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HEALTH, SAFETY & ENVIRONMENTAL POLICY

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INTRODUCTION TO YOUR SAFETY POLICY

This Health, Safety and Environmental Policy has been designed to be a living document and should always reflect how the Company's business operates. Copies of the HS&E Policy will be made available to all employees at all sites and workplaces.

It is made up of the three following sections: -

Section 1 STATEMENT OF INTENT

The Policy Statement of Intent summarises the Company's commitment to HS&E, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

This Statement of Intent will be signed by the Director with particular Responsibility for HS&E and displayed prominently.

Section 2 ORGANISATION & RESPONSIBILITIES

This section describes the structure of the business in terms of HS&E responsibilities. There will be a section relevant to everyone in the Company. This section will summarise how external HS&E assistance will fit into the business structure.

All employees need information from this section in so far as it relates to them.

Section 3 ARRANGEMENTS SECTION

This section details and provides guidance on the specific day-to-day arrangements and responsibilities for controlling or eliminating the types of hazards to HS&E that may arise as part of the business activity.

Each employee will need the information set out in this section so far as it relates to them and this information will also be included in:-

- HS&E Induction Training.
- HS&E booklets and handouts (*employee handbooks etc*).
- Refresher Training, Task Briefs and Toolbox Talks etc.

CONTENTS

1. INTRODUCTION	
2. POLICY STATEMENTS	
2.1 HEALTH & SAFETY POLICY STATEMENT	
2.2 ENVIRONMENTAL POLICY STATEMENT	
2.3 CORONAVIRUS (COVID-19) POLICY STATEMENT	
3. ORGANIZATION	
3.1 ORGANIZATIONAL HIERARCHY	
3.2 DUTIES OF THE DIRECTOR RESPONSIBLE FOR HS&E	
3.3 DUTIES OF OTHER DIRECTORS	
3.4 DUTIES OF MANAGERS	
3.5 DUTIES OF THE HS&E ADVISOR	
3.6 DUTIES OF ESTIMATORS	
3.7 DUTIES OF BUYERS	
3.8 DUTIES OF SITE MANAGERS & FOREMEN	
3.9 DUTIES OF OFFICE STAFF	
3.10 DUTIES OF ALL EMPLOYEES	
3.11 DUTIES OF CONTRACTORS & SUB-CONTRACTORS	
4. ARRANGEMENTS	
4.1 INTRODUCTION	
4.2 SAFE SYSTEMS OF WORK	
4.3 RISK ASSESSMENT	
4.4 TRAINING & INDUCTION	
4.5 SAFE PLACES OF WORK	
4.6 CONSTRUCTION DESIGN & MANAGEMENT (CDM)	
4.7 CHILDREN ON CONSTRUCTION SITES	
4.8 ACCESS & EGRESS	
4.9 CONFINED SPACES	
4.10 COMMUNAL AREAS	
4.11 ENVIRONMENTAL CONTROL	
4.12 HOUSEKEEPING	
4.13 ACCIDENTS, INCIDENTS & FIRST AID	
4.14 OCCUPATIONAL HEALTH	
4.15 WORK RELATED STRESS	
4.16 WEILS DISEASE (Leptospirosis)	
4.17 ALCOHOL & DRUGS	
4.18 CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH (COSHH)	
4.19 ASBESTOS	
4.20 WORKPLACE NOISE	
4.21 SELECTION OF CONTRACTORS OR SUB-CONTRACTORS	
4.22 CONSULTATION & COMMUNICATION	
4.23 CO-OPERATION & CARE	
4.24 CUSTOMER CARE & PUBLIC PROTECTION	
4.25 WORK EQUIPMENT	
4.26 HAND TOOLS	
4.27 USE OF VIBRATING EQUIPMENT	
4.28 ABRASIVE WHEELS	
4.29 ELECTRICAL TOOLS	
4.30 FIRE & EMERGENCY	
4.31 WORK AT HEIGHT	
4.32 LADDERS & STEPS	
4.33 MOBILE TOWER SCAFFOLDS	
4.34 LIFTING OPERATIONS	
4.35 MANUAL HANDLING	
4.36 THE OFFICE ENVIRONMENT	
4.37 PERFORMANCE MONITORING & OPERATIONAL INSPECTION	
4.38 PERSONAL PROTECTIVE EQUIPMENT (PPE)	
4.39 PERSONAL SAFETY	
4.40 SITE TRANSPORT	
4.41 DRIVING AT WORK	
4.42 YOUNG PEOPLE AT WORK	
4.43 WELFARE	
4.44 HOURS OF WORK	
4.45 CLOSING MESSAGE	
5. MONITORING & REVIEW	
6. DECLARATION	

I. INTRODUCTION

Under Section 2(3) of [Health and Safety at Work etc. Act \(HSAWA\)](#) there is a requirement on all companies, or organisations, employing more five or more persons, to have a written statement of general HS&E Policy. This HS&E Policy must cover all employees, explain the arrangements for carrying out the Policy, be revised as appropriate and explain how the statement and any revisions are brought to the attention of all employees of the Company.

The [Management of Health and Safety at Work Regulations \(MHSWR\)](#) also require that Risk Assessments be undertaken. The Risk Assessments are an integral part of the basis of the Policy document as they form the basis of HS&E arrangements within the organisation.

This document is the general HS&E Policy statement of the Company and meets the statutory requirements outlined above.

It is the policy of the company to ensure that, as far as reasonably practicable, employees are provided with safe and healthy working conditions.

The Company regards HS&E as being an important function of management at every level, with responsibility for the observance of safe working practices and good housekeeping standards resting firmly with the Director responsible for HS&E, supported by other Directors and Staff alike.

In co-operation with Management, every Employee also has a legal duty under regulations to observe safe standards and practices. Therefore a safe and healthy working environment can only be maintained with the co-operation of those who work in it.

For clarification, this statement is divided into the following sections:

- Statement of intent.
- Organisation within the Company for carrying out this Policy.
- Arrangements for implementing HS&E.
- Arrangements for monitoring and reviewing this Policy.

2.1 **HEALTH & SAFETY POLICY STATEMENT**

From the viewpoint of safety at work, and in fulfilment of Section 2 of the [Health and Safety at Work etc. Act \(HSAWA\)](#), the policy of the Company, RV Dart and Son (Builders) Limited, is to safeguard, so far as is reasonably practicable, the Health, Safety and Welfare of all employees. This applies in particular to the provision of, and maintenance of, safe systems of work and covers all work equipment used by employees working in any capacity for the Company.

The Company takes as much care as is reasonably possible to ensure the Health and Safety of other people who may be affected by our activities.

The Company regards the legal HS&E requirements as a **minimum standard** and expects that targets to be achieved without compromising HS&E criteria.

The Company considers that it is essential for this policy to operate satisfactorily and to fulfil this aim it is very important to have the full co-operation of all employees of the Company. Therefore the Company gives every encouragement to its employees to make suggestions and have discussions on any aspect of HS&E with the Director responsible for HS&E.

The Company will provide such information, instruction, training and supervision as necessary to enable our employees to develop and maintain essential HS&E skills and will encourage the growth of a positive HS&E culture.

The Company will ensure continued consultation with our workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

It is the firm belief of the Company that, by having a sound attitude to HS&E requirements, not only will the wellbeing of the employees be assured, but also the Company will ultimately be more efficient and thus more profitable.

The allocations of duties for safety matters and particular arrangements, which are made to implement the Policy, are included in the Policy Document.

Where there is a conflict between the demands of work operations and HS&E, HS&E will take priority.

The Policy will be kept up to date, particularly if the business of the Company changes in nature and size. To ensure this, the Policy, and the way in which it has operated, will be reviewed as appropriate and at least every year.

Signed: *Mike Westhead*
.....
Mike Westhead
(Director with Particular Responsibility for HS&E)

Date: 24th June 2022

2.2

ENVIRONMENTAL POLICY STATEMENT

The Company, RV Dart and Son (Builders) Limited, recognises that protection of the environment is of prime importance. The achievement of a high standard of environmental awareness throughout the Company is not only essential to assist in sustaining and keeping in balance the environment and environmental resource, but also results in healthier and more acceptable conditions for work and social activity. Environmental awareness also assists in the enhancement of the Company's reputation, not only as a caring employer, but also a Company that is aware of the prospective impact of its activities on the environment. Such awareness creates improvements from which the general public, of this and successive generations, will benefit.

It is the responsibility of everyone to work together to achieve this environmental goal. With this in mind the Company will ensure that it complies with the [Environmental Protection Act \(EPA\)](#) and all other domestic legislation concerned with the protection of natural resources and the external environment.

The Company will prepare and enforce policies which, so far as is reasonably practicable and having taken into account project and client requirements, provide for: -

- Protection of the environment at/or affected by workplaces.
- Conservation of natural resource materials, energy and use of recyclable materials.

To achieve this it will: -

- Introduce systems and monitoring procedures which meet the requirements of the policy.
- Guide and assist in the formulation of those systems and procedures and conduct regular internal audits of the monitoring procedures in relation to the stated environmental management objectives.
- Train the workforce in current methods, practice and awareness of the need for environmental protection.
- Provide advisory, communication and training facilities as required.

With the above in mind the following steps have already been taken: -

- All materials and substances sourced and used by the company are checked to ensure that they have the least amount of impact on the environment, so far as is reasonably practicable, and are procured from sustainable resources.
- Paper is shredded and re-cycled.
- Ink cartridges are re-cycled.
- Waste materials are segregated whenever possible for re-cycling.

Colin Andrews is the person whose duties are to co-ordinate activity in relation to environmental matters.

This Environmental Policy will be kept up to date, particularly if the business of the Company changes in nature and size. To ensure this, the Policy, and the way in which it has operated, will be reviewed as appropriate and at least once every year.

Signed: ...*Mike Westhead*...
Mike Westhead
(Director with Particular Responsibility for HS&E)

Date: 24th June 2022

2.3

CORONAVIRUS (COVID-19) POLICY STATEMENT

Due to the Coronavirus (COVID-19) pandemic, RV Dart and Son (Builders) Limited have reviewed the arrangements for Health and Safety on site and in the office environment, and have implemented the following policy to manage and control the risks:

Self-Isolation

Anyone who meets one of the following criteria should NOT come to site:

- Has a high temperature or a new persistent cough.
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).
- Is living with someone in self-isolation or a vulnerable person.

If Someone Becomes Ill

If someone develops a high temperature or persistent cough, they must:

- Return home immediately.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Health Surveillance:

- RV Dart site management will evaluate all site personnel (Contractors, Sub-Contractors, Consultants and Visitors) in relation to their health. Should it appear that any person is not well in any form, they will be asked to leave site immediately.
- Each contractor's manager/supervisor should monitor the health of their own workers

Avoid Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. Therefore:

- Non-essential work requiring close contact between workers should not be done.
- All work should be planned to minimise contact between workers.
- Work requiring skin to skin contact must not be carried out.
- PPE should be thoroughly cleaned after use and must not be shared between workers.
- Single use PPE should be disposed of so that it cannot be reused by others.

Travelling to Site

- If possible, workers should travel to site alone using their own vehicle or company car/van.
- Consider other means of travel to avoid public transport (e.g. cycling).
- Parking arrangements will be available for additional cars and bicycles, if necessary.
- Regularly clean the inside of vehicle cabs and between use by different operators.

Arrival On Site

- ALL non-essential visitors will be refused entry to the site.
- ALL persons will be required to wash or sanitize hands before entering the site.
- Delivery and collection drivers should remain in their vehicles, if the load will allow it, and must wash or sanitize their hands before unloading or loading.

- ALL persons MUST report in the usual manner to sign the Site Attendance Register. Do NOT enter the site until signed in.
- All persons entering the site will be required to attend a Site Safety Induction that will include information on the current Coronavirus Procedures.
- RV Dart will reduce the number of people in attendance at safety inductions and consider holding them outdoors wherever possible.
- When numerous arrivals occur, RV Dart will introduce staggered start and finish times to reduce congestion and possible physical contact.
- All site access points will be organised to enable safe social distancing by means of ground markings and/or signposts positioned at 2m intervals. All such access points will be regularly monitored to ensure that social distancing is being maintained. If necessary, additional access points will be provided to reduce congestion or decreased to enable effective monitoring.
- Entrance gates will be held open and all entry systems requiring skin contact, such as fingerprint scanners, will be disabled.

The Site Office:

- Prior to entering the site office, you will be required to wash your hands with either soap and water or sanitiser.
- Site Meetings will only be conducted if absolutely necessary, and meeting participants should only attend if requested to do so.
- Attendees should be 2 metres apart from each other during meetings.
- The site office or meeting rooms will be kept well ventilated with windows opened to allow fresh air circulation.
- When possible, RV Dart management will hold meetings outside in open areas.

The Site Canteen:

- Site personnel should eat and drink pre-prepared food and drinks from home and eat alone in their own vehicle. They should stay on site and not use local shops to buy food.
- When necessary, the use of the site canteen for lunch and tea breaks will be staggered and limited to 15 minutes. In order to accommodate this arrangement, no more than 3 people will be allowed in the canteen at any given time.
- Workers should sit no less than 2 metres apart from each other whilst in the canteen.
- Prior to entering the canteen, each person shall wash their hands with either soap and water or sanitiser. The same procedure is to be followed before returning to work.
- All persons will be required to keep the facilities clean and clear up after each use. All rubbish should be put straight in the bin and not left for others to handle and clear up.

Site Toilets:

- Prior to entering site toilets, each person will be required to wash their hands with either soap and water or sanitiser. Likewise, they will be required to do the same when leaving the toilets.
- Toilet cubicles and urinals will be arranged so that 2-meter social distancing remains possible. If necessary, some toilet cubicles and urinals may have to be decommissioned to enable this.
- RV Dart will restrict the number of people using toilet facilities at any one time. When necessary, a welfare attendant provided to monitor and control use.

Drying Rooms:

- The use of changing/drying rooms will be staggered to reduce congestion and contact.
- No more than 3 people will be allowed in the changing/drying rooms at any given time to maintain a social distance of 2 metres.
- Cleaning of these facilities will be enhanced throughout and at the end of each day.

Face Masks & Gloves:

- RV Dart will ensure that all employees of the company are provided with suitable face masks and hand protection. Self-employed persons should provide their own.
- Contractors and sub-contractors should issue suitable face masks and hand protection to their own employees.
- Where necessary and where stocks are available, RV Dart will make face masks and gloves available to non-employees.

Cleaning Arrangements:

- RV Dart will carry out regularly cleaning of all common contact surfaces in the site office, canteen and toilets. Enhanced cleaning will be carried out to all work surfaces, handrails on stairs, keyboards, photocopiers and other office equipment, kettles, microwaves, door handles, locks and toilet seats and flushers. Especially at peak use times.
- Site canteen tables, chairs and worktops will be cleaned in between each use/shift.
- RV Dart will regularly check soap and sanitiser levels and top up where necessary.
- RV Dart will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- All persons will be required to keep site facilities clean and clear up after use.

Hand Cleaning & Sanitisation:

- Contractors and Sub-Contractors should provide suitable and sufficient hand sanitiser to their own employees for their own use on site. However, RV Dart will provide hand soap and/or sanitiser at the relevant areas of the site (i.e. Site Entrance, Office, Canteen and Toilets)
- Where necessary, RV Dart will provide additional hand washing facilities to the usual welfare facilities to reduce travel distances or when there are significant numbers of personnel on site.

The operation of this policy will be monitored by Company Directors, Managers, Site Managers and Supervisors, with assistance from external Health and Safety Advisors. Contractors, sub-contractors, consultants and suppliers should actively monitor their own workers in support of these arrangements.

The allocation of duties for health and safety matters and arrangements, which are made to implement this Policy, are detailed in the Arrangements section of the RV Dart Health, Safety and Environmental Policy.

Where there is a conflict between the demands of work operations and health and safety, health and safety will always take priority.

This Coronavirus (COVID-19) Policy will be kept up to date with legislative requirements and current Government recommendations. To ensure this, the Policy, and the way in which it has operated, will be reviewed on a weekly basis until the pandemic situation eases.

