestos materials. All removal of asbestos products containing any form of asbestos material will only be conducted by suitably resourced, approved and licensed contractor in accordance with Asbestos Regulations and Approved Code of Practice.

e. Under the guidance of an Asbestos specialist/competent person, the Company will inform any employee or contractor required to work near products or materials containing asbestos, as to the asbestos type and the safety precautions required. Any asbestos specialist employed by the Company will be asked to complete a copy of the Company [Asbestos Surveyor/Remover Checklist](#) before commencing work.

### Training and Instruction

**Your Company Name** will train all contracted staff including sub-contractors with asbestos awareness training – this shall enable them to identify the presence of asbestos (CA Reg 5) and also ensure the company are providing adequate training (CA Reg 10). This training should be undertaken by a competent person and be refreshed at a regular predefined interval (annual etc).

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## Prior to Commencement on Site

In order to satisfy the CA regulation 4 & 5 **Your Company Name** will ensure that any property they intend to work on has had a minimum of a type 2 survey completed by a UKAS accredited company. If company employees are to be involved in any refurbishment or demolition projects then a Type 3 asbestos survey should be present prior to any works commencing.

## Site Work

During work on non licensed asbestos products the company will follow the procedures set out on the HSE website <http://www.hse.gov.uk/asbestos/essentials/index.htm>.

Each team should have reference to relevant documentation on site.

This should enable the company to work towards CA Reg 11 (Prevention or reduction in exposure), CA Reg 16 (Preventing the spread of asbestos) and CA Reg 6 (Assessment of exposure) by promoting safe working procedures.

The company shall ensure that during drilling into asbestos textured coating or presumed asbestos textured coatings any exposure is controlled at source – this shall be done by using the shadow vac technique or ideally using a drilling enclosure.

Vacuums used MUST be H-type with all relevant in date certification and also be checked on a weekly basis for cleanliness etc (CA Reg13). Refer to <http://www.hse.gov.uk/pubns/guidance/em4.pdf> for guidance on the use of H-type Vacuums.

Should drilling be undertaken then the operatives should ensure that the room is unoccupied and plastic wipe able sheeting is placed on the floor.

## Provision of PPE and RPE

Operatives remaining in the room shall be issued with disposable coveralls which should be **Type 5** EN ISO 13982-1(&2) and either wears lace free boots or disposable over boots to conform to CA Reg 14 (Provision and cleaning of protective clothing)

