



Construction Health, Safety & Environment Policy

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Review Table

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Health Safety & Environment Policy

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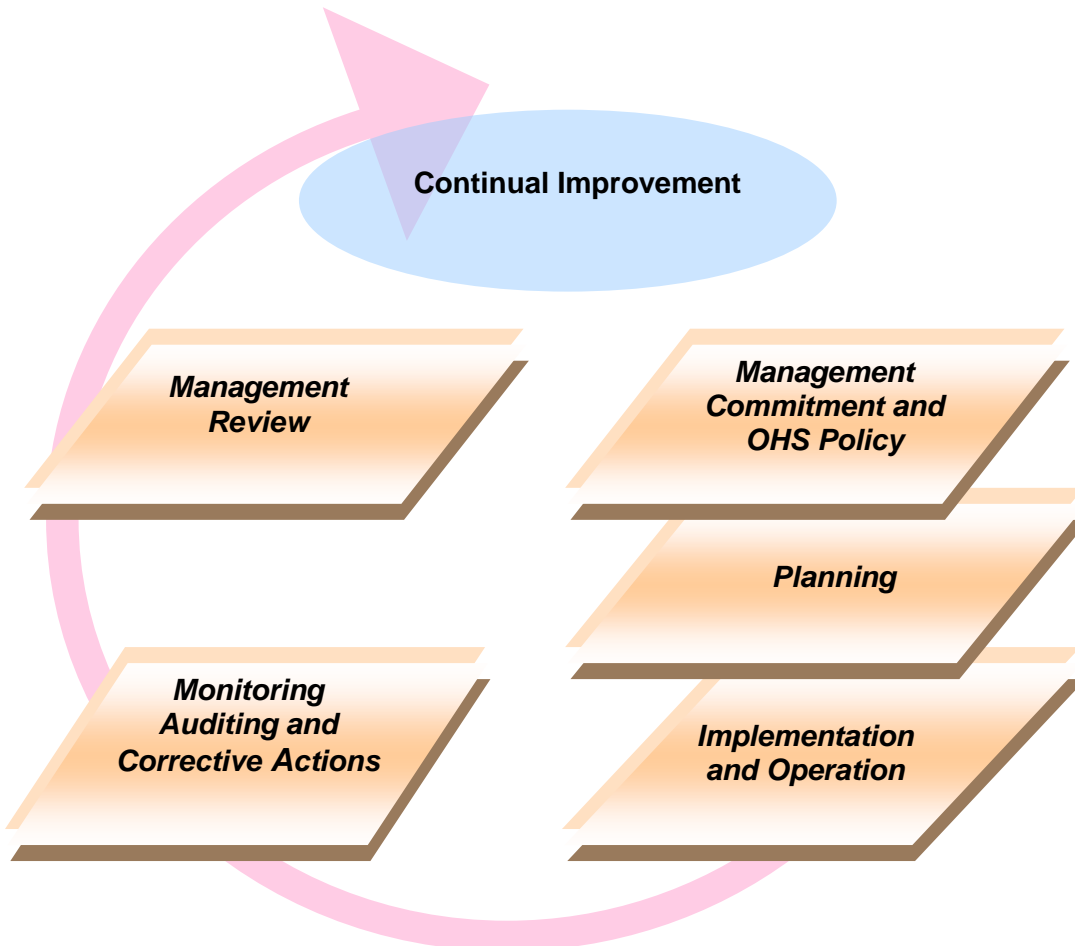
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A. Health & Safety Management System

The Manager Director accepts that he is ultimately responsible for the actions of the company under his control. However he clearly cannot be responsible for every aspect of health and safety but must delegate these duties to responsible persons within the company. The organisation chart shows the basic structure of the company and outlines the way in which this is delegated to the senior staff together with their areas of responsibility.

In accordance with the requirements of the Management of Health & Safety at Work Regulations 1999, the company feels it does not have an employee with adequate knowledge and experience to fulfil the role of health and safety advisor and so it has appointed external advisors to this function. The Advisors are Sphere Risk Health & Safety Management Ltd 251 Oundle Road Peterborough. PE2 9QY

With regards to driving health and safety forward, there will be strong commitment from the Directors and Staff. The Manager Director has shown this commitment in the company's health & safety policy statement. The following diagram illustrates the basic building blocks of a progressive health and safety management system. The Company's procedures are based on this accepted model.



Health Safety & Environment Policy

1. Health and Safety Policy Statement

- a. The Health and Safety at Work Act 1974 and other relevant legislation obliges statutory duties on employers and employees. It is the policy of the company to carry out these statutory duties, so far as is reasonably practicable, and to ensure that the responsibilities for Health and Safety are properly assigned, accepted and fulfilled at all management levels. Employees are required to fully co-operate and support this legal requirement.
- b. The company will ensure that all reasonably foreseeable practical steps are taken to safeguard the Health, Safety and Welfare of all employees and visitors to the premises or operation's under the company's control.
- c. Our aim is zero lost time accidents with the objective of training & utilising our staff to become a safety conscious workforce which utilises current best practice. To measure this we will try to achieve a target of 75% or better on all inspections and audits.
- d. The company will, so far as is reasonably practicable, ensure that:
 - i. The provision and maintenance of plant and systems of work are safe and without risk to health.
 - ii. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
 - iii. Adequate information is available with respect to articles detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - iv. The maintenance of all plant, machinery and equipment at any premises or operations under our control are safe to employees, contractors and any other person who may be affected.
 - v. The working environment of all employees is safe and without risk to health, and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work'
 - vi. The Health and Safety Policy is appraised and updated at least annually or after any unplanned or unconsidered event, following liaison with our company Health and Safety Consultants.
 - vii. Health & safety management systems will be tailored to HS (G) 65 guidelines with adequate resources being provided for this requirement.
 - viii. All staff, contractors or sub-contractors will be advised of any changes to this policy.
 - ix. Communication of any such changes will be made to all employees in line with the Health & Safety (Consultation with Employees) Regulations 1996.

Signed: *Andrew Mackenzie*

Date: 29/05/13

Managing Director



2. Environmental Policy Statement

Company A is committed to conducting its business operations in an environmentally responsive manner and recognises the need to continually improve its operations, where practicable, in order to further reduce its effects on the environment.

In order to achieve these overall objectives, the following policy has been adopted:

- To identify and use materials/processes that reduce the risk of pollution
- To re-use, recycle and responsibly dispose of any material in a practical manner
- To promote natural resource conservation by the efficient use of energy and the minimum use of raw materials
- To minimise discharges, emissions and waste and their environmental effects, including maximisation of recycling
- To set environmental objectives and targets against which to measure improvements of environmental improvement
- To ensure compliance with environmental legislation
- To document procedures and continuously monitor progress in environmental performance through regular measurement, review and audit, utilising a management system compliant with ISO 14001
- To ensure that all employees are made aware of environmental issues through a programme of training relevant to their roles.
- To provide information on environmental performance to all interested parties
- To review the Environmental Policy and arrangements at least annually