Signed: 
Mike Westhead
(Director with Particular Responsibility for HS&E)

Date: 24th June 2022

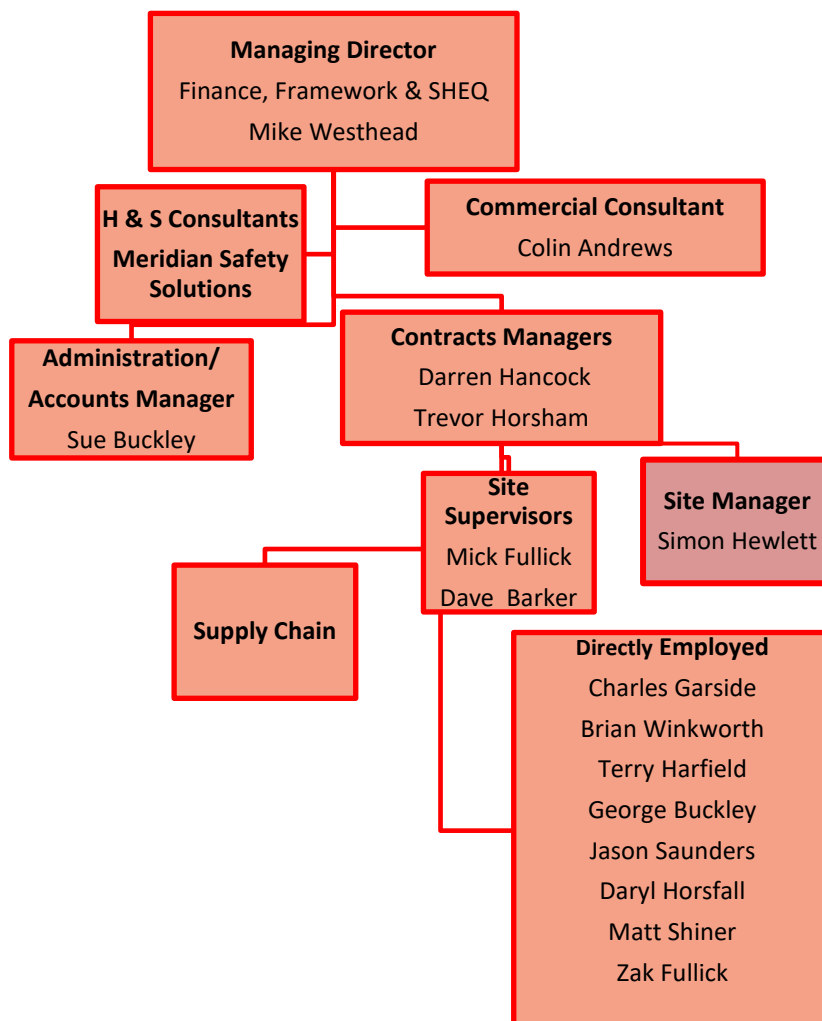
3. ORGANIZATION

RV Dart and Son (Builders) Limited is based in Hampshire, with the principal office at: Unit 14, Westlink, Belbins Business Park, Cupernham Lane, Romsey, Hampshire. SO51 7JF. The Company is established as a Construction Contractor.

The Company is controlled and operated by a Board of Directors; the Company Hierarchy is shown below, together with an organisation/responsibility chart. This chart will show the Director with Particular Responsibility for HS&E (Health, Safety and Environmental) matters. The Director Responsibility for HS&E matters may delegate some of this responsibility to the HS&E Advisor/Consultant. Where and when appropriate, he may also delegate some of this responsibility to a specifically nominated person, such as a Site Manager or Site Foreman. In turn, responsibility may then be delegated to a particular identified employee on a daily basis. All other staff have duties as employees, as laid out in the [Health and Safety at Work etc. Act \(HSAWA\)](#), and other subordinate statutory instruments.

Some of the work undertaken by the Company may be carried out by contractors and sub-contractors, and to other firms with which the Company have established and satisfactory relationships. Contractors to the Company can include safety consultants and general contractors, and all have specific duties as defined in this HS&E Policy Document.

3.1 ORGANIZATIONAL HIERARCHY



3.2 DUTIES OF THE DIRECTOR RESPONSIBLE FOR HS&E.

The Director responsible for HS&E will: -

- Be ultimately responsible for all safety arrangements and ensure they are implemented.
- Ensure that monitoring of the Policy is undertaken as necessary and that arrangements for the Policy are reviewed as often as appropriate (as a minimum at least once a year).
- Ensure that the Company operates in accordance with the [Health and Safety at Work etc. Act \(HSAWA\)](#) and the [Construction Design and Management Regulations \(CDM\)](#) (Part 4).
- Ensure the arrangement of an adequate system of accident reporting and investigation in accordance with the requirements of the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#).
- Ensure the arrangements and implementation of a system of discipline for cases where a breach of this Policy occurs or where duties are not undertaken.
- Ensure employees remain aware that the requirements apply to operations on site, including the observance of the Clients' HS&E provisions.
- Ensure that, in furtherance of its common law and statutory duties, such as the [Employers Liability \(Compulsory Insurance\) Act \(ELCIA\)](#), Company Insurances are kept up to date and prominently displayed so as to be available for inspection at all reasonable times, by both employees and the companies HS&E Advisor/Consultant.
- The Director responsible for HS&E will also ensure that, in accordance with Regulation 3 of [ELCIA](#), that the level of cover shall not in aggregate be less than £5 million.
- Ensure that, when the Company employs Contractors, so far as is reasonably practicable, they are made aware of, and are subject to, the HS&E Policy of the Company.
- Ensure that any information and training for the requirements of safe systems of work are provided by the Company, or by the Client as appropriate. For example this includes, where appropriate, any process concerned with special hazards related to safe systems of work, the operation of hand tools or other methods of working.
- Ensure that suitable and sufficient Risk Assessments are undertaken in compliance with The [Management of Health and Safety at Work Regulations \(MHSWR\)](#). The Director responsible for HS&E of the Company is ultimately responsible for ensuring that the results of these are communicated to all employees.
- When he thinks appropriate, delegate some safety responsibilities to the HS&E Advisor or a specific employee.
- Be responsible for the arrangement of all Health, Safety and Environmental arrangements.
- Ensure that information is given to employees on general safety topics.
- Ensure that when amendments are made to the Policy these amendments are circulated to all employees and signed off by all employees.
- Ensure that First-Aid arrangements are communicated to all Company employees.
- Ensure that new employees are asked if they have any particular health needs (in terms of disability or recurring illness) and appropriate arrangements are implemented as necessary.
- Ensure that employees do not engage in 'horse-play' or dangerous practical jokes.
- Ensure that adequate instruction is given for the operation of any plant, machinery or equipment, including any relevant safety apparatus and protective clothing.
- Ensure that all work equipment, including any relevant safety apparatus and protective clothing, is provided and regularly inspected and maintained to ensure that it remains suitable for the purpose for which it was intended.
- Ensure that all Fire Arrangements, for both the premises and for working sites, are communicated to all employees. The Director Responsible for HS&E is also responsible for the regular maintenance of all of the Fire Arrangements.
- Ensure arrangements are implemented to comply with the [Working Time Regulations \(WTER\)](#).
- Set a good personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices observed.

3.3 DUTIES OF OTHER DIRECTORS

The responsibilities of all Other Director's include:

- Knowing the appropriate statutory requirements affecting the company's operations.
- Knowing and promoting the company's policy for Health, Safety and Environmental matters, and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Ensuring that budgets are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- Promoting the liaison on HS&E matters between the company and others working on site, including the Principal Designer, Principal Contractor, Designers and Contractors.
- Setting a good personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across during site visits.
- Arrange regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements.

3.4 DUTIES OF MANAGERS

All Manager will: -

- Understand the company policy for Health, Safety and Environmental matters, and ensure it is readily available to each employee and on each site.
- Have a wide knowledge of the requirements of the [Construction Design and Management Regulations \(CDM\)](#), and other relevant legislation.
- Planning all works in accordance with the requirements set out in the Health, Safety and Environmental Policy, and ensuring that working methods and conditions are in accordance with the Policy and statutory requirements.
- Ensuring the allocation of adequate resources to cover sound working methods and reasonable welfare facilities.
- Determining at planning stage:
 - a) The most appropriate order and method of working
 - b) The provision of adequate lighting and safe method of electrical distribution
 - c) The allocation of responsibilities to each level of staff
 - d) The welfare facilities and basic fire precautions required
 - e) Any particular equipment, training or instruction required for personnel
 - f) Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences, outline potential hazards at each stage and indicate the precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health, Noise, Manual Handling and the Management of Health and Safety. Make them available to Site Managers and/or Foreman and discuss them fully.
- Ensure that the necessary Method Statements and Risk Assessments (including Noise, Vibration, Manual Handling, Young Persons etc) have been provided and/or issued by Contractors and Sub- Contractors prior to any start on site.
- Ensure that COSHH assessments have been provided prior to any start on site, and provide Materials Safety Data Sheets (MSDS) on substances/materials to be used to relevant parties.
- Ensure that suitable plant & equipment is provided and properly maintained.
- Ensure that Operatives and Supervisors/Foremen receive appropriate safety training, especially Induction training if a New Starter or are new to a particular the site/project.
- Ensure, so far as is reasonably practicable that work, once started:

- a) Is carried out as planned and that accounts taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary
 - b) Is carried out in accordance with the [Construction Design and Management Regulations \(CDM\)](#), and other appropriate statutory requirements
 - c) Ensuring that any electricity supply is installed and maintained in a safe and proper manner. Protecting all overhead services in accordance with the service authorities' recommendations and this company policy before work starts.
 - d) Ensuring that any design calculations for unusual scaffolds or working platforms are independently checked.
- Investigate all accidents, injuries or dangerous occurrences and submit appropriate reports to the Director Responsible for HS&E.
 - Liaise with the Health and Safety Executive (HSE) and other relevant authorities, such as the Environmental Health Authority (EHA), as delegated by the Director responsible for HS&E
 - Setting a good personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across during any site visit.

3.5 DUTIES OF THE HEALTH & SAFETY ADVISOR

The HS&E Advisor has the responsibility to ensure: -

- That they keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the company. At all times they must be prepared to assist management in whatever way they can with regards to health & safety.
- They should carry out regular inspections of workplaces to determine the level of compliance with current HS&E legislation and submit formal reports on their findings, at the prescribed intervals, to the Director Responsible for HS&E.
- They should assist the site managers/foreman by advising on safe working methods and identify any additional training requirements.
- Encourage a pro-active approach to health & safety matters and a positive attitude to risk management functions.
- Where the external safety advisor is of the opinion that there is, or is likely to be, a risk of serious personal injury or property damage they must advise the Site Management to prohibit the continuation of that activity until the relevant control measures have been implemented.
- When requested, they will carry out investigations into accidents and dangerous occurrences and provide a report of the results of the investigation to the Directors of the Business.
- They will assist in any dealings with the HSE if requested by a Director.
- They provide advice to Directors, site foreman and operatives as requested.
- They will provide assistance with the regular (at least annual) review of this policy and the arrangements set out within.
- Comply with all Site Rules
- Set a good personal example, with respects to HS&E, at all times.

3.6 DUTIES OF ESTIMATORS

Estimators have the responsibility for ensuring: -

- Understanding the company Health, Safety and Environmental Policy and the duties assigned to him/her.
- Ensuring that at tender stage of contracts, so far as is practicable, adequate resources are allocated and adequately costed in order to have the HS&E issues identified within the project, managed adequately and effectively.
- Comply with all Site Rules
- Set a good personal example, with respects to HS&E, at all times.

3.7 DUTIES OF BUYERS

Buyers have the responsibility for ensuring:

- They read and understanding the company HS&E Policy and the duties assigned to them.
- Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Contract Manager. If applicable ensure that Material Safety Data Sheets are requested.
- Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.
- Ensure that test certificates and records are provided with any plant and machinery hired for use on site and for any operatives the necessary training records.
- Ensuring that when an item of plant or equipment is purchased or hired the order requires that it complies with the [Health and Safety at Work etc. Act \(HASWA\)](#) and all other relevant legislation.
- Instructions are supplied to the user covering its correct use and safe operation.
- The [Provision & use of Work Equipment Regulations \(PUWER\)](#) and the [Lifting Operations & Lifting Equipment Regulations \(LOLER\)](#) inspection and test records if applicable are issued with the equipment.
- Ensuring that when any substance is purchased the order requires that its contents are defined and that the correct literature including hazard safety data sheets, details of its safe storage and use, and weights for handling and transport are supplied to the site with any delivery.
- Ensure that Health and Safety is a priority when specifying or purchasing any materials.
- Set a personal example by wearing the appropriate PPE and equipment, as required, to visit sites.
- Set a good personal example, with respects to HS&E, at all times.
- Comply with all the Site Rules

3.8 DUTIES OF SITE MANAGERS & FOREMEN

Site Managers / Foreman have the responsibility for ensuring: -

- They accept overall responsibility for all matters, including those regarding Health, Safety & Welfare relating to site issues.
- To consult with and carry out the instructions of the Contracts Manager.
- To organise and control sites so that work is carried out in accordance with any Hazard / Risk Assessments and with minimum risk to persons who may be affected.
- To carry out additional Hazard / Risk Assessments on site if the necessity arises.
- Have an understanding of current Health & Safety Legislation and guidance relating to their work activities, and to request training as necessary.
- To see that Regulations and legal requirements are observed on site. They will, as required, inspect equipment and site workings as per the [Construction Design and Management Regulations \(CDM\)](#).
- They will carry out HS&E induction training for all operatives employed by the business on a particular site. And ensure records of such are kept appropriately.
- They inspect the site visually on a daily basis and undertake weekly site safety inspections, and remit this information to the Director Responsible for HS&E, who will undertake further action as requested. Whilst carrying out inspection they will take into account possible dangers to persons visiting site during working hours.
- Where necessary they refer HS&E problems upwards to resolve.
- To give all line supervision precise instruction on their responsibilities for correct working methods and to see that they do not require or permit employees (especially young persons) to take unnecessary risk to or indulge in horse-play.
- To control delivery and stacking of materials so as to avoid risk to any ones health and safety.
- To position plant effectively and to plan and maintain a tidy site.
- To implement arrangements with contractors and sub-contractors, and others on site, so as to avoid any confusion about areas of responsibility.
- To check that machinery and plant, including power and hand tools, are maintained in good condition.

- To ensure that the relevant COSHH assessments on hazardous substances and/or materials are available on site and that the necessary precautions are adhered to.
- To make sure that suitable protective equipment is available and that it is used as and when necessary.
- To ensure the wearing of Safety Helmets and other PPE as required.
- To ensure the relevant facts of all accidents will be recorded and reported to Director Responsible for HS&E and the companies Safety Advisor / Consultant.
- To co-operate with the companies HS&E Adviser/Consultant, Assistants and HSE Inspectors, and to act on their recommendations.
- To satisfy himself that all employees, Contractors and Sub-Contractors are working in a safe manner and, where Safety Method Statements are relevant, that they are adhered to.
- Ensure that any operative observed seriously or persistently breaching the Company's HS&E Policy must be issued with a documented warning.
- Positively promote the operational safe working practices documented in the method statements and risk assessments.
- They promote and maintain interest for HS&E by actively seeking co-operation between all employees.
- They must set a good personal example, with respects to HS&E, at all times.
- Comply with all Site Rules

3.9 DUTIES OF OFFICE STAFF

The responsibilities of the Office Staff include:

- Reading and understanding the company's Health, Safety and Environmental Policy and carrying out all work in accordance with its requirements.
- Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to your line Manager.
- Identifying the position of the First Aid Box, fire-fighting equipment and emergency exits. Knowing the procedure in the event of a fire.
- Reporting any accident or damage, however minor, to your line Manager.
- Ensuring that corridors, office floors, doorways, etc are kept clear and free from obstruction.
- Not attempting to lift or move, without assistance, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop- up, do not improvise or climb.
- Co-operating with the employer on all health, safety and environmental matters.
- Suggesting ways of eliminating hazards and improving working methods.
- Warning new employees, particularly young people, of known hazards and office procedures.

3.10 DUTIES OF ALL EMPLOYEES

The Company expects that each of its employees observe the requirements given under Section 7 and 8 of [The Health and Safety at Work etc. Act \(HASAWA\)](#). The Company also understands that no financial charge is to be made to any employee of the Company to meet the requirements of the HS&E Policy of the Company, in accordance with Section 9 of HASAWA.

