The company intends to demonstrate an ongoing and determined commitment to improving health and safety standards in all of its activities throughout the company. We shall comply with the requirements of the Health and Safety at Work (etc.) Act 1974 and subordinate legislation .

The following contains the company's policy for ensuring the Safety, Health and Welfare of its workers and any other persons who may be affected by our work activities.

1.0. INTRODUCTION

This policy contains essential information which has been compiled to help everyone to work safely and to prevent injury to themselves, clients, contractors and members of the public.

The management of Health and Safety is regarded as an equal to all other management functions. The Health and Safety Policy Statement, organisation and arrangements are an integral part of the Company's activities.

Heyrod Construction Limited recognises the importance of our workers role in good health and safety standards, we actively encourage workers to take greater control of their day to day activities. To ensure that we all work safely, this policy must be made available for all workers throughout the duration of their work.

We urge you to read, understand and use this policy and if you have any doubts, always take the cautious approach and seek advice. You will always have support, advice, information and instruction from our Directors, Managers, Supervisors and the Company Health and Safety team of Advisors, in all health and safety matters.

This policy is the direct concern of the Board, and the Director responsible for Health and Safety is Mr P Gillespie, Managing Director.

HEYROD CONSTRUCTION LTD
BUILDING & CIVIL ENGINEERING CONTRACTORS

2.0 Contents

3.0 Revision Record & Definitions

AMENDMENT PROCEDURE

Amendments may consist of changes to individual sections or respective content, not necessarily the document as a whole.

It is the responsibility of the individual Policyholder to amend his/her controlled copy as and when required. Revisions may be made to the document by the individual holder following discussion with the Health and Safety Department to ensure that all registered holders of the document are issued with the revisions.

The “Master Copy” held on site may contain content to sections & appendices which do not constitute a revision of Policy to other controlled holders, such as additional reports, permit to work etc.

Formal revisions shall be detailed on the following table.

Issue Numbers	Date(s)	Section Numbers	Subject / Content	Authorised
1 - 16	2000 - 2018	All	Full Review	JGN
17	11/04/2019	All	Full Review	JGN
18	25/09/2019	All	Full Review	JGN
19	14/09/2020	All	Full Review • Layout Update • Temporary Works Design Capacity Added • CISRS SG4 training updated • Inclusion of LEV’s • Inclusion of face fit tests	JGN
20	28/05/2021	22	22.4 Inclusion of exemption from wearing hard hats for Turban wearing Sikhs for religious/faith reasons	JGN
21	23/05/2022	All	Full Review	PG
22	23/05/2023	All	Full Review	PG
23	09/05/2024	All	Full Review	PG
24	02/05/2025	All	Full Review	PG

Abbreviations and Definitions

Throughout this document the following abbreviations and definitions will apply.

Company: HEYROD CONSTRUCTION LTD : HCL

The Principal Act: means the Health & Safety at Work etc, Act 1974.

C.O.S.H.H: the Control of Substances Hazardous to Health Regulations.

Competent Person: A person who has undergone formal training, has the knowledge, expertise and experience for the task allocated.

Contractor: means a contractor or employer of workmen and may also provide a service (Including agencies) who is undertaking any of the operations or works to which the Construction Regulations apply.

Confined Space: means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Site: means any place where building operations, engineering or other forms of construction are being undertaken.

Work Equipment: means any machinery, appliance apparatus, tool or installation for use at work (whether exclusively or not).

Electrical Apparatus: means all apparatus, machines and fittings in which conductors are used, or of which they form a part.

Lifting Equipment: means work equipment for lifting or lowering loads and it includes accessories used for anchoring, fixing or supporting it.

Corrective Preventative Action: May be raised by Directors, Managers and Health & Safety Advisors when a quality, environmental or health and safety failure, hazard or breach of a procedure has been identified. CPA's must be closed out in a timely manner by the manager responsible for that department/site.

Deliberately Working in an Unsafe Manner: Examples (not exhaustive) are working at height without adequate fall protection, entering a confined space without training or adequate equipment etc. driving/using plant or equipment without a company recognised card/certificate (training).

4.0 Health & Safety Policy Statement

Heyrod Construction Limited undertakes building and civils works and acts as a principal and specialist contractor which operates within the United Kingdom. The core activities of the company are reinforced concrete structures including conventional concrete frame and slabs construction together with concrete works to individual prestigious buildings and structures. We undertake drainage installation, bulk excavation, site preparation and related groundwork, bridge building, tunnelling and road construction. We are also very active in the construction of concrete works for water and sewage treatment works.

It is therefore the policy of Heyrod Construction Limited Ltd to conduct its operations with due regard to safety, health and welfare of all its workers, clients, contractors and that of the general public. We consider safety to be a management responsibility ranking with all other business activities and it is our declared intention to comply with both the requirements and spirit of the Health and Safety at Work Act 1974 and any Regulations and Codes of Practices implemented under this act. To this end the Directors will ensure that the company's management and workers are fully aware and committed to observing the following principles to ensure that health and safety issues shall not be compromised for other objectives.

Commit to continuous improvement of safety performance and to the prevention of ill health and injury by:

- Providing the appropriate resources, information, instruction, training and supervision that is necessary to ensure the Health and Safety of anyone who may be affected by our work.
- Promote and encourage a positive and constructive approach to Health and Safety management, procedures and culture to ensure that we continually improve our Health and Safety performance.
- Ensure contractors and suppliers adopt the same policies and implement the same principles for protecting all workers and that of others.

Commitment to comply with relevant legal and other requirements by:

- Provide proper training and instruct ion to our workers to ensure competency to do their tasks to prevent ill health and injury.
- Provide proper and safe work equipment, plant, and materials. Ensure the safe handling and use of substances to avoid ill health
- Observe and act upon, and where possible, exceed the recommendations and guidance made by the Industry Specialist bodies and the Health and Safety Executive (HSE).

Provide a Framework for setting objectives for improvement by:

- Taking measures to achieve Health & Safety excellence by eliminating or controlling any foreseeable hazards that may result in injury or illness.
- Ensuring the effective management of all Health, Safety and welfare matters, we shall provide management systems to achieve ISO 45001.
- Regular audits, inspections and reports shall be used to ensure compliance.
- Welcome suggestions to improve working practices either directly to management, via the Health and Safety committee meetings or other worker engagement initiatives.

Communicate the policy and all relevant information to persons working under the control of the organisation and made available to interested parties by:

- Ensure that all workers are familiar with our Health and Safety policy and relevant information
  Ensure that all relevant information is available to interested parties and the general public

Continually review the Health and Safety Policy; document any changes and ensure they are implemented by:

- Review and update the policy annually, in the light of new experiences or legislation and bring those revisions to the notice of the staff.

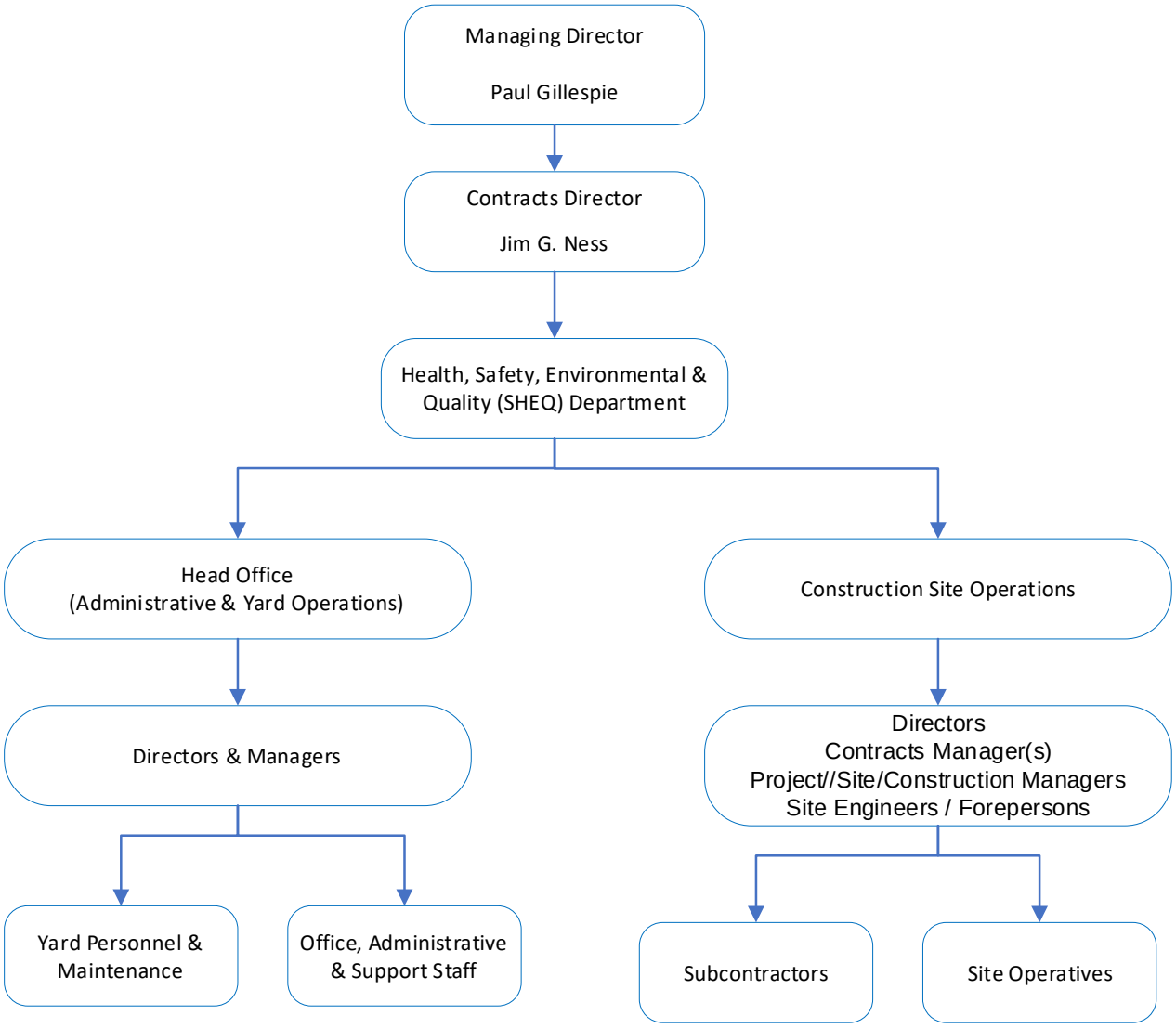
Signed for and on behalf of the Board of Directors
Paul Gillespie
Managing Director

Date 2nd May 2025

5.0 THE ORGANISATION

Organisation Chart

COMPANY HEALTH,SAFETY, QUALITY & ENVIRONMENTAL MANAGEMENT STRUCTURE



6.0 Responsibilities

INTRODUCTION

Responsibilities have been defined for each of the following roles:-

- All Personnel
- Directors
- Health and Safety Advisors
- Contract Managers
- Project Managers
- Construction / Site Managers
- Site Engineers
- General / Section Foreperson(s)
- Purchaser / Buyer
- Other
- Contractors
- Vehicle Drivers

6.1 ALL PERSONNEL (This list is not exhaustive)

- Understand the Company policy for Health, Safety and Welfare.
- Set a good personal example at all times.
- Wear appropriate Personal Protective Clothing/Equipment when on site.
- Work in a safe manner at all times.
- Make themselves available to attend Health and Safety meetings when required.
- With respect to the company's Health, Safety and Welfare policy and procedures, all workers must assist the company in achieving the company's declared standards. Individuals who are considered to consistently ignore this aim may be subject to disciplinary action.
- This Health and Safety policy has been developed within the company's set of policies and as such we remind you that the following breaches shall not be tolerated under any circumstances and, therefore disciplinary action may be taken;
- Fighting or bullying.
- Discrimination and/or victimisation on the grounds of race, sex, disability, sexual orientation or religion.
- Working under the influence of drugs or alcohol.
- Deliberately working in an unsafe manner which would affect yourself or others.

6.2 DUTIES OF THE DIRECTORS

- The Managing Director, with the assistance of all of the Directors will:
- Ensure the continuous improvement in Health and Safety performance and that Health and Safety issues are of equal importance to all other business issues
- Ensure that the aims of the Policy Statement are made known to all workers.
- Have responsibility with regard to the effectiveness of the Policy.
- Monitor the overall effectiveness of the Policy. Review and revise the Policy as and when necessary.
- Ensure that Health and Safety standards and procedures are implemented and maintained by the Company's managers.
- Ensure adequate resources are available to implement the Company's Health and Safety arrangements.
- Ensure suitable and sufficient arrangements are in place for the provision of safe plant and equipment.
- Ensure that suitable arrangements are in place for the provision of training and information for the Company's workers.
- Review Health and Safety Advisor's reports and follow up corrective/preventative actions with the Contracts/Site Managers

6.3 DUTIES OF THE SHEQ Manager(s) / Advisor(s)

- Establish and monitor Health & Safety performance standards.
- To record the accident statistics and present the information in an appropriate form for the use of Directors and Managers to measure Health and Safety performance and in monitoring the effectiveness of the policy.
- Co-ordinate all Health and Safety activities and provide support and advice for all areas and levels of the business.
- Monitor the effectiveness of Health and Safety policies and procedures.
- Maintain Health and Safety policies, procedures and systems are up to date within legislation and best practice.
- Ensure that generic method statements and risk assessments are published, maintained and available for site management.
- Maintain medical and immunisation records, where applicable.
- Undertake Health and Safety audits and inspections on a regular basis, complete reports and issue to Site/Yard managers and copy in Senior Management.
- Provide Health and Safety Advisor reports and follow up corrective/preventative actions with Contract/Site Managers
- Investigate accidents and near misses, compiling reports and where necessary making recommendations to prevent recurrence.
- Liaise with authorities i.e., HSE, EA, Local & Fire Authorities etc, and report all accidents within RIDDOR.
- Provide timely, clear and concise written and verbal communication in all Health and Safety matters.
- Liaising with training officers to promote a health and safety programme, to secure regular training of workers and to coach frontline supervisors to develop and maintain safe working conditions.
- Co-ordinate the Company's Occupational Health (OH) Medical Screening, for Safety Critical activities and operatives. Liaise with the company OH nurse with regards to restrictions of employment and "light duties" and any return to work arrangements.

SITE BASED HEALTH AND SAFETY ADVISORS

- To assist the Senior Health and Safety Advisor in the above duties
- To directly liaise with principal contractor on all health and safety issues
- Maintain site training records, CSCS cards and other card record details
- Assist site management to write site specific method statements and risk assessments
- To undertake base site inspections every day and actively drive health and safety initiatives
- To provide the Senior Health and Safety Advisor with timely, clear, concise written and/or verbal communication in all Health and Safety matters
- To ensure that statutory and company registers are implemented and maintained by site management
- To assist site management to hold toolbox talks and worker engagement meetings.

To assist site managers to undertake inductions for new workers.

Advise the Company's Occupational Health (OH) Medical Screening to Directors, for Safety Critical activities and operatives. Liaise with the company OH nurse with regards to restrictions of employment and "light duties" and any return to work arrangements.

6.4 DUTIES OF THE CONTRACTS MANAGERS

- Ensure they understands their responsibilities under the Health, Safety and Welfare Policy.
- Implement and maintain Health & Safety performance standards via his Site Managers
- Ensure that all workers under his control are familiar with the Company's Health, Safety and Welfare Policy, and the individual responsibilities imposed upon them.
- Identify the role and responsibility of 'The Company' in respect of the CDM Regulations, for each project.
- Ensure correct procedures for procuring contractors are complied with.
- Ensure correct procedures for procuring plant and materials are complied with.
- When undertaking new work practices or materials, the risks must be assessed prior to commencement of the work. (seek advice from the supplier and the Health and Safety team)
- Take notice and act upon the recommendations and advice given by the Company's Health and Safety Advisors.
- Ensure all aspects of working methods and systems are effectively assessed, planned and monitored.
- Ensure that all necessary information relating to safe systems of work are provided to secure the safety of workers under his control.
- Ensure that all workers responsible to him are competent to perform their tasks.
- Ascertain training needs for the Company's workers and liaise with the training Co-ordinator.
- Ensure that all workers receive suitable training to enable them to perform their duties safely without risk to themselves or others
- Monitor the overall safety performance of sites and ensure that action is taken whenever sites fail to meet company standards.
- Ensure access, egress and high housekeeping standards are maintained in the workplace.
- Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
- Actively promote at all levels the Company's commitment to effective safety management.
- Review Health and Safety Advisor reports and follow up corrective/preventative actions with Site Managers

6.5 DUTIES OF THE PROJECT / SITE MANAGER / AGENT

- Ensure they understands their responsibilities under the Health, Safety and Welfare Policy.
- Implement and monitor Health & Safety performance standards
- Ensure that all workers under his control are familiar with the Company's Health, Safety and Welfare Policy and the individual responsibilities imposed upon them.
- Understand the roles and responsibilities of 'The Company' in respect of the CDM Regulations for that particular site.
- Ensure all aspects of working methods and systems are effectively assessed, planned and monitored.
- Ensure that site specific Method Statements and Risk Assessments are written, implemented and effective.
- Ensure all work is properly supervised.
- Ensure that all necessary information relating to safe systems of work are provided to secure the safety of workers under his control.
- Ensure that all workers responsible to him are competent to perform their tasks.
- Ensure that all workers receive suitable training, including induction, to enable them to perform their duties safely without risk to themselves and others.
- Ensure that safety standards are regularly reviewed and revised if necessary.
- Ensure that the recommendations, advice and Corrective/Preventative Actions issued by the Company's Health and Safety Advisors, Directors or Senior Managers are implemented and closed out in a timely manner.
- Ensure access, egress and high housekeeping standards are maintained in the workplace.
- Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
- Ensure plant and equipment are safe and without risk to health.
- Ensure the supply and issue of personal protective equipment and clothing
- Ensure adequate welfare facilities are available.
- Ensure that a First Aid risk assessment is conducted, and that suitable First Aid arrangements are in place, and that first aid equipment is provided
- Ensure statutory registers are available and maintained on site when necessary.
- Ensure all sites are suitably secure.
- Ensure suitable instructions regarding the actions required in the event of an emergency are available.
- Ensure all accidents or dangerous occurrences are investigated and reported in accordance with company procedures.
- Consult with workers on Health and Safety matters
- Suggest ways of eliminating hazards by reporting to their Contracts Manager on matters of Health and Safety.