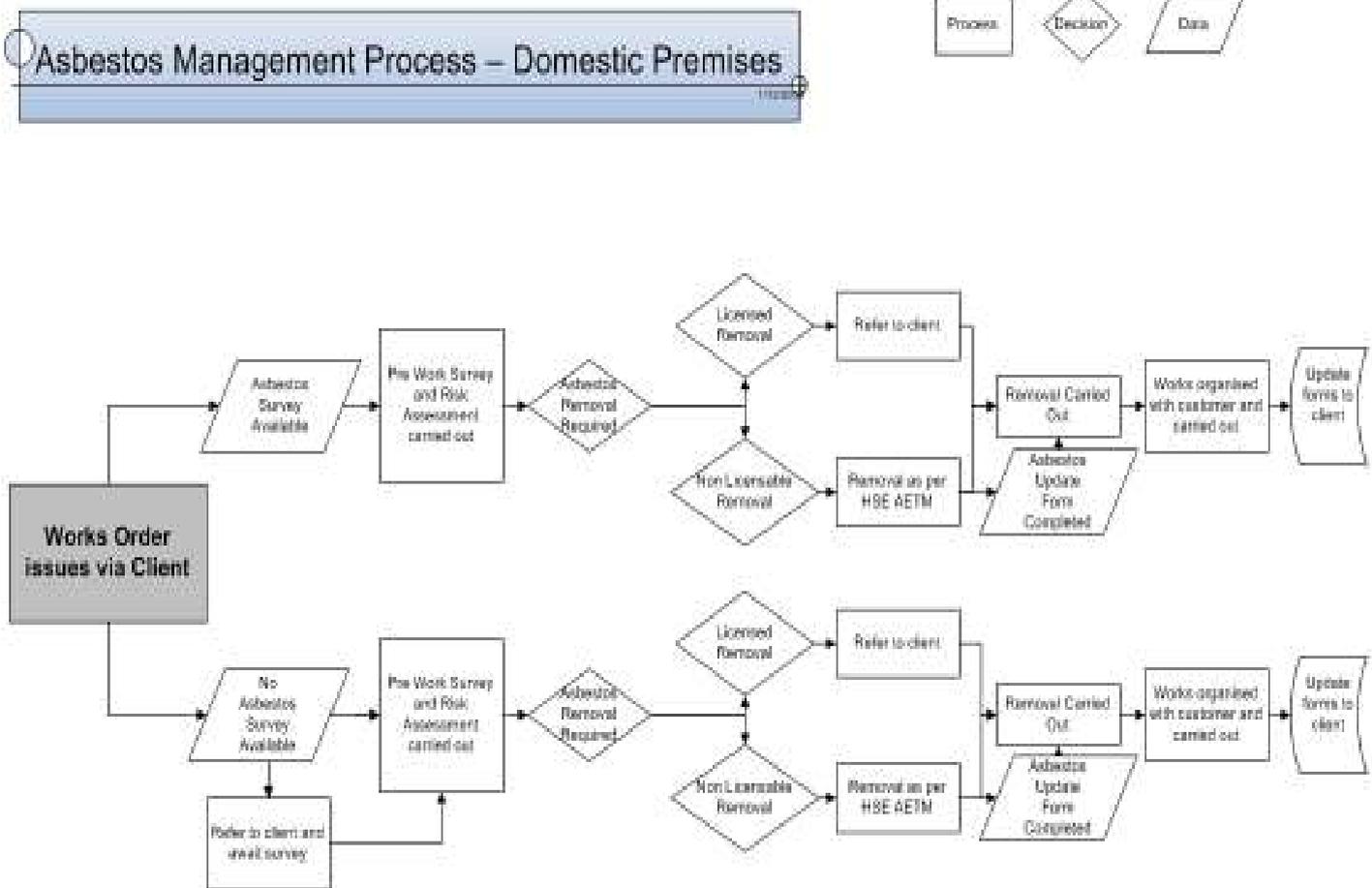
As an additional control measure **Your Company Name** may issue employees with suitable RPE, if half face masks are issued to individual staff members then each employee should undergo a face fit test by a suitably qualified company – this ensures that the mask provides suitable protection to the wearer. An ill-fitting mask may as well not be worn as it does not offer protection to the wearer. The use of a mask should not, in any circumstances replace the need for using other control measures first.