Signed: *Andrew Mackenzie*

Date: 29/05/13

Managing Director

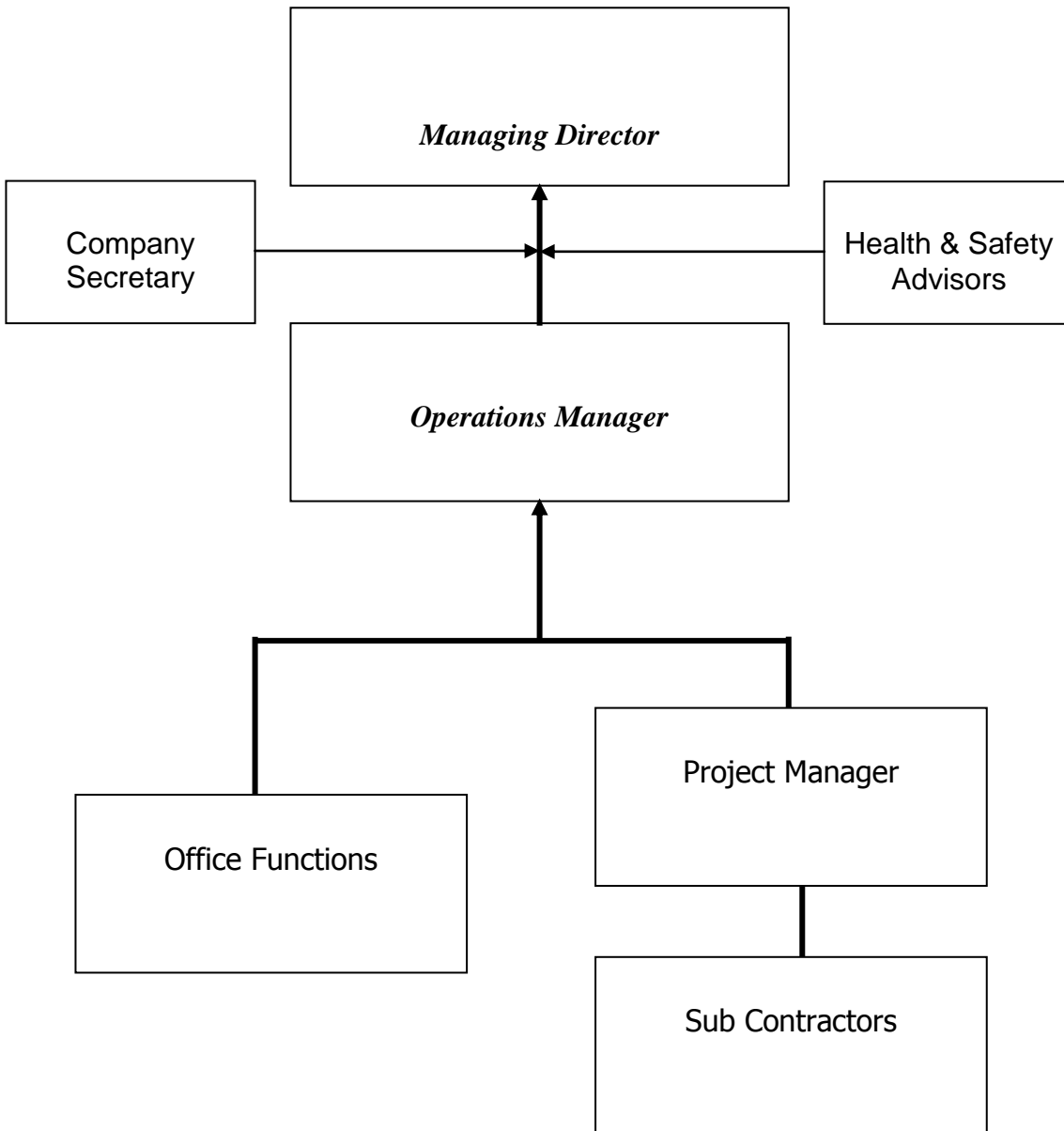
3. Statement of Principle Hazards

The following is a list of considered principle hazards which are controlled by the management and organisation of the Company.

- Vibration & Noise
- Emergency procedures
- Construction Related Dusts & Substances
- Hand Tools
- Hired Equipment
- Personnel Platforms
- Working at Height
- Scaffolds & Mobile Towers
- Ladders & Step Ladders
- Portable Electrical equipment
- Waste Management & Skips
- Lifting and moving equipment
- Loading & unloading activities
- Road Working Hazards
- Paints, preparations and associated substances
- Vehicle Use
- Construction Related Ill Health & Disease
- Energy Systems and Utilities

B. Organisation and responsibilities

4. Company structural diagram.



Your Company name - also referred to as "the Company" within this document.

5. Managing Directors responsibilities



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- a. Ensure that the health and safety policy and any safety procedures are being used, implemented and fulfilled in a timely manner
- b. Ensure that unsafe actions are stopped, where reasonably practicable, and that safe corrective actions are implemented in a timely manner
- c. Ensure that site hazards are rectified or if they cannot be rectified then these are reported through to the Boards Safety Champion immediately
- d. Ensure that safety systems and procedures are audited where applicable
- e. Ensure persons are adequately trained for their role
- f. Ensure that accident or incident investigations take place for learning outcomes and organisational improvement
- g. Provide an arbitrator to any dispute on Health and Safety and shall have the final decision, where appropriate, within the confines of any relevant laws etc., in any such dispute.
- h. To provide a structure and organisation for Safety & Health issues to be dealt with in a timely manner
- i. Ensure that Managers & Supervisors actively involve themselves in implementation of the Health and Safety Policy and its actions
- j. Shall take reasonable care of their own health and safety and that of anyone who may be affected by their acts or omissions.

6. Managers responsibilities

- a. Demonstrate clear leadership on health and safety matters within their environment
- b. Must fully familiarise themselves with the Organisation Safety Policy.
- c. Must ensure that all employees in his/her section know the whereabouts of the Fire, Emergency and First Aid facilities.
- d. Must ensure that designated employees in his/her section know the whereabouts of the fire fighting equipment, how to use it effectively and the Fire Safety Rules and procedures.
- e. Must ensure that adequate supervision is available at all times where young or inexperienced workers are concerned.
- f. Shall, if required, accompany the Safety Officer on inspections and co-operate with him on safety matters.
- g. Shall ensure that all safety/emergency devices are properly fitted, regularly checked and properly maintained.
- h. Shall ensure that all safety rules/procedures are observed by staff and temporary workers
- i. Ensure that protective clothing and equipment is worn when required.
- j. Shall maintain good housekeeping in his/her area.
- k. Shall ensure that all employees receive adequate training to allow them to do their job safely.
- l. Ensure that all new employees are informed of the Organisation's Safety Policy and Procedures
- m. Ensure that any unsafe machine or tool is adequately immobilised such that it cannot under any circumstances be used until the machine/tool has been repaired and made safe.
- n. Maintain a vehicle operator register, where applicable, and advise where necessary on any training before any person is appointed to the register.
- o. Stop any unsafe actions and implement safe corrective actions immediately
- p. Ensure that all work necessary to ensure safety and good health is carried out as soon as possible
- q. Check the fire equipment in their area and ensure that it is serviced or inspected regularly by the Organisation's nominated Fire Personnel.
- r. Rectify site hazards within a timely manner, or if they cannot rectify then report site hazards to Senior Management.
- s. Shall take reasonable care of their own health and safety and that of anyone who may be affected by their acts or omissions.

7. Health, Safety and Environmental Advisors responsibilities

Advisors will be responsible for:

- a. Ensuring the objectives of the Health and Safety Policy are fully understood and observed by all levels of Management and employees.
- b. Monitoring the effectiveness of the Health and Safety Policy and procedures and ensuring that any necessary changes are made and maintained in line with development.



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- c. Ensuring that adequate communication channels are maintained so that information concerning Health and Safety matters which may affect any employee is communicated to them and any matter concerning Health and Safety raised by any employee is directed to the appropriate member of management, necessary action will then be taken.
- d. Ensuring that the company's senior management team is advised of any subject, object or item deemed to be unsafe or any breach of company/statutory regulations/requirement which cannot be effectively remedied.
- e. Ensuring that new employees or representatives are advised as to the nature of the company best practices, safe systems of work and work rules. This is to ensure they can behave safely whilst on company business.
- f. Investigating along with supervisors, all accidents or near misses to determine the cause(s) and to ensure action is taken to prevent any recurrence.
- g. Ensuring adequate stocks of suitable Personal Protective Equipment are available, issued and worn where ever necessary. Maintaining registers relating to Health, Safety and Welfare.
- h. Liaison with the companies Health and Safety advisors who in turn can liaise with the Health and Safety Executive or other government / independent bodies on matters concerning the Health and Safety of employees.
- i. Liaison with other departments or sections when necessary in matters concerning the Health safety and welfare of all employees.
- j. Co-ordinating the company Fire Prevention Policy and liaise with other company Fire Protection Officers, and other similar outside professional bodies.
- k. Ensuring, so far as is reasonably practicable, the compliance of the company with all relevant Fire prevention and allied precautionary measures.

8. Employees responsibilities

Employees have responsibility for:

- a. Observing all safety rules at all times and conforming to all safety instructions provided by Supervision and anyone with responsibility for safety.
- b. Conforming to the company policy for Health and Safety and employees duties as laid out in the Health and Safety at Work Act.
- c. Reporting all accidents and near misses to management.
- d. Co-operating with the safety officer in investigating all accidents and incidents.
- e. Wearing all issued personal protective clothing and issued personal protective equipment.
- f. Properly using any safety device involved in their work.
- g. Not miss-using anything provided in the interests of Health & Safety and Welfare.
- h. It shall be the duty of every employee at work:
 - i. To take reasonable steps for the Health and Safety of themselves and of other persons who may be affected by their acts of omissions at work.
 - ii. To co-operate with the management so far as is necessary to enable that duty or requirement to be performed or complied with.
 - iii. To not tamper with equipment provided for health & safety purposes
 - iv. To look after and safely store personal protective equipment
 - v. To not use chemicals without there being a suitable assessment and being in receipt of that assessment
 - vi. To not use work equipment, whether purchased or hired, without first being suitably trained on the equipment
 - vii. To ensure that first aid boxes sited within vehicles are kept tidy and complete
 - viii. To undertake user checks and visual inspections on electrical equipment

9. Contractors responsibilities

- a. Shall make them self familiar with, and conform to, the Health and safety procedures of the organisation at all times.
- b. Shall take reasonable care of their own health and safety and that of anyone who may be affected by their acts or omissions.
- c. Shall wear appropriate safety equipment and use appropriate safety equipment and shall not misuse or interfere with anything so provided in the interests of Health and Safety at work.