- To coach front line supervisors to develop and maintain safe working conditions

- Actively promote the company's workforce engagement initiatives by holding weekly Site Manager meeting's and ensuring that "Supervisors" hold briefing meetings, toolbox talks, and any other method of communication used to improve the involvement of all workers under their control.

6.6 DUTIES OF SITE ENGINEERS

- Ensure they understands their responsibilities under the Health, Safety and Welfare Policy.

- Assist the Site Manager and General Foreman in achieving company safety standards by reporting unsafe operations and conditions immediately.

- Ensure that persons working under their control are not exposed to unsafe situations and that a safe system of work is maintained.

- Take notice and act upon the recommendations and advice given by the Company's Health & Safety Advisors.

- Ensure that the arrangements or precautions they are responsible for are fully implemented.

- If you are involved in any permit systems, ensure that the information you give is clear and concise and monitor that the operation is being carried out as per instruction.

- Ensure that you are aware of the contents of any Risk Assessment and Method Statement relating to your section of works.

- Wear the appropriate protective clothing and equipment.

- Suggest ways of eliminating hazards by reporting to their Site Managers/Agent on matters of Health and Safety.

6.7 DUTIES OF THE GENERAL / SECTION FOREMAN

- Be competent to monitor and implement the Company's Health, Safety and Welfare Policy in the workplace.
- Ensure all workers are competent and where necessary adequately trained to carry out their delegated duties.
- Ensure all workers under his direct supervision carry out work in accordance with the Company's Health, Safety and Welfare Procedures.
- When Method Statements are produced ensure that all affected persons are briefed as to the contents and monitor operatives for compliance, including Sub-contractors.
- Take notice and act upon the recommendations and advice given by the Company's Health and Safety Advisors
- Provide suitable work instructions for all workers under his control.
- Ensure all statutory inspections are carried out as specified in the Contract Health and Safety Plan.
- Ensure workplace safety systems are not abused.
- Ensure safety equipment and personal protective equipment is suitable for its purpose and is correctly used and maintained.
- Ensure safety discipline is upheld in the workplace.
- Ensure access, egress and high housekeeping standards are maintained in the workplace.
- Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
- Ensure plant and equipment is safe and without risk to health.
- Ensure all accidents and dangerous occurrences are reported.
- Discourage horseplay, abuse of work equipment, welfare facilities and the wastage of materials
- Suggest ways of eliminating hazards by reporting to their Site Manager/Agent on matters of Health and Safety.
- Actively promote at all levels the company's commitment to effective safety management.
- Actively promote the company's workforce engagement initiatives by taking part in Site Manager meeting's and holding daily dawn briefing meetings, toolbox talks, and any other method of communication used to improve the involvement of all workers under their control.

6.8 DUTIES OF YARD MANAGER:-

- Ensure they understands their responsibilities under the Health, Safety and Welfare Policy.
- Implement and monitor Health & Safety performance standards
- Ensure that all workers under his control are familiar with the company's Health, Safety and Welfare policy and the individual responsibilities imposed upon them.
- Ensure all aspects of working methods and systems are effectively assessed, planned and monitored.
- Ensure that specific Method Statements and Risk Assessments are written, implemented and effective.
- Ensure all work is properly supervised.
- Ensure that all workers responsible to him are competent to perform their tasks.
- Ensure that all workers receive suitable training, including induction, to enable them to perform their duties safely without risk to themselves and others.
- Ensure that safety standards are regularly reviewed and revised if necessary.
- Ensure that the recommendations, advice and Corrective/Preventative Actions issued by the Company's Health and Safety Advisors, Directors or Senior Managers are implemented and closed out in a timely manner.
- Ensure access, egress and high housekeeping standards are maintained in the workplace.
- Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
- Ensure plant and equipment are safe and without risk to health.
- Ensure the supply and issue of personal protective equipment and clothing
- Ensure that the yard and offices are suitably secure.
- Ensure suitable instructions regarding the actions required in the event of an emergency are available.
- Ensure all accidents or dangerous occurrences are investigated and reported in accordance with company procedures.
- Consult with workers on Health and Safety matters
- Actively promote the company's workforce engagement initiatives by holding monthly Yard Manager meeting's and ensuring that "Supervisors" hold briefing meetings, toolbox talks, and any other method of communication used to improve the involvement of all workers under their control.

6.9 DUTIES OF PLANT MAINTENANCE MANAGER & YARD SUPERVISOR:-

- Be competent to monitor and implement the Company's Health, Safety and Welfare Policy in the workplace.
- Ensure all workers are competent and where necessary adequately trained to carry out their delegated duties.
- Ensure all workers under his direct supervision carry out work in accordance with the Company's Health, Safety and Welfare Procedures.
- When Method Statements are produced ensure that all affected persons are briefed as to the contents and monitor operatives for compliance, including Sub-contractors.
- Take notice and act upon the recommendations and advice given by the Company's Health and Safety Advisors
- Provide suitable work instructions for all workers under his control.
- Ensure workplace safety systems are not abused.
- Ensure safety equipment and personal protective equipment is suitable for its purpose and is correctly used and maintained.
- Ensure safety discipline is upheld in the workplace.
- Ensure access, egress and high housekeeping standards are maintained in the workplace.
- Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
- Ensure plant and equipment is safe and without risk to health.
- Ensure that a First Aid risk assessment is conducted, and that suitable First Aid arrangements are in place, and that first aid equipment is provided
- Ensure all accidents and dangerous occurrences are reported.
- Discourage horseplay, abuse of work equipment, welfare facilities and the wastage of materials
- Suggest ways of eliminating hazards by reporting to their Yard Manager on matters of Health and Safety.
- Actively promote at all levels the company's commitment to effective safety management.
- Actively promote the company's workforce engagement initiatives by taking part in Yard Manager Meetings and by holding monthly briefing meetings, toolbox talks, and any other method of communication used to improve the involvement of all workers under their control.

6.10 DUTIES OF WORKERS:-

- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with their Foreman/supervisors to carry out duties safely.
- Ensure that they have received Induction and Safe Method of Work Instructions for the site they are working on from Heyrod supervision.
- Report all accidents and dangerous occurrences immediately
- Take notice and act upon the recommendations and advice given by the Company's Health and Safety Advisors
- Refrain from horseplay, abuse of plant, machinery, equipment and welfare facilities.
- Not to take unnecessary risks or work in an unsafe way.
- Report any defects in plant, equipment and systems of work to their Foreman/Agent immediately.
- Not to abuse rules or procedures laid down by the controller of premises on which they are working.
- Only operate plant for which they have been trained and hold a current certificate/card.
- Obey all hazard warning notices.
- Ensure personal protection equipment (and clothing) supplied is worn at all times and be aware that misuse of PPE shall not be tolerated and could result in disciplinary action.
- Suggest ways of eliminating hazards by reporting to their Foreman on matters of health and safety.
- Actively collaborate in the company's workforce engagement initiatives by taking part in "Supervisors" meeting's, briefing meetings, toolbox talks, and any other method of communication used to improve the involvement of all workers.

6.11 PURCHASER / BUYER

- Ensure that all work equipment purchased or hired for use by workers at the Companies' place of work complies with the Provision and Use of Work Equipment Regulations.
- Ensure that upon receipt into the Company, any work equipment is checked for suitability.
- Liaise with Directors, Contracts Managers and Health and Safety Advisors to ensure that all purchased work equipment is suitable and wherever possible the hazard in the product purchased is of the lowest possible rating.
- When purchasing materials, ensure that they arrive with all necessary health and safety documentation attached.
- In the event of purchasing "hard woods" inform the Health and Safety department prior to delivery to site.
- If it is necessary to purchase hazardous substances or materials, then every effort should be made to ensure that wherever possible the hazard in the product purchased is of the lowest possible rating, or that other hazard free substances are substituted.
- Ensure that Material Safety Data Sheets are requested for all hazardous substances ordered.
- Ensure that the health, safety and welfare of the end user is seriously considered wherever work equipment or materials are purchased.

6.12 OTHER CONTRACTORS, INCLUDING THE SELF-EMPLOYED

All Contractors have a role to play in the successful management of Health and Safety on the project. Their main duties will be to:

- Provide information for the Health and Safety Plan regarding the Risk to Health and Safety arising from their work, and the steps they will take to control and manage those risks (i.e. the Risk Assessment findings required by the Management of Health and Safety at Work Regulations and appropriate Method Statements).

- Manage their work so that they comply with rules in the Health and Safety Plan and directions from the Principal Contractor.

- Provide information for the Health and Safety File, regarding injuries, dangerous occurrences and ill health linked to the work.

- Provide appropriate information to their workers.

- Conduct their work in accordance with this Health and Safety policy and all associated procedures.

- Suggest ways of eliminating hazards by reporting to their Site Manager/Agent or Foreman on matters of health and safety.

6.13 VEHICLE DRIVERS

- Understand the Company Safety Policy, appreciate its objectives and observe its requirements.
- Take notice and act upon the recommendations and advice given by the Company's Health and Safety Advisors
- Once in use, the responsibility of a vehicle rests with its driver.
- Always ensure that the vehicle to be used is in efficient working order, good general repair and safe. Any defects found must be reported immediately; defective vehicles must not be used on the road.
- Where a vehicle is to be driven on the public highway, the requirements of the Road Traffic Act apply.
- Unless the vehicle is only required to travel on the public highway less 6 miles a week, then the vehicle (Registration and Licensing) Regulation apply.
- All persons travelling in vehicles must be properly seated and must wear the safety harness provided. Riding on the outside or on the back of an open vehicle is forbidden.
- The vehicle driver must ensure that any routine maintenance necessary has been carried out before using that vehicle.
- Ensure that loads on the vehicle are safe and secure. The driver must not stand in a hazardous place/position whilst the loading of a vehicle takes place.
- All drivers must comply with working time rules laid out in the Road Transport Directive and all subsequent legislation.
- Not to smoke in any vehicle, in accordance with smoking regulations introduced on 1 July 2007.

7.0 ALCOHOL AND DRUG ABUSE

INTRODUCTION

This statement sets out the company's policy in respect of any employee or contractor whose proper performance of his/her duties may be impaired as a result of drinking alcohol, taking drugs or the abuse of other substances. This policy has been developed to reduce risks to all workers and members of the public that may arise through acts or omissions as a result of drugs, alcohol or by abuse of other substances. This policy is supported by; industry rulebooks, related codes of practice, company rules and guidelines and readily available educational materials.

UK legislation makes it a criminal offence to carry out certain work whilst unfit to do so through drink or drugs. All workers and contractors must therefore understand the implications of using drugs and alcohol and abuse of other substances, and consequently the need to observe the rules and procedures set out below and in associated documents.

Rules
Managers are required to make a note of workers who show symptoms of alcohol or drugs when at work, these symptoms include:-

- Smell of alcohol
- Slurred speech
- Unusual lack of co-ordination
- Changes in behaviour, particularly aggressiveness

- No employee or contractor shall:
- Report or try to report for duty whilst knowingly or suspecting themselves unfit for work due to drugs or alcohol, or any other substance which may adversely affect their performance
- Sell, trade, encourage or permit others to use drugs or alcohol or abuse other substances whilst at work, or on or about any Company facility, premises or activity.
- Be in possession in the workplace of drugs or alcohol or substances capable of abuse
- Consume drugs or alcohol or abuse any other substance whilst on duty*****
- Fail to inform their supervisor of any medication they are taking that they know, or ought to reasonably know, may adversely affect their performance.

* Alcohol may only be consumed on the premises during specified functions

Screening
The Company may conduct screening, for the detection of blood levels above 30mg/100ml and lower for driving, using machinery, confined spaces etc. and/or traces of drugs in breath or urine or other samples. The screening will be used to detect the use of alcohol and/or drugs and/or abuse of other substances:

- By any person(s) involved in an incident where there are grounds to suspect that their actions or omissions may have contributed to the incident.
- Where abnormalities of behaviour or appearance prompt managerial intervention.
- By potential Clients or contractors.

Should any employee be found to have breached the rules, or tests positive ,or refuses to undertake the tests or brings the company into disrepute through their activities in connection with alcohol or drugs or abuse of other substances, they will be subject to disciplinary action, which will almost always lead to dismissal from employment with the Company.

The Company will not use or retain any incidental information about a person's health and lifestyle that may arise from the tests, and which is irrelevant to the purpose of this policy.

The company will seek to educate its workers and contractors of the importance of minimising risks as a result of the use of alcohol, drugs, and abuse of other substances. The Company will assist any employee who voluntary seeks help for problems with alcohol or drugs or abuse of other substances provided that it is sought at the earliest possible

opportunity. This does not apply to the disclosure of a problem prompted by impending screening or following screening being conducted.

The Company will review and monitor the effect of this policy and reserves the right to amend it from time to time.

8.0 Construction (Design and Management) Regulations 2015 (CDM) Responsibilities

Should the Company assume the role of the Principal Contractor, or Contractor on any development, and in accordance with the Construction (Design and Management) Regulations (CDM) 2015 the following responsibilities will apply and be adhered to.

8.1 The Principal Contractor Role

When the company is nominated as Principal Contractor, it will be the duty of Senior Management to ensure the following is complied with:

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

When working for a domestic client, the principal contractor will normally take on the client duties as well as their own as principal contractor. If a domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement), and the principal contractor must work to them as ‘client’ under CDM 2015

8.2 The Contractor Role.

As a Contractor we shall:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on **projects involving more than one contractor** must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Where a contractor is **the only contractor working on a project**, they must ensure a construction phase plan is drawn up before setting up the site.

When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as ‘client’. If the domestic client does not appoint a principal contractor, the client duties must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement), and the contractor must work to them as ‘client’ under CDM 2015.

At present it is unlikely that Heyrod Construction limited shall undertake the duties of commercial client, domestic client, or principal designer. It shall however be involved in the production and procurement of temporary works designs (and as such will act in the capacity of a designer).

8.3 Designers

Following the changes in the Construction (Design and Management) Regulations 2015 Heyrod will act to some capacity as 'Designer' owing to the fact that it will procure designs and produce internal designs from its Temporary Works Design Department. The Principal activities of the Designer are to:

- Ensure that Health and Safety is considered at pre-construction and construction phase through effective liaison with the Client, external designers and other key stakeholders
- Verify design risk management considerations provided by external and internal design teams
- Ensure the effective collation of salient design information and ensure its dissemination to the relevant parties
- Attend design team meetings and attend projects on an ongoing basis to ensure health, safety and environmental standards are maintained from a design viewpoint
- Liaise with the Client and external parties at all phases from preconstruction to post handover
- Assist in the production of the relevant project health and safety files in line with CDM requirements as required

PART THREE

9.0 ARRANGEMENTS

9.1 Communications

Heyrod Construction Ltd will create and sustain an awareness of the importance of Health and Safety issues by the use of written, verbal and visual communication. This will include the visible behaviour of all managers and supervisors in support of health and safety.

There exists a large body of authoritative documentation in the form of Legislation, Approved Codes of Practice, HSE Guidance, British Standards, and manuals such as Construction Health and Safety. All publications can be identified and accessed via the Safety Department.

Heyrod Construction Ltd have identified that the communications with non-English speaking personnel is of paramount importance. The company has translated method statements, risk assessments, COSHH assessments and induction procedures into Polish and Portuguese. Managers and the health and Safety department shall monitor the situation and further improve the communications systems when required.

The standards set, procedures described, and technical details provided by such documents will be adopted and followed wherever applicable and incorporated into Heyrod Construction Ltd practice

Discussion of health and safety issues is encouraged at all levels of the Company. Health and Safety is an agenda item on Heyrod Construction Ltd Board meetings. A formal Health and Safety committee has been established and holds meetings at regular intervals.