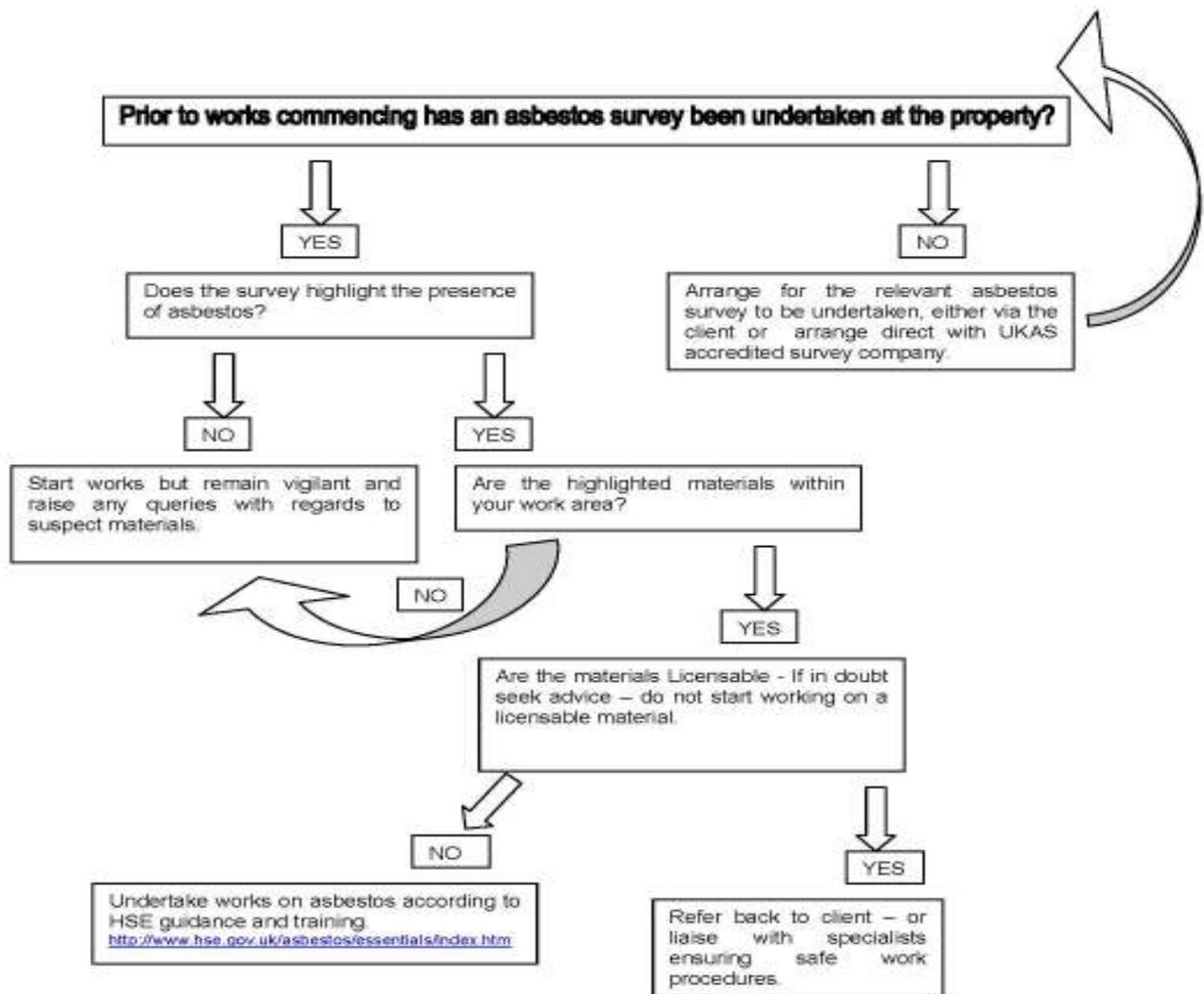
Each mask should have an individual id tag to ensure records are kept accurately for each mask. Each mask should be checked prior to use by the wearer and periodically (monthly etc) by a competent person (CA Reg 13)

## Monitoring Suitability of Control Measures

In order to assess that the chosen RPE is suitable and also to ensure methods of working with asbestos are suitable **YOUR COMPANY NAME** should obtain air testing data. This should be personal air testing undertaken during drilling etc and also background/reassurance air testing within the work room. This data should then be kept on file by **YOUR COMPANY NAME** as a assessment of exposure (CA Reg 6). Should the exposure exceed the control limits then **YOUR COMPANY NAME** will review their working procedures as well as medically screen staff working on ACMs.

Air testing should be undertaken by a UKAS accredited company independent of **YOUR COMPANY NAME**. Ideally this would be undertaken at regular intervals throughout the year.





## 2.48 Entry into Confined Spaces.

The Company recognises the **Work in Confined Space Regulations 1997** and the risks associated with confined space work. It also understands that a confined space is any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen) within or close to the enclosed space. Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings others may include ductwork and unventilated or poorly ventilated rooms.

- a. Entry by employees into a confined space (as defined in the current Work in Confined Space Regulations') will in the first instance be avoided.
- b. Where there is no choice other than to enter a confined space to carry out work, a thorough risk assessment will be carried out to identify a safe system of work which will include adequate control measures to manage the risks.
- c. Entry by employees into a confined space or employees acting as a 'top man' shall not be carried out until they have successfully completed a recognised training course.

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- d. Entry into confined spaces shall be carried out in accordance with this policy and the Code of Practice for Work in Confined Spaces.
  - e. The Company and those working on behalf of the Company are required to maintain records of all training provided to employees.
  - f. Any specialist equipment used specifically for confined space work must be calibrated, tested or inspected in line with manufactures recommendations and or regulatory requirements and records kept.