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- d. Will conform to all instructions given by the Organisation and others, with regards to safety & health, with a responsibility for health and safety.
- e. Will report all accidents incidents/near miss events, environmental damage and collateral damage to Line Management whether persons are injured or not.
- f. Rectify site hazards within a timely manner, or if they cannot rectify then report site hazards to Line Management.
- g. Have a responsibility for ensuring that the Health and Safety policy is followed in spirit and in action
- h. Will not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- i. If they are a forklift truck or other vehicle driver, to drive vehicles with extreme care at all times and observe all recognised working practices, safety precautions and traffic signs.
- j. Shall maintain equipment in accordance with current best practice procedures and are liable for their own safety instruction.
- k. Shall only work on equipment for which they have previously been trained.
- l. If a defect is found with the machine, not use the machine until the defect has been made good and the machine safe to use.

10. Visitors responsibilities

Are owed a duty of care by the company, and it is the company's responsibility to ensure that visitors access and egress is controlled, that they are made aware of the company's Health and Safety rules and it is made difficult for them to come to harm.

This is achieved by restricting access through procedural control and accompanying Visitors when possible.

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C. Appointed Persons – Welfare, First Aid, Health Safety and Environmental Concerns, Communication & Health Surveillance

Welfare

The company will provide essential welfare facilities on site. These will consist of at least toilets, warm running water, an eating/restroom & drying room

First Aid

The following persons have successfully completed the first aid course to become recognised first aiders. (Records held with personnel file)

The company will ensure that there is at least one first aider along with a basic first aid kit on each task (see first aid method statement)

Health Safety & Environmental concerns

The following persons have been appointed to overview and supervise Health safety & Environmental concerns on site

Signed: *S Smith*

Date: 29/5/13

Mr S Smith. CMIOSH

Communication with the workforce

The company will use face to face meetings, toolbox talks, letters and safety meetings to communicate health safety and environmental information and awareness



D. Health Safety & Environment Accident/Incident Reporting Policy

11. Accident/Incident reporting

- a. It is our policy to report all notifiable accidents, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. We will also record all injuries in the Accident Book, as required by the Social Security (Claims and Payments) Regulations 1979.
- b. Environmental incidents will be reported to the Environment Agency. Please use the Agency responsible for the area you are working in. A list of telephone numbers is listed in the appendix.
- c. The Health & Safety Advisor is responsible for reporting all notifiable accidents to the enforcing authority and also for collecting and collating information on all accidents so that we can find ways eliminate causes.
- d. Our enforcing authority for reportable accidents, diseases and dangerous occurrences is the Area Office of the Health and Safety Executive, 1st Floor, The Pearson Building, 55 Upper Parliament Street, Nottingham NG1 6AU, Tel 0115 971 2800.
- e. Employees must report all injuries to their supervisor or manager immediately after treatment.
- f. The Accident Book must be fully completed for all injuries incurred at work, however minor. Accident books are located within the office and in your vehicles.
- g. If, because of their injury, employees are incapable of making an immediate entry, then that entry must be made by their manager, the first-aider, the appointed person, or a nominated person, who will sign the entry once only, in column 2.
- h. The Accident Book will be investigated at least monthly by the Company Secretary or the Safety Advisor
- i. Following any accident that requires treatment, the Company Secretary will notify the Safety Advisor, who will:
- j. Investigate and complete an accident report.
- k. Notify the HSE, if the accident is reportable.
- l. Also following any accident that requires treatment, the employee's supervisor or manager will take statements and retain any other documents or items related to the accident, such as containers (with contents listed), equipment logs, environmental or process recordings, etc.
- m. If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment.
- n. Although it is not our legal duty, we will notify the enforcing authority of injuries to non-employees and Contractors employees, if the injury takes place on our premises and we become aware of it. It is our legal duty to report injuries to self employed contractors if they take place on our premises. Accidents and injuries that are reportable to the HSE will also be reported to our employer's liability insurer.

12. Reportable accidents

- o. Reportable injuries under RIDDOR are divided into "over 7 day" injuries or major or fatal injuries. Employers must report all over 7 day injuries to the (HSE) on form F 2508 within 15 days. An over 7 day is where an accident at work results in an employee being unable to perform his or her normal work for more than 7 consecutive days. The 7 days excludes the day of the accident, but includes any days that are not working days, such as time-in-lieu, weekends or bank holidays.
- p. For a major injury or in the event of death, the employer must
 - i. Report the incident to the HSE by telephone, as soon as it is practicable and safe to do so
 - ii. Submit form F2508 containing details of the accident to the HSE within 15 days.



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- q. Major injuries are listed in RIDDOR as :
- i. Any fracture/break (other than to fingers, thumbs or toes)
 - ii. Any amputation
 - iii. Dislocation of the shoulder, hip, knee or spine
 - iv. Loss of sight (temporary or permanent)
 - v. A chemical or hot metal burn to the eye, or any penetrating injury to the eye
 - vi. Any injury resulting from an electric shock or electrical burn (including from arcing) leading to unconsciousness or requiring resuscitation or admission to hospital for more than 24 hours.
 - vii. Any other injury :
 - viii. leading to hypothermia, heat-induced illness or to unconsciousness
 - ix. requiring resuscitation, or
 - x. requiring admission to hospital for more than 24 hours
 - xi. 8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
 - xii. 9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin :
 - xiii. acute illness requiring medical treatment, or
 - xiv. loss of consciousness
 - xv. 10. Acute illness which requires medical treatment where there is no reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
 - xvi. If, as a result of an accident at work, an employee dies within one year of that accident, the employer must notify the enforcing authority in writing of the death as soon as they become aware of it, whether or not they have previously reported the accident.
 - xvii. RIDDOR also requires that dangerous occurrences must be reported to the HSE by telephone as soon as it is possible and safe to do so. This must be followed by details of the incident on form F2508, which must be sent to the HSE within 15 days. The dangerous occurrences which must be reported under RIDDOR are fully detailed in Schedule 2 of the RIDDOR 95 and as amended.
- r. Documents:
- s. Accident Record book - kept in offices and one at offsite location
 - t. Company A Accident Report
 - u. HSE report form F2508 (RIDDOR)
 - v. Records: Maintained by MD in the folder marked " Accident Reports & RIDDOR"
 - w. The record folder will contain the RIDDOR guide, a copy of this policy document, blank and completed copies documents marked * above.
 - x. Dangerous occurrences and incidents may be reportable. Before reporting such occurrences please refer to the safety advisor of help and information.



13. Health, Safety & Environmental accident/incident report form

Health, Safety & Environmental accident/incident report			
Date of incident:		Time:	
Site Location:			
Area:			
Person affected:	Job title:	Sex:	Age:
Nature & location of Injury:			
Additional Information if any (see RIDDOR report form):			
Description of work being performed:			
Description of Incident:			
After Effects:			
Additional Information on incident:			
1)			
2)			
3)			
Conclusion:			
Actions:	Person responsible:	Date completed:	
1)			
2)			
3)			
Investigated by (print):		Date:	
Investigator's signature:			



E. Risk Assessment procedures by risk

15. Risk Assessment procedure

- a. A risk assessment is required by law under The Management of Health & Safety at Work Regulations 1999 (MHSW) to evaluate the exposure to risk whilst at work by employees. MHSW Regulation 3 obliges the employer to anticipate systematically, by assessing the risks & recording the findings, as distinct from merely reacting to failure. This procedure will identify the mains constituents of a risk assessment format.
- b. The risk assessment should identify the hazard – anything with the ability to cause harm and then evaluate the risk – the likelihood that the hazard will occur and its severity in terms of ill health, physical, collateral or environmental damage.
- c. The risk assessment needs to consider all hazards, (these may include the employee, physical, chemical, biological, environmental, energy related sources of risk – non exhaustive list) and the risks which emanate from that hazard, (eg crush injuries, electrocution, eye damage, Mesothelioma).
- d. The responsible persons identified for undertaking risk assessments, fire & workplace assessments would include the competent Health & Safety Advisor or any person nominated by company management who has competence in undertaking risk assessments.
- e. Risk assessments should be undertaken where there is believed to be a risk to health, safety or welfare and in medium and high risk situations. Low risk situations should be assessed after the medium and high risk areas have been completed.
- f. The system uses a matrix with immediate, medium & long term actions which are identified by set phrases which use a numbering system of 1 to 5, these are identified in the table below:

Priority of Actions determined by Risk Ranking							
Severity	Likelihood					Priority	Action
	1	2	3	4	5		
1	1	2	3	4	5	1. RED	17 to 25 - Unacceptable risks – Stop activity immediately and improve at once!
2	2	4	6	8	10	2. AMBER	10 to 16 - Acceptable short term risk – Look to improve within a short term specified timeframe.
3	3	6	9	12	15	3. BLUE	5 to 9 - Adequately controlled risk – Look to improve at next review.
4	4	8	12	18	20	4. GREEN	1 to 4 - Residual risks – No further actions required but ensure controls are maintained.
5	5	10	15	20	25		(Grid taken from IOSH, “Managing Safely”).