The committee will establish mechanisms for both disseminating information to and receiving feedback from, the area and project personnel.

Project/Site Managers/Agents will ensure that their site staff and the workforce are informed instructed and consulted on the health and safety aspects of their day-to-day work. Mechanisms for achieving this may include safety inductions, briefings, committees, training, site rules, and method statements.

To enable adequate consultation with workers, Project Managers/Agents or Health and Safety Advisors shall hold meetings with representatives of the workforce on a quarterly basis. The meetings shall be held on site, in the yard or at Head Office. The Senior Health and Safety Advisor and the Contracts Director shall be copied into the minutes. Foremen shall undertake “Dawn Briefing” sessions on a daily basis to ensure that everyone is aware of safety issues arising from new operations and arrangements that may affect them.

Heyrod Construction Ltd requires all its managers and supervisors to “lead by example” and to emphasise the importance of Health and Safety through their visible behaviour.

The Company is committed to improving our Health and Safety culture by engaging the whole of the workforce in our accident reduction strategy by;

- Regular Health and Safety meetings all levels
- Employee Consultation Meetings
- Implemented company inductions for all new starters
- Implemented a “141” anonymous Head Office Helpline
- Health and Safety Presentations on accident reduction, with discussion time
- Health and Safety Presentations to overseas workers
- Toolbox Talks
- Method Statement Briefings, we are encouraging operative involvement in writing M S’s
- Health and Safety Bulletins, Posters, Memos etc.

Employee Right to Refuse Unsafe Work/Equipment Procedure

In the event of a worker believing that an assigned task or equipment is “unsafe” he must report their reasons for their concern(s) to his Supervisor, the Supervisor must contact the Project Manager to record the worker’s concern(s). The employee may then refuse to work until satisfied that it is safe to carry on. The employee may only refuse to work only if the refusal is in good faith. Disciplinary action could be taken in the event of finding that the employee acted in:

- Bad faith
- Maliciously
- Intentionally intend to disrupt the business
- If the worker continues to refuse to work after the Project Manager and Health and safety Adviser finds that the work/equipment is not likely to endanger the worker.

> "Good faith" means that even if an imminent danger is not found to exist, the worker had reasonable grounds to believe that it did exist.

If the Project Manager agrees that a danger exists, he/she must take immediate action to protect workers from the danger. The Project Manager must then inform Health and Safety Advisor of the matter and the action taken to resolve it, via a telephone conversation, at the time, followed up by a full incident report. In this case, the procedure would end here.

However, if the Project Manager feels that there is no danger, or if the situation is not corrected to the employee's satisfaction, then the employee has the right to continue to refuse to work and must now report the circumstances to the Project Manager, who shall also inform the Director Responsible and the Health and Safety Advisor.

The Project Manager must now investigate the matter in the presence of the employee who reported it and one other person who is:

1. The Health and Safety Advisor; or
2. One person from the workforce selected by the employee.

(If more than one employee exercises their right to refuse dangerous work or equipment and the matters are of a similar nature, those workers may choose from among themselves, one “representative” employee to be present at the investigation).

Following the investigation, should the Project Manager disagree with the employee on the existence of danger or take steps to protect the workers and the employee still believes the danger exists, the employee must inform the Project Manager of the continued refusal. The Project Manager shall then inform the Director Responsible and the Health and Safety Advisor.

If the employee continues to refuse to work

Before the health and safety officer investigates and ultimately decides, the employer has the right to:

- Ask the employee to remain at a safe location nearby; or
- Ask the employee to do other work, and
- Assign alternative work to workers affected by the refusal to work.

The Project Manager cannot assign someone else to do the job that the employee has refused to do unless:

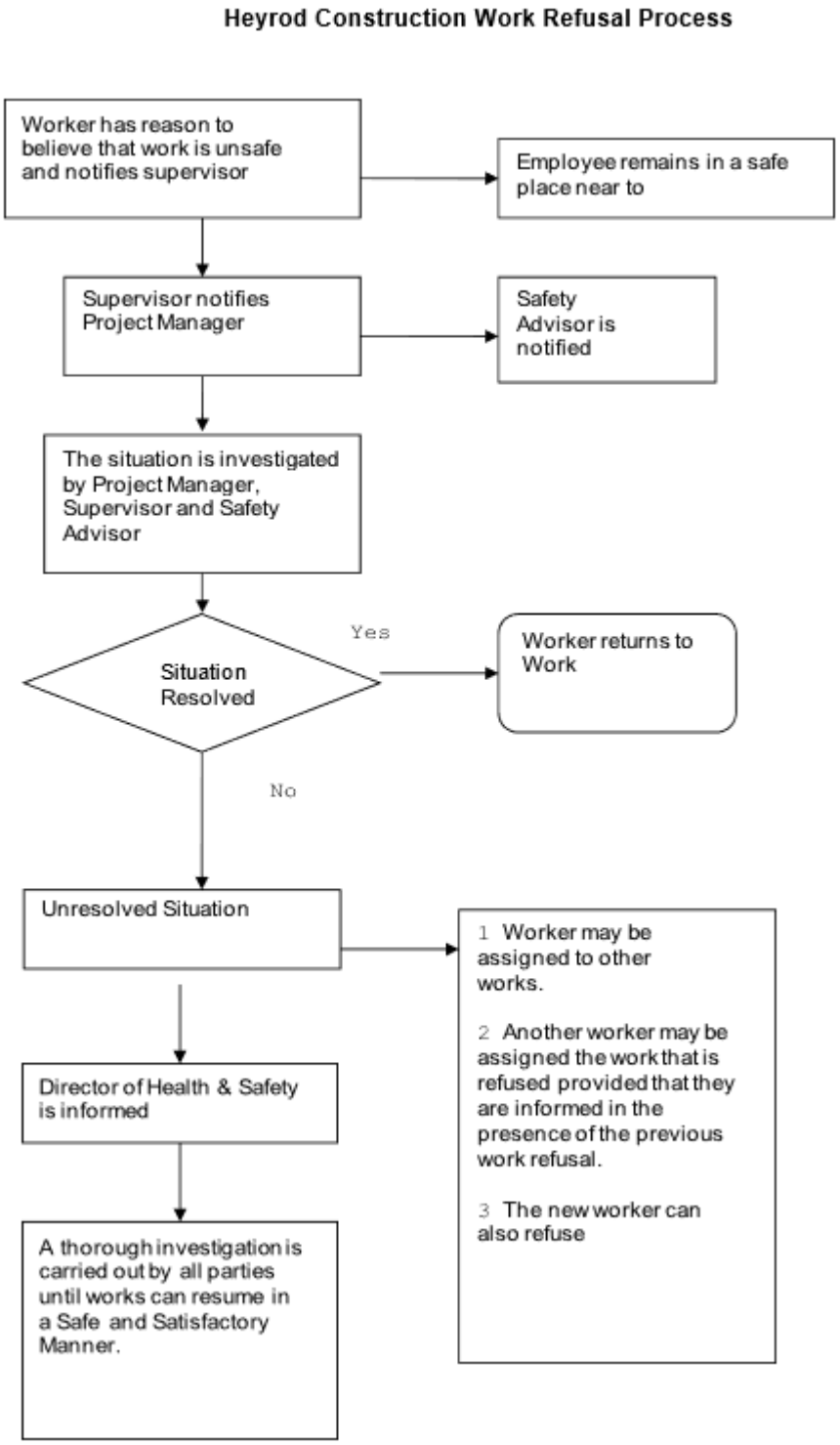
- The new employee is informed about the refusal and the reason(s) the original employee refused to undertake the task/equipment; and
- The Project Manager is satisfied that the new employee will not be put in danger
- The new employee can refuse to work if he also feels that the task/equipment is unsafe

The Health and Safety Advisor shall investigate whether the Project Manager resolved the matter and whether or not the refusal to work is valid.

On completion of his/her investigation and once the Health and Safety Advisor has reached a decision, he or she will immediately give written notification of the decision to the Director Responsible, the Project Manager and the employee.

What happens if a Health and Safety Advisor decides there is no danger?

Then the employee must return to work. The employee can, however, appeal the Health and Safety Advisor's decision of no danger to the Director Responsible, via the Project Manager. While the appeal is in progress, the employee must return to work. The Director Responsible is ultimately responsible in deciding that there is no danger and work should commence or whether disciplinary action applies. The Health and Safety Advisor shall report the incident at the next board meeting to discuss the incident, the outcome and lessons learned.



10.0 Training

The Company shall provide the appropriate training via the in-house Heyrod Training Centre. Where the Heyrod Training Centre cannot facilitate such training an approved training providers/organisations will be utilised for Managers, Supervisors, and operatives whose duties require them to undertake the following activities:

- Directors – Health and Safety Awareness
- Site Manager - CITB Safety Awareness Course
- Site Supervisors - CITB Safety Awareness Course
- Management of CDM.
- Work Equipment Operators.
- First Aid – Appointed Person, First Aider
- Abrasive wheels.
- General site safety awareness.
- Temporary Works (Awareness, Supervisor, Coordinator – role dependent)
- Confined Space – Awareness, Entry, Traverse, Rescue Etc.
- New Roads and Street Works Act – Supervisors & Operators
- CSCS Certification – NVQ Assessment for levels 2 & 3
- CISRS Certification – Scaffolders + SG4:22 NASC Guidance
- Scaffold Inspection
- CPCS – Plant Operators
- Forklift Truck
- Concrete Pump
- Work at Height – Collective or Individual, including harness inspection etc.
- IPAF – Mobile Elevated Work Platforms (MEWP) e.g. Cherry Pickers, etc.
- PASMA – Mobile Aluminium Towers
- Fire Awareness, Marshall etc.
- Appointed Persons – LOLER, Cranes etc.
- Slinger Signaller
- Various NVQ’s undertaken by all Levels of workers

Some of the above courses require “Refresher” training, if in doubt check certificates, cards etc. or contact the training co-ordinator.

The foregoing list is not intended to be fully exhaustive but indicates that wherever training is required to ensure the Health and Safety competency of employee's or others, the Company will provide the appropriate training.

11.0 Monitoring and Policy Review

The Health and Safety Policy will be monitored by the I M S / SHEQ Manager in that:-

Sites will be visited on a regular basis and a report submitted to the manager responsible with copies to the Contracts Director and Contracts Managers responsible for site operations.

Health and safety, environmental and quality audits are regularly undertaken at head Office and on site to ensure that, policies, procedures and other associated documents e.g. method statements etc. are complied with.

A liaison will be set up between the Health and Safety representatives of main / management contractors to discuss health and safety matters as they apply to specific sites.

Training will be arranged for all levels of staff and operatives.

The company will be represented at external health, safety organisations and a working relationship with the Health and Safety Executive and other Enforcing Authorities will be achieved.

Where accidents occur, they will be investigated, and recommendations made to prevent recurrence. Where necessary, Company bulletins/memos will be issued to ensure that issues are understood and the action to take are clear, to ensure that suitable corrective/preventative action takes place. Site Managers must ensure corrective/preventative actions are closed out in a timely manner. Directors, Contract Managers and Health and Safety Advisors must ensure that the corrective/preventative actions are in place and are effective.

The ‘Company Safety Policy Manual’ and additional ‘Arrangements and Procedures’, will be updated and revised annually or in light of new experience or with new legislation or guidance and changes shall be communicated to all workers.

12.0 Emergency Procedures

12.1 **First Aid** (The Health and Safety (First Aid) Regulations)

The Site Manager shall undertake a first aid risk assessment at the commencement of a new contract/site opening. Where required, suitably trained and Certificated First Aid personnel will be appointed by the Contracts Manager/Site Manager for each site where the Company conducts its business.

The Project Manager, First Aider or Emergency First Aider (EFAW) will be responsible for the care and supervision of First Aid on site, care and maintenance of the sites first aid kit, and the entry of accidents/incident details into the sites accident book and register. The Site Manager will ensure that a First Aider is appointed, and cover shall be maintained for the duration of the contract. A poster shall be displayed notifying site personnel of the first aid and emergency arrangements.

12.2 Accident/Dangerous Occurrence (Site)

In the event of an accident / dangerous occurrence, the Site Manager / Appointed Person should refer to the Emergency Procedure Flow Chart (Appendix 2)

All accidents and incidents are to be reported to the Senior Health and Safety Advisor, or in his absence the Company Secretary, at the time (i.e. within four hours of the accident).

The completed Accident/Incident Report must be sent to the Senior Advisor, within two working days of the accident/incident.

12.3 Accident/Dangerous Occurrence (Head Office)

In the event of a major injury or dangerous occurrence at the Head Office, the procedure shall be as that of the site. (See Appendix 2)

The person responsible for Informing the HSE will be The Senior Health and Safety Advisor, a nominated advisor or the Company Secretary, in their absence,

12.4 **Fire Precautions and Action** (Fire Safety Regulations 2022)

Precautions:

1) All personnel must take note of and comply with any Fire Precaution Notices displayed in the Main Offices, or on Site.

2) Fire Doors will be marked as such and are to be kept closed. Under no circumstances shall Fire Doors be wedged open.

3) Suitable and sufficient Fire Fighting Appliances will be located throughout the working area.

4) Emergency Fire Exits will be marked as such and under no circumstances locked during working hours. All emergency Fire Exits must be always kept clear.

5) All equipment used to produce heat (Welding Torches, Soldering Irons etc.) must be switched off when not in use. Under no circumstances is such equipment to be left unattended whilst switched on.

6) All hot works must cease at an appointed time (usually on the permit) one hour after the appointed time the Project Manager or competent nominee must inspect the work area for any signs of smouldering, smoke or fire.

7) All electrical equipment should be switched off when not in use and disconnected from the mains supply at the end of each working day.

8) Flammable liquids or materials must not be stored in the proximity of any heat source, which may give rise to the production of Flammable Vapours or might provide a source of ignition.

9) The Storage of Flammable Liquids and materials should be kept to a minimum.

10) Storage areas for Flammable Liquids and Materials must be appropriately marked and meet the current Fire Regs.

11) No Smoking, designated areas are to be Strictly Adhered to at all times.

Remember

- Never use wire brushes on steelwork near petrol tanks or in the vicinity of flammable liquids or gases; the slightest spark will ignite the smallest quantity of flammable gas or liquid.
- Never put a cigarette out on the floor of a wooden cabin or site hut, (Company no smoking rules apply).
- Never allow rubbish (oily rags, stripped wallpaper, etc.) to accumulate.
- Never burn rubbish on a windy day when a flying spark could travel, and always make sure the fire is well away from wooden huts.
- Never dry wet clothes too close to heat.
- Never leave heating appliances on when cabins are not in use.
- Always check your place of work for fire hazards, before leaving at night.

12.5 **Actions To Be Taken In The Event Of Fire**

1) On discovering a Fire shout **FIRE - FIRE - FIRE** and keep shouting until assistance has been summoned.

2) Set off the nearest Fire Alarm by breaking the glass or winding the mechanical devise.

3) Tackle the Fire if this is a feasible proposition using the nearest **Appropriate** Fire

Fighting Appliance. Do not endanger yourself to save property.

4) Once assistance has arrived or if the Fire is too large to tackle, call the Fire Brigade by dialling 999, ask for the Fire Brigade, Give your Name, The address of the building and the approximate location of the Fire, e.g. Ground Floor, Second Floor, Wood Store etc.

5) Evacuate the building in an orderly manner by the nearest safety exit and report to your designated assembly point.

12.6 Guide to Fire Extinguishers

	A Cloth, Wood & Paper	**B** Flammable Liquids	**C** Flammable Gases	**D** Electrical Equipment
Water (Red label)	√			
Foam (Cream label)	√	√		
Powder (Blue label)	√	√	√	√
Carbon Dioxide (Black label)		√		√

13.0 Liquefied Petroleum Gases (LPG)

Handle with Care

1) Disconnect after use if operation is to be discontinued for any length of time.

2) Replace valve cover (if fitted) to empty cylinders or those not in use.

3) Ensure that all connections are sound and clean before use, ensure they are tight, using the correct spanner. NOT HAND TIGHT. Remember all threads are LEFT HAND THREAD.

4) Use a regulator between the appliance and the cylinder, and a flash-back arrester if used in conjunction with burning equipment.

5) Use the correct equipment for the gas, e.g. Propane for Propane.

6) Have a light at the burner BEFORE turning the gas on.

7) Always re-light the pilot light if the cylinder has been turned off.

8) Position cylinders about 3m from burners, protect cylinders and pipes from damage by site vehicles.

9) Make sure cylinders being used with hand tools are secured so they cannot be pulled over.

10) Make sure the cylinders are stored OUTSIDE buildings and that rigid copper or iron pipes for permanent installations take in the gas supply.

11) ALWAYS store cylinders in an upright position, away from other materials, away from basements and drains, and out of direct sunlight or heat. Keep them in the open air in an open mesh locked caged container on a solid area where the ground is impervious to the liquid and always keep full containers separate from empty ones.

