

# D Hammond Limited

## Company policy for health and safety

This policy will be held in the Company office and may be viewed there at any time or may be brought to meetings or sites for discussion

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# D Hammond Limited

## COMPANY POLICY STATEMENT FOR HEALTH, SAFETY AND WELFARE

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves, others or the environment.

The Board of Directors has appointed the Managing Director, Mr. James Lovell, as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The management and staff of the Company will monitor the operation of this Policy. To assist them in this respect, the Company have appointed Working Safety Management Limited as their safety supervisors to visit sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

This Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organisation and arrangements for implementing the Policy will also be available at Head Office for reference by any employee as required.



Mr J. Lovell. **Director, Managing**

31<sup>st</sup> August 2016

## PLANNING AND CONTROL

### Introduction

Management of health and safety is concerned with the controlling of risks leading to an improved performance in Health and Safety. This can be achieved successfully by having a safety policy which fulfils both the spirit and the letter of the law. Effective implementation and constant review of the Policy will assist in preparing both physical and human resources and reduce financial losses and liabilities.

### Management Systems

- ❑ The Company will use and as necessary adjust the systems detailed in this Safety Policy as a foundation to influence activities and decisions including those concerned with resource selection, design and operation of working systems, design and delivery of products/services, and the control/disposal of waste.
- ❑ The Company will maintain improving performance by putting this Policy into effective practice and creating positive attitudes, involvement and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling all employees to contribute to the effort by good co-operation.
- ❑ The Company has adopted a planned and systematic approach to the Policy implementation which is aimed at minimising exposure to hazards created by work activities. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction, by establishing performance standards and identifying specific actions required. Planning is the important feature of this system, by allowing hazards to be eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.
- ❑ Performance can thus be measured against the pre-determined standards, and identify objectives for improvements. The control of risks will be achieved by effective monitoring, which looks at the fixed elements of activities such as premises, plant, equipment, substances etc., and the variable elements such as people, procedures and working systems.
- ❑ Reactive monitoring such as accident/incident investigation can identify failures of control, but proactive monitoring seeks to identify those failures before the accident/incident occurs. In both cases, the objectives are to identify not only the immediate causes of sub-standard performance, but also any underlying causes which may have implications for the health and safety management systems.
- ❑ Systematic reviews of performance based on data from both monitoring activities and independent audits of the whole management system allows a constant development and improvement in health and safety management. Information produced can then be used to revise the Safety Policy, implementation methods and techniques of risk control.
- ❑ The Construction (Design and Management) Regulations 2015 identify a Planning and Control framework for most construction activities. The requirements of the Regulations will only be met by effective Planning, Management Control and Review of Health and Safety issues throughout the whole construction process from initial design to final demolition of a structure.

## **Action**

The above aims will be achieved by:

1. Regular review of the Safety Policy.
2. Effective communication of the Safety Policy.
3. Assessment of risks by good forward planning.
4. Effective and consistent monitoring of performance standards.
5. Consultation between staff at all levels.
6. Quick and effective response when deficiencies in work systems are noted.

**The following are Senior Managers and are responsible for health and safety matters within their operating divisions:**

**Mr P Barton**  
**Mr N DeHavilland**  
**Mr J Lovell**

In addition, Working Safety Management Ltd has been appointed as our external competent persons, and will provide information and assistance to the Company's competent persons on request.

## **Organisation**

The normal chain of command as detailed in the following pages operates within the Company with every Employee and Contractors Operatives being able to raise a concern with the Managing Director. Any person with a concern is hereby instructed to raise their concern with their Line Manager.

Line Managers must by this instruction raise the matter with their Line Manager so that the concern will be brought to the attention of the Managing Director.

This is the only way that everyone in the Company and all Contractors staff can make recommendation of improvement to the structure and operational procedures of the Company.

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### DIRECTORS

Prepare and keep up to date a statement of the company's health and safety policy and ensure that it is brought to the notice of all employees.

Prepare instructions for the organisation and methods for carrying out the company policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out.