All employees have a duty to: -

- Avoid injury to themselves, or to others, whilst undertaking their work and that they cooperate at all times on Health & Safety matters.
- Comply with the Companies Health & Safety Policy.
- Comply with all Site Rules and Requirements detailed and issued at induction.
- Report all incidents and accidents immediately to their Foreman or Site Manager.
- Report any adverse issues relating to HS&E on site. As such, they have a duty to report:
 - a) Any unsafe equipment.

- b) Any unsafe access.
- c) Any misuse of equipment so as to cause danger.
- d) Any lack of training or expertise necessary to ensure safe working.
- Warn all site visitors and/or new operatives of significant site hazards.
- They refrain from horseplay and abuse of welfare facilities.
- They operate only items of plant and equipment on which they have been trained and for which proper authorisation has been given.
- They do not interfere with or misuse scaffold.
- They comply with all Site Traffic Management Controls issued.
- They are active in the implementation of this policy and are involved in the improvement by suggesting ways of eliminating hazards.
- They inspect and maintain any plant in their charge, completing any relevant checks lists/registers, confirming that all safety devices are fully operational. Any non-compliance must be brought to the attention of the Foreman or appropriate site manager.
- They set a good personal example, with respects to HS&E, at all times.

3.11 CONTRACTORS & SUB-CONTRACTORS

In this HS&E Policy, Contractors and Sub-Contractors are any firm or company who are employed by the Company. This is different to labour only contractors who are classed as employees for the purpose of Health & Safety. Sub-Contractors may be employed by Contractors.

Contractors and Sub-Contractors shall: -

- Be expected to comply with this Company Policy for HS&E and must submit their own Policy and procedures to the Company for verification, where applicable.
- Contractors and Sub-Contractors will receive a copy of the company's Site Safety Rules and Requirements and their operatives will be expected to be fully aware of what is required of them whilst working on the companies' sites/projects.
- All work must also be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- Contractors and Sub-Contractors will provide the name of the Responsible Person they have appointed to manage and control their works to the Site Manager.
- Contractors and Sub-Contractors' employees must comply with any safety instruction given to them by the Site Manager / Foreman.
- Any injury sustained or damage caused by Contractors and Sub-Contractors' employees must be reported immediately to the Site Manager / Foreman.
- Refrain from horseplay and abuse of welfare facilities.
- All plant, equipment and tools brought onto site must be safe and in good working condition, fitted with any necessary guards and safety devices, and supported by any necessary certificates so as to be available for checking. All operatives must be adequately trained in the safe use of such plant and equipment and, where appropriate, provide proof of competence.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards (BS EN) for industrial use and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this policy.
- Contractors and Sub-Contractors, and their employees, must only operate plant and equipment for which they have been suitably trained and for which proper authorisation has been given.
- They inspect and maintain any plant in their charge, completing any relevant checks lists/registers, confirming that all safety devices are fully operational. Any non-compliance must be brought to the attention of the Foreman or appropriate site manager.
- They do not interfere with or misuse scaffold, unless competent and authorised to do so.

- Where Contractors and Sub-Contractors are required to hire or erect their own scaffolding (or other working platforms) they shall ensure it is inspected at weekly intervals by a trained, competent person, and that an inspection report is completed and maintained on site.
- Contractors and Sub-Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc cleared as work proceeds.
- Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with the applicable regulations and current recommendations, and that information must be provided to the Site Manager, and any other person who may be adversely affected on or off the site.
- Contractors and Sub-Contractors informed of hazards or defects in relation to their own work activities, plant or work equipment, will be expected to take positive prompt action.
- Suitable welfare facilities and adequate first aid arrangements, in accordance with the Regulations, must be provided by Contractors and Sub-Contractors for their employees, unless arrangements have been made to share facilities, in which notification will be issued detailing the shared facilities provided.
- Contractors and Sub-Contractors will be required to provide, when appropriate, at least one suitably trained (HSE Approved) first aider among their site based workforce, provided with a suitable first aid kit. For large workforce groups and for higher risk activities there should be a ratio of at least 1 trained first aider to 10 workers.
- Any injury sustained or damage caused by Contractors and/or Sub-Contractors employees must be reported immediately to the Site Manager.
- Contractors and Sub-Contractors, and their employees/operatives, must comply with all the Site Safety Rules and all Site Traffic Management Controls issued.
- They must set a good personal example, with respects to HS&E, at all times.

4. ARRANGEMENTS

4.1 INTRODUCTION

In order to ensure compliance with the current HS&E legislations The company has produced a system to enable the management of the business to meet the duties placed under them under the current HS&E legislation, in an ever demanding working environment.

Any Management System relies upon the people using it to follow the guidance given in the Policy Statement and supporting procedures, the completion of any documents, i.e. assessments or inspections, should be viewed as a positive measure by anyone wishing to see evidence of the competence of the management as well as enforcing the control of HS&E issues, in the event of a serious failure in any work activity in which they are responsible for.

As technology and general understanding progresses, so continual improvement in HS&E practices can assist in reducing the risk of injury and disease in the workplace. It is therefore the aim of this Company that this policy be reviewed and amended on a regular basis, at least annually.

4.2 SAFE SYSTEMS OF WORK

A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.

All medium to high risk work activities will require safety method statements to be produced. The contents of the method statement will be explained to all personnel involved in the work activity to which it applies, by means of a task briefing. After a method statement briefing, each person briefed will sign a communication register to confirm that they understand the method statement and agree to comply with the method and controls stated within it. A copy of the method statement will be made available on each site.

When a task requires access to hazardous areas (e.g. a confined space) a Permit to Work system will be established and implemented. Where a hazard cannot be eliminated, hazard warning signs will be displayed.

4.3 RISK ASSESSMENT

As a requirement of the [Management of Health and Safety at Work Regulations \(MHSAW\)](#), risk assessments of the Company's activities will be undertaken and where there are significant findings they will be documented. These will be monitored, reviewed periodically, and updated in line with new legislation, Industry Guidance and Codes of Practice.

Where Generic Risk Assessments are not suitable for specific work activities (i.e. unforeseen construction work etc.) appropriate specific risk assessments will be produced.

All assessments will be carried out by competent persons with the assistance of the company HS&E Advisor and will be reviewed regularly to ensure that they remain suitable and sufficient.

4.4 TRAINING

Safety training is regarded as an absolute ingredient to an effective HS&E programme. It is essential that every worker in the organisation be adequately trained to perform their job safely. The Company will therefore ensure that workers are trained in Health & Safety Legislation, safe working practices relating to their working activities and prior to being allocated any new role.

Training will include advice on the use and maintenance of personal protective equipment appropriate to the tasks concerned and the safe implantation of emergency procedures.

The Construction Skills Certification Scheme (CSCS) certification will be a minimum standard for all site personnel (employees and/or sub-contractors). Additionally, the Site Safety Plus (Construction Skills) training for Managers, supervisors and operatives will be achieved and maintained.

Induction Training

All persons in the direct employment of RV Dart and Son (Builders) Limited will receive a comprehensive HS&E Induction and a sufficient briefing of this HS&E Policy, and the Safe Working Practices of the company. This induction process is a requirement of the [Management of Health and Safety at Work Regulations \(MHSAW\)](#), which require all employees to be adequately instructed, informed and trained prior to commencing work.

The induction is to be carried out by a line manager. This is the initial point of contact between the company and the inductee; hence, it is the ideal opportunity for a demonstration to the new employee of the HS&E culture being operated. If on Site, then the Site Manager should make the induction more specific to the particular site and its characteristics, including the inductees personal needs.

It is essential that the site induction includes reference to the current Site Traffic Management Plan, Site Fire Plan and Emergency Arrangements, Accident and Incident Reporting, Welfare Arrangements, Site Waste Management, Environmental Management, Key Risks, PPE Requirements and Site Rules.

The inductee will complete the appropriate induction forms found in the Site Safety Manual.

4.5 SAFE PLACES OF WORK

The company will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

A safe means of access and egress from all workplaces, where practicable, will be provided and maintained. And where necessary, all workplaces will have appropriate arrangements for the storage and use of hazardous substances, without risk to health.

4.6 CONSTRUCTION DESIGN & MANAGEMENT

RV Dart and Son (Builders) Limited will fulfil its duties under the [Construction Design and Management Regulations \(CDM\)](#). This will be as the Client, and often as the Principal Contractor. We will also occasionally act as a Designer on some projects. In all cases, all work will be planned in accordance with [CDM](#).

A PD (Principal Designer) must be appointed on all projects involving 30 days duration of construction work or 500 working person days of construction work. The PD will notify the HSE (Health and Safety Executive) by means of the official F10 HSE Notification of Project form or online notification system. This appointment will normally be made by the Client, and should take place at the earliest opportunity, ideally at project concept stage or at exchange of contracts at the latest. Occasionally, the Client may cover the role of the PD, if they are competent to do so. Under such circumstances the Client may appoint a CDM Advisor to assist them in fulfilling the duties of a PD. This is more likely to occur if the Client is a Property Developer.

The appointed PD will be required to produce Pre-Construction Information (PCI) that should be forwarded to all tendering contractors. In order for the PD to produce the PCI, all those involved in the project (i.e. designers, surveyors, buyers etc.) shall cooperate and provide the required information when requested. At the completion of any project under the jurisdiction of CDM, the PD will ensure that a suitable and sufficient Health and Safety File is compiled and supplied to the Client, End User, and/or Building Management Company or Team.

Before appointing a Principal Contractor (PC) the PD should be liaised with and provided evidence of sufficient competence to undertake the proposed project. After appointment, the Principal Contractor shall be given sufficient time to prepare a written Health and Safety Plan (H&SP). On receipt, the PC's H&SP should be issued to the PD, the Company Director with Particular Responsibility for HS&E matters, and the Contract Manager for approval. Only after their written approval shall any construction works commence on site. A copy of the H&SP must then be maintained on site.

When appointed as the PC, the construction management team shall be given sufficient time to prepare a written H&SP. After completing the H&SP it should be issued to the PD and the Client, the Director Responsible for HS&E, and the Contract Manager for approval. Only after their written approval shall any construction works commence on site. A copy of the H&SP must then be maintained on site.

The appointed PC will develop the H&SP by preparing Risk, Noise, COSHH, Vibration and Manual Handling Assessments, where applicable, and will also include Safety Method Statements from Contractors and Sub-Contractors carrying out specific work packages.

The Company will also ensure that all Contractors and Sub-Contractors are suitably competent and adequately resourced for any work allocated to them. This applies equally to sub-contracted design work as it does to construction work.

CDM states that the PC is responsible for developing the H&SP and for passing on any relevant information to the PD, for inclusion in the Health and Safety file. Therefore, it is essential that the Site Management Team ensure that the H&SP is read, understood and maintained as necessary, and that any information relevant to the Health and Safety File is compiled and issued to the appointed PD.

All other Contractors and Sub-Contractors on site will be informed of the contents of the H&SP and will be made aware of any significant health and safety risks on site.

Contractors and Sub-Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, PD and PC etc. These details will be highlighted in a notice (F10 HSE Notification of Project) which will be prominently displayed on site.

There are many other requirements under the [CDM](#) that have not been addressed in this section of the HS&E Policy, such as the Selection of Contractors and Sub-Contractors, arrangements for Consultation, Communication and Cooperation etc. Therefore, these will be addressed separately in the relevant Arrangements of this HS&E Policy document.

4.7 CHILDREN ON CONSTRUCTION SITES

It is the policy of the company to ensure, as far as is reasonably practicable, children will be prevented from entering any site or work area that the company is in control of.

Where the company is working for another contractor, all employees will be expected to co-operate with that contractor in order to maintain the provisions in place to keep out unauthorised visitors, particularly children.

In particular, the company will attempt to ensure that protection is provided to the following: -

- Tools and equipment stored securely and correctly so as to be out of reach to children
- Hazardous materials and/or waste are removed from site at the end of each working day or secured in a suitable lockable container.
- Stacks of material are stabilised to prevent collapse.
- Sand and other granular material is stockpiled in such a way as to discourage children from tunnelling into it.
- Scaffolds and other elevated areas are secured to prevent children from gaining access.
- Electrical supplies will be secured and switched off wherever possible when the site is unattended.
- Water supplies and/or containers are secured or emptied as appropriate

The hazards of workplace, particularly construction sites, are such that children should not be permitted on site except for properly supervised, educational visits. Subcontractors and visitors to site will be made aware before they start work, that children are not permitted on site.

Note: A child for the purposes of this Arrangement is anyone under the age of 18 years.

4.8 ACCESS & EGRESS

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace.

- Access and egress from the workplace and routes through working areas.
- Accessibility of storage areas.
- Emergency exit routes.
- Use of access equipment, such as ladders, steps, hop-up's and lifts.
- Limitations of access to hazardous/high security areas.
- Access to hoists, tower cranes and other mobile structures.
- Temporary arrangements for access.
- External pathways and roadways around the workplace.
- Common parts of the building, e.g. communal corridors, reception, staircases etc.

In order to achieve safe access and egress it is important that: -

- Articles or substances do not impede safe access and egress at the workplace and that objects that may restrict safe movement within the workplace are removed immediately.

- Any access restrictions are adhered to so that suitable and safe arrangements for work in confined spaces and other areas of high risk are guaranteed.
- Formalised systems of work are designed and implemented in all areas of significant risk, enlisting professional assistance where required.
- Employees are encouraged to report any situation where safe access and/or egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately.
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition and good working order.

4.9 CONFINED SPACES

A confined space is any area where access is restricted, has little or no ventilation, or it is possible that an operative will have difficulty due to a lack of oxygen, e.g. bathrooms without ventilation, storage containers, manholes and sewers etc. Any work carried out in a confined space must not be started until a full Risk Assessment has been carried out and a Confined Space Entry Permit arrangement is in place.

It is the responsibility of the Site Manager and Supervisor to ensure that the necessary precautions are in place and that only suitably skilled/trained operative or specialist contractors are used.

The [Confined Spaces Regulations \(CSR\)](#) are applicable for entry into confined spaces. Reference should also be made to the Health and Safety Executive (HSE) publication; L101 - Safe Work in Confined Spaces, which provides information on the hazards involved, precautions and procedures required.

Information and advice on the legal requirements, recommendations of the Approved Code of Practice and any other aspect of work in confined spaces is available from the HS&E Advisor.

All work will be planned to take the above standards into account.

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to gases, fumes, dusts
- Fire due to flammable liquids, oxygen enrichment etc.
- Electrocutation from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces

Before work commences, the Contract Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

The Site Manager will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, before entering a confined space. The Site Manager will also ensure that the contractor follows the planned procedures, including any permit to work system, and that only authorised persons are permitted to enter the confined space.

Method statements must be prepared before any work in confined spaces can commence. Any changes in working methods or conditions, which were not included in the planning procedure, must be referred to the Contracts Manager before work recommences.

All safety equipment must be regularly checked and maintained. Any defects in equipment must be attended to immediately.

The Contract Manager will identify situations and working operations which would involve entry into a confined space. These areas will be highlighted to all site operatives via induction training and site briefing prior to work commencing. The Contract Manager and the site engineer will then prepare risk assessments for the activities to be carried out in confined spaces. The risk assessments will confirm all necessary control measures to be taken to ensure operative safety.

When conditions make it necessary, the HS&E Advisor may be requested to provide safe systems of work and permit to work systems, and provide information on ventilation equipment, breathing apparatus, rescue apparatus, ropes, harnesses, monitoring equipment etc.

4.10 COMMUNAL AREAS

Where work must be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users. The Company will ensure that all work in communal areas is planned in advance so as to cause the least disruption.

Where passageways or staircases cannot safely be used while work is in progress the Company will make arrangements for such work to be undertaken out of normal working hours or ensure that alternative routes for access and egress are arranged and notified to everyone who needs to know.

All surplus materials and waste will be cleared from the site on a regular basis, and all materials for use in communal areas will be stored away from the place of work, or in the work area and not allowed to encroach into the area set aside for access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs at all times.

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

4.11 ENVIRONMENTAL CONTROL

The company are committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy.

An Environmental Policy Statement has been prepared that will be reviewed annually to ensure that it is effective and will be amended where required and all employees informed of any amendment. Each workplace with site staff will hold a copy of the Environmental Policy Statement, and a copy will be made available to all employees. The Environmental Policy Statement will also be displayed on a health and safety notice board at all places of employment controlled by the company.