14.0 Highly Flammable Liquids

Volatile liquids, which have flash points (the point where sufficient vapour is formed capable of ignition) below 32 C, must be correctly stored in securely capped cans or steel drums. Methylated spirits, petrol and cellulose are liquids, which come into this category. They should only be kept in the smallest quantities and even then, safely and securely locked away, from flammable liquids and other materials which are considered to be hazardous and particularly away from any source of ignition or heat.

Care must be taken to check for leaks in containers and to make sure the stoppers, lid or cap is securely returned after use. Spills should be avoided at all costs but if they happen, they should be immediately cleaned up.

If a liquid which gives off flammable or toxic vapours in any confined area section 14.1 of this safety policy applies.

Always ensure there is adequate ventilation and ensure that the ventilation does not carry the vapours into an area where there is heat or the possibility of a naked light or ignition.

Remember

1) NEVER light a match or smoke in the vicinity of such liquids or gases.

2) PUT UP NO SMOKING signs and ensure the signs are strictly obeyed.

3) NEVER store near corrosive materials.

4) THE SECRET IS : CHECK THE LABEL, STORE SAFELY REPLACE THE STOPPER, DO NOT SMOKE, AND ENSURE THAT THERE IS PLENTY OF VENTILATION.

15.0 Burning Off

Burning off is a fairly common process used in preparing surfaces for painting. However, the blowlamp or blowtorch can be a highly dangerous instrument if not used in the correct way and in suitable surroundings. The main personal hazards are obviously skin burns, inhalation of toxic fumes from the blowtorch and the risk of fire and explosion. The main precautions you should take are:

1) The construction manager or site agent shall inspect each worksite in order to identify any area at risk.

2) The inspection of any area at risk shall include the far side of any wall or partition.

3) Where physically practicable, cavities formed by walls panels or fixed woodwork must be inspected.

4) When work is to be carried out at roof level or in a loft area or on/in the top storey of a building. A specific investigation must be carried out of any fixed woodwork to identify cracks knotholes open joints or similar defects through which a flame or hot air may pass.

5) If any inspection cannot be carried out or defects are revealed a method of work not involving the application of heat must be used.

6) Any area at risk shall be free of all-loose combustible material and property.

7) Immovable combustible material and property shall be adequately protected using suitable fire blankets or screens and combustible floors shall be protected with overlapping sheets of non-combustible materials.

16.0 Health and Safety Documentation

The Company's Senior Health and Safety Advisor (IMS Manager) or designated Health and Safety Advisor shall ensure that all the necessary Health and Safety documentation in the form of a Site Health and Safety Starter Pack is available before commencement of a contract (see Appendix 1).

The IMS Manager has placed on the server controlled copies of; Policies, Procedures, Work Instructions and Forms, which provide guidance on Health & Safety, Environmental and Quality issues. All printed documents become uncontrolled, therefore when setting up a new site The Project Manager must consult the server for current IMS documents.

It is the responsibility of the Site Manager to display the relevant policies and other documentation in a prominent position and ensure that all statutory weekly inspection forms are completed e.g. plant, scaffold and excavation registers.

All records shall be kept on site for the duration of the contract and then archived at Head Office in accordance with the company's archive procedure.

Persons responsible for documents should ensure that all safety documents provided are kept in a clean and orderly manner and that they are available for inspection by the Main Contractor, Company Directors/Managers, Health and Safety Advisors or Enforcing Authorities, upon request.

All Health and Safety forms, notices, documents provided to the nominated person in charge of the site, and those displayed are legal documents and must therefore remain free from damage and defacement.

All documents must be made available to operatives on request. Method Statements including Risk Assessments and COSHH Assessments must be brought to the attention of all personnel and recorded as such, before the likelihood of their coming into contact with the assessed risk/substance.

17.0 **Safe Systems of Work**

The Company shall ensure that Safe Systems of Work are provided and supplied to all personnel who will require the information held therein, to undergo a given task in an adequate, appropriate and correct manner in relation to Health and Safety. Specific Method Statements & Risk Assessment sheets shall be provided during all hazardous operations.

Safe systems of work shall be provided for all potentially hazardous or dangerous operations, where the risk rating is 8 or above or where the Principal Contractor needs one. Examples of hazardous operations are:

- Confined Spaces
- Deep Drainage/Excavation
- False/Formwork and Scaffolding
- Roof Work (Protection of leading edges)
- Ladder work/operation (Footing and Securing of Ladders)
- Work in Public Places
- Asbestos Removal
- Installing Pre-cast Concrete Units
- Contaminated Ground

17.1 **Safe Places of Work**

The Company shall ensure so far as reasonably practicable, that an adequate safe place of work is achieved and maintained, with correct and adequate training and supervision. The aim of the Company is to complete a given operation with a high standard of safety in compliance with existing legislation.

17.2 **Method Statements**

Shall be provided where a risk assessment has identified the need for one or prior to a hazardous operation (as above 17.0) by the Construction Manager or Supervisor in charge of the particular task. This will apply to sub-Contractors who must also give notice in writing to our Company Head Office immediately on receipt of an order or instruction which they know will require a Method Statement by themselves.

Once the site management have written and approved the Method Statement, the operatives shall be briefed by their supervisor and written records kept (Form – Appendix 6), after which work can commence.

The method statement must be adhered to at all times and if the situation on site changes such that the conditions cannot be complied with then work will cease until an approved amended method of work is formulated and the personnel involved re-briefed.

For the information contained in and preparation of Method Statements see
Appendix 4 (All sub-contractors must be encouraged to adopt this method)

18.0 Risk Assessment (Management of Health and Safety at Work Regulations)

Heyrod Construction Limited is committed to complying with The Management of Health and Safety at Work Regulations which state that :-

Every employer shall make a suitable and sufficient assessment of:

1) The risks to the health and safety of his workers to which they are exposed whilst they are at work; and

2) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

A Risk Assessment has three purposes:

The first is to identify all things, which may cause harm to your workers and others (the hazards).

1) The second is to consider the chance of that harm actually befalling anyone in the circumstances of your particular case, and the possible consequences, which could come of it (the risks).

2) The third is to enable you to plan, introduce and monitor preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control.

   Preventative (Control) measures may include; training, procedures, signage, supervision, barriers and will depend on the hazards to be controlled. It is considered necessary to provide collective preventative measure before providing individual preventative measures where possible.

A brief summary of key points in the regulations will help in gaining a better perspective.

1) Assessments must be adequate. They must be sufficient to guide employer's judgements about the measures they should take to fulfil their legal obligations.

2) Assessments must cover all the risks to the health and safety of workers to which they are exposed at work.

3) Assessments must cover risks to non-workers who may be affected by what the employer does.

4) Whenever new or changed risks are encountered the employer must revise his original assessment. A regular review is advised as part of good management practice.

5) Where employers employ more than 5 or more workers the assessment must be in writing

6) It is the responsibility of all Managers and Supervisors to ensure the safety of all workers under their direct supervision to work within the preventative measures and any associated method of work.

A specimen copy of a risk assessment form is at appendix 3 this document.

Prior to undertaking a risk assessment consult the Risk Management procedure in the IMS – Health and Safety – Procedures file.

18.1 Young Persons

Where young persons (aged between 16 & 18 years of age) are employed the Risk Assessment shall take particular account of :-

1) The lack of experience, lack of awareness of risks and immaturity of young persons.

2) The fitting out and layout of the workplace and the workstation.

3) The nature, degree and duration of exposure to physical, biological and chemical agents.

4) The form, range and use of work equipment and the way in which it is handled.

5) Young persons must not use power tools until they have passed that module in their NVQ training.

6) The organisation of processes and activities.

7) The extent of the health and safety training provided or to be provided to young persons.

8) Health Surveillance to establish suitability of the task(s) required to be undertaken.

Where it is not possible to guarantee the safety of a young person from all the possible risks from the above, that young person should not be employed.
There is also a requirement that wherever this company employs a young person, then the following information is to be given to the parent of the young person:

a) The risks to his health and safety identified by the assessment.

a) The preventative and protective measures.

In the event of employing a “Young Person” the following Site or Yard Managers must implement the following procedure;

1) Produce a site-specific risk assessment from a generic format held on the server
2) Assign a mentor to the young person
3) Induct the young person and mentor using the risk assessment
4) Site manager, young person and mentor shall sign the risk assessment
5) Send a copy of the risk assessment to the young persons parent (or guardian) and wages department to be H R processed

In the event of employing a child (i.e. under 16 years of age) contact the Health and Safety department prior to the child going on site or offices.

19.0 **Welfare Facilities** (The Construction (Design & Management) Regulations)

It is incumbent upon the Main Contractor to allocate suitable Health and Welfare facilities to sites under their management. Where the Company has this obligation, the following requirements will be adhered to:-

The Contracts Manager shall ensure that,

- Adequate welfare facilities are provided at the commencement of the project; then maintained throughout the contract.

- All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.

- Toilets and Washing facilities shall be provided at an adequate and suitable ratio for the number of persons employed on site. They will be equipped with an adequate supply of hot and cold running water for washing, with adequate supply of soap and towels for drying. Drinking water will be supplied and clearly labelled.

- A Drying Room will be provided for the storage, drying and changing of employee's clothing. Its size will be determined by the number of workers expected to work on the contract.

The Site Manager shall ensure that:

When in use, all site facilities will be maintained in a clean and tidy condition.

A person is appointed to ensure that:

- Canteen floors are swept and mopped daily.
- Tabletops are washed after each use with Soapy Water.
- Cooking equipment is cleaned after use.
- Canteen waste is properly disposed of on a daily basis.
- Drying rooms are kept clean and tidy
- The area around the site office, canteen and toilets are kept free from obstruction, waste material and rubbish.

20.0 COSHH (Control of Substances Hazardous to Health Regulations)

The Control of Substances Hazardous to Health Regulations came into force on the 1st of October 1989 and have been updated regularly since, the most recent in 2002.

We acknowledge that the regulations represent a major step forward in making arrangements to assess and control health risks on sites and we are committed to ensuring the safe use of chemicals and substances.

The Regulations cover virtually all substances that may be hazardous to health but exclude those substances that have their own specific legislation – Asbestos, Lead, Radiation and health risks in deep mines.

Failure to comply with the requirements of The COSHH Regulations is an offence under the Health & Safety at Work etc. Act 1974

Hazardous Substances

These are identified as Toxic, Irritant, Corrosive and Flammable substances, labelled as such and those defined as having Occupational Exposure Limits (OEL's) include dusts, fumes, mixtures of materials and compounds, and micro-organisms.

Principal Requirements of the Regulations

1) All potential health risks on site must be assessed and the precautions identified.
2) The health risks must be prevented, reduced or controlled.
3) Where plant and equipment is used to control risks, it must be properly maintained.
4) Where applicable the risk to health is to be monitored.
5) Where appropriate health surveillance is to be introduced.
6) Workers must be trained about risks.

Identification and Assessment

Site management shall identify the types of materials on site that may present health risks.

A record will be kept of these materials along with the necessary information about potential hazards, material safety data sheets are the best source of information.

Prior to use it will be necessary to make an assessment of the risk involved and relate it to the work in hand. A job specific assessment may then be made with the assistance of the material safety data sheet usually supplied with the material (COSHH Assessment Form to be used to record findings – Appendix 5)

Prior to ordering materials, Contracts, Site management and the Company Buyer must consider whether there is a less hazardous alternative.

Sites will ensure Sub-Contractors provide information about the materials they bring to site.

In addition to the obvious health risks from materials, our industry presents several identifiable risks from a variety of sources:-

Contaminated land - Sites containing asbestos, oils,

petrochemicals etc. Micro-organisms - Contaminated water, weils

disease.

Concrete - Cement contains chromates and limes causing dermatitis and burns, aggregates contain silica and quartz.

Welding	- Fumes from welding processes and arc eye. Local Exhaust Ventilation to be in place, used and tested on a 14 month cycle
Grouting and adhesives	- Epoxy resins and isocyanates released during mixing and applying processes.
Asphalt and tar products	- Contains hydrocarbons known for their association with stomach cancer.
Brickwork	- Plasticised mortar, known carcinogenic hazards to bricklayers' labourers.
Insulation	- Ingestion of man-made mineral fibres.
Gases	- Various in connection with confined spaces and vehicle movements.
Acids and thinners	- Furnishings, cleaning, dilutions of associated products – corrosive, mists, respiratory problems.
Oils and greases	- Skin cancers through inattention to personal hygiene and inadequate washing facilities.

Paints (application and in connection with demolition) - Release of solvents during application and drying, and also cadmium, pitch, arsenic released during burning and demolition of existing steel.

All dusts - Release of general dusts, identification of respirable ranges, particular attention to drilling (rigs) and cutting (concrete), quarry work, timber – cutting of hardwoods which produce dust known to be carcinogenic.

Monitoring

The Company holds equipment capable of monitoring hazardous atmospheres (Gas Detector) where potential health risks are identified, effective monitoring programmes will be arranged and subsequently analysed to assist in producing safe systems of work. Where more specialised analysis is required, the company will call upon the services of an external consultant specialising in that area.

21.0 **Manual Handling** (The Manual Handling Operations Regulations)

A quarter of the accidents reported each year is associated with manual handling. Employers are required to carry out a suitable and sufficient assessment of the risks from manual handling operations. Manual handling should be avoided by arranging that lifting, carrying or moving operations are carried by mechanical means where reasonably practicable.
The factors to be considered in making an assessment are listed below:

1) The tasks Do they involve :-

- holding or manipulating loads at distance from trunk
- unsatisfactory bodily movement or posture especially
- twisting the trunk
- reaching upwards
- excessive movements of loads, especially
- excessive lifting or lowering distances
- excessive carrying distances
- excessive pushing or pulling of loads
- risk of sudden movement of loads
- frequent or prolonged physical effort
- insufficient rest or recovery periods
- a rate of work imposed by a process

2) The loads Are they :-

- heavy
- bulky or unwieldy
- difficult to grasp
- unstable – or with contents likely to shift
- sharp – hot or otherwise potentially damaging

3) The Working Environment Are there :-

- space restraints preventing good posture
- uneven, slippery or unstable floors
- variations in level of floor or work surfaces
- extremes of temperature or humidity
- conditions causing ventilation problems or gusts of wind
- poor lighting conditions

4) Individual Capability Does the Job :-

- require unusual strength, height etc
- create a hazard to those who might reasonably be considered to have a health problem
- requires special information or training for its safe performance

5) Reducing the Risk of Injury

- Use mechanical aids where possible (hoist, trolley, chute)
- Change the task (work routine, stacking, storing, frequency, duration)
- Reduce injury form the load (smaller bags, easier to grip, more stable, no sharp edges)
- Improve the work environment (space constraints, slips, trips, falls, temperature, lighting)
- Individual capability (strength, fitness, knowledge, information, training)

22.0 Personal Protective Equipment (PPE) (Personal Protective Equipment at Work Regulations 2022)

We are committed to complying with the PPE Regulations and recognise that the use of personal protection in the form of equipment (or clothing) should be considered as a last resort in the hierarchy of protection.

The supply and use of PPE shall be based on specific risk assessment of work activities undertaken by the company, and it shall be provided free of charge. It is the site and yard managers responsibility to ensure that were PPE is proposed by risk assessment the user must be supplied and be using the appropriate PPE.

The Personal Protective Equipment Regulations, require that all PPE is to carry a 'CE' mark to indicate it has been certified by independent inspection bodies as satisfying basic safety requirements. The company, wherever necessary, will purchase and supply to workers (and others working under our direct control) the correct type of PPE to protect them from hazards that cannot be engineered out. Assistance will be sought from workers in the choosing of PPE to ensure that it meets the requirements.

Properly trained persons should examine PPE in accordance with the manufacturer's recommendations before being issued. It is the duty of each employee to respect the PPE issued for their protection. The wearer should inspect it before use to ensure it is not defective and suitable for its use. Maintenance must be carried out in accordance with manufacturer's instructions and schedules, which will include where appropriate, examination, testing and record keeping.

Where equipment is used by more than one person, arrangements for cleaning and disinfecting will be made.

Suitable areas will be set aside on site for the storage of PPE when it is not in use.

Training shall be given on the wearing and use of PPE.

22.1 Eye Protection

Marking of eye protection is as follows:

Type/Hazard	Marking
General purpose industrial eye protection	BS EN 166-S
Impact – Grade 2	BS EN 166-F
Impact – Grade 1	BS EN 166-B
Molten metal goggles	BS EN 166-9
Chemical goggles	BS EN 166-3
Dust goggles	BS EN 166-4
Gastight goggles	BS EN 166-5
Lens filters (arc welding)	BS 679
Face and hand shields	BS 1542

BS EN 166 covers eye protection for industrial purposes. In the case of protection against impact, the degree of protection provided is also indicated. For example, a safety goggle marked BS EN 166-F (Grade 2) is impact resistant to a low energy of 45m/sec, whereas a goggle marked BS EN 166-B (Grade 1) is resistant to 120m/sec. It should be noted that the general-purpose grade, marked BS EN 166-S is not recommended for protection against impacts encountered on construction sites.

It is the policy of the Company that workers and subcontractors shall wear eye protection based on risk assessment on each task. The Company recognises that different trades require different types of protection; therefore a variety of safety glasses shall be made available.