Key.

Li = likelihood of risk. **Se** = Severity. **RR** = Risk ranking. The risk ranking is the likelihood multiplied by the severity (Li x Se = RR).

Likelihood – 1 = unlikely. 2 = may happen. 3 = likely. 4 = very likely. 5 = certain or imminent.

Severity – 1 = delay only. 2 = minor injury, minor damage. 3 = lost time injury, illness, damage. 4 = major injury, disabling illness, major damage. 5 = single death, multiple death.

- g. The risk assessment needs to identify persons of extra need or special risk groups eg the young, the elderly, the pregnant or nursing mothers, persons with an injury.



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- h. The risk assessment needs to identify persons working in non normal conditions eg maintenance staff or persons not employed by the company who may be affected by its actions eg the public, cleaners contractors.
- i. The risk assessment needs to take account of other non normal states eg fire and evacuation conditions or threats from terrorists or activists.
- j. The risk assessment should also be seen as an indicator of what method statements and safe systems of work should reflect and safeguard
- k. The risk assessment will identify areas where health surveillance may be required and desired. Areas which would need some form of health surveillance managed through an occupational health provider would include such areas as, medium and high risk chemicals, manual handling, noise, vibration, biological contaminants.
- l. Contractors which are well managed and vetted are a benefit in specialist areas. Contractor's competency will be assessed by the H&S Advisor and MD. Initial competency will be assessed using a supplier questionnaire as identified below and scheduled at the pre tender stage.
- m. The risk assessment main sections identify -
 - i. The site & area
 - ii. The date
 - iii. Unique risk assessment identification
 - iv. Task/activity
 - v. Hazards associated with the task/activity
 - vi. Hazardous events linked to the task activity
 - vii. The likelihood, severity & risk ranking
 - viii. Required control measures/actions
 - ix. Control measures or actions in place
 - x. Identified health & safety legislation
 - xi. Identified environmental legislation
 - xii. Assessors
 - xiii. Responsible person
 - xiv. Review date
 - xv. Action plan & agreed timetable
 - xvi. Employees sign off

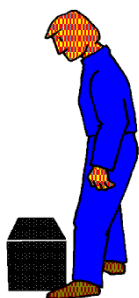
16. Manual Handling procedure

- a. The Manual Handling Operations Regulations 1992 requires the employer to eliminate the need for manual handling operations as a first step, after that investigation & assessment, the employer needs to reduce the risk of injury to as low a level as possible.
- b. Various assessment forms are provided by the HSE in respect to this assessment and should be utilised where practicable. The Company will use the latest Manual Handling Assessment Chart as a primary tool to evaluate the risk. A blank version is attached at the end of this procedure.
- c. The assessment chart uses colour coded areas to identify activities which are very high risk, high risk, medium & low risk.
- d. The responsible persons identified for undertaking risk assessments would include the competent Health & Safety Advisor or any person nominated by company management who has competence in undertaking risk assessments.
- e. The safe way to lift is described in the guidance, L23, as follows –
 - i. Stop & Think – plan the lift, use lifting aids if possible, get help if required, remove obstructions and consider rests for long lifts.

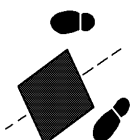


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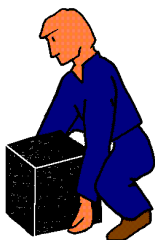
- ii. Place the feet – have the feet apart giving a balanced and stable base for lifting and have the leading leg as far forward as possible.
 - iii. Adopt a good posture – bend the knees so that the hands when grasping the load are as near to level with the waist as possible, do not over flex the knees, keep the back straight, do not twist and lift, keep the hips on the same line as the shoulders.
 - iv. Get a firm grip – try and keep the arms with the boundary created by the legs. Keep the grip as secure as possible, vary the grip for long lifts as desired to rest individual muscle groups within the hand.
 - v. Don't jerk when lifting – lift smoothly lifting the chin as the lift begins and keeping control of the load.
 - vi. Move the feet – do not twist the trunk when lifting
 - vii. Keep the load close to the body – keep the heaviest side of the load next to the trunk. If a close approach is not possible try sliding it towards you before attempting to lift it.
 - viii. Put down, then adjust – if precise positioning of the load is necessary, put it down first, then slide it into the desired position.
- f. Other guidance can be sought in the form of solutions to problems, these can be accessed in the guidance Manual Handling Solutions You Can Handle ISBN0717606937



- ◆ **1) Stop and think.** Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift - such as floor to shoulder height - consider resting the load mid-way on a table or bench in order to change grip.



- ◆ **2) Place the feet.** Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable.



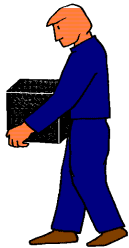
- ◆ **3) Adopt a good posture.** Bend the knees so that the hands when grasping the load are as nearly level with the waist as possible. But do not kneel or over flex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep shoulders level and facing in the same direction as the hips.

◆ **4) Get a firm grip**

Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.



◆ **5) Don't jerk.** Carry out the lifting movement smoothly, keeping control of the load at all times.



◆ **6) Move the feet.** Don't twist the trunk when turning to the side.

◆ **7) Keep close to the load.** Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible try sliding it towards you before attempting to lift it.



◆ **8) Put down, and then adjust.** If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

17. Sub. Contractor questionnaire

Sub. Contractor questionnaire
Name of Company
Address
Telephone number
Fax Number
Email contact
Responsible Person/Contact Person
Please answer the following questions listed below 'yes' or 'no':
1. Do you have a formal Health & Safety Policy? 1.1 Do you have a formal induction procedure for new staff? 1.2 Do you have a formal induction procedure for agency/temporary staff? 1.3 Do you have any employees trained in first aid operations? 1.4 Do you have any employees trained in the IOSH safety passport scheme?
2. Do you undertake formal risk assessments relevant to the following regulations: 2.1 Management of Health & Safety At work Regulations 1999? 2.2 Control of Substances Hazardous to Health 1999? 2.3 Control of Asbestos at Work Regulations 1987? 2.4 Lifting Operations & Lifting Equipment Regulations 1998? 2.5 Provision & Use of Work Equipment Regulations 1998? 2.6 Noise at Work Regulations 1989? 2.7 Manual Handling Operations 1992? 2.8 Construction (Design and Management) Regulations 1994?
3. Has any of your Staff undertaken health and safety training in the last 3 years? (If so please list examples on the reverse of this sheet and attach certificates).
4. Do you assess the competency of your sub contractors/agency Staff?
5. Do you have an environmental policy? 5.1 Do you comply with any environmental legislation? 5.2 If you do comply with environmental legislation please supply proof. For example, 'Duty of care - special waste' certificates.
6. Do you have a drug/alcohol policy?
7. Do you undertake internal/external Health & Safety Audits/inspections?
8. Do you undertake internal/external Environmental Audits/Inspections?
9. Do you have a formal accident reporting system?
10. Total number of accidents in the last 3 years?
11. Total number of lost time accidents in the last 3 years?
12. Number of Prohibition Notices/Improvement Notices received in the last 3 years?
13. Is your Staff trained in the work you are being asked to perform?
14. Please attach copies of training certificates pertinent to the job?
15. If you supply equipment & plant please supply the last maintenance period records?
16. If you are an Employer, please attach a copy of the Employer's liability insurance certificate.
Note: Please feel free to add any further evidential material on separate sheets if you so desire.