Appropriate arrangements to protect the environment, will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances.
- Waste minimisation (promoting Re-use, Re-cover and Re-cycle).
- Identified waste disposal routes under Duty of Care.
- Monitoring and review of environmental performance.

4.12 HOUSEKEEPING

It is a fundamental part of HS&E that all workplaces must be orderly and kept clean and tidy. Slips, trips and falls are a major contributor to industrial injuries. With this in mind the Company expect all employees to

make proper use of the equipment and facilities provided to control working conditions and to ensure a safe and tidy workplace.

This means that: -

- Work areas and access routes should be kept clear and in a clean and tidy condition.
- All rubbish and waste material should be disposed of using the waste facilities provided.
- The correct methods of disposal must be used when removing any article for waste.
- Clear up waste and spillages in the correct manner.
- Segregate waste where required to prevent contamination or reduce quantities sent to landfill.
- Recycle wherever possible to reduce the quantity of material going off site.

4.13 ACCIDENTS, INCIDENTS & FIRST AID

Most safe practices are simply common sense. This, together with proper training, should avoid the majority of workplace accidents and injuries. It is your duty as a member of staff to act responsibly and to think of the consequences of your actions. If you are unsure of something, ask. If you see a potential hazard, report it.

It is the policy of the company to fully comply with the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#). These regulations require employers to investigate and report all:

- Work-related deaths;
- Serious injuries;
- Cases of diagnosed industrial illness/disease;
- Injuries that result in over seven consecutive days incapacitation (not counting the day of the accident but including weekends and rest days).
 - Incapacitation means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
 - All injuries causing over-seven-day incapacitation must be reported to the HSE within fifteen days from the day of the accident.
- Certain 'dangerous occurrences' (serious near-miss incidents).

All of the above must be reported to the Site Manager and to the respective principal contractor, where applicable, and an entry made in the accident book (bi510). The Director Responsible for HS&E and the HS&E Advisor will determine whether any further action is necessary.

See the Accident Reporting Flow-Chart (**Appendix A**) for further information and guidance.

Records of all incidents will be kept by the company for three years. Additional records will be made in the case of injuries causing over-three-day incapacitation. The company will maintain all such records within an accident book (bi510), as required under the Social Security (Claims and Payments) Regulations 1979. This record can also be treated as a record for the purposes of [RIDDOR](#).

In order to comply with the [Data Protection Act \(DPA\)](#), personal details entered in the accident book will be kept confidential.

The Director Responsible for HS&E will be responsible for making such reports to the HSE. Where necessary, the companies HS&E Advisor/Consultant will assist in this process.

To report an accident, incident, disease or dangerous occurrence to the HSE contact:

Incident Contact Centre
Caerphilly Business Park
Caerphilly, CF83 3GG

By Telephone: **0845 300 9923** (8.30 am – 5.00 pm)
By Fax: **0845 300 9924**
By internet: **riddor@natbrit.com**

The company will use Accident and Incident Investigation as a valuable tool in the prevention of future accidents/incidents. This is an essential part of HS&E practice to ensure the organisation complies with legislation and learns and improves from any lapses in good practice.

All accidents or dangerous occurrences classed as reportable under [RIDDOR](#) will be investigated by the Director Responsible for HS&E, the respective Site Manager / Foreman presiding at the site or place of work where the incident occurred, with the assistance of the appointed HS&E Advisor, where necessary. A report will be produced, based on the findings of the incident investigation and the recommendations therein will be adopted. Every employee will be expected to fully cooperate with any such investigation.

Where accidents and incidents are of a serious nature, or where there are legal implications and/or possibility of civil claims against the company, the HS&E Advisor/Consultant will carry out a full and thorough investigation. Every employee will be expected to fully cooperate with any such investigation.

First Aid

The Company has a policy of at least first aider on site where practicable who is suitably trained and holds a current First Aid at work certificate issued by an organisation whose training and qualifications are approved by the Company, such as St Johns or the British Red Cross etc.

If the Company has no trained first aider on site, where a Principal Contractor is responsible for HS&E, then the Principle Contractor is to ensure that the appropriate trained personnel is on the development.

The Company will continue to provide the appropriate training as and when necessary.

Adequate First Aid equipment is normally located in the site office on each site/project, as well as at the company's head office. Principle Contractors should give all of their appointed first aiders access to a suitably stocked first aid box/kit. The box should be clearly marked with a white cross on a green background and be stored in a readily accessible location. A sign will normally indicate where First Aid is located and who the appointed first aiders are at that particular place of work.

When working on small projects, such as domestic premises, First Aid equipment will be provided to the appointed trained First Aider.

All first aid type injuries should be recorded in the Accident Book (bi510) that is located in the Accounts Manager's office. See the Accident Reporting Flow-Chart (**Appendix A**).

4.14 OCCUPATIONAL HEALTH

A number of regulations impose requirements for hazards that pose a risk to health, such as from handling and using harmful substances, using vibrating tools and equipment, carrying out excessively noisy work, and manual handling etc, these include for example:

- [The Control of Asbestos Regulations \(CAR\)](#);
- [The Control of Lead at Work Regulations \(CLWR\)](#);
- [The Construction \(Design & Management\) Regulations \(CDM\) - Part 4](#);
- [The Personal Protective Equipment at Work Regulations \(PPEWR\)](#);
- [The Control of Substances Hazardous to Health Regulations \(COSHH\)](#);
- [The Workplace \(Health, Safety and Welfare\) Regulations \(WHSWR\)](#);
- [The Health and Safety \(Display Screen Equipment\) Regulations \(HSDSER\)](#).

Reference should also be made to the Health and Safety Executive (HSE) publications;

- EH40 - Occupational Exposure Limits
- EH43 - Carbon Monoxide (*Revision*)

- EH44 - Dust: General Principles of Protection
- EH46 - Man Made Mineral Fibres (*Revision*)
- HSG(88) - Hand-arm Vibration
- HSG174 - Anthrax: Safe working and the prevention of infection
- HSG70 - The Prevention or Control of Legionellosis (including Legionnaires' Disease) (*3rd edition*)
- INDG84 – Leptospirosis (Weils Disease): Are you at risk?

Further information on the requirements of the Regulations, is also covered elsewhere in this Policy and is available from the HS&E Advisor.

All work will be planned to take the above standards and guidance into account.

The Contract Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Site Managers must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The Site Manager will ensure that:

- Protective clothing and equipment will be issued to operatives.
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substance are implemented.
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained.

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc. as required, and records will be kept on site during the operations.

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis etc. (*e.g. cement, acids, epoxy resins*)
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.

This section covers health hazards generally, other sections of the Policy deal with specific health hazards.

Health Surveillance

RV Dart and Son (Builders) Limited will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments.

The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented.

Once it has been decided that health surveillance is appropriate, it will be maintained during the employee's employment unless the risk to which the worker is exposed and associated health effects are short term.

Health Surveillance will include:

- Inspections of readily detectable conditions by a competent person

- Enquires about symptoms, inspection and examination by a qualified person
- Medical surveillance, which may include clinical examinations
- Biological effect monitoring

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

A record of all such Employee Health Surveillance will be maintained and kept secure in the interest of data protection. Personal records may be viewed following a request in writing.

Personal Health & Infectious Diseases

If an employee has an infectious or communicable disease such as Coronavirus (COVID-19), AIDS/HIV, Hepatitis, Tuberculosis (TB) etc, or other health issues such as cancer, epilepsy, asthma, diabetes, cognitive disorders or other health problem that may constitute a risk to themselves whilst at work, or may constitute a risk to the health and safety of others employed by the company, that person **MUST** bring this to the attention of the Director Responsible for Health and Safety.

Any employee who becomes aware that a fellow worker has or may be sickening from the effects of an infectious or communicable disease, that they have not already disclosed, should bring that information to the attention of the Director Responsible for Health and Safety. Thereafter, they will treat that information as confidential and not divulge it to anyone else within or outside the organisation without the person's consent.

Any breach of this rule will be regarded as a serious disciplinary offence and may result in summary dismissal. If, however, the employee is concerned about the health and safety implications of non-disclosure, he or she should seek advice from the Company Directors only, who will then deal with the matter as necessary.

4.15 WORK RELATED STRESS

The company recognises and accepts that it has a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work. At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace. The company is therefore committed to protecting the Health, Safety and Welfare of our employees, and to identifying and reducing workplace stressors.

The [Health and Safety at Work etc. Act \(HASAWA\)](#), the [Management of Health and Safety at Work Regulations \(MHSAW\)](#) and the [Workplace \(Health, Safety and Welfare\) Regulations \(WHSWR\)](#), with their approved Code of Practices aim to protect people at work exposed to excessive pressure or demand placed upon them.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

- HSG218 Tackling work related stress: A Managers Guide to Improving and Maintaining Employee Health and Well-being
- INDG28 I rev I Work Related Stress

All work will be planned to take the following standards into account:

- The Company will identify all workplace stressors and will conduct risk assessments to highlight and control the risks.
- Training will be provided to managers and supervisors in good management practices with regard to reducing stress in the workplace
- Confidential counselling will be provided either in-house or externally
- Adequate resources will be provided to enable implementation of the Company stress policy

Staff and their representatives will be consulted with respect to improving stress related work practices within the workplace. Changes to working practices will be monitored to ensure they do not cause additional stress.

Regular review of risk assessments of procedures and work practices will take place to ensure stressors have not increased.

Managers are to take responsibility for implementation of company policy and the company will take responsibility for providing the necessary resources. Managers and supervisors will also ensure good communication with staff if there are organisational and/or procedural changes.

The Company will ensure managers and supervisors are fully trained to discharge their duties and will monitor the workforce for signs of stress.

The company will offer support to staff who are experiencing stress outside work e.g. bereavement or Separation

4.16 WEILS DISEASE (Leptospirosis)

Weils disease is caused by a parasite (*Leptospira icterohaemorrhagiae*) from vermin (and other infected animals) such as rats, and is a notifiable disease reported under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#).

The rats that spread the disease commonly live near water and places where there is easy access to food such as farms and stables. Those at high risk include sewage workers, abattoir workers, farm workers, miners and those who have an increased contact with water such as cavers and water sports enthusiasts. As well as those who work near derelict buildings and warehouses. Infection with the *Leptospira* bacterium is called Leptospirosis or Weil's disease. It is a reasonably rare condition with a low infection rate but can be highly dangerous if not treated correctly or in time.

The parasite may enter the human body through breaks in the skin, mucous membranes or skin abrasions, following contact with water contaminated with the urine of infected rodents. It is also possible that infection may follow ingestion of food or water contaminated by infected rodent urine and cases of infection have followed rat bites.

Symptoms include fever, chills, muscular aches and pains, loss of appetite and nausea. In its starting stages it can be commonly mistaken for influenza, meningitis or a fever of unknown origin. The infection becomes more violent in its later stages with symptoms such as bruising of the skin, sore eyes, anaemia, nose bleeds and jaundice. The fever can last for around five days followed by a marked deterioration. Most people will recover completely with treatment, but there are cases where the illness causes serious damage to internal organs and can lead to death.

Any employee experiencing fever after exposure to high-risk water should contact their GP immediately. Always tell your doctor you suspect Weil's disease to avoid miss-diagnosis (many urban GP's may not have seen the disease before so alert them to the possibility). If you think you have flu and then develop the later symptoms after exposure to water that might have been contaminated, go directly to a hospital and tell them you suspect Weil's disease.

The most effective way to protect yourself from Weil's disease is to avoid contact with infected water. However, there are steps you can take to lower your risk of infection if you have to come into contact with water in lakes, streams, rivers or sewage works/pipework: -

- Wear splash-proof clothing and gloves.
- If you have cuts do not allow them to be submerged in the water.
- If you have cuts or grazes and enter the water, you must cover them in a waterproof dressing.
- Never swallow water unsuitable for drinking.
- Do not immerse your head.
- Complete and carry on your person the Weils Disease Information Card (Rat Card).

Further information can be found in the publication: INDG84 – Leptospirosis (Weils Disease): Are you at risk?

4.17 ALCOHOL & DRUGS

The Company takes the view that the effects of taking or being under the influence of alcohol or illegal substances at work constitutes an unacceptable HS&E hazard. It is therefore against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs.

Any member of staff who is, in the opinion of the person in charge of the work location, under the influence of alcohol or drugs will be suspended from duty and may be subject to disciplinary action.

Employees may come across discarded hypodermic needles and syringes during the course of the work. In this instance employees must contact immediately their line manager who will arrange for the safe removal and disposal of such harmful items. Do not attempt to removed them yourself.

4.18 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is the policy of the Company to fully comply with the Law as set out in the [Control of Substances Hazardous to Health Regulations \(COSHH\)](#).

Whilst a substantial portion of materials used in construction work are not classed as being hazardous to health, many products that contain acids, alkaline, solvents or toxic ingredients, do represent a health hazard. Therefore, in order to identify substances that are subject to these regulations, the criteria adopted will be two-fold, firstly, if a material is required to carry the statutory hazardous substances packaging label. And secondly, if a health hazard is created during a work operation, such as dust from machining hardwoods or cutting stone, brick, and concrete etc. or vapours produced by mixing different products, then the COSHH assessment procedures will apply.

Products and substances that fall under the jurisdiction of [COSHH](#) will not be used unless:

1. An assessment of the substances had been made, after taking into account the locations and purpose for which it is to be used;
2. The relevant material safety data sheet (MSDS) has been obtained from the product or substance manufacturers or supplier;
3. The safety precautions necessary have been determined.
4. Any protective equipment required has been obtained;
5. The operatives have been informed of the potential hazards, precautions needed, and the safe system of work to be adopted;
6. Training has been given. This is over and above that which is required for normal trade skills, and is that which may be necessary, enable the operatives to use the substance without risk to the health of either themselves or others;

Where protective clothing or equipment is needed for the safe use of a particular material, it must be ensured that it is suited for both the risk and task to be carried out. A record will be kept of the use, inspections or checks, and any maintenance that is carried out on that equipment (as required by the regulations).

Assessments will be conducted of all work involving exposure to hazardous products and/or substances. The assessments will be based on the relevant manufacturers' and suppliers' Material Safety Data Sheets (MSDS), as well as HS&E guidance and our own knowledge of the work process.

The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. Where an assessment highlights a reasonably practicable less hazardous substitute substance, these must be used.

All workers who will be exposed to hazardous substances will receive comprehensive and adequate training and information on the HS&E issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

4.19 ASBESTOS

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the Regulations, asbestos is defined as any of the following minerals, "Crocidolite, Amosite, Chrysotile, Anthophyllite, Actinolite, Tremolite or any mixture containing any of the said materials".

General obligations are covered by the [Health and Safety at Work etc. Act](#). Specific legislation regarding asbestos is defined in the [Control of Asbestos Regulations \(CAR\)](#) SI 2739. Reference should also be made to the following Health and Safety Executive (HSE) publications: -

- L127 - The Management of Asbestos in Non-domestic Premises
- L143 - Work with materials containing Asbestos
- HSG189/2 - Working with Asbestos Cement
- HSG210 - Asbestos Essentials Task Manual
- HSG213 - Introduction to Asbestos Essentials
- HSG 227 - Managing Asbestos in premises
- HSG 247 - Asbestos: The licensed contractors' guide
- HSG248 - Asbestos: The analyst's guide for sampling, analysis and clearance procedures
- INDG188 - Asbestos Alert for Building Maintenance, Repair and Refurbishment Workers
- INDG223 - Managing Asbestos in workplace buildings
- INDG255 - Asbestos Dust Kills – keep your mask on
- INDG289 - Working with Asbestos in Buildings

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of [CAR](#). Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of asbestos Containing Materials in non- domestic premises, to anyone likely to disturb them.

Under [CAR](#), duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

The Contract Manager will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contract Manager will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe removal. Qualitative tests will be carried out to determine the type of asbestos and to set the 'control limits' (equivalent to maximum exposure limits under the [Control of Substances Hazardous to Health Regulations \(COSHH\)](#)).

A method statement and risk assessment must be prepared before removal starts.

The enforcing authority must be notified of any work involving asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Site Manager as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to the Site Manager immediately.

The Contract Manager will instigate a monitoring programme throughout the removal process, closely liaising with the specialist sub-contractor.

All operatives will be given training, advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

The employed specialist contractor will strictly carry out the supervision of the removal of asbestos only.

The contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, the company is obliged to keep monitoring records for a period of at least five years, and for at least 40 years if the Action Level is also likely to be exceeded. Operatives exposed to asbestos at or above the Action Level must undergo medical surveillance.

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. The Site Manager will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Site Manager must be informed immediately, and the procedures outlined in 'Planning' above will be put into effect. The Site Manager will stop work in all areas he feels may be affected until specialist help arrives. The Contract Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment. Disposal of contaminated clothing and equipment that cannot be decontaminated must also be arranged.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not removed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labelled containers.

No employee/contractor will resume work in the contaminated area until a clean air certificate / certificate of reoccupation has to be issued by the specialist licensed removal company.

Allowed activities

Almost all work with asbestos containing materials will require work to be done by licensed contractors / specialists; there are some circumstances where this does not apply, this includes:

- Work where exposure is sporadic and of low intensity
- The risk assessment shows that the exposure of any employee to asbestos will not exceed the control limit (0.6 f/ml [10 mins] or 0.1 f/ml [4 hrs])
- The work involves:
 - Short, non-continuous maintenance activities
 - Removal of materials where the fibres are firmly held in a matrix
 - Encapsulation or sealing of asbestos-containing materials which are in good condition
 - Air monitoring and control, and collection and analysis of samples to ascertain whether a specific material contains asbestos.

A safe system of work must be planned and clearly explained to the employees involved. Additionally, employees will be trained to such a level as to understand the typical locations in which asbestos materials are likely to be found and the detrimental health effects associated with inhalation of airborne fibre. They will be made aware of the visual characteristics of asbestos containing materials and the actions to be taken in the event of suspect materials being discovered.

Should suspected asbestos containing materials be discovered during works then all works will be stopped and resumed following return of a negative result or on issue of a suitable hand-over certificate following specialist removal.

4.20 WORKPLACE NOISE

The Company acknowledges its duty to comply with The [Control of Noise at Work Regulations \(CNAWR\)](#). However, detailed guidance on implementation will be used to supplement this arrangement. This has been obtained from the Health and Safety Executive guidance note Controlling Noise at Work: Guidance on the CNAWR - L108.

The Section of the CNAWR for which this document provides summary guidance includes: -

- Assessment of Exposure.
- Assessment records
- Reduction of risk of hearing damage
- Reduction of noise exposure
- Hearing protection
- Hearing protection zones.
- Maintenance and use of equipment.
- Provision of information to employees.
- Health Surveillance

The NAWR include the assessment of noise at work and protection from damage to hearing. However, there are other requirements laid down in the [Management of Health and Safety at Work Regulations \(MHSWR\)](#) concerning the exposure of Young Persons (<18years) to noise.

The Company acknowledges this and will therefore include noise within any risk assessments produced specifically for young persons.

Records of all noise assessments and subsequent reviews shall be made by a competent person and stored in a retrievable format. Any such record will be kept, until a subsequent assessment has been undertaken, and archived in a retrievable format.

The risk of damage to the hearing of employees from noise exposure will be kept as low as is reasonably practicable. Employees will be advised when a hearing protection zone is in operation.

Where practicable, noise levels will be maintained below the Lower Action Level of 80dB(a) (decibels). At this noise level, all persons likely to be affected will be provided with suitable hearing protection and advised to wear it.

When noise levels reach or exceed the Upper Action Level of 85dB(a), all reasonably practicable means of reducing noise will be employed. Until noise levels become acceptable (i.e. 80dB(a) or below), a Noise Protection Zone will be identified and suitable signage will be displayed (e.g. a blue mandatory sign stating: Warning – Ear Protection Required). All persons working in this zone, who are likely to be at risk from the noise, will be provided with suitable hearing protection and requested to wear it. Compliance with this requirement will be monitored. Any non-compliance may result in disciplinary action.

All employees, contractors and visitors will obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.

The company will carefully select all required plant and equipment and ensure that is appropriately maintained so as to minimise noise levels as much as is reasonably practicable.

The company will also ensure that suitable ear protection is supplied for the conditions of exposure. And ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.

All PPE provided by the Company for the benefit of employees in compliance with the regulations shall be fully and properly used.

Workplace management and supervisors will also ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

Action Required:

- Identify those activities and areas where noise levels are significant e.g. difficulties with normal conversation.
- Identify those persons or groups who may be exposed to this noise.
- Where noise exposure varies markedly from day to day then weekly exposure figures will be used in place of daily exposures
- Arrange for a competent noise assessor to carry out, an assessment of the activity/area.
- Provide assessor with such information as necessary in order to carry out assessments.
- Arrange review of assessments in the event of any significant changes in the work to which the assessment relates.
- Arrange for health surveillance (audiometry testing) through Occupational Health, for those staff members at risk of hearing damage.

Records of all noise assessments and subsequent reviews shall be made by a competent person and stored in a retrievable format. Any such record will be kept, until a subsequent assessment has been undertaken, and archived in a retrievable format.

4.21 SELECTION OF CONTRACTORS

Any contractor or sub-contractor to be used by the company must first have been vetted and placed on the companies approved list. It is necessary to carry out this due diligence in order to ensure that all selected contractors or sub-contractors are competent and able to work safely.

The Company will carry out an assessment in the form of a Contractor Competency Assessment Questionnaire (**see Appendix B**) which must be completed by the contractor or sub-contractor in advance of their appointment. The response will be assessed by the Director responsible for HS&E with the assistance of the Safety Advisor.

If the Director Responsible for HS&E feels it is appropriate, he may ask contractors and sub-contractors for a more in-depth health & safety audit to be carried out on the company before granting approval. The contractor or sub-contractor will not be appointed until approved.

4.22 CONSULTATION & COMMUNICATION

The Company recognises the value of consultation and communication with employees in promoting a HS&E culture and in achieving the objective of reduced accidents and ill-health. Consultation and Communication between workers at all levels is an essential part of effective HS&E management.

All workers must be given the opportunity to have their comments or concerns channelled through their respective line foreman and passed on to either the Clients representative or the Director responsible for HS&E who must take the appropriate action as deemed necessary so far as is practicable.

Communication will be by a variety of methods including publishing of the companies health, safety and environmental policy, use of HS&E notice boards, verbal and written advice from the companies HS&E Advisor/Consultant, toolbox talks and task briefings and, where appropriate, provision of publications from the Health and Safety Executive and other authoritative sources.

Accident, incident and hazard reports are an important means of communication and staff are encouraged to use them. These are dealt with more specifically in Section 4.13 - Accidents, Incidents and First Aid.

Staff with concerns over any HS&E matters should feel free to discuss it with the Director Responsible for HS&E and the HS&E Coordinator. The companies HS&E Advisor/Consultant will also be available to provide advice to staff.

All relevant HS&E information will be provided at workplaces where employees are located. This will include:

- A Health and Safety Policy Statement.
- An Environmental Policy Statement.
- An official HSE Health and Safety Law poster (*What Should I Know*).
- An up-to-date Employer's Liability Insurance Certificate.
- Fire safety instructions (*What to do in the Event of an Emergency*).
- Names and contact details of Fire Wardens and qualified First Aiders.
- Other safety instructions relevant to that workplace.

Non-English Speaking Employees

It is the policy of the company, that non-English speaking persons will only be employed if there is a competent interpreter capable of briefing safety and environmental related information in their native language, and who is able to be present at all times during their work activities. When numerous non-English Speaking employees are to work together there shall be a ratio of no more than one competent English speaking interpreter to five Non-English Speaking employees.

In all cases every attempt will be made to ensure essential information is passed on to Non-English speaking workers in an easily understood form and in line with HSE's Guidelines.

The company also expects contractors and sub-contractors employed by the company to observe this policy

4.23 CO-OPERATION & CARE

The Company wishes to build and maintain a healthy and safe working environment where co-operation and care between works at all levels is crucial to be able achieve this. If the Company is to achieve and maintain a safe and healthy environment, all workers must co-operate with the senior management of the Company as well as the Client's representatives and take due care when undertaking their work activities.

All workers are expected to co-operate with their immediate Client or the Principal Contractor and any internal/external safety advisors/officers, and to accept their duties under this policy.

4.24 CUSTOMER CARE & PUBLIC PROTECTION

When working in occupied premises priority must be given to the health and safety of the occupants. They must not be put at risk. Particular care must be taken if children are present. Some basic precautions to be followed are: -

- All power tools must be isolated while left unattended, even for short periods of time.
- Whenever possible power should be provided through a 110-Volt transformer.

- Trailing extension leads and cables should be kept tidy and be routed over head or to one side and covered with cable protector where persons are likely to walk over them.
- At the end of the working period, all tools, materials and equipment must be suitably stored, where reasonably practicable, off premises. If stored on the premises, they must be in a safe and secure place, out of the reach of children.

4.25 WORK EQUIPMENT

The Company will endeavour to ensure all work equipment used is safe and suitable for the purpose for which it is used. Maintained in good working order and repair with regular inspections undertaken.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised persons.

All work equipment provided by employees must be identifiable and have, where applicable, current test certification applicable that tool or appliance.

Any work equipment provided by the Company, or a specialist plant supplier must also have relevant test certification. Records must be kept of this certification and be available for inspection.

4.26 HAND TOOLS

The only tools or equipment used by employees of the Company are hand held tools such as trowels, hammers, screwdrivers, pliers, tape measures etc. Electric tools consist of hand held electric drills (usually cordless battery operated), disk cutters (abrasive wheel and diamond disk). The company also uses some small combustion type work equipment such as petrol operated disk cutters and cement mixers. The Company owns no heavy plant or equipment.

Any small tools purchased by the Company for the use of their operatives will comply with the [Provision & use of Work Equipment Regulations \(PUWER\)](#), particularly in that all work equipment is chosen to ensure that it is suitable for the task.

Work equipment owned by the Company will be maintained in accordance with the manufacturer's instructions and/or tested and inspected on a regular basis.

Electrical tools, leads and transformers are all inspected regularly and PAT tested as required. These tests will be recorded and the equipment labelled. A copy of the test certificates will be kept by the operative, for inspection on site if requested.

All employees of the Company are required to ensure that their own personal tools and equipment are in a serviceable condition (including statutory testing) at all times. All such equipment belonging to employees may be subjected to safety inspections carried out by a Site Manager, Supervisor or HS&E Advisor. These inspections, including visual inspections, will be recorded and a record maintained for future reference.

Faulty equipment belonging to the Company is to be labelled immediately to prevent use and returned to head office for repair/disposal. Tools belonging to employees of the Company are to be taken out of service as soon as the fault becomes apparent and not used again until they have been repaired and tested as required.

4.27 USE OF VIBRATING EQUIPMENT

Hand-arm vibration is vibration transmitted from work processes into workers hands and arms. It can be caused by operating hand-held power tools and machines. Jobs requiring regular and frequent use of vibrating

tools and equipment do occur in the construction industry, particularly percussive and pneumatic tools, and others such as of hammer drills, handheld grinders, powered sanders, scabblers and cut-off saws.

RV Dart and Son (Builders) Limited and its HS&E Advisors will assess the vibration risk to our employees and decide if they are likely to be exposed above the daily exposure action level. Where necessary, we will introduce controls to eliminate the risk by purchasing new equipment that reduces the amount of vibration.

All vibrating tools shall be CE marked and will be regularly checked and serviced to ensure that they are not defective or subject to any excessive vibrating, and that they are working within the manufacturers' recommendations and specification.

The Company will seek alternative work methods and check for new innovations that may eliminate or reduce exposure to vibration.

All tools and equipment that may cause vibration related illness (Vibration White-Finger, Hand Arm Vibration Syndrome etc) will be subjected to a full and thorough Vibration Risk Assessment before they are used. The results of these assessments will be recorded and made available for inspection as required.

All employees that are likely to use this equipment will be informed of the results of the assessment and where necessary an action plan will be introduced by the Site Supervisor to ensure that exposure limits set out in the Regulations are not exceeded.

Where reasonably practicable, vibrating tool will be avoided or else selected on a basis whereby the tools with the lowest vibration emission will be chosen over high vibration emission tools, e.g. anti-vibration dampers and devices.

It is recognised by the Company that personal protective equipment has little or no use in preventing the risk of vibration white finger or HAV. However, gloves will be worn by operatives using vibrating tools. This may only slightly reduce the risk of exposure but will nevertheless be adopted.

In order to reduce and control the exposure to vibration, a register will be used to record individual employee's exposure times. The register will provide details of the vibrating equipment, the magnitude of vibration and the recommended maximum exposure times.

4.28 ABRASIVE WHEELS

The Company will take all reasonable steps to ensure the health and safety of Employees who work with grinding machines and disc cutters that incorporate abrasive wheels. Operatives will be given the appropriate training in the use of abrasive wheels.

All abrasive wheels used by the Company will be maintained in good working order and inspected for electrical safety before use. And they must only be operated in accordance with the manufacturer's instructions. Guards and other safety devices should not be removed or altered.

Any employee required to use abrasive wheels and/or change wheels will be formally trained to do so in accordance with the [Provision & use of Work Equipment Regulations \(PUWER\)](#), and a record of approved operatives will be maintained.

4.29 ELECTRICAL TOOLS

A quarter of all reportable electrical accidents are due to faulty equipment. The main hazards associated with electrical equipment include electric shock, fire, poor maintenance and tripping from trailing cables. To avoid such electrical accidents, it is essential that routine inspections, testing and maintenance be carried out on

portable electrical equipment (any equipment with a lead and plug). Only the appointed competent person will carry out the required inspections and tests.

The following precautions must be put in place on every site:

- No person other than a qualified electrician may undertake work on any electrical installation.
- All portable equipment, this includes hand tools, temporary lighting and some plant will be operated to a voltage not exceeding 110 volts.
- No damaged or homemade 110-volt leads are permitted on the site
- Transformers switching down from 240-volt to 110-volt may be used but the 240-volt lead must not be longer than 2 metres and must not cross any area where it could be damaged
- All cables must be routed so as to be protected from damage and also to prevent tripping hazards. Preferably overhead.
- All leads must be properly made and comply with the current British standards and IEE Regulations
- All 110 volt Equipment have a test (PAT) and inspection before first use when brand new and then every 3 months thereafter, once a combined test and inspection has been completed, a label shall be affixed to each item of equipment to state that it is safe to use, and a register will be maintained.

4.30 FIRE & EMERGENCY EVACUATION

This arrangement has been produced in accordance with article 11(1) of the [Regulatory Reform \(Fire Safety\) Order \(RRFSO\)](#), and [Fire Precautions \(Workplace\) Regulations \(FPWR\)](#). As such, fire risk assessments will be undertaken at the company's own work premises, as required. All such assessments will be reviewed regularly (at least once a year) and their findings will be brought to the attention of all employees of the company.

All employees must bring to the attention of their Line Manager, the Health & Safety Advisor or Fire Officer any potential fire risks that they may become aware of.

Whilst the Company does not have a set of procedures for Fire and Emergency on each client site that it currently works on or visits, we accept our Clients and/or Principal Contractors Emergency Evacuation Procedures, including the Fire Action Plan which every worker should be made fully aware of by the Clients representative. Additionally, adequate firefighting equipment shall be provided by either by the Company or by the Client for each workplace that we are contracted on.

A fire/emergency evacuation procedure may be in force in the premises you are working at. It is the duty of ALL personnel to familiarise themselves with the procedure.

At no time should a fire be tackled unless you have received training in extinguishing a fire and it is only to be done when there is no risk to that particular operative.

If you are working on client premises where your work creates an increased risk of fire, you are required to have a portable fire extinguisher appropriate to the potential type of fire in the close vicinity of your work.

ALL fires, no matter how small, MUST be reported to your Line manager at the earliest opportunity.

Fire & Emergency Evacuation

Fire and Emergency Evacuation drills will be carried at least twice every year at the company's main work premises, and at regular intervals on construction projects. All personnel within the premises or on site will be required to cooperate with the drill and follow the direction of the Fire Marshal or Fire Warden as necessary.

On hearing the alarm each individual should immediately make their way to the fire assembly point using the nearest safe exit. Do not take any personal items, such as coats and bags, with you. Leave them where they are and do not attempt to return to them until authorised to do so by the Fire marshal.

The fire alarms will be tested weekly to ensure that they function properly and are clearly audible in all places of work within the company's premises. Please notify the Fire Marshal/Warden if the alarm sounder in your area of work is faulty or not loud enough to be heard.

A Fire-Log will be maintained to record all findings/results from the drills and fire alarm tests.