22.2 Hearing Protection (The Noise at Work Regulations)

The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

The level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels. The level at which employers must provide hearing protection is now 80 decibels (daily or weekly average exposure), at 85 decibels, hearing protection must be worn, and hearing protection zones may be established using adequate signage. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

To combat noise that cannot be reduced at source, it will be necessary to wear hearing protection. This comes in various types from earplugs to ear defenders (muffs), it is important to ensure that the level of protection (attenuation) afforded is sufficient for the hazard.

It may become necessary to implement an exclusion zone; everyone inside the exclusion zone must wear hearing protection and adequate notices displayed.

It is important to remember that hearing protection only works, if they are worn properly. All individuals should ensure that they protect their hearing by wearing the hearing protection properly when issued to them.

Where there is doubt as to whether or not hearing protection is required, seek the assistance of a Health and Safety Advisor.

22.3 Foot Protection

The company will ensure that all personnel operating on their sites wear the correct foot protection, dependent on the assessed risk.

Safety footwear worn on our sites must conform to the following standards.

BS EN 345 Specification for safety footwear
BS EN 346 Specification for protective footwear BS EN 347 - Specification for Occupation Footwear

22.4 Head Protection

The company will ensure that all personnel operating on their sites have head protection available to them and that it conforms to BS EN 812

The company will further ensure that where there is a foreseeable risk of head injury from falling or swinging objects, or striking the head against something then head protection will be worn, with the exception to those that are exempt for religious/faith reasons (e.g. Sikhs) whom have confirmed they understand the consequences of not wearing a hard hat should an accident occur.

22.5 Hand Protection

It is the policy of the Company that workers and subcontractors shall wear gloves whilst on site, at all times. The company recognises that different trades require suitable gloves; therefore a variety of gloves shall be made available.

22.6 Miscellaneous PPE

Where other PPE is required for work activities, this company will ensure that it complies with the relevant EN standard.

Types of PPE that may be required are:

- Wet weather clothing
- Cold weather clothing
- Hot work clothing
- High visibility clothing
- Respiratory protective equipment (RPE) – all to be suitable and sufficient and inclusive of a face-fit test
- Safety harnesses

22.7 Miscellaneous Clothing

It is the policy of Heyrod Construction Ltd that shorts must not be worn on any construction site.

22.8 Concreting

All concrete operatives working with concrete shall have long sleeves and trousers as a minimum.

Glasses must be worn at all times to avoid concrete splashing into the

eyes. White suits will be provided for slab pours in dry weather.

The white suits are not suitable during wet weather conditions, therefore, during wet weather, waterproof trousers and jackets shall be provided and must be used.

All operatives shall be made aware of the weather forecast, so any additional planning/measures can be carried out.

Operatives shall bring the waterproofs up to the pour area with them before the pour starts and store safely e.g. within the lobby slab area being careful not to cause a trip hazard.

Either use tape around the top of the wellingtons to ensure that concrete can not enter the wellington boot through the gaps between leg and boot or pull the waterproofs down over the wellington boot.

Should any concrete splash onto clothing then this must be removed/washed off immediately. Should wet concrete splash onto skin, face etc. this must be washed off immediately.

23.0 Health Hazards

The company shall, where identified by risk assessment, undertake a health surveillance programme to attempt to identify any adverse health symptoms at the earliest possible stage. The health surveillance programme hierarchy is as follows;

- Self-Assessment Questionnaires (Screening)
- Visual assessment by trained First Aider or Site Management
- Full medical assessment by Occupational Nurse for all crane, plant, FLT and vehicle drivers (HGV system). Confined space operatives (Safety critical personnel)
- Referral to Occupational Doctor or personal GP in the event of a concern.

The following are hazards to health and this company will ensure by the provision of accurate risk assessments, safe methods of work, suitable PPE and adequate welfare facilities that these hazards are minimised and do not cause a health problem.

23.1 Tetanus

When breaking new ground, construction workers are at risk from organisms infecting wounds. Workers are to be encouraged to arrange an appropriate course of immunisation for Tetanus through their doctor. (Polio also)

23.2 **Leptospirosis** (Weils Disease)

Work in any situation where there is likely to be contamination by rat urine, notably in rivers, sewers or in rat infested premises, present a particular risk of infection. Workers involved in this type of work should be aware of the symptoms and carry the Leptospirosis information card, available from the company safety officer.

23.3 A.I.D.S./Hepatitis

Where refurbishment work is carried out in high drug abuse areas there is a slight risk of infection from discarded needles or razor blades. In such cases, heavy duty gloves and overalls should be worn as protection against cuts and suspected items should be removed with tongs and placed in puncture proof bins for disposal.

23.4 Vibration White Finger

Persons working with vibrating tools should be aware of the risks from this condition, and all efforts will be made to reduce vibration exposure. The responsibility to ensure that the correct type of work equipment is purchased/hired is with the purchasing/buyer employed by the company. (Refer to Heyrod Vibration Policy / Procedure).

23.5 **Ionising Radiation** (The Ionising Radiation Regulations)

Harmful effects from excessive exposure to ionising radiation have been recognised for years. There are strict legal requirements in the Ionising Radiation Regulations 1985. The widespread use of radiography for non-destructive testing has led to excessive exposure.
Wherever radiation is to be used on site, a competent person should be present to ensure that adequate radiation exclusion zones are set up and checked before the source is exposed.

23.6 **Dermatitis**

Is a reaction of the skin to harmful substances coming into contact with it. The prevention is simple, ensure that contact with the harmful substance is avoided by using alternative substances or protective clothing, good hygiene and barrier creams are also an effective means of prevention.

23.7 **Noise** (The Noise at Work Regulations)

High levels of noise can cause hearing damage when the worker is subjected to it over the working day and a period of time.
The regulations lay down three action levels, all action levels are based on average noise levels to which the employee is exposed to over an 8-hour working day.

Exposure limit values and action values

The lower exposure action values are;

(a) A daily or weekly personal noise exposure of 80 dB (A-weighted); and
(b) A peak sound pressure of 135 dB (C-weighted).

The upper exposure action values are;

(a) A daily or weekly personal noise exposure of 85 dB (A-weighted); and
(b) A peak sound pressure of 137 dB (C-weighted).

The exposure limit values are;

(a) A daily or weekly personal noise exposure of 87 dB (A-weighted); and
(b) A peak sound pressure of 140 dB (C-weighted).

Where noise levels are thought to be excessive, the company will carry out a noise assessment to determine the extent of exposure above the action levels and introduce control measures to ensure that daily exposure limits are not exceeded.

23.8 **Lead** (The Control of Lead at Work Regulations)

Lead can enter the body in many forms, dust, fumes or vapours. Exposure to lead can cause the following:

- Headache
- Fatigue
- Constipation becoming severe
- Abdominal pain
- Anaemia
- Weakness of extremities due to damage to the peripheral nerves (wrist drop)
- Possible brain damage at high concentrations
- Lead line of the gums

The level of exposure is the deciding factor. Wherever lead is encountered in the workplace, the company will assess the possible exposure level and take the necessary precautions to protect its workers.

The lead in air standard is normally averaged over an eight-hour time weighted period. The current lead in air standards are:

Lead (except tetraethyl lead) 0.15mg/m^3
Tetraethyl lead 0.10mg/m^3

Exposure should be considered significant where:

1) Persons at work are exposed to levels of airborne lead which are liable to be in excess of half the lead in air standard.
2) There is significant risk of ingesting lead.
3) There is a risk of skin contact with concentrated lead alkyls.

The possibility of lead in the workplace and its risk will be assessed as part of the pre-construction phase of any project.

23.9 Asbestos (The Control of Asbestos at Work Regulations)

The Company recognises that work with Asbestos and certain materials containing Asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected. (Also see section 32)

Recorded surveys shall be carried out on our premises (and worksites where identified) to ensure that the company shall;

- Deem that Asbestos be presumed to be present unless it is proved otherwise.
- Establish whether Asbestos exists or not and note its exact location and label it.
- Establish it's condition and whether to send for tests to identify the type
- Prepare a plan to decide whether to remove it or manage it
- Provide information to whoever will be working with it.

Information, instruction and training shall be provided for all workers who may come into contact with or manage asbestos.

Asbestos (other than cement based products), shall only be removed by a Specialist Contractor

23.10 Asbestos Cement (Guidance HSE Book HSG 210 A 14 Removal of Asbestos Cement)

Concentrations of respirable Asbestos fibres will not be produced in excess if the following procedures are adhered to:
Asbestos cement roof sheets and wall cladding will probably be the most common product found. The risk from falling through a sheet could be greater than the risk of Asbestosis from it.

However, where the removal of Asbestos cement sheet is to take place:

1) The work area must be restricted and shall be clearly defined with reflective bunting/tape and notices warning others to keep clear.

2) Use 1000 1MU gauge polythene sheeting, secured with duct tape to cover any area which may become contaminated.

3) Full disposable protective clothing will be provided; boots without laces and a disposable particulate respirator (FF P3) or half-face mask with a P3 filtration canister.

4) All operatives will be experienced and under competent supervision (Specialist Contractor Only).

5) Where it is found necessary to work from the roof sheets, (crawling boards will be provided) delete. Substitute wherever practicable a MEWP will be used for accessibility.

6) Avoid breaking asbestos cement products where possible. Carefully place waste in a special Asbestos removal skips or carefully wrapped in strong plastic sheeting and placed in an enclosed skip.

7) Dust shall always be kept to a minimum dampen with water and immediately removed with a suitable Type H vacuum cleaner.

23.11 Contaminated Sites

More and more work is being carried out on ‘brown field’ sites, these sites in some cases have become contaminated by the residues from previous industrial activities.
Some contaminants have immediate effects on those who are exposed, even for short periods of time, land surveyors, construction workers or trespassers, especially children, are likely to be affected.

This company, wherever it perceives there is a risk from contaminants to workers or members of the public, through its work, will ensure that adequate funds and facilities are made available, and the necessary expert assistance is required to ensure the lowest risk possible.

24.0 **Provision of Scaffolding** (Construction (Design & Management) Regulations)

All scaffolds will be planned and erected in accordance British Standards and N.A.S.C. SG4:22.

As work may be required to be done at heights which cannot be reached from the ground, means will be provided to raise the operative to a suitable working level and a work platform will be built from which the job can be completed safely. The variety of scaffold equipment available is sufficient to erect a platform to suit every kind of work that needs to be done. It is vital that all working platforms should be properly constructed, provide adequate space for operative, tools and materials.

24.1 Protection of the Public during Erection and Dismantling of Scaffolding

These guidelines are intended to establish a uniform standard of good practice. These guidelines are intended to cover the major issues relating to public safety during scaffolding work, but they do not specify every precaution which should be taken. A detailed Risk Assessment will be carried out before work commences.

Planning and Instructions
These guidelines will be observed on site to ensure that our legal duties are fulfilled. It is important therefore that erection and dismantling of scaffolds is competently planned and the supervisors and scaffolder receive instruction on the intended method and sequence of work (See Risk Assessment).

All people with responsibilities for supervision of scaffolding work should be familiar with these guidelines and the risk assessment. Further advice may be sought in SG04 and TG20, both held in the Health and Safety department.

Erection/Dismantling of First Lift
This work would normally be carried out outside normal working hours (as per scaffold permit conditions) i.e. on Sundays or before 7am or after 7pm.

Action must be taken to exclude members of the public from the area where erection/dismantling is in progress. In most cases, this will require barriers or warning tapes to be erected. If an entire footpath is to be obstructed, then provision shall be made for pedestrian safety by an appropriate pedestrian diversion.

Raising/Lowering of Materials
On all town centre scaffolds, the use of a loading gantry for stacking/storage of scaffold materials will be recommended in order to minimise obstruction of the highway and reduce the risk to the public.

If there is no loading gantry, the public shall be excluded from the area in which they are liable to be struck by scaffold materials falling or being handled. Wherever possible, materials shall not be passed up or down by hand. Wherever possible arrange movement of materials inboard to reduce the risk of materials falling into occupied areas.

Materials Falling Inboard
Where there is any significant gap between the inside face of the scaffold and the facade of the building, additional protection i.e. toe-boards, gap filling etc., shall be provided to reduce the risk of materials falling between the scaffold and the building. If for any reason this cannot be provided, then the entire base lift of the scaffold shall be fully sheeted with plywood to prevent falling materials bouncing out into the pavement.

24.2 Types Of Scaffolding

Cantilever Scaffolds and Scaffold Fans

The public shall be excluded from the area below the fan or cantilever while it is being erected or dismantled. This applies equally to cantilever, trussed out or similar scaffolds erected from upper parts of buildings and during the erection of any cantilevered section of ground-based scaffolds.

Scaffold With Full Width Pavement Canopy

Even if a canopy in front of the scaffold extends the full length of the scaffold, additional protection may be needed over entrances to the building.

Scaffold With Part Pavement Width Canopy

If a walkway is provided under the scaffold and clearance between the scaffold and the pavement edge exceeds 0.5 metres, barriers shall be provided to direct pedestrians into the walkway and prevent them walking between the scaffold and the edge of the pavement. Protection may be needed over entrances. Special caution shall be exercised when working at each end of the walkway.

Scaffold Without Fans or Canopy

Where practicable (e.g. Pedestrian zones and on wide pavements) access by pedestrians to the area below the face of the scaffold shall be prevented by barriers. Protection shall be provided at entrances to building and by erecting a small fan or canopy directly in front of the entrance to protect persons entering and leaving. In some cases, it may be necessary for horizontal rails to be erected to direct pedestrians into the building under the fan or canopy.

Where it is not practicable to provide protection from falling materials by means of fans, gantries or canopies, all erection and dismantling works shall be carried out as specified in the Risk Assessment.

High Level Scaffolds

Additional measures, such as multiple fans and detailed planning of work methods will be required where conventional protection measures might be ineffective due to the height of the scaffold in relation to the area protected beneath.

Dismantling work shall be planned and arranged so that individual items are only completely unfastened from it's neighbouring components immediately before being removed. Ledgers, transoms etc. shall not be released and left resting in open couplers whilst other items are being removed. Wherever possible, removal of transoms shall be done in a manner which does not involve passing them outboard beyond the outer lines of standards.

Stability Arrangements
If stability of the scaffold is to be provided by raking shores these shall be tied back to the standards of the base lift at approximately waist height. These ties shall extend outwards to a position level with the foot of the shore and shall then be interconnected with a ledger to create a barrier to stop pedestrians tripping over the shores.

Where drill in ties are used, (Hilti anchors etc) special consideration shall be given to the substrate into which they are to be installed. In all cases, representative pull out tests shall be carried out.

Loads
Scaffold, including fans and canopies, shall not be overloaded with materials. A system of work is needed to prevent build up of tubes, boards etc. during erection/dismantling

Law
The Construction (Design & Management) Regulations place clear duties upon those undertaking scaffold erections and dismantling. Regulation 8 sets out specific legal duties relating to falling objects, Regulation 9 and 10 to the stability and dismantling of structures (Including scaffolds)

These duties apply to Employers, Workers and to those who control the erection and dismantling of scaffold.

24.3 Independent Tied Scaffolding

CHECKS TO BE MADE FROM THE GROUND BEFORE OPERATIVE USES SCAFFOLDING.

1) Base soundness: adequate spread of load, avoidance of pavement lights, overhead power cables, manhole covers, no nearby excavations, etc.

2) Line of standards and ledgers; verticality of the standards

3) Staggering of joints (vertical and horizontal).

4) Correct spacing of transoms.

5) Even support and line of boards; overhang of boards

6) The guard-rail, toe-boards and barriers are all in place to prevent persons or materials falling from the platforms.

7) Longitudinal and ledger bracing

8) Means of access (is the ladder tied, access to landing stage, and is the ladder of the correct length).

9) Is the scaffolding tied to the building or does it require rakers?

10) Condition of tubes and fittings (bent or damaged in any way).

11) The operative in charge of the site will carry out a weekly inspection, and the results logged in the form provided.

24.4 Mobile Scaffolding Tower.

There are a number of different types of prefabricated towers available. The manufacturer should provide an adequate instruction manual or erection guide for his particular type. The supplier or hirer should pass this information onto the user of the tower. No attempt should be made to erect a tower without this information. The manufacturer's erection guide/instruction shall be closely followed. If information on the maximum height to least base ration is not available, assume a lower ratio of about 2 : 1. Where the scaffold is sheeted or is likely to be exposed to strong winds or where the base is too small for the height of platform needed, the tower must be rigidly connected to the structure it is serving by means of ties. Ties will also be essential if the tower is to be used for heavy drilling, water jetting or similar operation, or if it is necessary to lift materials and equipment up the outside of the tower.

Access

The platform shall be provided with a safe means of access on the narrowest side of the tower. **Do Not Climb The Frame Unless It Has Built-In Ladder Sections With Rungs No More Than 300 mm Apart And The Stiles Not More Than 480 mm Apart.** If the frame can be used, climb it from the inside. If not, use internal ladders or stairways fixed firmly to the tower.

Checks to be carried out before Tower Is used.