Administer the policy throughout the company by appointing an individual director responsible.

Understand the statutory requirements affecting the company's operations and in particular:

- ❑ Ensure that, where the company commissions any "construction work" as a "client" for such work the requirements of the Construction (Design and Management) CDM 2015 (CDM) are complied with in particular the appointment of a CDM Advisor/Principle Designer and Principal Contractor (see Planning Section of this Policy for details).
- ❑ Ensure that, where the company acts as a Principal Contractor under CDM, the necessary CPP for the construction/on site work activities is developed from the Principle Designers initial Pre-information H&S Pack. (See Planning 2 Section of this Policy for details.)
- ❑ Ensure that, where the company acts as a sub-contractor to a Principal Contractor under CDM the necessary health and safety information on the company procedures and methods of working are passed to the principal contractor for the Construction Phase Plan (CPP) initially and throughout the course of the work.
- ❑ Ensure that the company's employees and Contractors on site understand the requirements of any CPP and comply with the procedures, instructions and method of working prescribed in the plan.
- ❑ Ensure that any sub-contractors employed by the company have their health and safety competence assessed before their appointment and that they comply with their own policy and procedures and those of the company that apply to their work activities.
- ❑ Ensure that appropriate training is given to all staff as necessary, that records are maintained and the training needs of individuals are regularly reviewed against job requirements.
- ❑ Insist that sound working practices are observed as laid down by codes of practice and that work is planned, hazards identified, risks assessed and methods of working comply with statutory provisions and company standards.
- ❑ Institute reporting, investigation and costing of injury, damage and loss; promote analysis of investigations to discover trends and eliminate hazards.
- ❑ Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide accident investigation reports to insurers where appropriate.
- ❑ Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety.

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- ❑ Establish a system for the distribution of safety literature throughout the company.
- ❑ Arrange for funds and facilities to meet requirements of the company policy.
- ❑ Set a personal example when visiting sites by wearing appropriate protective clothing.

Arrange for regular meetings with the appointed safety adviser to discuss company accident prevention, performance, possible improvements, etc.

## **CONTRACTS MANAGER**

Understand the structure of the company health and safety policy and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Ensure that the requirements of CDM are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed Principle Designer/H&S Advisor and or Principal Contractor in the development of the company's response to requirements of the initial and on-site CPP (See Planning Section of this Policy for details).

Ensure that where the company is appointed as the Principal Contractor the necessary construction CPP is developed before work is commenced and maintained throughout the construction process. Also that the plan's requirements are brought to the attention of all parties involved and work is undertaken in accordance with the control measures specified in it or identified during the progress of work.

Ensure that, when the company is undertaking work as a sub-contractor to a Principal Contractor, the necessary health and safety information and competence assessment is collated and provided for inclusion in the tender response and the principal contractor's CPP

Ensure that necessary information effectively meets the requirements of the CPP, in particular the provision of welfare facilities, working methods and equipment to avoid injury, damage and wastage.

Before tenders are submitted, bring to the attention of the manager, any contract involving extremely hazardous materials particularly lead, asbestos or isocyanates.

Determine at the planning stage:

- The most appropriate order and method of work.
- Access and temporary works provisions (scaffolding, suspended scaffolds, stagings, excavation supports etc.).
- An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.
- Storage facilities.
- Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
- Provision of adequate lighting and safe method of electrical distribution.
- Hazards arising from underground and overhead services.
- Welfare facilities required.
- Fire precautions.

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- ❑ Any particular training or instruction required for site personnel.
- ❑ Operations which may result in noise levels where action is necessary.
- ❑ Areas on sites where safety helmets must be worn and include in the construction safety plan.
- ❑ Set a personal example when visiting site by wearing appropriate protective clothing.
- ❑ Notifications to local authorities, police. etc. as required by company policy.
- ❑ Ensure that sub-contract organisations are assessed in terms of their health and safety competence and that they provide details of their health and safety policy and procedures and that these comply with the standards set by the company.(See Planning Section of this Policy)
- ❑ Assess the risks and provide written instructions in unusual situations not covered by company policy to establish working methods and sequences.
- ❑ Obtain risk assessments from contractors associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.
- ❑ Ensure, so far as is reasonably practicable, that work once started is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
- ❑ Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily,
- ❑ Review method statements, own and contractors, and precautions with site management and the appointed Safety Adviser before work starts (preferably at a pre-contract meeting).
- ❑ The selection of a competent person must be agreed and confirmed to the supervisor. Any additional training requirements must be considered at this stage.
- ❑ Take appropriate action when notified of disregard on site of the appointed safety adviser's advice.