A Fire Action Notice will be clearly displayed for all to see at each place of work. It will outline the basic fire action and evacuation procedures necessary. The following is a sample of what it may say:

FIRE ACTION NOTICE

Any person discovering a fire:

2. Sound the alarm (a description and location of the alarm will be noted).
3. Call 999 to call the fire brigade (or other number if displayed)
4. Attack the fire if possible, using the appropriate appliance/extinguisher provided

On hearing the alarm:

1. Leave the building immediately by the nearest safe exit
2. Close all doors behind you
3. Report to the assembly point

DO NOT take unnecessary risks
DO NOT return to the building for any reason until authorised to do so.
DO NOT use the elevator (if applicable)

Fire Fighting Equipment

Appropriate firefighting equipment will be located throughout the company's premises and maintained as appropriate. All fire extinguishers will be tested at least once a year by an authorised competent person (an external company/contractor).

Ensure that you are familiar with each appliance and what it is suitable for. E.g. Water Filled – Combustible materials such as wood and paper, etc.

Reducing Fire Risks

Prevention is better than cure when it comes to fire safety and one of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Highly inflammable liquids, such as oils, fuels and paints or other inflammable material, must be removed from the business premises if not normally required for business operations. If flammable liquids/materials are used for business operations such liquids/materials must be kept to a minimum and securely stored in appropriate closed, locked metal containers within a properly designed storage facility well away from sources of ignition.
- Gas leaks are another possible source of fire or explosion and the detection of such a gas leak must be reported to the Manager immediately. All equipment with gas taps including gas bottles not in use should be constantly checked to ascertain that the gas taps are turned off and not leaking.
- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers.
- Smoking is not permitted on the company's premises. Smokers must only smoke in designated areas and discarded cigarette ends must be properly extinguished in ashtrays. Smokers must not extinguish or throw cigarette ends into waste paper bins.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the Health & Safety Officer or Fire Safety Officer.

Attention to 'good housekeeping' practices can reduce the likelihood of fire. Some of the particular practices that must be observed are:

- Avoidance of the use of highly flammable materials and liquids wherever practicable;
- Orderly methods of stacking in stores where linen, paper or plastic packaging are used, to reduce the risk of fire spread, and to assist fire-fighting;
- Storage of equipment and packages in designated areas only - not in plant rooms, service voids and shafts, corridors or lobbies;
- Regular checks to ensure that storage is never permitted in an escape route, near a fire exit or fire-fighting equipment;
- Positively discouraging the drying of items over heaters having radiant heat sources which can lead to dangerously high temperatures and possible ignition;
- Regular checks for the accumulation of rubbish in 'out-of-sight' spaces such as basements, behind radiators, dead-end corridors etc. Waste and unauthorized storage must be dealt with promptly;
- Regular cleaning of workplaces, machinery and equipment spaces, and checks for the accumulation of fluff and grease deposits in laundries. Correct storage of cleaning rags and materials in non-combustible containers after use;
- When leaving places of work, checking for possible causes of fire, for example electrical equipment left on or plugged in (over 20% of fires start in electrical equipment), and gas appliances and other heating sources left on. Vulnerable doors and windows should be secured against intruders;
- When television viewing or radio listening is concluded for the day, checking by staff that all TV or radio equipment is switched off at the socket outlets;
- Remove all non-fused multiple point adapters found in socket outlets.
- Prohibition of unauthorized adjustment or repair to electrical equipment, and no use of official, unofficial, or private electrical equipment until it has been checked and approved by the appropriate technical staff. If in doubt contact the Administration Manager; and
- Regular checking of electrical cables and cords for signs of wear, and the immediate withdrawal from service of any suspect electrical equipment, which must be reported to the Administration Manager.

General Fire Procedures

All personnel associated with the Company must familiarise themselves with this fire and emergency arrangement.

If there is any doubt that a fire cannot be extinguished immediately without risk of injury to individuals, all employees must immediately report any fire to the local fire service (dial 999).

Employees must conduct their operations in such a way as to minimise the risk of fire, and in particular, employees must not smoke near combustible materials and only smoke in areas (if any) designated by the Company as smoking areas. All combustible materials must be separated from sources of ignition.

Discovery of Explosives, Bombs, Suspicious Packets

- DO NOT touch anything suspicious
- Warn the manager of the company immediately.
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.
- Follow the same emergency evacuation procedure as that for fires.

Highly Flammable Liquids

Highly Flammable Liquids are defined in the [Dangerous Substances and Explosive Atmospheres Regulations \(DSEAR\)](#) and must be stored and used in accordance with those regulations. This section also applies to liquids, which are not highly flammable, as defined in the regulations, but can be a fire hazard, e.g. gas oil. The [Petroleum \(Consolidation\) Act \(PCA\)](#) and the Petroleum Mixtures Order may apply to the storage of petrol and products containing petroleum on site or other premises.

Guidance documents and Codes of Practice give advice on the requirements necessary to comply with the regulations and will be complied with on the Company sites. These include:

- HSG51 The Storage of Flammable Liquids in Containers

Information on the regulatory requirements and Guidance Notes can be obtained from the HS&E Advisor.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Contractor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire-fighting equipment or materials to be available before work starts.

The Site Manager will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in storage facilities until required for use.

The Site Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Site Manager will ensure that any firefighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that any defects are noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

The HS&E Advisor may be asked for advice when there is any doubt about precautions required, or where Highly Flammable Liquids are used in large quantities or in unusual situations.

4.31 WORK AT HEIGHT

The Company acknowledges its duty respecting the [Work at Height Regulations \(WAHR\)](#) and aims to achieve a high standard of compliance. Where work at height is involved a risk assessment will be carried out to identify the risks involved and the processes to eliminate or control the risks.

All work at height will be carried out as planned and in accordance with the relevant standards and risk assessments.

The Company will provide any information, instruction and training that an employee requires to carry out their work in a safe manner when working at height. The Company will also arrange for the regular inspection of all equipment required for work at height, particularly when there are statutory requirements to do so.

All safety equipment, staging's, restraint equipment, harnesses, anchorages, etc. will be inspected not less frequently than weekly and any defects noted during inspections or reported by operatives shall be attended to immediately. Employees must inspect their equipment immediately prior to use and ensure that any defective equipment is exchanged or repaired before further use.

The hierarchy of control measures listed in the Working at Height Regulations are:

1. Avoid work at height
2. Prevent any person from falling
3. Use an existing place of work which complies with Schedule I of the Regulations
4. Use work Equipment

5. Mitigate falls by using work equipment to minimize the distance and consequences of a fall
6. Where work equipment does none of the above, provide additional training and instruction or other suitable measures

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the WAHR are established and implemented. Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

This policy and its arrangements cover the use of all types of ladder, for example those used for gaining access to positions above or below ground. In this policy a ladder or stepladder should be referred to as a temporary measure which may be used as a working platform for no more than 30 minutes.

Where work at height is unavoidable, the selection of methods for controlling work at height related risks will take place in the following order, as a hierarchy of control:

1. Working platforms (scaffolding, lightweight staging or mobile towers etc) with double handrails, toe-boards and a minimum working platform no less than 600mm wide.
2. Mobile Elevated Work Platforms (cherry pickers and scissor lifts etc)
3. Work restraint or work positioning equipment (harnesses with restraint lanyards etc)
4. Fall arrest equipment (harnesses with shock absorbing lanyards)

The main rules to follow when working at height are as follows:

1. First, as a part of the planning of the work, carry out a Risk Assessment
2. Plan to do as much of the work as possible at low level.
3. Do not work at height unless it is absolutely unavoidable
4. Provide a secure platform which will:
 - a. be securely footed on stable ground
 - b. support the weight of the personnel and equipment to be used
 - c. provide a stable access and will not overturn
 - d. be secured to an existing structure, where necessary and wherever possible
 - e. Take account of the gradient of the ground, especially where mobile platforms are used
 - f. Provide guard rails to any platform
 - g. Provide barriers on open edges, holes and openings in the platform floor, the edges of roofs and working areas

In order to help prevent falls the following must be considered:

1. Plan all instances of working at height
2. Think about where and how the work is to be done
3. Where possible use an existing structure, which will allow safe access and provide a safe working platform. Where this is not possible, a safe working platform will need to be provided.
4. Consider any lifting and handling requirements needed to carry out the work
5. Be aware and prevent possible electric shock dangers that may initiate accidents
6. Remember to allow adequate clearance when equipment is used, particularly near overhead power lines; and around nearby structures when mobile equipment is being used.
7. Ensure that only properly CE marked Category III approved Personal Protection Equipment is used for working at height.

4.32 LADDERS & STEPS

Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to or passing by or underneath a person working on a ladder could be in danger from tools, equipment or the person falling from a height.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc (recommended angle 1 in 4 or 70°)
- Insufficient overlap of extension ladders
- Failure of the ladder causing persons or equipment to fall
- Items falling from the ladder
- The ladder touching / earthing an electrical supply, or in arching distance
- Slipping of the ladder due to not being correctly secured
- Overloading of the ladder

Ladders and steps will not be viewed as a default means of access or for places of work. In most cases Podium type mobile platforms or proprietary mobile towers will be used. However, when working with ladders and steps the correct precautions need to be taken.

The misuse of ladders and/or steps is the cause of many accidents. A ladder and/or steps should not be used as a place of work unless the work is of short duration and is such that it is within easy reach and can be carried out with one hand, the other hand being on the ladder for support.

The following precautions shall be taken when using ladders and steps:

- All ladders must be inspected to ensure that they are in good order
- Steps/Ladders may only be used if they are of the correct class (BS EN131, Class 1). Domestic grade ladders and steps (Class 3) will NOT be used at any time.
- All ladders used are to be of the correct type for the specific task, should be inspected before use, subject to regular checks and maintenance, and meet appropriate legislative and equipment standards, as summarised below:
 - Each ladder or set of steps must have a unique serial number or other identification mark in order to be logged and to aid recognition
 - Keep ladders free of paint or any other coating which could hide cracks or splits
 - Ensure that the rungs of ladders and steps are kept clean and free of Greece
 - Ladders exceeding 4m in height are to be secured, tied off or footed, or secured by some other mechanical means of footing the ladder
 - Secure or foot ladders as soon as possible after erection
 - Use at the correct angle, not exceeding 75° from horizontal (1 to 4 ratio applied)
 - Provision of ladder attachments as necessary
 - Marking of safe zones around ladders where persons are working above or below ground, plus use of barriers and warning notices
 - Over reaching must not be carried out
 - The stays on steps must be locked out

The information and recommendations in HSE Guidance Note GS 31 “Safe use of Ladders, Step-ladders and Trestles” will be applied to all ladder work. All work will be planned to take the above standards into account. The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked before use to ensure that there are no defects, and will be checked at least weekly while in use. Where a defect is noted, or a ladder is damaged, it will be taken out of use immediately.

The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (e.g. carrying large items, work requiring both hands etc).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladders with scaffold clips, placing boards on rungs to form working platform, or ramps etc.

4.33 MOBILE TOWER SCAFFOLDS

Mobile towers and/or podium type mobile access platforms should only be erected or altered by authorised trained and competent persons. Additionally, the erection of the mobile tower and/or podium type mobile access platform must be in accordance with the manufacturers design instructions.

The configuration of bracing and ledgers varies according to the manufacturer. It is therefore essential to have a copy of the manufacturer's erection manual or instructions available on site. Some manufacturers have these instructions affixed to the actual tower.

Before any use, of mobile towers and/or podium type mobile access platforms, checks should be made to ensure that they are suitable and safe for use. During use, they should be kept in good order.

A competent person must inspect all mobile towers and other lightweight staging's regularly to see that the structure remains sound and has not been altered or interfered with in any way. Should parts become damaged they should be replaced before the next planned use.

4.34 LIFTING OPERATIONS

The company is aware of the [Lifting Operations & Lifting Equipment Regulations \(LOLER\)](#) and will comply with these regulations where applicable.

Many accidents are caused by lifting incorrectly; Lifting operations involving the use of lifting Equipment (slings, chains, shackles etc.) can only be carried out by trained authorised employees.

- Safe working loads must be displayed on hoists and lifting tackle and should be exceeded.
- The item must be identified by a lifting gear register number and colour coded correctly.
- Wire rope slings should be free of cuts, excessive wear, kinking and general distortion.
- All hooks, chains, roll pins, split pins and locking nuts must be checked daily for security of attachment.
- Chains should be free of mechanical defects in Director links, distorted hooks should not be used.
- Avoid carrying loads over the heads of other people. If necessary, give warning for them to keep clear.
- If you are in control of a load being lifted, always keep it in clear view and make sure you are in continuous contact with the operator of the lifting machine.
- Never use slings or other lifting gear if it's Safe Working Load (S.W.L.) cannot be established.
- Never make up a sling or alter any lifting gear without instruction from your supervisor.

Fork Lift Trucks

Occasionally the company will hire a forklift truck or telehandler. These may also be provided by clients and used to service the company's needs on site. Therefore, all reasonable steps will be taken by the company to

ensure the health and safety of employees engaged in or affected by lift truck operation, and all others who may be at risk.

The company fully recognises and acknowledges that HS&E hazards will arise from the use of lift trucks. It is the company's intention to ensure that all risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision to give a fuller understanding of these issues.

The company will in consultation with workers and their representatives:-

- Carry out an assessment of all tasks involving lift trucks, taking into account the differing types and capacities of trucks, the continually changing working environment, the worker and the variety of substances to be transported or handled.
- Take necessary measures to remedy risks found as a result of assessment.
- Review lift trucks operating and ensure suitability for the task.
- Arrange for the provision of health surveillance prior to employment and also at regular intervals thereafter or where a particular problem is experienced.
- Arrange for the free supply of statutory Personal Protective Equipment (PPE) where specifically required for FLT operators.
- Advise existing employees, visitors, general public and employees operating FLT's of the risks to health and safety and how they are to be avoided.

Where a problem arises in the use of a FLT the operator will adopt the following procedures:-

- Park the FLT in a safe position and area, remove the key, place a notice on the steering wheel indicating that the FLT should not be used.
- Inform a responsible person immediately.
- In the case of an adverse health condition, advise the company doctor and his or her GP.

The company will give sufficient information, instruction and training to ensure the health and safety of workers who operate FLT's. This provision also applies to persons not in direct employment such as temporary staff and contractors.

The company will only use FLT instructors validated and registered by the Road Transport Industry Training Board to satisfy this requirement. Managers and Supervisors who are responsible for fork lift truck operators will also be given awareness training, along with clear guidelines on disciplining of FLT operators in certain circumstances, e.g. excessive speed or dangerous working practices.

All work involving the provision and use of FLT's will be planned to take the necessary Regulations into account.

At the contract planning stage, site layout, storage areas, scaffold loading towers, site transport routes will be planned, in particular, noting that loading bays/towers must be designed to carry the load involved and that ground conditions to the base of the loading towers must be prepared to give a firm base, capable of supporting the proposed wheel loads.

The Site Manager / Foreman will ensure that all applicable test certificates are on site and valid, and will ensure that scaffold loading towers are erected and maintained in accordance with the design and that access to loading towers is prepared in accordance with planned procedures.

Only qualified and authorised persons will be permitted to operate FLT's. Appropriate action must be taken by the Site Manager / Foreman against any person who operates FLT's without authorisation and also where passengers are being carried in insecure positions.

Lifts & Hoists

The Company will, in accordance with its general statement of HS&E policy, take all reasonable steps to secure the health and safety of employees and others who use lifts and hoists in the workplace. Suitable and sufficient

risk assessments will be made to minimise the risk that may be involved with the use and operation of such equipment.

Full consultation, in accordance with the existing procedures laid down, will be undertaken with employee representatives in determining the control measures necessary.

The Company will in consultation with its employees and/or their representatives: -

- Carry out assessments of risks to users, maintenance staff and others, of lifts and hoists. Both when the lift is in use and when it is being maintained
- Implement any control measures found necessary to minimise the risks identified.
- Obtain adequate information from the installer on the safe and proper use of the equipment.
- Ensure that hoists and lifts are suitable for the task (and for the environmental conditions to be encountered in the case of hoists) and are properly installed. Hoists shall be suitably enclosed.
- Arrange adequate maintenance, checks, examinations and tests of lifts and hoists at regular or prescribed intervals by competent persons and ensure records are kept.
- Before maintenance work starts on a lift or hoist, ensure that the lift has been taken out of service and that a safe system of work has been agreed and clearly understood by all personnel involved in testing or examination.
- During maintenance work display warning notices and erect barriers at the landing entrances of lifts (*specifications given in HSE Guidance Note PM26 Safety at Lift Landings*).
- Make employees aware of the Company's arrangements for reporting defects.