- Swivelling castors with brakes are secured to uprights.
- Foot ties as close to wheels as practicable.
- Horizontal members fixed to uprights with load bearing couplers (except on working lift).
- All bracing connected to horizontal members with right angle couplers.
- Spacing of uprights minimum 1.2m Maximum 2.5m unless specially designed.
- Working platform; least base to height ratio external 3 : 1 internal 3.5 : 1
- Working platform : Size within base dimension
  : Close boarded and evenly supported
  : Guard-rails and toe-boards.

- Correct fittings used.
- Ladder access properly secured clear of ground lashed with wire.
- Ballast properly positioned and secured where necessary.
- Do not overload.
- Security of stacked material - Brick guards if necessary.
- No riding on scaffold (mobile) when being moved.
- Board on ladder, when not in use.
- Wheels locked correctly when tower is in use.
- Plan brace at base, every alternate lift and under working platform.
- Moving the Tower
- Before attempting to move a mobile tower check that there are no power lines in the way or obstructions or holes in the ground. Only push the tower from the base and
- **Do Not Allow People Or Materials To Remain On The Platform.**

25.0 Safe Use of Ladders

Work, such as the removal of cast iron guttering, extensive high- level painting, or any work which cannot be comfortably reached from a ladder shall not be undertaken from a ladder. The risk involved calls for a better method (Podium steps, scissor lifts, mobile scaffold tower etc.). Ladders are a means of access/egress not a work platform. (unless as a last resort).

1) The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.

2) The top of the ladder shall be securely fixed to the structure so that it cannot slip. Normally a lashing etc. is used to tie and secure the ladder whilst being footed.

3) Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:

    a. Fitted with Non-slip feet.
    b. Based on a firm level surface, which is not slippery.
    c. Erected at a safe angle (1 : 4)

4) Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, Footing is not considered effective for ladders longer than 5m.

5) Different grades of ladder are available. Make sure that the ladder in use is the correct strength for the work to be carried out.

Class 1	The heaviest duty, is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light , e.g. domestic use.	BS 2037

6) Before using a ladder, inspect the ladder to ensure it is in good condition. Do not use a damaged ladder. (Cracked stiles and rungs). Wooden ladders must not be cut to size, as by doing this the certification becomes invalid.

7) The ladder shall be of the correct length unless there is a suitable handhold to reduce the risk of overbalancing.

8) Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.

9) Three points of contact must be maintained with the ladder at all times i.e. two hands one foot etc.

10) Never carry heavy items such a propane cylinders etc. up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (Gin wheel etc.)

Stepladders

Stepladders and folding trestles shall not be used for any degree of side loading. The top platform shall not be used for work (unless it is designed with special handholds).

26.0 **Electricity** (Guidance HSE Book HS(G) 141 Electrical Safety on Construction Sites)

Unlike most other hazards, which can be seen, felt or heard there, is no advance warning of danger of electricity.

ELECTRICITY CAN KILL

- Electricity and electrical installations on site shall be treated with the utmost care and be under the control and supervision of experienced competent persons.
- The Local Electricity Board or Site Generator shall supply electricity where public supply is not practicable or uneconomic.
- Written application to the Local Electricity Board shall be as soon as possible at the planning stage.
- When a Generator is used, attention shall be given to sitting in order to minimise noise and fumes.
- Private generating plant must be installed in accordance with BS 1017.

Overhead Power Lines

Generally, electricity supplies above 33,000 volts are routed overhead, below this voltage they may be overhead or underground.
Overhead lines are normally un-insulated and can be lethal if contact or near contact is made. Electric arcs may jump a considerable distance.

The Electricity Supply Regulations 1988 gives the minimum distances of conductors from ground level. Care shall be taken when dumping, tipping waste, regarding, or in unplanned storage areas etc., not to reduce these minimum clearances.

If work is required to be carried out near overhead power lines, the Area Electricity Board shall be consulted before work commences and a safe system of work devised and implemented.

Portable Electric Tools

Portable electrical appliances are equipment which are supplied with a connector/plug and are connected to temporary or permanent power supplies, cables and accessories are also tested.

It is the responsibility of the Site Management to request that his site equipment is PAT tested; it is the responsibility of the Maintenance Manager to arrange for the inspection and testing of all of the company's portable electrical equipment.

There is a constant risk of electric shock whilst on site. Therefore, 110V systems for tools, temporary lighting and other equipment should be used when possible.

Where this is not practicable, Residual Current Devices must be provided for use with 240v or higher power systems.

Routine inspection and preventative maintenance are essential. Inspection results should be recorded, and "due date" labels attached to the equipment. In the event of an overdue test date label, the equipment must be quarantined and either a replacement sought or arrange for the equipment to be tested.

All tools and equipment shall be inspected by a competent person for signs of damage or deterioration and removed from service if found to be unserviceable.

27.0 Roof Work (Guidance HSE Book HS(G) 33 Health and Safety in Roof work)

As a high-risk activity, it is important that any roof work operation is pre-planned. As falls are the major cause of accidents, precautions must be taken, either to prevent an operative from falling or, if that is not practicable, to prevent the fall from leading to serious injury.

The particular hazards of each job and the best means of overcoming them must be considered so that a safe method of work can be established.

With complex jobs, a detailed risk assessment and written method statement shall be

prepared. The system of work should take into account,

a) The person carrying out the work.

b) Others who may be affected by the work (other workers or members of the public)

Suitable equipment shall be provided to give safe access to the roof (Ladders, Tower Scaffolds, Independent Scaffold, Mobile work platforms etc.).

Appropriate precautions against falls will be determined by the type of roof and the nature of work to be carried out. Roofs with a pitch of less than 10□ shall be considered to be flat. Toe-boards at least 150 mm high, and guard-rails at not more than 470 mm above the top of the toe-boards and 950 mm to 1.5m above roof level shall be provided.

Non-fragile sloping roof perimeter edge shall be protected by either

a) Barriers and platform shall be high and strong enough to stop an operative who is rolling or sliding down the roof slope and so positioned that they will stop a fall from the roof.

b) An intermediate guard-rail or other barrier shall be needed where a person needs to kneel or crouch near the edge.

c) A barrier at the gable edge shall also be considered.

Fragile roofs. Before any roof is used as a means of access or as a place of work during any operation, whether its construction repair, maintenance, it is essential to identify parts covered with fragile materials and decide on the precautions to be taken.

The appearance of some roof coverings is misleading and can give a false sense of security to those who are working on or passing across them. Although such coverings may be capable of carrying a significant distributed load, and appears solid, they will not in fact carry a concentrated load such as applied by the heel of a person walking or by a person stumbling and falling. For example, asbestos and non-asbestos cement sheeting is liable to shatter without warning under a person's weight, even when newly installed, and it will usually become more brittle with age.

Never Walk Along the Line of Roof Bolts above the Purlins

Other materials which must be regarded as fragile include, Plastic sheeting, Corrugate(d) steel sheeting (rusty), Glass (including wired glass) and starboard slabs, In some circumstances, wood wool slabs may also be liable to fracture, and these should be regarded as fragile.
When work is carried out on this type of roof, Roof ladders or crawling boards shall be provided. The number of boards or ladders required will depend on the nature of the work, the type of roof and the access to it and the number of persons carrying out the work.

Never Step on to a Fragile Roof to Move a Board or Ladder

When required, safety harnesses, belts and nets shall be provided. Ensure that suitable anchorage points, capable of withstanding any anticipated shock load are available. When nets are provided, the manufacturer's advice shall be sought of which type is to be used.
When work from a roof may endanger the public by falling materials, brick guards/fans or other similar precautions shall be provided.
Where necessary, specific training shall be given to cover such matters as:

- Requirements for roof edge protection.
- Safe use of scaffolding and mobile towers.
- Working on fragile roofs.
- Precautions at the leading edge.
- Means of access to roofs.
- Safe use of safety harnesses, belts and nets.
- Use of lifting appliances (Hoists, Gin wheels etc.).
- Safe working with LPG and bitumen.
- Health risks, e.g. asbestos, dermatitis etc.

Roof Work Internally

In order to gain access to paint some internal roof areas it is often necessary to 'rig' his own temporary scaffold. This normally takes the form of lightweight staging laid on the bottom members of roof trusses or placed on scaffold poles tied

28.0 Buried Services (Guidance HSE Book HS(G) 47 Avoiding Danger from Underground Services – Revised)

1) Before any digging on building sites or roadworks are undertaken, a survey of the area shall be conducted by the Site Agent/Supervisor.

2) The Company shall approach this type of work systematically, using plans and other positive information (e.g. the existence of streetlamps and junction boxes, cable locators and safe digging practices).

3) The owners of the services shall be contacted to obtain plans to show the approximate line and depth of known cables.

4) If possible, cable routes shall be avoided.

5) A cable-locating device shall be used to trace the position of the cable as accurately as possible in conjunction with any available cable plans. **N.B**. cable locating devices cannot always detect live electrical cables; you may have to hand dig trial holes.

6) The line of any cable shall be noted and marked, using paint, wooden pegs, or waterproof chalk. **NEVER USE SHARP SPIKES.**

7) Power tools shall not be used within 0.5m of the indicated line of the cable.

8) If necessary, the cable can be exposed using hand tools with care. Spades and shovels will be used rather than forks or picks.

9) To disturb concrete in which cables are embedded, the cables should be made dead, or an alternative safe method of excavation agreed with the electricity board or owner of the service.

10) If in any doubt about whether an exposed service is live or dead, it shall always be treated as **LIVE.**

11) Overalls shall be worn at all times to reduce the risk of flash burns and reduce the degree of injury.

Procedure To Be Followed After Damage to A Gas Pipe

1) Report to the Gas Company IMMEDIATELY.

2) Keep everyone away. (Think about evacuating the site)

3) Warn occupants of any building served by the pipe. REMEMBER. Cast Iron water pipes look very like cast iron gas pipes. If a cast iron pipe is uncovered IT MUST BE TREATED AS A GAS PIPE.

Procedure To Be Followed After Damage to Another Utility

1) Report the damage to the service provider immediately.

2) Make the area safe and keep out until utility repair inspectors arrive.

3) DO NOT ATTEMPT TO REPAIR THE SERVICE – (Leave it to the professionals).

29.0 **Excavations** (Guidance HSE Book HS(G) 185 Health and Safety in Excavations)

Almost all construction work involves some form of excavation (drains, sewers etc.) Deep trenches can be dangerous, and precautions are usually needed. Despite appearances however, the removal of material causes pressure relief and introduces the conditions which lead to failure. Rainwater or hot, dry weather increases the chances of such failure. Neither the shallowness of an excavation or the appearance of the ground should be automatically taken an indication of safety.

Soil

Excavation involves the removal of soil and rock. Water is almost always present, even if only as moisture in the soil. This presents an additional hazard, which must be considered.

Soil varies in its nature. Some soils like fine sand, flow easily, other soils like stiff clay, are more cohesive. No soil, whatever its structure, can be relied upon to support its own weight, especially when wet and if a trench or excavation cannot be made safe by sloping or battering the sides, some form of support will be required. Loose and fractured rock will also need some form of support.

Supports

Adequate support depends on the type of excavation, the nature of the ground and ground water conditions. A risk assessment carried out prior to excavation and will determine when and what type of trench support will be used.

For trenches up to 4.60m deep, a survey of the soil prior to excavation by a trained and experienced person shall be provided. The results will then determine a suitable method of excavation and support.

Where larger excavations are concerned, a specialist engineer shall be consulted.
Adequate supplies of support materials shall be available before the excavation commences and will be of sound, free of defects, of adequate strength and properly maintained. Supports shall be fixed securely to prevent displacement.

Conventional timber shuttering or steel trench sheets and adjustable props shall be used at all times. Care shall be taken to see excavation work does not jeopardise the stability of any adjacent structure.

Access

Safe means of getting into and climbing out of an excavation shall be provided. Ladders shall be securely fixed and properly maintained and shall permit quick and easy escape in case of flooding or falls of materials. Climbing into or out of excavations using the whaling's and struts shall be prohibited.

Guarding Excavations

Where a person may fall into an open excavation (regardless of depth), suitable barriers shall be erected.

Barriers shall serve to keep materials, plant and equipment away from the edges of an excavation. Barriers may be removed to permit access of men, plant and equipment, etc. however they should be replaced as soon as possible. Soil heaps can form part of the barrier.
During darkness, the edges of an excavation shall be marked with lights, especially where they are close to public thoroughfares. Where excavation work is carried out on the highway, Local Authority approval is necessary and appropriate barricades and warning notices shall be erected to comply with the Traffic Signs Regulation and General Directions 1981 and the Traffic Signs Manual Chapter
8. Adequate hazard warning lighting shall be provided during the hours of darkness and fog.

Where vehicles are used for tipping materials into an excavation, safety measures, such as anchored stop blocks shall be used to prevent the vehicle overrunning the edge. They shall be placed at a sufficient distance from the edge to avoid the danger of it breaking away under the weight of the vehicle.

Ventilation

Excavations shall be kept clear of suffocating, toxic or explosive gases. These may be natural gases like Hydrogen Sulphide, Methane and Sulphur Dioxide, or exhaust gases from nearby plant. Leakage of Propane and Butane from LPG cylinders is potentially very dangerous.
For the purposes of dealing with these hazards, the bottom of a deep excavation shall be regarded as a confined space. Tests for gas shall be carried out before work is started, and regularly as work progresses (Gas detector to be kept in excavation during work period).

Maintenance, Inspection and Examination

All excavation work requires careful watching, especially when trenches are first opened, and sides are unsupported. Even when support work has been installed, constant vigilance is essential.
Movements can be detected from slight distortion in timbering, bowing of poling boards and wailings or signs of local crushing.

All timber shall be regularly checked. Where timber remains in position for any length of time it may dry out, shrink or rot. Ground, too, may dry out and shrink, which loosens the timbering. Alternatively, it may absorb additional moisture, swell and displace the timbering. All excavation shall be inspected before work starts after heavy rainfall.

When loads are being moved in to or out of the excavation by skip or bucket, care shall be taken to avoid damage to struts or wailings. Vertical boards (rubbing boards) shall be provided for protection.

Support work members shall always be kept tight against each other and against the soil face, wedges or telescopic struts holding them shall be kept tight at all times. Raking, or angle struts shall all be regularly examined for signs of having been dislodged.

Heavy vehicles shall not be allowed near the edge of excavation unless the support work has been specially designed.

Safety helmets shall be worn at all times.

Excavation shall be inspected by the Site Agent/Supervisor before work starts, at least once a day, and before each shift. Excavations shall be thoroughly examined weekly, or after substantial damage. A record of these examinations shall be kept in a suitable form.

30.0 Work Equipment (Provision and Use of Work Equipment Regulations 1998)

Work Equipment means: any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).

It is the responsibility of site management to ensure that work equipment is tested regularly and to arrange for repairs if necessary; the user must ensure that work equipment is safe to use prior to commencing work.

The scope of work equipment is extremely wide. It covers 'toolbox tools', dumpers, lift trucks, circular saws, excavators, lifting slings etc.

Safety Procedures

When plant is constantly moving on or around a site, or being relocated, the factors which create hazards, and cause accidents may be more difficult to anticipate and eliminate. This is a good reason for restricting the movement of site traffic to fixed routes and access points.

It should be borne in mind that fixed plant may deteriorate and can develop faults. Following the same procedures in the same location, or doing repetitive work with the same equipment, does not exclude the unplanned event or occurrence, and can lead to a lack of awareness on the part of operatives, to carelessness and accidents.

The importance of safety instruction and on-site planning for safety must be emphasised by the site management.

Operatives of Plant and Equipment

Workers must take reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions. They must co-operate with the management to enable him to discharge his duty under safety legislation, and not to misuse or recklessly interfere with anything provided in the interests of health and safety.

30.1 Lifting Operations (Lifting Operations and Lifting Equipment Regulations 1998)

Lifting Equipment means: work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it.

Note: Even if an item is not covered by the above definition, Section 2 of the Health and Safety at Work Act etc, requires the provision and maintenance of plant and systems of work that are safe and without risks to health. It should also be noted that compliance with a minimum standard might not be construed as doing all that is reasonably practicable. All lifts must be in accordance with a Risk Assessment, Common Lifts Plan or a specific Method Statement. Regulation 8 of LOLER 1998 states that all lifts must be; properly planned, appropriately supervised and carried out in a safe manner.

Tower Crane Regulations 2010

Every tower crane which is under the control of HCL shall be notified to the HSE within 14 days of the thorough examination. Notification is the Plant Managers responsibility. Notification shall be repeated on each subsequent thorough examination.

Construction and Support

Every crane and lifting appliance must be properly made and strong enough for the work in which it is intended. Foundations, stages, scaffolds, and anchorages, etc., which have to carry a load must be of good construction and adequate strength. Winch frames must be made of metal. Separate crane jibs must be clearly marked to identify from which crane it belongs.

Platforms

Platforms for crane drivers and signallers must be large enough to allow the man to do his work

properly, close boarded or plated and fitted with an access ladder or steps. Platforms shall be equipped with handrails at least 950 mm high and toe-boards, minimum 150mm high. The space between handrail and toe-board must not exceed 470mm. Guard-rails and toe-boards may be removed for temporary access.