## 2.49 Transport Management

The Company will ensure that all vehicles are safe and fully efficient and that they are maintained and serviced as per manufacturers' recommendations and that all necessary tests, insurances, road fund licences are up to date. Any defects that are reported will be attended to immediately.

Annual checks will be made to ensure that all drivers are in possession of the appropriate driving licences for the vehicles (including the accruing of penalty points) and that all requirements regarding recording drivers' hours are complied with.

Where vehicles are fitted with fire extinguishers and first aid equipment these provisions will be maintained in an acceptable condition in line with recognised guidance.

### Transport Driving

All operatives that use the Company vehicles must:

- a. Make regular inspections of the vehicle for obvious defect and report any defects to the Health and Safety co-ordinator immediately.
- b. Check lights, tyres, oil, water, windscreen wipers and washer reservoir at least every week.
- c. Drive in accordance with the Road Traffic Legislation and the Highway Code at all times, and be particularly careful when driving on client sites.
- d. Report all accidents, however minor to the Health and Safety Advisor.
- e. Ensure that any traffic violations you are involved in, which result in prosecution are reported.
- f. Ensure that any load on or in the vehicle is well secured, also that the vehicle is not overloaded or loaded in such a way that it would affect the handling of the vehicle.
- g. Do not drink alcohol, take drugs or any type of medication that could affect your driving ability before driving a vehicle.

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## WASTE MANAGEMENT AND POLLUTION CONTROL

2.50 In recent years, environmental issues have become increasingly important, it is the intention that the Company address these issues when designing, planning and carrying out work giving due consideration to the following:

- a. **Selection.** Materials shall be selected for minimum environmental impact through the life cycle of the equipment and materials, and where possible, useful reclamation of harmful components.
- b. **Reuse.** Where possible and allowable, equipment that provides the option to be re-used at a later stage will be selected,
- c. **Air Dust.** Will be controlled at source to prevent contamination of the surrounding area, certain materials may be burnt after seeking the Environmental Agency approval, when there is no other safe and practical means of disposal. The burning of materials will be in such a way as to minimise the emission of dark smoke and will be continually supervised.
- d. **Noise.** All available techniques will be used to minimise the effect and nuisance created, as far as necessary, by the level of noise to which employees and others in the area are exposed.
- e. **Waste.** Projects shall be registered with the Environment Agency as a "waste producer" and all waste segregated into relevant sections before carriage (by licensed carriers) to an approved/licensed tip,
- f. **Final Site Clearance.** A final site clearance will be carried out prior to the handover of the site, or on completion of the Company's contracted activities, which will include the removal of all waste generated by those activities.
- g. **Recycling.** Waste paper, plastics, metals and other electronic goods which are hazardous and/or contain re-useable components will be sent for re-cycling at appropriate centres.

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# **YOUR COMPANY NAME**

## HEALTH AND SAFETY POLICY

### Part Three

#### Health and Safety Rules and Procedures

#### **INTRODUCTION**

This part of the Health and Safety Policy defines the standards and rules which relate to all employees whilst at work. This also includes those employed by **YOUR COMPANY NAME** under 'self employed' arrangements that are not sub contractors in the true sense. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules may render employees liable to action involving disciplinary procedures.

It should also be borne in mind that a breach of health and safety legislation by an employee is a criminal offence and action taken by an enforcing officer against an individual may result in heavy penalties, i.e., fines and imprisonment.

The Company recognises that it is not possible to prepare, in written form, every safety rule laid down by the Company, as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by management.

Relevant training and information will be given to all employees to reinforce the issues of health and safety on site or any other place of work with regard to their work activities and the use of any machinery or work equipment they are required to use during the course of their work.

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## HEALTH AND SAFETY RULES

These rules are of paramount importance. Please read them carefully to ensure that you understand what is expected of you.