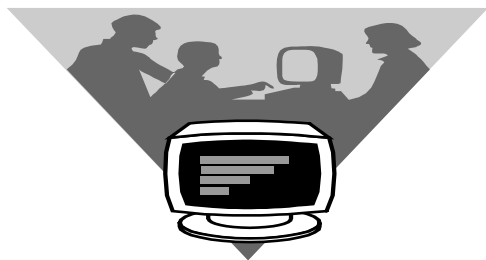


18. Display Screen Equipment.

- a. The Display Screen Equipment Regulations 1992 as amended identify all users as employees who use DSE as part of their working day. This can be in varying degrees and over a period of time, eg someone who uses DSE for 3 or 4 days in a focussed manner and then uses the DSE little over the next two days.
- b. These users are allowed free eye tests and prescription glasses for DSE use.
- c. There is a need for DSE users to undertake training and undertake specific DSE workstation assessment. A copy of one is attached below.
- d. All work station assessments need to be kept by the company secretary and the problem areas worked through with the employee for resolution.

Note: Please see 'Work station self-assessment form' below.





Work Station self-assessment form.

1. Department:

2. User's name:

3. Date:



Question	Please circle
1. Are you experiencing any difficulties associated with the level of lighting, glare or other lighting issues eg task lighting?	Yes No
2. Is there any hardware or environmental noise sources affecting your concentration, from which you prefer to be shielded from in the future?	Yes No
3. Are you experiencing excessive heat or cold, which you feel affects your personal comfort or work performance?	Yes No
4. Do you experience problems with draughts?	Yes No
5. Is your work chair suitable your purposes?	Yes No
6. Does your work chair have a five star castor base?	Yes No
7. Is the work chair adjustable for height?	Yes No
8. Can the back be locked into position?	Yes No
9. Have you been given information on how to correctly adjust the seat?	Yes No
10. Do you have enough working or storage space to meet your normal requirements?	Yes No
11. Do you regularly suffer from dry, sore eyes or sore throats?	Yes No
12. Are you suffering from any muscular/skeletal, hand, wrist, arm or neck problems which trouble you at work?	Yes No
13. Do you wish to discuss any other Health, Safety or Welfare issues which may affect your work?	Yes No

Health and Safety Advisor's notes:



19. Work equipment and Portable Appliances

- a. The management of Health and Safety at Work Regulations 1999 as amended requires formal assessment of risk and is required especially on work equipment & portable appliances along with suitable and sufficient training.
- b. The responsible persons identified for undertaking these assessments on work equipment would include the competent Health & Safety Advisor or any person nominated by company management who has competence in undertaking such assessments. These persons will be identified within the company notice boards and intranet system.
- c. An in house person will be identified to ensure that the Work Equipment & Portable appliances are regularly inspected, tested and maintained. This will be undertaken with reference to the "In Service Inspection & Testing" regime laid down by the IEE.
- d. Records of any inspection, testing or maintenance will be kept by the company secretary.
- e. Electrical equipment will be PAT tested at periods specified within the IEE Code of practice for in service inspection & testing
- f. Operators will be trained in visual inspections which should be undertaken prior to using the equipment.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated  (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2-4 years	No
Double insulated  (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months-1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months-1 year	Yes, 1-2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months-4 years depending on the type of equipment it is connected to	Yes, 1-5 years depending on the type of equipment it is connected to



20. Control of Substances Hazardous to Health

- a. The company will operate the following system considering the hierarchy of control as identified within the Control of Substance Hazardous to Health Regulations 1999 as amended –
 - i. Eliminate the chemical
 - ii. Substitute the high risk with a lower risk substance
 - iii. Physical/Engineering controls eg extraction equipment
 - iv. Administrative controls eg safe systems of work
 - v. The use of personal protective equipment (PPE)
 - vi. PPE should be used as a last resort
- b. The Health and Safety Advisor or a nominated in house competent person will produce a training brief on any chemical, identified through risk assessment to present a risk to employee's health & safety. The training dept will roll out this training where practical.
- c. Purchasing will order the substances, after consultation with the assessors and once a decision has been obtained considering if a less harmful chemical can be sourced in preference to the original identified.
- d. Purchasing will obtain material safety data sheets prior to the substances being purchased. These material data safety sheets will be passed onto the health and safety dept for scrutiny and action.
- e. The area supervisor using the chemical/substance will designate a safe area or place where the chemical/substance will be stored. It is the responsibility of the area supervisor to ensure the chemicals/substances are correctly stored in this designated place.
- f. Department supervisors are responsible for identifying and listing the chemicals used within that department and then dispatching that list of chemicals to the health and safety dept within the timescales given.
- g. Employees will work to the policy and highlight any deficiencies within the document.
- h. The health and safety advisors will audit each department annually.
- i. Actions emanating from Coshh sheets will be addressed in a team like manner with the training dept/supervisors training personnel, supervisors ensuring that any documentation/actions are adhered to by staff and H&S offering specific advice and help where warranted.
- j. Coshh training will be logged on the training matrix.
- k. Coshh information will be verified by using an accredited outside source, e.g. Croners.
- l. Spill procedures will be in compliance with best practice and current guidance and are the responsibility of H&S to identify, training dept/supervisors to roll out and the supervisor to source relevant materials/spill kits.
- m. The Control of Substances Hazardous to Health Regulations imposes a duty on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.
- n. "Substance Hazardous to Health" means any substance which is:
 - i. Listed in the current 'CHIP' list and /or carrying a hazard warning symbol as shown below.
 - ii. A substance with an occupational exposure limit: These are listed in HSE document EH40 entitled 'Occupational Exposure Limits'.
 - iii. A biological agent. i.e. Leptospirosis



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- iv. Dust of any kind, when present in a substantial concentration.
 - v. Any other substance which has comparable hazards to people's health.
- o. There are other hazardous substances, but because they have legislation specifically covering their use they are not covered by the COSHH Regulations, for example, asbestos and lead substances. Substances covered by the COSHH regulations will typically be denoted by warning symbols as shown below.

TYPICAL SYMBOLS DENOTING A COSHH SUBSTANCE



CORROSIVE



HARMFUL



TOXIC



IRRITANT

21. Health Surveillance, Air Monitoring and Exposure Testing

- p. Following a documented risk assessment of the chemical/substance any employees at risk will be informed of the risk, trained in its safe use and monitored/tested, if applicable, in accordance with best practice and current guidance.
- q. These monitoring/testing measures will be detailed within the Coshh file which will consist of a list of who has been tested, when tested and what substance/chemical the employee has been exposed to, along with the actual results gathered.
- r. Employees will be informed of the biological test results as soon as they are received and disseminated by formal notice, intranet, email or individual consultation.
- s. The health surveillance, air monitoring and testing section will form Part B of the Coshh file. Guidance for these tests will be EH40.
- t. The biological tests will be undertaken by an outside service provider where appropriate, e.g. Peterborough District Hospital Occupational Health department.
- u. Air monitoring will be undertaken in house where practicable using specified methods, current guidance and best practice and be communicated in the same form as biological test results.
- v. Employees will be asked to volunteer for biological testing & air monitoring. If no volunteers are forthcoming then individuals may be requested to undertake biological testing to ensure the company complies with its legal obligations.

F. Driving Policy

This Driving and Vehicle Policy has been produced to outline the company's requirements to safe guard not only its employees but temporary staff and others who need to drive vehicles as part of their normal undertakings.

1.) Background

Driving a vehicle at work creates many serious injuries and is the single biggest killer in the workplace.

Road deaths account for around 3,000 fatalities each year, the majority of these fatalities being employees engaged on business affairs. This group forms by far the greatest number of fatalities in any industry sector and therefore has the greatest risk attached to their work. (Kelloggs worldwide, in the last ten years, have had 4 fatalities in the factory environment and 45 road deaths. Kelloggs' most serious injurious accident was a road traffic accident.)

There are many direct and indirect costs which are attributable to these accidents and include: sick pay, placement costs and increased insurance premiums, not to mention the loss of experience and training costs.

It is essential not to understate the importance of vehicles within the company and therefore a safe driving programme and its associated policy needs to be produced.

2). Why a safe driving programme is necessary

There are five main reasons to have a safe driving programme, these are:-

- To ensure the safety of employees
- To ensure the safety of the community at large
- To lower insurance, accident and lost time costs
- To maintain a responsible corporate image
- To lower overall operating costs

3). Responsibilities

The company has a responsibility to prevent avoidable accidents.