Cabin

A crane shall be provided with a cabin to give the driver protection from the weather. The cabin shall afford an unrestricted view and permit access to machinery for maintenance. Where possible it shall be heated in cold weather. Cabins are not required when the plant is indoors or otherwise protected, or when the crane is used for short periods only, in the case of a hoist, it can be operated from a landing platform or inside the cage.

Drums and Pulley

The size of a drum or pulley must match the size of the rope or chain. The rope or chain must be anchored to the drum and there shall be never less than two dead turns on the drum.

Brakes and Controls, etc

Cranes, winches shall be fitted with brakes capable of holding and controlling the maximum load. Controls on all lifting devices shall be clearly marked and designed so that they cannot be operated accidentally.

Access

Ladders, platforms handholds etc., shall be provided to give safe access to all parts of the crane or lifting appliance that need inspection or regular maintenance, or from which an operator may fall from height.

Hired Cranes

Where a crane is hired, the responsibility for ensuring that a copy of the examination certificate accompanies the crane lies with the Hire Company. This company will ensure that if the crane hired is a Tower Crane, then it is thoroughly examined after installation and before use. Copies shall be maintained by the HCL Project Manager.

Siting

The Principal Contractor shall decide on the siting of any crane or other heavy appliances. In the case of mobile cranes, the operator is responsible for ensuring that the movement and position of the crane is both safe and suitable for use. The crane operator shall check that any ramps, slopes, gates, archways, building, trees or overhead lines do not present an obstacle or danger, and the refuelling or other service vehicles can gain access without causing a hazard. A 600mm wide clearance between travelling or slewing cranes, and any fixture shall be maintained. Where this is not practical, barriers shall enclose any place where a man might be trapped.

Particular care shall be taken when placing cranes near overhead power cables. The jib or boom does not need to touch a live power cable, a flash over can occur over some distance depending on voltage. If the minimum safe working distance cannot be maintained, the electricity supply shall be switched off or otherwise disconnected by an authorised engineer.

The danger area shall be clearly marked off with stakes, flags etc., and where it is necessary to pass below overhead power cables, goal posts shall be set up to indicate the maximum clearance height, as specified by the local electricity supply authority. Materials shall not be deposited in this area.

Stability

A crane shall have a stable and level base. Care shall be taken to see that the ground is firm

and stable. Excavation, which may not have been correctly filled in, cellars, tunnels and shafts may all reduce the stability of the ground and constitute a hazard to machinery and heavy loads. The same principles apply when a crane is sited on a street or roadway for the purposes of working into a site.

Adverse weather and strong winds can rapidly affect the stability of a crane. No crane shall be used without these factors first being checked.

Rigging/De Rigging

The rigging/de-rigging of a crane shall only be carried out under the supervision of a competent person, normally the crane operator, and as recommended by the manufacturer.

Automatic Safe Load Indicator

Automatic safe load indicators, radius load indicators and motion limit switches, together with their audio-visual warning systems shall be fitted to cranes and other lifting appliances. All cranes and other lifting appliances shall be clearly marked with their maximum safe working load (SWL).

If the driver cannot see his load during the whole lifting operation, he shall have one or more trained slinger/signallers (Banksman) or some other signalling system to enable him to handle the load safely.

30.2 The Operation of Woodworking Machinery.

Where woodworking machinery is in use on site, the Provision and Use of Work Equipment Regulations 1998 [amended 2000] will apply. It is the legal duty of the employee and the employer to comply with these Regulations. Machines which are woodworking machines for the purpose of these Regulations are:-

- Any sawing machine designed to be fitted with one or more circular blades.
- Grooving machines.
- Any sawing machine designed to be fitted with a blade in the form of a continuous blade or strip.
- Chain sawing machines.
- Mortising machines.
- Planning machines.
- Vertical spindle moulding machines (including high-speed routing machines.)

The following general procedures shall be observed to ensure the safety of the operator and those around him.

1) Knives, saws and cutters shall be properly sharpened and correctly set. Circular saw blades shall be checked for cracks, particularly near gullet at root of teeth. Defective items shall not be used.

2) Before a machine is started, a check shall be made to see that cutters, etc., are of the correct type and are securely fixed, and that guards are properly adjusted and secure.

3) The area around the machine shall be clear of waste material and there shall be space to stack work safely before and after machining.

4) The floor must be clean and free from oil, grease or anything else, which might cause the operator to slip or trip.

5) Multi-speed machines must be started at the lowest speed.

6) Guards shall be set to give the minimum clearance necessary for the material being worked. They shall always be in position.

7) The operator shall not wear loose clothing, and shall wear goggles, masks, or ear

protectors if necessary.

8) Workplaces shall have adequate heating and be well lit.

9) Adjustments must never be made to a machine while it is in motion.

10) Push sticks shall be available and in use whenever necessary. Off-cuts, chips and sawdust shall not be removed from the machine table with the hands while machine is in motion.

11) Local Exhaust Ventilation to be in place and used at all times. Equipment subject to 14 month statutory LEV test

30.3 Use of Abrasive Wheels (Guidance HSE Book HS(G) 17 Safety in the use of Abrasive Wheels) Revised in line with PUWER].

1) The Site Manager / General Foreman shall be responsible for selection and supervision of equipment to be used.

2) Operatives shall be instructed and trained in the use of equipment.

3) All Abrasive Wheels shall be mounted by a properly trained competent person and shall be suitable for the type of work carried out.

4) A list of entitled operatives qualified to mount and fit wheels/disc, shall be kept by the site agent.

5) All flat wheels and discs shall be fitted with two blotters.

6) All wheels/discs shall be marked with maximum running speeds in RPM.

7) All wheels/disc shall be fitted with the correct size guard. Guards must be correctly adjusted and secured.

8) Correct locking nuts shall be used.

9) Grade 1 Impact eye protection/goggles shall be supplied for operatives when using wheels/discs.

10) The working area shall be kept clean and tidy at all times.

11) When wheels/discs are not in use they shall be locked in adequate storage facilities provided.

12) Defects shall be reported immediately to the Site Agent/Supervisor.

NEVER USE DEFECTIVE EQUIPMENT

30.4 Cartridge Operated Tools

Cartridge tools are potentially lethal if used recklessly or incompetently. Proper training (by a supplier

e.g. HILTI & Others) and continual care in their issue and use is therefore essential.
All tools shall incorporate a safety device, which prevents them being fired unless the muzzle is pressed hard against the work face. Cartridge tools must not be used in areas where a flammable atmosphere may exist.

Cartridges

Cartridges are designed for specific manufacturers of tools and are not interchangeable, even when of similar type or appearance. BS4078 require the strength of the cartridges to be marked on packaging and each cartridge to be colour coded to indicate strength. However, the colour code is not universally followed, and colour coding along must never be relied on as an indication of strength. Cartridges shall be retained in the packaging, which identifies their strength, and not carried loose. Both cartridge and fixing nails are available on plastic strips, and where possible, supply of cartridges/fixings shall use this method.

The colour code set out in BS4078 is as follows:

- Extra Low — Brown
- Low — Green
- Low/Medium — Yellow
- Medium — Blue
- Medium/High — Red
- High — White
- Extra High — Black

Attempting to fix into unsuitable materials with cartridge tools is dangerous. Before firing the first fixing, a simple test shall be made by driving a fixing of the intended type into the base materials with a hammer.

Fixings are generally either drive nails, eyelet nails or threaded studs. Designed to penetrate wood, steel and concrete, they have special characteristics of strength, hardness, shape and size, which fit them for the purpose. Ordinary nails and screws must never be used as substitutes.

31.0 Confined Spaces, Unhealthy Atmospheres, Dangerous Substances and Environmental Control (Confined Spaces Regulations)

Confined space is a general term used for any enclosed workplace that has limited access and poor natural ventilation. i.e. sewers, manholes, bored piles, trenches, tanks, pits, shafts, chambers, tunnels, work with certain adhesives, solvents, brazing, welding and cutting certain metals, rubbing down and burning old lead paint, handling lead, lead products etc. Even a room that may eventually become occupied could all too easily become potentially hazardous if the air within the confined space becomes deficient in oxygen or contaminated by dangerous dust, fumes, gas or vapour.

It is essential therefore that wherever work is to be carried out in any confined space, that adequate ventilation will be provided and maintained. That suitable and adequate means of access to and egress from the confined space will be provided and maintained.

It may be found necessary that the air in certain confined spaces will require monitoring before work commences and at regular intervals during work procedures.

When planning work in any confined space the possibility of a lack of oxygen must be considered. Normal oxygen content in air is 21%, at 19% air is considered to be oxygen deficient and dangerous to life, at 23% it is considered to be oxygen enriched and an additional fire hazard. Before any confined space working is allowed the environment to be worked must be tested by a **competent person** for:

1) Lack of oxygen.

2) Contaminates.

According to the test results the competent person should issue a Permit to Work detailing all necessary precautions.

For example, when painting in confined spaces the main risks which can occur arise from the presence of flammable gases, fumes and vapours and ignorance of the precautions to be taken can lead to accidents which may be fatal or cause permanent damage to health. The risks may not only occur as a result of the painting process but from dangerous concentrations of gases and vapours from sources both inside and outside the confined space. Therefore, the Site Agent must take adequate steps to monitor work being carried out during painting of confined spaces.

Entry into Tanks and Vessels

Because of the risks involved in entering the confined space inside an enclosed vessel or pipe, it is essential that no person enters the tank or vessel, etc., and that no work proceeds until adequate steps have been taken by a qualified person to give authority for the work to commence. (Permit to enter)

If there is a likelihood of a dangerous atmosphere inside the confined space, then it will be essential to test the atmosphere by the use of special equipment.

Working with Flammable and Toxic Materials

If the work process involves the application of a material which has flammable or Toxic properties and the working area is enclosed or restricted in some way, no work must be contemplated until the risks likely to be involved have been defined and precaution taken. A concentrated build-up of vapours from materials of this kind, which might escape from containers or remains in the atmosphere after application, is likely to be invisible and extremely dangerous. In the case of flammable materials, it is generally essential to remove all possible sources of ignition from the working area. Regard should also be given to the possibility of ignition from a spark from a light switch or thermostat etc.

The precautions, which are most essential in confined space working, are as follows:

1) All operatives entering a confined space must be fully trained in “Confined Space works”.

2) Carry out a job specific Risk Assessment and prepare a permit to enter.

3) The use of gas detectors is mandatory when working in confined spaces.

4) Establish sufficient means of mechanical ventilation according to the nature of the hazard anticipated. Beware of the ventilation carrying the vapours to another area where a danger could be created. Should it be impossible to provide adequate ventilation, then the use of breathing apparatus will be essential.

5) Keep the minimum amount possible of the hazardous material in the working area at any one time.

6) In the case of flammable materials, eliminate or remove all possible sources of ignition. There shall be **No Smoking** throughout the area.

7) It is essential that whilst any person is working inside sewers, tanks or vessels they also wear a suitable and approved harness or belt (temperature and flame resistant), firmly connected to a lifeline which is in the charge of a responsible person safely positioned outside the area at all times. In all confined spaces working, a clear route of exit must always exist, and a responsible person must be in attendance at all times with a clear instruction of what to do in the case of an emergency.

8) Personal hygiene is vital in controlling the absorption of dangerous materials.
Operatives will thoroughly scrub their hands before eating or drinking and at the end of a working day.

9) Suitable and sufficient rescue arrangements must be in place before work in confined spaces is undertaken.

Note:

Persons expected to work under these conditions will be physically and mentally suitable, It is recommended that no person under the age of eighteen years or over the age of fifty years be considered suitable.

31.1 Temporary Works

Temporary Works (false/formworks) is any temporary structure used to support a permanent structure until it is able to become self-supporting (e.g. wet concrete prior to curing to the required strength). Any failure of temporary works may lead to a collapse of the permanent structure; this could cause serious injuring to those working on or near to it.

Typical examples of temporary works are;

- Access platforms
- Scaffold
- False/formwork structures
- Flying tables

On all Heyrod Construction Limited's Projects, the Temporary Works Designer shall produce drawings and calculations for submission to the Principal Contractor's Temporary Works Department/Co-ordinator prior to works commencing. Works shall not commence until Heyrod Construction Limited has received written approval from the Principal Contractor's Temporary Works Department/ Co-ordinator.

The correct design of temporary works is fundamental to safety during its erection and dismantling including the prevention of collapse during construction works. In addition to the requirements of the finished structure the design of the false/formwork must take into account the loads imposed on it during the construction process and how these are transferred into the ground.

Typical loads the design must take account of may include;

- Self load
- Wet (green) concrete loading including reinforcement
- Inclement weather including, snow, ice, un-discharged rainwater, and wind loads including up lift and downward pressures as well as horizontal pressures.
- Dynamic loads Plant (possibly dumpers and cranes etc.)
- Concrete pump surges Personnel
- Stored material loads.

On all Heyrod Construction Limited's Projects, the General Foreman shall supervise all temporary works. Prior to erection begins, a method statement and risk assessment shall be produced to establish how the hazards will be managed, all associated operatives shall read, understand, and sign the method statement. In addition to potential collapse, the method statement must include issues such as;

- Persons or objects falling from height
- Edge protection
- Access
- Weather conditions
- Working with concrete and other chemicals
- Lifting operations

The erection team must use "working drawings" only and not use "preliminary drawings", they should also know;

- Where to start
- Whether the equipment is the same as that ordered
- At what stage checks or permits are required
- Whether checks and permits have already been carried out or issued

Once completed and ready to load (with reinforced steel, concrete etc.) the temporary works shall be inspected, usually within the clients permit to load systems. Additional inspections shall be undertaken at a frequency enough to enable any faults to be rectified promptly.

Prior to dismantling the Temporary Works Co-ordinator (Usually the clients) gives permission to strike/dismantle by issuing a "permit to strike". During striking the General foreman and his team shall ensure that all works are undertaken in accordance with the method statement.

31.2 Steel Fixing

Either in a compound, or on completion of a suitable area of deck or oversite, which will include complete edge and leading edge protection when above ground level, reinforcement bars can be lifted by crane or man handled into position. Steelfixers will commence fixing with the appropriate spacers/chairs to the engineers drawings, specification and in accordance with current standards.

All reinforcement items will be lifted to various levels by the use of a crane and distributed and fixed by hand (In accordance with the site lifting plan). Great care must be used when "flying" steel rebar, the sharp edges can produce severe cuts and hands must be kept away from suspended loads to avoid them being trapped by "settling" rebar.

Great care must be taken when manually handling the steel reinforcement, a chart is available with weights given for each diameter/length of rebar.

To reduce eye injuries, eye protection must be worn when cutting/trimming Steelfixing wire.

The pour area will be cleared of debris using compressed air lances and magnets (and glasses) etc. before being offered to the Principal Contractor/Resident engineer for the pre-pour inspection and permit to load.

31.3 Concreting

The company will at all times execute best practice in the erection of props, formwork, tables, shutters and the like (false work), the construction of reinforcement steel fixing, placement and vibration of concrete and the subsequent 'striking' of false work.

When working at height and this can in some cases be a situation below ground level, all operatives will wear harnesses with suitable restraint or fall arrest systems, properly anchored in place and be competently trained in the use of this equipment.

Appropriate Personal Protective Equipment, (PPE), goggles, protective overalls, rubber gloves and safety Wellingtons will be worn by all operatives in addition to standard site PPE

requirements.

Irrespective of whose vehicles are operating on site (sub-contractors etc.), where concrete pumps skips and mixers, are used to convey wet concrete into excavations or onto tables or into shutters (false work), the following procedure will be implemented, depending on circumstances.

Ready mixed concrete of the required strength and standard will be delivered to site and standard testing procedures undertaken, for slump and cube.

When concrete pumps and mixers are being reversed, caution must always be exercised to ensue that the rear of the vehicle is clear of personnel. Reflective vests will be provided and worn by personnel and trained vehicle banks men in the vicinity of moving/ reversing plant.

Where applicable a vehicle stop is also to be provided to prevent any concrete delivery vehicles from approaching too closely to the edge of excavations, during tipping or pouring operations.

When using cranes of any description to lift or lower any item of false work including concrete pouring skips, all lifting operations (including attachments used for anchoring, fixing or supporting the loads) will be undertaken in accordance with the Provision and Use of Work Equipment Regulations and the Lifting Operations and Lifting Equipment Regulations, with full documented methodology.
Concrete is installed either by concrete skips, excavator buckets (rarely) or via mobile or static pumps and associated pipework and booms.

In the event of using a static line system each pipe must be visually examined once per month for pins, cracks or damage to collars etc.

The whole system shall be inspected by a yard maintenance operative at least every six months, using a pipe thickness meter.

Operatives who deposit the concrete will locate themselves within the scaffolding guard (or not dependant on ground location), on removable running boards located on top of the form/false work and will direct the discharge pipe work evenly throughout the structure to ensure an even distribution of concrete.