### WORKING PRACTICES

You must:

- Not operate any machine, plant or equipment unless you have been trained and authorised to do so;
- Make full and proper use of all machine guarding;
- Report to management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards;
- Not clean any moving machinery, plant or equipment unless authorised to do so;
- Not leave any machinery, plant or equipment in motion whilst unattended unless authorised and it is safe to do so;
- Not operate any machinery, plant or equipment unless you have received sufficient training or are under adequate supervision;
- Not make any repairs or carry out maintenance work of any description unless authorised to do so;
- Use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions;
- Return all substances, chemicals, liquids, etc. to their designated safe storage area when not in use;
- Observe all pedestrian and vehicle control areas;

### NOTICES AND WRITTEN INSTRUCTIONS

- You must comply with all hazard/warning signs and notices displayed on the premises / site.
- You are expected to read and observe any notices and instructions displayed in your work area.
- If in doubt ASK your Supervisor or Line Manager.

### WORKING CONDITIONS/ENVIRONMENT

You must:

- Make proper use of all safety equipment and facilities provided to control working conditions/environment;
- Keep work areas clear and in a clean and tidy condition, with materials stacked/stored safely;

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- Not climb/walk over unstable structures or materials;
  - Dispose of any rubbish and waste materials within the working area, using the facilities provided;
  - Clear up any spillage of liquids as soon as is practicable;
  - Deposit waste, chemicals or oils -in the correct disposal skip/bin in accordance with the written waste disposal requirements;
  - Not pollute water courses, sewers or drains with any chemicals, oils, or other hazardous substances.

### **PROTECTIVE CLOTHING AND EQUIPMENT**

You must:

- Only use items of protective clothing/equipment as instructed and during working hours;
- Not misuse or willfully damage any items of protective clothing/equipment provided;
- Store and maintain protective clothing/equipment in accordance with your supervisor's instructions;
- Report any damage, loss, fault or unsuitability of protective clothing/equipment to your supervisor.

### **FIRE PRECAUTIONS**

You must:

- Comply with all emergency procedures pertinent to your work activity;
- Not obstruct any fire escape route, fire equipment or fire doors;
- Report any use of fire fighting equipment to your supervisor.

### **VEHICLES**

You must:

- Carry out daily checks of your vehicles prior to use and in conjunction with the laid down checking procedure;
- Not drive or operate any vehicle for which you do not hold the appropriate driving licence or permit;
- Not carry unauthorised passengers or unauthorised loads;
- Not use company vehicles for unauthorised purposes;
- Not overload vehicles beyond the stated capacity;
- Not drive or operate company vehicles whilst operating a mobile phone, over the legal alcohol limit for driving or after taking un-prescribed or illegal drugs or suffering from a medical condition or illness that may affect your driving or operating ability.

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## **ACCIDENTS**

You must:

- Seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the accident book. Upon returning from treatment you must report the incident to your supervisor;
- Report all accidents and dangerous occurrences to your supervisor as soon as it is practicable;
- Notify your supervisor of any incident in which damage is caused to company or clients' property.

## **HEALTH**

- You must report to your supervisor any medical condition which could affect the safety of yourself or others.
- You are expected to co-operate on the implementation of any occupational health surveillance to prevent ill health or infections, etc.

## **RULES COVERING GROSS MISCONDUCT**

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways;

- A serious or willful breach of the company's health & safety rules or of statutory legislation;
- Unauthorised removal or interference with any guard or protective device;
- Unauthorised operation of any item of machinery, plant or equipment;
- Unauthorised removal of any item of first aid equipment;
- Willful damage to, misuse of or interference with any item provided in the interests of health, safety and welfare at work;
- Unauthorised removal or defacing of any label, sign, guidance, or warning device;
- Misuse of chemicals, flammable or hazardous substances or toxic materials;
- Smoking on Company premises;
- Horseplay or practical jokes which could cause accidents;
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- Misuse of compressed air, pneumatic, hydraulic or electrical equipment;
- Dangerously overloading any item of lifting equipment;
- Overloading or misuse of any of company vehicles.

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## **APPENDICES**

Accident Investigation

Asbestos

CDM

COSHH

DSE

Fire

Hand Arm Vibration Syndrome

Induction

LPG

Manual Handling

Medical

Permits

PPE

Risk Assessments & Method Statements

Policy Review

Toolbox Talks

Training

Work at Height

Work Equipment