The employee has a responsibility to act in a professional manner, at all times, when on company business. The employee also has a responsibility not to injure others whilst in his normal undertakings.

The employee will be seen as representing the company in his normal undertakings.

4). What does a safe driving programme entail?

A safe driving programme has four main elements, these are:-

- Driver eligibility
- Building awareness and confidence by communication and training
- Maintaining the fleet
- Keeping necessary records

5). Some general action points to observe.

Theft prevention –

- Remove keys & lock the vehicle when you are not using it.
- Park in well lit or observable/visible areas
- Hide valuables in the boot or glove compartment
- Use anti theft devices if fitted

Other advice –

- Always wear seat belts.
- Obey speed limits.
- Be familiar with your intended route, research before you start on your journey.
- Take regular breaks.

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- Make the seat area as comfortable as possible for yourself before you set off.
- Check that medication does not affect your driving ability.
- Park in a sensible area if at all possible to prevent/avoid damage to the vehicle.
- Ensure the vehicle is left in a clean and respectable state.
- A no smoking policy is to be observed in all company vehicles.
- Mobile phones to be housed in hands free units.
- Do not answer the mobile or phone from the hands free set if it is unsafe to do so, eg dense traffic, hazardous conditions, at the end of an extended working day.
- Employees without hands free units to turn their mobiles off whilst driving.

6). Driving Period

- Max driving period of 4.5 hrs.
- Stop and have a 45 min break (rest & refreshment).
- Carry on with another max period of 4.5 hrs driving.
- Stop for 1 hour (rest & refreshment).
- Drive for a further hour and then there must be a 9 hour break.
- A maximum total driving period of 90 hours in any 2 week period.
- A break would be anything other than driving except where stipulated.

7). What you must do in the event of an accident

In the event of an accident the following format should be followed –

- Exchange names and addresses of all drivers
- Exchange insurance info and registration numbers but do not admit liability
- Inform the police if there are injuries
- Complete an internal road accident report detailing –
 - Registration of company vehicle
 - Registration of other vehicles
 - Time, date & location of accident
 - Names and addresses of injured persons if possible
 - Description of injury sustained
 - Name & addresses of any witnesses
 - Description of circumstances

(The Vehicle Accident Notification form is illustrated on page 5 of this policy).

8). Eligibility.

Insurance & Authorisation

There is a Company Vehicle Driver Registration Form on page 4 of the policy which must be completed, signed for authorisation to drive by your Operations Manager.

To drive a company vehicle as part of the normal undertakings there are certain criteria which must be established and originate from the employees competence to drive a vehicle with company approval. These are:-

8a). Current driving licence (Managers responsibility to ensure compliance)

- Current, valid and up to date and listing any endorsements.

8b). Fitness to drive

- The employee is responsible for not being influenced by any mind altering substance, alcohol, drugs etc and in good health.
- Any change in health which may affect driving must be communicated to your line manager
- The company does not condone any employee in breaking the law.
- Attitude is of vital importance in driving safely.
- If in the considered opinion of line management there is clear irresponsible standards of behaviour, whilst driving, which contravene the road traffic act & other associated legislation, the company may act with due regard to its disciplinary procedures.



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8c). Vehicle (Managers responsibility to ensure compliance)

- The vehicle must be fit for purpose and regularly checked as per manufacturer's advice.
- Company car users have a responsibility to comply with the manufacturer's advice and rectify any problems as soon as is practicable and within a reasonable time period, (usually 7days).
- Any vehicle which is assessed to be unfit for work will be withdrawn immediately by the prospective manager/responsible person & details passed on to the MD.
- Damage, malfunction or in use failures must be communicated to the Ops Manager immediately.
- The above specifications apply equally to private cars used on company business.
- All company vehicles will be fitted with hands free mobile phone connections
- All company vehicles will carry first aid kits

9). Mileage

- Individual risk assessments will be undertaken annually to assess risk exposure and approximate driving mileage.
- The individual risk assessments will be filed with the H&S Dept at the end of each year. (January)

10). Accidents (For insurance purposes please contact the Treasurer immediately)

- All accidents will be reported to H&S dept using the vehicle accident notification form attached on page 5 of the policy, within 5 working days of the accident for investigation. (Managers responsibility to ensure compliance)
- Accidents will be investigated by the H&S dept as per any other accident whether on or off site. These accidents may not be injurious but will be key to improving attitude, understanding and communication of driving risks.

11). Records

- Records will be kept as a normal course of driving and vehicle management.
- The MD will keep all details regarding testing and written authorisation.
- The H&S Dept will keep records of the individual risk assessments and accident investigations.
- It is the responsibility of the employees' manager to provide & collate information as stated within this policy.
- The hire car, insurance & tachograph system will be managed as at present by the Managing Director.

22. Company Vehicle Driver Registration

Company Vehicle Driver Registration Form	
Employee Name:	
It is a requirement of the company and our insurers that all drivers of Company vehicles provide the following information together with their driving licence prior to registration as a driver of company vehicles.	
Driving Licence Number:	
Country of Issue:	
Validity Period:	
Licensed Groups:	
Current Endorsements – (Date, offence, Code, Fine):	
Details of motoring convictions in the last five years:	
Details of traffic accidents within the last five years:	
Details of any health impairment which may affect driving – (e.g. vision, hearing, physical impairment):	
Are you currently receiving any medical treatment which may affect your driving?	
I hereby certify that the above details are correct and undertake to immediately advise my line Manager of any material change to the above details as soon as they are known.	
This registration is the final part of the Company’s Driving and Vehicle Policy which I have read and understand.	
Employees Signature:	Date:
Managers Signature of Authorisation:	Date:
APPROVAL FOR DRIVING COMPANY VEHICLES	
Line Managers name (print):	
Line Managers signature:	Date:
Note: Employees are not authorised to drive company vehicles until this document has been registered with and authorised by the Director/Company Secretary.	



23. Vehicle accident notification form

Vehicle Accident Notification Form	
Employees Name:-	
Registration number of Company vehicle:	
Registration of other vehicles:	
Time, date & location of accident:	
Names and address of injured persons if possible:	
Description of injuries sustained:	
Name & addresses of any witnesses:	
Description of circumstances (please use back of form if necessary):	
Employees Signature	
I hereby certify that the above details are to the best of my knowledge correct and true.	
Managers Signature (to affirm communication of accident only)	

Please pass completed form to the Company Secretary immediately upon completion.



G. General policies and procedures

24. Drug & Alcohol Policy

- a. The company takes the issue of its employee's Health, Safety & Welfare seriously and to that end the recreational stimulants also. The company does not condone the breaking of any law with regard to recreational stimulants and therefore this Drug & Alcohol Policy has been developed to demarcate and define areas where support and discipline may be utilised.
- b. Employees have a duty to turn up for work in a condition which is alcohol & drug free, the exception to this being prescription drugs. Your system must be free from the direct effects of alcohol & Cannabis, Cocaine Heroine etc.
- c. Support will be given to employees who need it and ask for it. This can be in varying forms and will be identified at the time of reporting.
- d. Prescription drugs are made of similar substances to non prescribed drugs therefore if you are taking any drugs which may hinder your alert state whilst driving or using machinery or working in a high risk area eg confined space, electricity you must inform your Line Manager/Supervisor of this.
- e. Disciplinary measures will be taken on those persons who do not inform the company of any issues with regard to this policy within six months of its ratification and consultation period.