In accordance with current standards and depending on the size of the base and volume of concrete a vibrating poker(s) will be inserted into the concrete to remove any air pockets. The poker (s) will be either air or electrically driven.

The above procedure will be repeated until the desired level of concrete within the false formwork has been achieved. Strict guidelines will be implemented to minimize HAV's exposure (Guidelines are as per recommended limits imposed by Loughborough University), and operatives will not be exposed to vibration levels above recommended levels.

Should inclement wet weather prevail, polythene sheeting will be placed over the entire concrete area to prevent dilution of the mix.

32.0 Refurbishment and Maintenance of Buildings

Before work commences within any building, a thorough investigation of the areas where work is to be undertaken will be made by a trained competent person (normally the British Occupational Hygiene Society P402 accreditation), to establish whether or not any asbestos material is present, via the implementation of a Type 3 Survey. See section 23.9

Types of asbestos material likely to be found within most buildings more than ten years old is likely to be:-

1) Sprayed coatings for fire or thermal insulation

2) Asbestos insulation lagged around steam pipes and boilers

3) In-fill or pre-formed slabs for thermal, fire or acoustic purposes

4) Asbestos insulating boards

5) Corrugated sheeting or cladding

6) Certain textured finish

7) Certain roof felts and floor tiles

The most common types of asbestos which occur for commercial and industrial use are:

a) Crocidolite (known as Blue Asbestos)
b) Amosite (known as Brown Asbestos)
c) Chrysotile (known as White Asbestos)

Because there are often mixtures of different types of asbestos **COLOUR MUST NEVER BE USED FOR POSITIVE IDENTIFICATION.** If there is any doubt, analysis by a specialist will be made.
The removal of asbestos material other than asbestos cement material will be undertaken by a HSE licensed specialist contractor.

If Crocidolite (Blue asbestos), Amosite (Brown asbestos) or fibrous Chrysotile (White asbestos) is found then the Health & Safety Executive will be notified by the Contracts Manager responsible for the work.

Personal hygiene will be considered paramount when working with any type of asbestos material.

1) Operatives will thoroughly wash hands and face before eating, drinking and at the end of the working period.

2) All waste material and debris will be removed from site as soon as possible.

3) All dust will be carefully removed by a suitably designed Type H vacuum cleaner.

4) Dust and waste material will be clearly labelled.

5) All used disposable protective clothing will be disposed of as asbestos

33.0 Roadworks

Introduction

This section is intended to cover the safety aspects on all roadworks, as applied to both new highway construction works and the reconstruction or resurfacing of existing highways. Much of it will also apply to other resurfacing work, e.g. car parks and tennis courts.

The term ‘roadworks’ includes the use of road surfacing materials, containing cement such as concrete, mortars and those containing bitumen, pitch, tar, such as hot rolled asphalt, cold asphalt, bituminous macadam and tarmacadam etc. In addition it may Include the use of bitumen and tars in cold or hot liquid and spray form. Various ancillary works and materials are also covered, including the use of fuels such as diesel oil, petrol and liquefied petroleum gas, as well as the many other maintenance activities such as patching, surface dressing, drainage works and trench reinstatements etc., carried out on our highways every day.

The term ‘Bituminous Material’ used in this Section refers to any material containing bitumen, tar or pitch as a binder and can also be considered to apply to bitumen or tar used in liquid form.

Persons at Risk

In all safety matters pertaining to highway works, consideration must always be given to operatives working on the highway and to the general public using the highway.

Operatives working on the Highway

All construction workers engaged on highway works could be at risk. In addition, however, if the highway works are on a road, which is open to traffic, the risk is increased.

Users of the Public Highway

Pedestrians and vehicle occupants passing in the vicinity of highway works could be at risk, as could persons living or working nearby.

Burns and Fire Risks

Many bituminous materials are supplied and used in hot form. Bearing in mind that hot rolled asphalt is supplied at a temperature in the region of 135 C and liquid bitumen for surface dressing at 150 C,
burns can easily occur. There is also danger of burns from machinery and hand tools used to lay hot bituminous materials or to heat existing road surfaces.

The overheating of bitumen or tar, the misuse of fuels or the use of fuels in defective plant, can create a serious fire risk. Heaters or burners used for heating existing road surfaces can, if not properly operated and controlled, damage or set fire to adjacent property.

Carcinogenic Nature of Pitch, Tar, and Mineral Oils

Operatives who use pitch, tar or mineral oils, especially over a long period of time can develop skin cancer in the form of cancerous warts. The danger arises where any of these materials is in frequent contact with the skin. When this occurs it is usually on the face, neck, hands, arms or scrotum and may be cured by early treatment. Petroleum bitumen is not considered to be a hazard in this respect.

A further possible hazard from prolonged and constant contact with these same materials is the contraction of dermatitis.

Barriers

Barriers (Guarding) must also be used where the pedestrian public is concerned. Rigid, continuous barriers must be fixed to mark any temporary footway and to protect pedestrians from traffic, excavations, plant and materials. Handrails should be between 1.0m and 1.2m above ground level and tapping rails should be fixed with the lower edge approximately 150 mm above the ground. Care should be taken to ensure that a visually handicapped person using a stick can easily detect barriers. All of the above shall be in accordance with Chapter 8.

Traffic barriers, used to indicate the road works and to segregate traffic from the works, must be of an innocuous type, designed so as not to cause a further hazard if hit by a moving vehicle. They must be of a conspicuous colour and kept clean.

Signs and Lighting for Roadwork’s

These are detailed in the Department of Transport’s Traffic Signs Manual Chapter 8. The head office holds this document, and all Site Agents must adhere to this document before embarking on traffic signage and lighting.

It is essential and mandatory for the protection of operatives and the general public that adequate signs are displayed giving highway users advance warning of roadworks. The numbers required, the type of road and the speed limit dictates the size and the distance in advance of the works of the signs. For example, a high-speed road requires more, and larger signs displayed further in advance of the works, than minor or slower speed roads.

If it is necessary to hold down signs etc, because of wind problems, only light sandbags filled

with sand should be used. The practice of using kerbstones or other hard objects is very dangerous. Such objects, if hit by a moving vehicle, can become lethal missiles to the danger of persons or other vehicles nearby.

Safety Zones

On any roadwork site, a space must be provided round the works for the storage of spoil, tools, plant and equipment and to allow the safe movement and operation of plant. Beyond this 'Working Space', a 'Safety Zone' delineated by cones and lamps, must be provided to protect operatives from the traffic, and to protect the traffic from the roadworks. Plant must not be allowed to encroach on the safety zone, nor must operatives be allowed to enter it, other than to maintain the cones or other signs.
The length of the safety zone and the clearances between the working space and the safety zone will depend on the speed limit and the width of the works.

Buffer Zones

On heavily used high speed roads such as motorways and other principal roads, the practice has been developed in conjunction with the Department of Transport to provide buffer zones, to segregate opposing traffic flows. The width of such buffer zones is preferably a full lane width of 3.6 metre but should be at least 1 metre. A full lane width has the added advantage of providing a separate unused lane for access and emergency vehicles if breakdown or accident occurs.

Barriers used to delineate buffer zones must be of an innocuous type as stated previously. The ideal types in this case are traffic cones, cats eye bollards or simple red and white coloured plastic pendant markers, all of which are relatively harmless if hit by a vehicle.

New Roads and Street Works Act

Where work is planned, which involves breaking up or opening any street or any sewer drain or tunnel under it, seven working days notice must be given to the street authority. Such work and any part of the street to be obstructed by plant or materials must be adequately signed and guarded, paying particular regard to the needs of the disabled.

A supervisor, possessing prescribed qualifications must supervise such works. Approved bodies issue Certificates of Competence to supervisors and operatives who have been assessed as having achieved relevant 'Units of Competence' required for prescribed qualifications. Approved bodies are detailed in Regulation 5(1) of the Street Works (Qualifications of Supervisors and Operatives) Regulations. Details of 'Units of Competence required for prescribed qualifications are listed in Schedules 1 – 4 of the regulations.

Training

Other than specific training required under the New Roads and Street Works Act (see above), it is important that the workforce is given appropriate induction training before beginning work on site. Visitors must be given sufficient instruction on relevant hazards before entering the works area and be accompanied at all times by a trained person.

Checklist

Before Work Starts

1) Has the lighting, signing and guarding of the works been planned?

2) What width of carriageway can be kept open and is it enough for two-way traffic.

3) What width of footway can be kept open. Is it enough?

4) What form of traffic control is needed?

5) Have the appropriate authorities been notified?

6) Has high visibility clothing been provided?

7) Have hazards from noise and fumes been assessed and appropriate control measures introduced?

8) Has personal protective equipment been provided?

9) Has all necessary instruction and training been given?

10) Have first aid and emergency procedures been made?

When Work is in Progress

11) If circumstances change, has the signing been appropriately altered?

12) Are signs, cones and lamps regularly cleaned, maintained or replaced?

13) Has authorisation been obtained to cover changed circumstances?

14) Are traffic control arrangements reviewed as work progresses?

When Work is Complete

15) Have all signs, cones and lamps been removed?

16) Have all permanent signs been restored?

17) Have appropriate authorities been notified that work is complete?

34.0 Fuel Oil

Fuel oil will be stored in a purpose built storage tank, externally, in a well ventilated position away from sources of ignition and contained within a sealed bunded area capable of containing 110% of the volume of the tank.

The location of the tank and bund will be such that it is not susceptible to damage from vehicles or plant. The storage vessel will be clearly marked giving capacity and contents and will have a level indicator gauge fitted.

Periodic inspections of pipes, valves and connections will be undertaken to ensure they are in a good state of repair. Spill kits shall be made available in case of emergencies and disposed of, when used, in an environmentally safe manner. (Registered waste carrier)

35.0 Office Safety

Whilst the office environment is not a high-risk workplace, there are hazards to be faced and the correct layout, access/egress, ventilation, lighting and fire-precautions can prevent accidents in the office.

The following precautions should be observed in office environments and all staff working in the office should be aware of hazards and strive to reduce all possible hazardous situations.

- Ensure you are aware of the location of the fire exit and all fire fighting appliances.
- You should be aware of the location of the first aid box and the nominated First Aider.
- Where flammable substances are used in the office they should be stored in a suitable container or locker.
- All steps, stairs and the floors of corridors and offices should be kept clear of obstruction and in good repair.
- Where full glass doors are used then they should be marked to indicate their presence.
- All electrical installations must be installed and inspected regularly by a competent person, where electrical leads show signs of wear or defect, they should be reported, and the electrical appliance taken out of service for repair. Electrical leads should not be left where they can form a tripping hazard.

- Lighting levels should be adequate for the work being carried out, if in doubt check with your supervisor.
- Ensure that filing cabinets cannot topple over, they should only allow one draw to open at a time.

The Health and Safety (Display Screen Equipment) Regulations

The Senior Health and Safety Advisor (SHEQ/IMS Manager) or nominees shall undertake risk assessments for activities described under the above Regulations for each workstation (Immediate work environment) at Head Office or on site. To avoid; repetitive strain injury, eyesight defects, fatigue, stress, the workstations shall meet with the requirements of the “schedule” to the Regulations (as listed in the risk assessment).

All DSE users must ensure that they plan their activities so that breaks, filing and other office duties periodically interrupt their work on DSE equipment.

In accordance with Regulation 5 of the DSE Regulations the company shall make arrangements for eyesight tests for regular users of DSE equipment, at their request. The company shall also contribute to corrective appliances provided that the need for corrective appliances is based on DSE activities, also at the employee’s request.

36.0 Associated Contractors, Sub-Contractors and Others

In order that the Statutory Health and Safety Commitments made in the Policy are fully met, it is a requirement of this Company that all Contractors, Sub-Contractors and others associated with any of the Company's undertakings fulfil their legal obligations regarding their own Health and Safety Responsibilities.

All Contractors, Sub-Contractors and others therefore, as well as ensuring the Health and Safety of their own employee's and the safe conditions of their own plant, machinery and equipment etc, must identify and provide information appropriate to any likely hazard, which might affect persons on site, or in other areas including members of the public. Such information must be made freely available and brought to the attention of this Company's representatives before commencement of any work. All method statements and risk assessments appropriate to the works being undertaken must be provided to the Site Manager so that approval can be achieved at least 5 working days prior to Subcontractor works commencement.

It is the responsibility of personnel seeking the services of a subcontractor to consult the company “Approved Contractors” file in the first instant. Typically the personnel seeking

subcontractors could be Directors, Contracts Managers, Site Managers or Quantity Surveyors. Should there be a need to seek a new subcontractor the following procedure shall apply;

- Issue the company's Subcontractor Questionnaire to the new Subcontractor.
- On receipt of the completed questionnaire and supporting documentation, the subcontractor shall be assessed by appropriate departments e.g. production, commercial, health and safety etc.
- The assessment shall include the questionnaire, supporting evidence, historical evidence, technical ability etc.
- In the event of a satisfactory assessment the Subcontractors details shall be placed on the "Approved Subcontractors" file.
- In the event of an unsatisfactory assessment the Subcontractor shall be notified in writing

In the event of emergencies, subcontractors may be trialled at the discretion of a Director prior to working on site, however;

- The "Approved Contractors" procedure must be followed at the earliest opportunity.
- All method statements and risk assessments appropriate to the works being undertaken must be provided to the Site Manager at least 24 hours prior to works commencing.

Emergencies may be sewer collapse, excavation battering, asbestos clearance etc. waiting until the last minute for the best price or similar circumstances are **not** an emergency.

37.0 Visitors to Site

The safety and wellbeing of visitors to the Company must be considered at all times. The following actions must be undertaken to ensure visitors are accounted for and protected from danger.

1) Visitors must be escorted at all times whilst on the Company's premises.

2) Protective clothing must be made available to the visitor where necessary.

3) Visitors must not be allowed to touch or operate any work equipment unless this is the specific reason for their visit.

37.1 Exclusion of the Public from Site (Guidance HSE Book HS(G) 151 Protecting the Public)

When required, a fence will be provided to enclose the site. The fence will be at least 2m high and difficult to climb. Where this is not possible, e.g. on a partly occupied housing site, special precautions, particularly in the case of children, to:-

1) Protect them from the dangers of excavations, including shallow ones filled with water, holes or openings and badly stacked materials.

2) Prevent tampering with vehicles and plant, electricity supplies, gas cylinders and hazardous chemicals.

3) Prevent access to higher levels, by removing all access ladders to scaffolding.

38.0 Monitoring and Auditing

In order to ensure that satisfactory standards of health and safety at work are maintained, routine checks will be undertaken. This will be achieved via a combination of audit, inspection and sampling exercises at various managerial levels within the organisation.

Each Site Manager will be required to undertake a weekly safety inspection, based on a standard checklist. This is to ensure that all items referred to in the checklist are satisfactory.

Contract Managers will be required to carry out a visual safety sampling exercise whilst visiting site, during their day to day managing of the project.

In addition health & safety audits are to be arranged and completed. These audits will review compliance to safety policies and procedures and check that all necessary records have been accurately completed and are easily located. Audit reports will be distributed to project management teams and the Senior Health & Safety Advisor (IMS Manager) for analysis and implementation of any recommendations.

The IMS Manager and H&S Advisor shall also carry out ad-hoc site inspections during site visits.

The Company undertakes to keep its health and safety policy up to date and the arrangements for its implementation under review, by means of regular sampling, inspections and audits of workplaces, machinery, appliances, processes and working methods as described above

Where necessary any requirement for change will be brought to the attention of the IMS Manger and alterations to working procedures notified to all workers.

39.0 Mental Wellbeing

Workplace Mental Wellbeing Policy

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. The objectives of this policy are to Promote and protect the mental wellbeing of our workforce, this is important for individuals' physical health, social wellbeing and productivity.

Many factors in the workplace influence the mental wellbeing of individual workers, departments or organisation as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the organisation. Mental wellbeing in the workplace is relevant to all workers and everyone can contribute to improve mental wellbeing at work.
Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

This workplace mental wellbeing policy covers the following aspects of mental health & wellbeing: Promotion of mental wellbeing promoting the mental wellbeing of all staff through:

- Providing information and raising awareness about mental wellbeing
- Providing opportunities for workers to look after their mental wellbeing
- Promoting policies and practices that promote wellbeing.

Management skills developing skills for managers and supervisors to:

- Promote the mental wellbeing of workers
- Deal with issues around mental health and stress effectively.

Support providing support to workers through:

- Providing a work environment that promotes and supports mental wellbeing for all
- workers
- Offering assistance, advice and support to people who experience a mental health
- problem while in employment
- Support for staff returning to work after a period of absence due to mental health
- problems

Employers have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support workers who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Provide advice and support to workers and managers in relation to this policy
- Provide specialist advice and awareness training on mental wellbeing.
- Support individuals who have been off sick with mental health and stress problems and advise them and their management on a planned return to work.
- Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult the occupational health & safety department GP, or a counsellor of their choice.
- Treat all matters relating to individual workers and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

Workers have a responsibility to:

Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme if one is provided. Accept opportunities for counselling when recommended.
The Company shall review this policy annually to ensure that it remains relevant.