The Company will provide users of lifts and hoists with suitable information, instruction, and training to ensure that there is no risk to their own or others' health and safety whilst working with the equipment.

Other persons not in direct employment, visitors and temporary staff will also be provided with adequate information to ensure their safe use of the equipment.

Those responsible for the management and supervision of the workplace will be given appropriate training to ensure the proper use and maintenance of the equipment. Employees will be provided with such additional information that is deemed necessary where equipment or job specification changes significantly.

Cranes

All mobile crane operations will be managed under 'Contract Lift' arrangements. Any non-contract lift crane operations planned will first be agreed with the Client. Tower cranes must be erected and thoroughly examined and tested before use on site by the crane supply company.

A project Lifting Plan must be produced when cranes are to be used on site. The Lifting Plan for mobile cranes will be produced and implemented by the crane company under the Contract Lift arrangement. All other cranes and lifting operations must be detailed in the Project Lifting Plan.

Records of inspections, service and maintenance, including statutory inspections must be maintained in accord with the [Lifting Operations & Lifting Equipment Regulations \(LOLER\)](#). As such, lifting cranes will require 12 monthly thorough examination and test certification and all lifting accessories (e.g. chains, strops, hooks and chains etc.) will require 6 monthly thorough examination and test certification. Cranes and accessories to be used for lifting people, such as a man-riding cage, will require 6 monthly thorough examination and test certification.

All cranes and lifting accessories must be inspected by a trained competent person, such as the crane operator, before first use on site, with details of any inspection recorded on a LOLER Inspection Register at least once every 7 days.

All lifting accessories (e.g. chains, hooks and strops etc) must be clearly marked with their Safe Working Load (SWL) and have identification numbers displayed on them.

Any crane or lifting appliance used must be in good condition, fit and suitable for purpose and regularly serviced or maintained and comply with [LOLER](#). Any Operator must be suitably trained and certificated.

The area where the lifting appliance is to be used is to be checked prior to use for risks or hazards, such as overhead cables or underground services. Ground conditions must be firm enough to support any lifting appliance or crane to be used.

A Permit to operate a crane, should be completed before any crane begins work.

All lifting operations will be properly planned by a trained competent Crane Appointed Person and controlled and co-ordinated by a competent Lift Supervisor. Where multiple cranes are to be used simultaneously, a Crane Coordinator must be appointed.

All persons involved in crane lifting operations, such as the Crane Appointed Person, the Crane Coordinator, the Crane Supervisor, the Crane Operator and all Slinger Signallers must be demonstrably competent. In other words, they must have an appropriate competence indicator, such as a suitable training certificate.

Excavators Used as Cranes

Any lifting carried out by 360° excavators will be limited to 1 Tonne maximum. All excavators used as lifting appliances will have current 12 Monthly Thorough Examination and Test Certification. All 360° excavators used for lifting will be operated by trained competent and authorised personnel only. Additionally, trained competent Slinger/Banksmen will be used to assist such lifting operations.

4.35 MANUAL HANDLING OPERATIONS

It is the policy of the Company to comply with the [Manual Handling Operations Regulations \(MHOR\)](#). As such, manual handling operations shall be avoided as far as reasonably practicable where there is a risk of injury. Mechanical means will be used so far as is reasonably practicable.

Where it is not possible to avoid manual handling a Risk Assessment of the operation will be made, taking into account the task, the load, the working environment and capability of the personnel concerned. Such assessments will be reviewed regularly.

All possible steps will be taken to reduce the risk of injury to the lowest level possible. However, where regular manual handling is unavoidable adequate training will be provided and operatives who have received such training will be selected to carry out these operations.

The Site Manager will ensure that materials are handled as far as possible by machine. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

4.36 THE OFFICE ENVIRONMENT

It is the policy of the Company to comply with the [Workplace, \(Health, Safety & Welfare\) Regulations \(WHSWR\)](#). While it is understood that the majority of the risks associated with the activities of the Company are likely to be site based, the Company recognises that there are risks associated within the Office environment. Therefore, the following points will be adhered to:

- All walkways (corridors, open office spaces) are to be kept clear of slip and trip hazards and other obstructions. In particular:
 - a) Computer and telephone cables should not lie across the floor

- b) Loose floor coverings, stairs and handrails, worn treads, etc., shall be reported to the Supervisor for immediate action
- c) Remove any loose items left on the floor
- d) Clean up all spillages

Ensure that all equipment, including desks and chairs, are in sound condition, suitable and properly placed. When sitting keep all legs of a chair on the floor - do not tilt backwards or stand on chairs.

All filing cabinets should be fitted with anti-tipping devices and not be overloaded in order to prevent them from tipping.

Use handles to open and close drawers to prevent pinching fingers. To avoid back injury, jammed drawers should not be pulled excessively.

Ensure sufficient lighting is available to carry out work in a safe and proper manner.

Maintenance of office equipment, including computers, word processors, communication systems and electric's etc should only be carried out by an appointed competent person. 240V office equipment will be appropriately tested (PAT) on an annual basis, and labelled as such.

All regular users of Visual Display Screen Equipment/Units (VDU) will be assessed annually. The Director responsible for HS&E will ensure that any identified issues are suitably managed.

Site Offices & Portable Cabins

Where applicable, site offices will comply with the requirements of the [Workplace \(Health, Safety and Welfare\) Regulations \(WHSWR\)](#) or the [Construction Design and Management Regulations \(CDM\)](#).

Temporary site office buildings and portable cabins must be fire-rated to a minimum of 1 hour fire resistance, and must meet The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation. The distance between any such temporary buildings and permanent structures should be at least 10 metres. Where the distance is less than 6 metres then the temporary building must be constructed to provide a Class 1 surface spread of flame performance and 30 minutes fire resistance to all surfaces (floors included if temporary buildings are to be stacked). Where this is not achievable, such as when an existing unit is to be utilized, the risk may be mitigated by applying a suitable exterior quality fire resisting material (e.g. Fireline board) to the effected elevations.

The Contract Manager will ensure that an appropriate Fire Risk Assessment is carried out and complied with.

All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals (annually). Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper shall not be allowed to accumulate. Particular care must be taken to ensure that combustible waste/litter does not build up underneath site cabins. Where this is possible, the gap beneath the cabins should be skirted to prevent waste/litter getting underneath it.

Any electrical installation shall be to the requirements of the IEE Wiring Standard and shall only be installed, tested, altered and maintained by competent qualified electricians.

4.37 PERFORMANCE MONITORING & OPERATIONAL INSPECTION

Regular performance monitoring and inspection will be undertaken in future by the Company and appointed safety advisors. By reviewing the findings of inspections, audits and incident reports etc., the sound management of HS&E issues relating to the Company's activities will reduce the potential for accidents and provide for continually improved performance.

The monitoring will now include management systems, work activity inspections and site inspections by the appointed safety advisors.

The aim of the performance monitoring is to relay to management areas of concern whilst also offering assistance and advice at all levels to achieve the standards expected.

Procedure During & Following HS&E Advisors Inspection

On completion of the workplace HS&E inspection and submission of the formal inspection report, the health & Safety Adviser will discuss their findings with the Site Manager / Foreman, who will sign, acknowledging receipt of the report. The action column on the report will at this stage be blank. As the Site Manager / Foreman actions the identified failings raised, they should indicate this in the action column with their initials and the date action was taken. After which they should send one copy to the Director Responsible for HS&E or nominated manager as confirmation that the items have been actioned appropriately.

The Health & Safety Adviser's office will also send the Director Responsible for HS&E a copy of the report for his information. In this way the Director Responsible for HS&E can monitor the Site Manager's actions.

If on a subsequent visit the Health & Safety Adviser is of the opinion that adequate action has not been, and will not be taken, he must inform the Director Responsible for HS&E as quickly as possible.

If the Health & Safety Adviser is of the opinion that an operation constitutes a risk of serious injury to any person then he will take whatever action he feels necessary. If the Site Manager disagrees with this action, the Health & Safety Adviser will record his opinion in his written report and inform the Director Responsible for HS&E as quickly as possible and copy him in with the report by the quickest possible means. The Director Responsible for HS&E will then resolve the issue.

4.38 PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of the Company to comply with the Law as set out in the [Personal Protective Equipment at Work Regulations \(PPE\)](#). Therefore, all workers who may be exposed to a risk to their health and safety while at work will, where necessary be provided with suitable, properly fitting and effective personal protective equipment (PPE).

All personal protective equipment provided by the Company will be properly assessed prior to its provision and shall be maintained in good working order. The Company will endeavour to ensure that all personal protective equipment provided is stored correctly and used properly by its workers.

All workers provided with personal protective equipment by the Company will receive training and information on the use, maintenance and purpose of the equipment.

Where required, all employees will wear hard hats, Hi-Visibility vest/clothing and suitable safety footwear (e.g. steel toe-capped) while they are undertaking their assigned tasks.

Fall Protection Equipment (FPE)

The Company recognises that work at height presents a serious risk of falls and that such work must be carefully managed and controlled. When work is carried out at height it will occasionally necessitate the use of individual FPE (harnesses and lanyards), the Company will ensure that appropriate measures are in place for the issue and control of FPE with regard to their issue, use, inspection and maintenance.

This is so that all employees are provided with a means of fall protection that is safe and remains fit for its intended purpose. The Company will ensure that it meets all of the requirements of the [Personal Protective Equipment at Work Regulations \(PPE\)](#) in fulfilling the requirements of this policy.

Site Managers and Forman are responsible for the implementation of the company's HS&E policies and management at site level. They are to ensure the issue of safety harnesses to individuals is documented in the PPE Register, including the unique manufacturers' serial / ID number for the harness / lanyard or plant number as appropriate.

Only those who have been appropriately trained in the correct use, inspection requirements and rescue procedures to be used in the event of a fall, will be allowed to use harnesses and lanyards.

Only the lanyards identified in the Method Statement may be used with safety harnesses, this may relate to the length or the incorporation of the appropriate energy absorbing facility.

Lanyards are to be anchored to sound effective and appropriate anchorages using any additional equipment necessary to operate effectively.

Advice is to be obtained in the event of any missing equipment before any work commences.

Site Managers and Forman are to ensure that any maintenance requirements specified in the manufacturer's instructions are included within the inspection report. There are 3 types of inspection to be used, these are:-

- 1. Pre-use Inspection** – All users of harnesses will carry this out daily. The importance of this daily 'user inspection' must not be overlooked. On a day-to-day basis it is often the user who will first notice if the harness or lanyard is deteriorating through wear and tear due to the harsh nature of the construction site environment. Pre-use checks should be tactile and visual. The whole lanyard should be subject to the check, by passing it slowly through the hands (e.g. to detect softening or hardening of fibres, ingress of contaminants). A visual check should be undertaken in good light and will normally take a few minutes.

The Site Manager and/or Supervisor will emphasise the need for the daily Pre-use Inspection at the point of issue to the user and re-affirm the need for daily inspections via a Toolbox Talk on the Use of Harnesses and Lanyards.

- 2. Interim Inspections** – A more formal inspection carried out and recorded by Managers and Supervisors at the time of issue to site individuals and at monthly intervals after that. The function of the Interim Inspection is to enable the Company to demonstrate that Managers regularly check on the condition of the harnesses and lanyards on the site that they manage.

Interim inspections are to be completed monthly; Supervisors will record the results of the inspections in the Safety Harness Inspection Register.

- 3. Detailed Inspection** – This is a formal process carried out by a member of staff who is competent to do so, this may also be carried out by a competent person who is appointed by the insurance company. These are more in-depth inspections, and the inspection regime should be drawn up by a competent person. Detailed inspections should be carried out at least every six months and a record kept of the inspection. For frequently used equipment or equipment used in arduous conditions this may be increased to every three months, examples of arduous conditions include: - demolition, steel erection, scaffolding, steel skeletal masts, work with any materials with sharp edges.

The following defects and damage have the potential to result in the degradation and/or weakening of the lanyard and Users and Supervisors should be aware of them when carrying out User and/or Interim Inspections.

- A knot in the lanyard, other than those intended by the manufacturer.
- Surface abrasion across the face of the webbing and at webbing loops, particularly if localised.
- Abrasion at the edges, particularly if localised.
- Cuts to the webbing, rope or stitching, particularly at the edges (e.g. where the lanyard may have been choke-hitched around steel work).

- Chemical attack, which can result in local weakening and softening – often indicated by flaking of the surface. There may also be a change to the colour of the fibres.
- Heat or friction damage indicated by fibres with a glazed appearance which may feel harder than surrounding fibres.
- Damaged or deformed fittings (e.g. karabiners, screw-link connectors, scaffold hooks).
- UV-degradation, which is difficult to identify, particularly visually, but there may be some loss of colour (if the webbing is dyed) and a powdery surface.
- Partially deployed energy absorber (e.g. short pull-out of tear webbing).
- Contamination (e.g. with dirt, grit, sand etc) resulting in internal or external abrasion.

Any lanyard that has been used to arrest a fall should never be reused; it should be withdrawn from service immediately and returned to the office.

All lanyards should be indelibly and permanently marked (BS EN 365:1993). They should be uniquely identifiable so that they can be easily associated with their respective inspection documentation.

Managers and Supervisors are to ensure that all personnel who use safety harnesses and lanyards receive training on the following: -

- Fitting and adjusting of the harness/lanyard.
- Method of use.
- Inspection requirements.
- Competence.

Managers are to ensure that those who carry out the detailed inspection of harnesses as the designated competent people are to receive formal training. In appointing the competent person Managers must ensure the person carrying out the function is given the necessary authority in order to carry out the function effectively, e.g. whereby, when items are removed on the grounds of safety, there should be no pressure on the competent person with regard to that decision. In deciding competence, training previously mentioned must be considered, as must experience and knowledge of safety harnesses and lanyards.

The following should always be considered before using any kind of fall protection or fall mitigation equipment:

1. In the first instance, always consider whether there is a way of avoiding this type of work, or limiting it, so as to remove or reduce the risk.
2. The use of fall protection systems should only be considered where it is not reasonably practicable to introduce measures to prevent a fall from height utilising suitable barriers.
3. Collective fall protection control measures (e.g. safety nets) should be considered over the use of harnesses and lanyards (individual fall protection measures) where suitable barriers cannot be incorporated into the works.
4. Fall or work restraint should be considered as a safer system of work and should therefore be considered before deciding upon fall arrest.
5. Users of harnesses and lanyards must be competent, i.e. professionally trained.
6. Harnesses and lanyards must be subject to regular inspection; Pre-use Checks, Interim Inspection and detailed inspection, as set out above. Inspections must be carried out by competent persons.
7. Individuals must sign for and take responsibility for the harness issued to them. Issues are to be recorded in a Site Harness Register with unique identification numbers included in the register.
8. A means of rescue and/or self-rescue will be available on the site when individual fall protection equipment is in use. Those persons who may be called upon to use rescue equipment are to be competent in the use of rescue equipment.

Where an employee raises a matter related to HS&E concerning the safe use of harnesses and lanyards, he or she should inform a responsible person immediately. The Company will take all necessary steps to investigate the circumstances, take corrective measures where appropriate, and advise employees of actions taken or to be taken.

4.39 PERSONAL SAFETY

The Company is committed to taking all reasonable precautions necessary to secure the health and safety of those carrying out work activities. This commitment extends to the protection of those employees who work away from Company premises or in lone worker situations. Safe working procedures have been devised for all work activities which pose a significant risk. This must be complied with at all times. Failure to work in accordance with agreed procedures reduces the safety of people at work, is in contravention of the Company Safety Policy and may constitute a criminal offence.

The Company will ensure that the need for employees to work alone will be avoided wherever reasonably practicable. Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work.

Lone workers must take all the necessary steps to ensure that they do not put themselves at significant risk during the work activity, when using work equipment or as a consequence of the work environment.

Radios, personal stereos (e.g. iPod) and other items which cause distraction may only be used with the knowledge and approval of a responsible person. In any event, audio systems for personal entertainment must not be used where these could prevent audibility of alarms. Exposure to excessive noise levels from personal stereo equipment may damage the hearing mechanism. Other personally owned equipment or tools must be approved by the management before use.