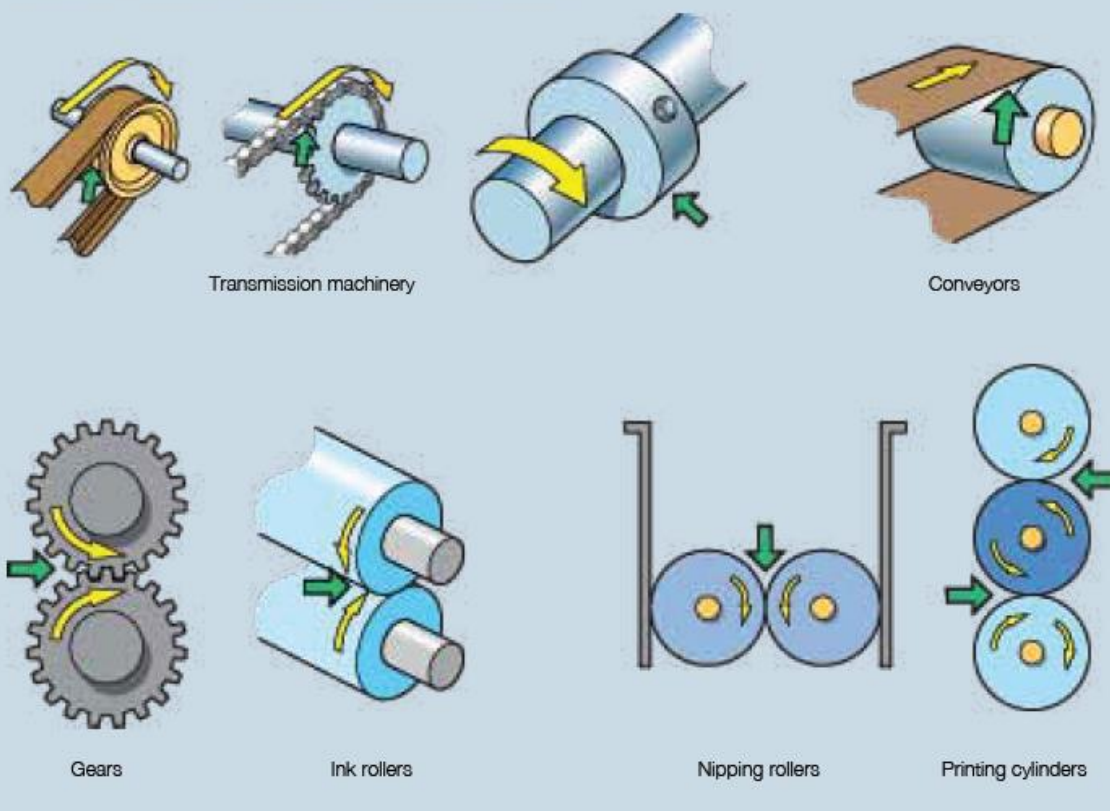
25. Machinery Safety

- a. Machinery must comply with specific machinery safety legislation and if sold in the EU be supplied with a CE mark.
- b. Machinery must only be operated by trained personnel
- c. The machinery to be used onsite will have a varying degree of safety systems designed within the machine and include:
 - I. Fixed guarding
 - II. Interlocked guarding
 - III. Automatic guarding
 - IV. Trip based guarding
 - V. Interlocks and sensing equipment
- d. Each machine will have its own specific set of safety and sensing systems, it is essential that machinery is not used if any of these safety and sensing systems malfunction or do not work consistently well and to the parameters as set out within the machinery safety legislation
- e. Defects must be logged and reported through to a responsible person for rectification.
- f. Suitable guards and controls must be in place to prevent injury within the machinery used onsite
- g. See 'Machinery Hazards' illustration below.

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The following are examples of machinery hazards - some or all of these may be relevant to your workplace.

Parts of the body, clothing and cleaning cloths can become entangled in rotating and in-running parts such as inking and damping rollers, printing cylinders, nipping rollers or transmission machinery.



26. Visitors & Control of Contractors Policy

The Health & Safety at Works Act 1974 places a legal obligation on organisations to provide a safe environment for invited visitors, contractors and other persons who enter or work on the site. This policy aims to establish a safe procedure which can be utilised by all departments in fulfilling this obligation.

Persons who are invited onto the site fall into two main categories –

Category 1 – Persons who come into the company to sell, advise or observe.

Category 2 – Persons who undertake manual/skilled work of some kind, eg maintenance engineers.

Persons who undertake manual/skilled work will therefore need a differing level of protection, because of the higher risk, to those who advise, sell or observe.

The employee in control of the category 2 persons and task will be referred to as the **"Supervisor of Works"** for the purpose of this policy. This will allow the respective responsible persons to be easily identified.

Cat. 1 The procedure to be adopted for Category 1 visitors will remain as at present –

- ❖ At commencement, the visitor will sign in at reception
- ❖ The company employee to be visited is responsible for ensuring the safety of the visitor whilst on site, ensuring they do not enter any high risk area,
- Or -
- ❖ Ensuring that the visitor is qualified to enter that area and the visitor has been informed of the safety implications for that area.
- ❖ At the conclusion of the visit, ensure the visitor has signed out and has left the site.

Cat. 2 The procedure to be adopted for Category 2 visitors will be as follows –

- ❖ Prior to the work commencing, the employee in control of the task (supervisor of works), or a nominated deputy, will request and receive a method statement/risk assessment for the task to be undertaken
- ❖ The supervisor of the work will ensure that the method statement is suitable for the task at hand. The Health & Safety Advisor will assist where practicable and requested.
- ❖ Any queries with regard to the method statement will be investigated and resolved prior to work commencement.
- ❖ At commencement, the visitor will sign in at reception and at the conclusion of the visit, the supervisor will ensure the visitor has signed out and has left the site.
- ❖ The supervisor of works will ensure that an employee will be assigned to chaperone the visitor if necessary throughout the work period.
- ❖ Induct the visitor using the attached information in section 1.
- ❖ Walk around the site and inform the visitor of the evacuation procedure and where the evacuation points are.
- ❖ Highlight rest rooms and canteens facilities.
- ❖ The supervisor of works is responsible for ensuring the safety of the visitor whilst on site, ensuring they do not enter any high risk area, or
- ❖ Ensuring that the visitor is qualified to enter that area and the visitor has been informed of the safety implications for that area.
- ❖ Ensure the sign off in section 2 of the attached information is signed and dated along with the identification of the employee who will supervise the task.
- ❖ Ensure in house permits to work are filled in & followed where appropriate
- ❖ Roof work and works at height may require a specific risk assessment to identify control measures eg, scaffolding, safety harnesses etc. This must be undertaken prior to work commencing.
- ❖ Hot work, welding & cutting will require a specific risk assessment to identify control measures, eg fireman, fire extinguisher, removal of stored stock.
- ❖ Ensure the area is left in a safe condition or safe state and that any warning notices are posted.

Section A.

1. General undertakings –

All employees, contractors, visitors have a responsibility as follows –

- a. To work safely and consider the safety of other at all times
- b. To report all unsafe or potentially unsafe incidents, whether injury is caused or not, to their Responsible person &/or the Operations Manager
- c. To report all unhealthy/unsafe working conditions to their Supervisors &/or the Operations Manager
- d. To assist in the investigation of items under b or c with the objective of introducing corrective action and to prevent recurrence.
- e. To comply with the company's safety rules, policies and procedures and with any statutory obligations
- f. To use safety equipment and clothing provided where necessary.
- g. To undergo safety training where appropriate.
- h. All tools and associated equipment brought onto site will be tested, inspected and certified to the appropriate level with respect to the task at hand, eg pat testing, certificate of inspection.
- i. All visitors/contractors/others will be adequately supervised whilst on site. Supervisor of Works to specify level of supervision and identify supervising staff.

2. Fire & Evacuation

- a. A fire and evacuation system will be implemented onsite following a thorough fire risk assessment. The risk assessment will highlight where fire extinguishers, manual call points, emergency exits, evacuation point, audio/visual alarms and signage are required along with a simple fire action procedure.
- b. On hearing the fire alarm the visitor/contractor/other person will make their way to the nearest exit and gather in their designated evacuation point.
- c. The supervisor of works will ensure the visitors presence at the evacuation point.

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3. First Aid

- a. All accidents on site will be noted in the Company's accident book.
- b. The supervisor of works will be notified as to the accident by the injured person
- c. The accident may be investigated if necessary under the Company's Accident Reporting Policy.

4. Works Transport

- a. Lorries, forklifts and other vehicles may only be driven by staff designated by Company responsible persons.
- b. These staff will have provided licenses to prove appropriate training for the vehicles concerned and will have been authorised in writing to drive company vehicles.

5. Smoking, drinking and non-prescribed drugs.

- a. The company operates a no smoking policy within the buildings. Smoking areas are designated in areas outside of the building. (Ask the Supervisor of Works to show you where they are situated)
- b. The consumption of alcohol and non prescribed drugs is not permitted on the Company's premises.

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Section B.

Health & Safety Policy for Visitors, Contractors & Other Persons

I have read and understood the Policy for visitors, contractors and others and agree to conform to its stipulations and advice.

Visitor/Contractor -	
Print Name -	Signature -
Company -	
Date -	
Responsible Person - Supervisor of Works -	
Print Name -	Signature -
Date -	

Please pass the completed sheet onto the Secretary



27. Working at Height

The Working at Height Regulations 2005 obliges employers to assess the risk when working at height and to take the following steps:

- a. Eliminate work at height if at all possible as a first step
- b. Assess the risk and then install suitable control measures dependant on the type of work required, the duration of that work and the relative risk.
- c. Use fall protection which protects the many (eg scaffolding) in preference to fall prevention that protects the few (eg harnesses)
- d. Ensure Staff is fully trained in working at height, and use the correct systems and procedures at all times.