Managers are responsible for the adequate supervision of employees to ensure that they do not endanger themselves or others by work activities, practical jokes or horseplay. This requires the prevention of unapproved systems or practices, unauthorised work activities and all other unsafe acts.

Attitudes to personal safety should be reviewed as part of a formal performance appraisal. Appropriate records must be kept. Employees must be prevented from using equipment or undertaking a task which could be detrimental to their health and safety.

Additional consideration is required by managers of employees whose duties take them away from the normal workplace or where employees are required to work alone. Any special arrangements will depend upon the nature of the risk, but may include provision of personal alarms, communication equipment or other devices.

Professional advice on or assistance with personal safety should be obtained where required.

Managers must ensure that employees have received sufficient information and training regarding their personal safety to enable them to work without risk, so far as is reasonably practicable.

Employees must ensure that they do not compromise their own health and safety whilst at work. If there is a perceived shortcoming in the arrangements for the work activity which could affect the personal safety of any individual, this must be reported to a responsible person.

Employees must work in accordance with safe working procedures at all times and comply with Company policy on all matters. Particular thought and attention must be given to any hazards that are present in and around the working area. Employees must familiarise themselves with safe working procedures, including emergency arrangements, applicable to all premises which they enter. They should report any situations presenting a risk to personal safety to a responsible person immediately, so that measures can be taken to rectify the situation.

4.40 SITE TRANSPORT

All transport on site, including dumpers, tipper lorries, tractors, tankers etc., will be provided, maintained, operated and used in accordance with the [Construction Design and Management Regulations \(CDM\) – Part 4](#) and the [Provision and Use of Work Equipment Regulations \(PUWER\)](#).

[The Road Traffic Acts](#) and associated legislation will also apply when transport is required to be used on public roads. Reference should also be made to Health and Safety Executive (HSE) publications, which give information on the precautions and procedures required to prevent accidents.

- HSG144 - The Safe use of Vehicles on Construction Sites
- HSG136 - Workplace Transport Safety
- INDG148L - Reversing Vehicles
- L64 - Safety Signs and Signals

Mobile work equipment is covered by the requirements of the [Provision and Use of Work Equipment Regulations \(PUWER\)](#) – Please refer to work equipment.

The Contract Manager will arrange for transport to be provided, taking into account the work to be done and the above standards. He will endeavour to segregate vehicles from pedestrian traffic where possible.

Where necessary, discussions will take place with the Local Highway Authority, Police etc. on road crossing, traffic management etc. Temporary access roads, fuel storage, maintenance facilities for transport on site, will be planned.

The Site Manager will ensure that all site transport, when delivered to site, is in good order and fitted with all necessary safety devices, notices and guards. Any defect must be reported to the supplying sub-contractor or hire company, and the machine must not be used until the defect is rectified.

The Site Manager will ensure that only authorised licensed drivers are permitted to operate any site transport. No person under 18 years old is permitted to operate any transport and there is a minimum age of 21 years for certain types of transport. Where any doubt of competency of any operator exists, the Site Manager will refer this to the Contract Manager or sub-contractor as appropriate.

The Site Manager will ensure that any necessary preparatory work required to ensure transport is used safely on site, e.g. access roads, traffic control measures etc., is carried out as planned.

The Site Manager must ensure that any defect notified to him by drivers during operations on site is reported immediately for repair and that, where the defect could affect safety on site, the items of transport taken out of use until repairs are carried out.

Hazards associated with the use of transport on site are:

- Incorrect use
- Speeding
- Poor maintenance (i.e. lack of checking - water, oil, fuel, lights, tyres and brakes daily)
- Unsupervised reversing
- Carrying of passengers where no proper seat is provided
- Undue care when refuelling
- Overloading or insecure loads
- Incorrect or improper towing
- Transport in close proximity to pedestrian traffic

All operatives required to enter specific high-risk areas as designated by the Contracts Manager will be provided with high visibility waistcoats or belts.

4.41 DRIVING AT WORK

The use of a company vehicle for company business is covered under the [Provision and Use of Work Equipment Regulations \(PUWER\)](#), and the [Road Safety Act 2006](#).

Reference should also be made to The Highway Code which provides further guidance for drivers.

Company drivers will be assessed to ensure they are competent drivers and have a current licence for the type of vehicle they are to drive.

Company drivers will be given adequate information and resources to ensure they can carry out their role safely and effectively. It is not a specific offence to drive when tired, however a driver is more likely to commit a driving offence whilst tired. This may be as significant as causing death by dangerous driving and there has recently been a successful conviction of a driver who fell asleep at the wheel.

Company vehicle drivers are advised to take frequent breaks during long journeys. Drivers should allow for a minimum 15-minute break every 2hrs. Vehicles should only be stopped in a safe area, preferably a lay-by which is well lit during the hours of darkness. Drivers should take this opportunity to get out of the vehicle if safe to do so or open a window for fresh air.

Company vehicles will be maintained and serviced in accordance with the manufacturers' recommendations.

All accidents occurring while driving for the Company will be reported to the relevant manager to ensure the accident is reported in the correct manner.

Seat belts must be worn when fitted in the vehicle and no person is allowed to travel in the box section of any vehicle.

Smoking is not allowed by any staff in any Company vehicle.

Ensure all loads are secure and in particular ensure that they will not fall when the vehicle door/ shutter is lifted.

If a tail lift is fitted and used, whilst offloading, hands and feet are to be kept clear of the tail lift.

Under no circumstances should mobile telephones be used whilst driving unless a suitable hands-free arrangement is in place. Where possible hands-free kits will be supplied and should be used if it is necessary to use whilst a vehicle is in motion, and it is safe to do so.

Mobile Telephones & In-Vehicle Technology

The [Road Vehicles \(Construction and Use\) Regulations](#) apply to the users of mobile telephones when driving.

All users of mobile telephones must not use a hand held phone when driving. "Hands-free" phones are acceptable providing that the phone does not have to be held in the hand at any time when in use.

The user must exercise proper control of the vehicle at all times. Never use a handheld mobile phone or microphone when driving. Using hands free equipment may also distract the users' attention from the road, and should only be used when on the move if it is considered safe to do so. It is far safer not to use any telephone while driving - find a safe place to stop first.

There is also a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Do not operate, adjust or view any such system if it will distract your attention while you are driving; you must exercise proper control of your vehicle at all times. If necessary, find a safe place to stop first.

4.42 YOUNG PEOPLE AT WORK

Young people, especially those new to a workplace, will encounter unfamiliar risks from the jobs they will be doing and from the working environment. Key risks for young people when starting work may arise because of a lack of experience or maturity and not having the confidence to ask for or knowing where they can get help.

It is the policy of the Company to comply with the Law as set out in the [Health & Safety \(Young Persons\) Regulations \(HSYPR\)](#). Additionally, the [Management of Health and Safety at Work Regulations \(MHSWR\)](#) identify particular employer responsibilities towards young people:

- To assess risks to all young people under 18 years of age, before they start work;
- To ensure the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- To introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

In addition, employers are required to:

- Let the parents/carers of any children below the MSLA know the key findings of the risk assessment and the control measures introduced, before the child starts work or work experience. This information can be provided in any appropriate form including verbally or directly to the parents or carers or, in the case of work experience, via an organisation such as the school, the work experience organiser, or if agreed with the parents, via the child him or herself, as long as this is considered a reliable method;
- Address certain specified factors in the risk assessment;
- Take account of the risk assessment in deciding whether the young people should be prohibited from certain work activities, except in specified circumstances.

The safety of young people at work is therefore maintained by the Company through specific Risk Assessment of the actual young person and their particular work activities, and the risks they are likely to be exposed to and implement the necessary controls, i.e. suitable supervisor cover, training and relevant equipment/PPE etc.

All Young Person Risk Assessments need to take account of certain features which apply to young people.

- Key risks information and the outcome of risk assessment
- Restrictions on the work
- Informing workers, parents/carers
- Consent
- Training

Health and safety law defines people by age:

- A young person is anyone under eighteen years of age (young people);
- A child is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the minimum school leaving age (MSLA).
- The law on working time defines a young worker as being below 18 years of age and above the MSLA.

Young workers have special rights under the [Working Time \(England\) Regulations \(WTR\)](#). The rights of young workers - those over the minimum school leaving age but under 18, and those under the minimum school age on approved work experience schemes - differ in the following ways:

- A limit of 8 hours working time a day and 40 hours a week (*unless there are special circumstances*);
- Not to work either between 10pm and 6am or 11pm and 7am (*except in certain special circumstances*);
- 12 hours' rest between each working day;
- 2 days' weekly rest and a 30-minute in-work rest break when working longer than 4 and a half hours.

If, on any day, or, as the case may be, during any week, a young worker is employed by more than one employer, his working time shall be determined by aggregating the number of hours worked by him for each employer. For these purposes a week starts at midnight between Sunday and Monday.

NB: school or college time does not count as work unless it is part of job-related training.

Children below the MSLA must not be employed in industrial undertakings such as construction, except when on work experience schemes approved by the local authority or the governing body of an independent school.

Students and trainees, including children, on work experience are regarded in health and safety law as employees. Students on work experience placements must therefore be provided with the same health, safety and welfare protection given to other employees. Restrictions may apply to the types of work which young people, including pupils below the MSLA on work experience, are allowed to do.

Children in their last year of compulsory schooling may be allowed to participate in properly authorised work experience schemes in industrial as well as non-industrial undertakings, including work on construction sites. This arrangement was extended to provide all pupils with at least two weeks curriculum-based workplace activity before they leave school.

The [Health and Safety \(Training for Employment\) Regulations](#) states that anyone receiving relevant training (work experience provided as part of a training course or programme, or training for employment or both) should be treated as employees for the purposes of health and safety legislation.

4.43 WELFARE

In accordance with the requirements of the [Workplace \(Health, Safety and Welfare\) Regulations \(WHSWR\)](#), the Company will provide workplaces, e.g. the office, with adequate provision for their ventilation, temperature and lighting.

Appropriate levels of cleanliness should be maintained, and arrangements made for the disposal of any waste in accordance with the environmental protection arrangements laid down.

Floors and traffic routes (for pedestrians and vehicles) will be of suitable construction, well maintained and free from obstructions. Arrangements will be put in place to ensure that pedestrians and vehicles can circulate in a safe manner.

The Company will provide suitable and sufficient sanitary conveniences with washing facilities as required for all employees at all workplaces. An adequate supply of wholesome drinking water will be provided together with appropriate facilities to change and dry work clothing, rest and take refreshments, as well as prepare and heat food and boil water.

Welfare provisions on construction sites must comply with Schedule 2 of the [Construction Design and Management Regulations \(CDM\)](#). Such facilities are normally provided by the Principal Contractor on a shared welfare arrangement basis. The Company will ensure that the facilities provided comply with the regulations and are adequate for the use of their employees, taking into consideration the particular types of work to be undertaken. Where works are carried out in domestic premises, other arrangements may be made.

4.44 HOURS OF WORK

The Company acknowledges that excessive working hours can lead to ill health and increased risk of accidents and will therefore do all that is reasonably practicable to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee. This will require the Company to assess the level of risk and to plan work and provide sufficient resources.

Where there are statutory requirements for limits on working hours, e.g. driving goods vehicles. The Company will ensure that records are kept and regularly inspected.

It is the duty of all employees involved in these activities not to exceed the permitted hours of work. Should employees feel that their health or welfare is put at risk by the hours they are expected to work, they should report to their immediate supervisor.

The Company will liaise with employees and, where applicable any trade union representatives, to ensure that adequate discussion takes place.

The [Working Time \(England\) Regulations \(WTR\)](#) DO NOT apply if you are self-employed, running your own business and are free to work for different clients and customers. [WTR](#) place limits on the hours that workers can be required to work unless they have opted out. The limits on young workers cannot be opted out from although there are circumstances where they may work longer hours. All work will take into account the requirements of these regulations. Details can be obtained from a DTI guidance document: DTI/Pub 6792/25k/07/03/NP also available from the DTI website: www.dti.gov.uk. The Company HS&E Advisor will provide advice on the Working Time requirements as and when requested.

The Manager responsible for the workers will plan work so that, as far as reasonably practicable, the average number of hours worked per week is no more than 48 for adult workers and 8 hours a day or 40 hours a week for young workers. (Note: There are certain permitted exceptions for young workers)

Working Time includes travelling, where it is part of the job, working lunches and job-related training. Working Time does not include travelling between home and work, lunch breaks, evening classes or day- release courses. Also, Working Time limits do not apply if workers can decide how long they work. Working time should be averaged over a 17-week period (or less if the period is lower) although 52-week periods can be used if mutually agreed.

If an individual worker agrees to work more than 48 hours a week he or she should sign an opt-out agreement, which they can cancel at any time. Giving a minimum of 7-days' notice, unless otherwise agreed. Records of workers opting out will be kept and updated as necessary.

Night Work

A night worker is someone who normally works at least three hours at night; night-time is normally between 11pm and 6am. Night workers should not work more than an average 8 hours daily. There is no opt-out for night work. The period for averaging is 17 weeks as before. A worker who works for more than one third of his time is a night worker. Occasional, or ad hoc, work does not make a worker a night worker.

As an employer, non-compulsory, free health assessments will be offered to night workers before they start working nights. This will take the form of a questionnaire and a medical examination. The latter is only necessary if there is any doubt about the worker's fitness for night work.

The Manager, or person responsible, will ensure that working time is arranged so that workers can take the time off they are entitled to. They will also ensure check whether any exceptions or flexibilities apply and ensure the different provisions for young workers are included.

The Company will ensure the following working arrangements are implemented:

Daily rest breaks

- Where a worker is required to work for more than 6 hours at a stretch, he or she is entitled to a rest break of 20 minutes.

Daily Rest

- Each worker is entitled to a rest period of 11 uninterrupted hours between each working day.

Weekly Rest

- A worker is entitled to one whole day off a week.
- Days off can be averaged over a two-week period, meaning workers can take two days off a fortnight. Days off are in addition to paid annual leave.

Young worker daily rest breaks

- If a young worker is required to work for more than four and a half hours at a stretch, he or she is entitled to a rest break of 30 minutes.

Young worker daily rest

- A young worker is entitled to 12 hours uninterrupted rest in each 24-hour period of work.

Young worker weekly rest

- Young workers are entitled to two days off each week. This cannot be averaged over a two-week period and should normally be two consecutive days.
- There are exceptions to this that should follow the DTI guidance.

Paid Annual Leave

- Every worker – whether part-time or full-time covered by these regulations is entitled to four weeks' paid annual leave. Increasing to 24 days from 1 October 2007 and 28 days from 1 April 2009 (for workers that work a 5 day week, pro-rata for part time workers)
- A weeks' leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.
- This leave entitlement is not additional to bank holidays.
- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

Out of Hours Working

Where an employee is required to work outside the normal hours of work, special attention will be paid to the need for safety in respect of lighting, access and egress, First Aid and the need for supervision of employees working on their own or in isolated areas of the workplace.

Should these hours extend beyond that stated in the Working Time Directive employees will be consulted with regard to their willingness to exceed these hours.

A Risk Assessment should be made of the operation before work commences and the necessary precautions or Supervision must be available before work commences/continues.

4.45 CLOSING MESSAGE

Our HS&E Policy is designed to ensure that you fully understand the role that you and the Company must play in helping to provide a safe and healthy working environment.

Together we must seek to identify and eliminate hazards at work and to reduce the number of accidents to zero.

With your personal help and co-operation, we firmly believe that we can achieve this.

5. MONITORING & REVIEW

This policy will be monitored regularly, reviewed and amended to suit the following:

- Any changes which may substantially affect health & safety at work (e.g. in procedures or ways of working).
- The health & safety consequences of new technology.
- Changes brought about following reviews of procedures, brought about by an accident or incident.
- Changes in Legislation and Codes of Practise.

The next review will be carried out no later than 25th June 2022.

6. DECLARATION

On behalf of RV Dart and Son (Builders) Limited, I hereby declare that I have read and understand the above-mentioned Company HS&E Policy and that I will observe the conditions and provisions contained therein.

Signed: *Mike Westhead*
Mike Westhead
(Director with Particular Responsibility for HS&E)

Date: 24th June 2022