Typical examples would include:

- a. Long duration work at tople height – provision of suitable scaffolding an access equipment
- b. Long duration work at tople height moving along a wall – use of a MEWP with associated safety harnesses, restriction lanyards and respective training.
- c. Short duration work where three points of contact can be used (30 minutes) – use of a suitably secured, maintained and inspected ladder
- d. Low height works utilise a proper, inspected and checked step up to BS standards or step ladder.

Basic scaffolds will be designed to BS EN 12811, TG 20 & NASC SG28:09 & erected to SG4:10

The Company will adhere and work to the above regulations to provide a safe working environment at all times. (See Working at Height Procedure)

(Reference INDG 401 – The Work at height Regulations 2005 – a brief guide)

28. Hand Arm Vibration

- a. The Control of Vibration at Work Regulations 2005 obliges employers to assess the risk of any vibrating equipment, likely to cause harm, and then install suitable control measures to reduce the risk of injury to employees.
- b. The exposure action value (EAV) (2.8 m/s²) is a daily amount vibration exposure above which employers are required to take action to control exposure
- c. The exposure limit value (ELV) (5 m/s²) is the maximum amount of vibration an employee may be exposed to in any single day, (8 hour period). This represents a high risk above which employees should never be exposed.
- d. Typical exposure in m/s² for certain equipment can be seen in the table below:

Tool Type	Lowest	Typical	Highest
Road Breakers	5	12	20
Demolition Hammer	8	15	25
Hammer Drills	6	9	25
Angle Grinders	4		8
Chainsaws		6	
Orbital Sanders		7 - 10	
Needle Scalers	5		18

- e. The assessment will take account of the actual time exposed or “trigger time”
- f. In the table above a road breaker with a typical value of 12 m/s² could be used for only 14 minutes before reaching the EAV and 25 minutes before reaching the ELV. The employee will be rotated to a new task after these time periods.
- g. Alternatively a points system can be used as specified in INDG 175. The points system accurately reflects the above system but in a simple pints format.
- h. The Company will adhere and work to the above regulations to provide a safe working environment at all times.

(Reference: INDG 175 Control the risks from hand arm vibration.)



29. Noise at Work

- a. The Control of Noise at Work Regulations 2006 have effectively dropped the noise levels which employees can be exposed to approximately ¼ of their former level.
- b. The regulations require employers to prevent or reduce risks to health & safety from exposure to noise at work.
- c. The regulations require employers to:
 - i. Assess the risk
 - ii. Take action to reduce the noise exposure
 - iii. Provide hearing protection
 - iv. Ensure legal limits are not exceeded
 - v. Provide information instruction & training
 - vi. Carry out health surveillance where applicable
- d. The action levels are: (daily or weekly)

Lower Action Level –	80 dB(A)
Upper Action Level –	85 dB(A)
Exposure Limit Value -	87 dB(A)

Lower Action Level

- e. Employers duty to provide hearing protection and training on those protectors

Upper Action Level

- f. Employers duty to ensure employees where protection and to investigate the need for health surveillance

Exposure Limit Value

- g. Duty not to expose employees to noise above these levels
- h. These exposure levels take account of any reduction provided by hearing protection.
- i. The Company will adhere and work to the above regulations to provide a safe working environment at all times.

(Reference: INDG 362 'Noise at Work'.)

30. Smoke-free Regulations 1st July 2007

- a. Employers, managers and those in charge of smoke-free premises and vehicles will need to:
 - i. display 'no-smoking' signs in smoke-free premises and vehicles
 - ii. take reasonable steps to ensure that staff, customers/members and visitors are aware that premises and vehicles are legally required to be smoke-free
 - iii. remove any existing indoor smoking rooms
 - iv. ensure that no one smokes in smoke-free premises or vehicles

Smoke-free premises

- b. The new smoke-free law applies to virtually all 'enclosed' and 'substantially enclosed' public places and workplaces. This includes both permanent structures and temporary ones such as tents and marquees. This also means that indoor smoking rooms in public places and workplaces are no longer allowed.
 - i. Premises are considered 'enclosed' if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.
 - ii. Premises are considered 'substantially enclosed' if they have a ceiling or roof, but have an opening in the walls, which is less than half the total area of the walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut
- c. Smoke-free vehicles
- d. The new law also requires vehicles to be smoke-free at all times if they are used:



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- i. to transport members of the public or
 - ii. In the course of paid or voluntary work by more than one person - regardless of whether they are in the vehicle at the same time.
- e. Vehicles that are used primarily for private purposes are not required to be smoke-free.

What signage do I have to display?

- f. The new law requires no-smoking signs to be displayed in all smoke-free premises and vehicles. Signs help to make it clear which premises and vehicles are smoke-free and demonstrate that you are taking the necessary steps to meet the requirements of the new law.

Required signage for smoke-free premises

- g. No-smoking signs must be displayed in a prominent position at every entrance to smoke-free premises. These must meet the following minimum requirements:
- i. be a minimum of A5 in area (210mm x 148mm)
 - ii. display the international no-smoking symbol, which consists solely of a graphic representation of a single burning cigarette enclosed in a red circle of at least 70mm in diameter with a red bar across it
 - iii. Carry the following words in characters that can be easily read: 'No smoking. It is against the law to smoke in these premises'
- h. A smaller sign consisting of the international no-smoking symbol at least 70mm in diameter may instead be displayed at entrances to smoke-free premises that are:
- i. only used by members of staff, providing the premises displays at least one A5 area sign, or
 - ii. Located within larger smoke-free premises, such as a shop within an indoor shopping centre.

Required signage for smoke-free vehicles

- i. Smoke-free vehicles must display a no-smoking sign in each compartment of the vehicle in which people can be carried. This must show the international no-smoking symbol at least 70mm in diameter.

31. Control of Asbestos at Work

The Control of Asbestos at Work Regulations requires the employer:

- a. To not expose his workforce, or the workforce of others to dangerous asbestos fibres.
 - b. Find out whether the building or premises has asbestos within it.
 - c. Have samples taken to determine what type of asbestos is present in the workplace
 - d. Display signage, bringing the attention of asbestos to his employees
 - e. Ensure that a full asbestos report and samples are taken of any asbestos with the orating premises of the company
 - f. Ensure that the asbestos report is reviewed at least annually
 - g. Have a fully intrusive survey undertaken prior to major works on any premises
 - h. Train his employees to recognise & deal with asbestos & asbestos products
 - i. Have suitable procedures and practices in place to allow his staff to inform the management team of the presence of asbestos
 - j. Make no use of asbestos products
 - k. Ensure that any asbestos is removed and disposed of by a competent licensed person
 - l. Ensure that any employee asbestos exposure is immediately reported to the HSE
 - m. To only remove unlicensed asbestos and report substantial unlicensed asbestos removal where appropriate
- The company will comply fully with this regulation and ensure that a Senior Manager will ensure that the regulations and their obligations are fully complied with.



32. Fire Procedures

- a. The Fire Precautions (Work place) Regulations along with other affiliated regulations places the following obligations on the employer:
 - To assess fire risk
 - To provide suitable detection and protection measures
 - To provide suitable procedures so that staff so as they are confident in their emergency actions, should an incident occur
 - To train staff to be competent in their actions with regards to fire incidents
- b. The company will place systems and procedures in place, both in the offices and on site, to comply with its legal obligation.

33. Dusts, Dermatitis & Skin Care

- a. All construction based dusts have the potential to cause ill health and therefore the following hierarchy will be used to prevent dusts or exposure.
 - Where practicable dusts will be eliminated by using fluids to suppress the dust
 - Where this cannot be achieved dusts will be collected using vacuum type systems with Hepa filters
 - Where this cannot be achieved masks will be provided to at least FFp2 standard
- b. Dermatitis & Skin Care will be achieved:
 - by using barrier creams and low strength soaps along with replenishing creams
 - Gloves will be supplied where appropriate
- c. Staff will be supplied with the HSE guidance note (INDG 233) on dermatitis and encouraged to seek help from their doctor when applicable

Cubex Contracts Ltd

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Health Safety & Environment Policy
Review & Amendment Log

DATE	Issue	AMENDMENT NO.	BY WHOM	SIGNATURE
29/05/13	First	1	K Irwin	<i>K A Irwin</i>
Date of Next Policy Review: 29/05/13				