Ensure that the appointed safety adviser (as applicable) is notified of all new sites via head office, giving as much notice as possible. Instruct safety adviser of any special circumstance that will require site inspections that are outside of the normal schedule.

## **OPERATIONS MANAGER**

### **INTRODUCTION**

Although similar to the role of the projects Contract Manager the role of Operations Manager needs to have differences. This is due to the need to be able to rapidly deploy contractors or employees to a given situation at short notice.

The Operations Manager therefore must ensure that the Employee or Contractor tasked to carry out any works required by Clients still has the appropriate knowledge and resources to enable them to complete the task safely with the correct understanding of client procedures.

This is the key difference and must be understood by all Operations Managers. To be clear it is the Operation Managers task to CHECK the Contractors staff when they are due to be arriving on site and to ensure that the Contractors Staff understand the hazards and the entry process of the property.

Secondly Operation Managers must arrange for the Contractor to contact them on completion of what the Contractor feels is the task. The Operations Manager must at that point plan a visit to the location to ensure that the Client will remain satisfied with the condition of his property.

Based on the above the operations Manager will also:

1. Understand the structure of the company health and safety policy and ensure that it is readily available to be viewed by Employees and Contractors. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
2. Ensure that the requirements of CDM are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed Principle Designer/H&S Advisor and or Principal Contractor in the development of the company's response to requirements of the initial and on-site CPP.
3. Ensure that, when the company is undertaking work as a sub-contractor to a Principal Contractor, the necessary health and safety information and competence assessment is collated and provided for inclusion in the tender response and the principal contractor's CPP
4. Ensure that necessary information regarding the task effectively meets the requirements of the CPP, in particular the provision of welfare facilities, working methods and equipment to avoid injury, damage and wastage.

Determine at the planning stage:

- ❑ The most appropriate order and method of work.
- ❑ Access and temporary works provisions (scaffolding, suspended scaffolds, staging's, excavation supports etc.).
- ❑ An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.
- ❑ Emergency procedures.

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- ❑ Storage facilities.
- ❑ Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site. Particularly the need to ensure Contractors communicate the fact that they feel the task has been completed.
- ❑ Provision of adequate lighting and safe method of electrical distribution.
- ❑ Hazards arising from underground and overhead services.
- ❑ Welfare facilities required.
- ❑ Fire precautions.
- ❑ Any particular training or instruction required for site personnel.
- ❑ Operations which may result in noise levels where action is necessary.
- ❑ Areas on sites where safety helmets and other safety equipment must be worn and include in the construction safety plan.
- ❑ Set a personal example when visiting site by wearing appropriate protective clothing.
- ❑ Ensure that sub-contract organisations are assessed in terms of their health and safety competence and that they provide details of their health and safety policy and procedures and that these comply with the standards set by the company.(See Planning Section of this Policy)
- ❑ Assess the risks and provide written instructions in unusual situations not covered by company policy to establish working methods and sequences.
- ❑ Ensure that adequate risk assessments and method statement have been received from contractors associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.
- ❑ Ensure, so far as is reasonably practicable, that work once started is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
- ❑ Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily,
- ❑ Review method statements of contractors, and precautions with site management and the appointed Safety Adviser before work starts (preferably at a pre-contract meeting where time can permit).
- ❑ The selection of a competent person must be agreed and confirmed to the supervisor. Any additional training requirements must be considered at this stage.
- ❑ Take appropriate action when notified of disregard on site of the appointed safety adviser's advice.

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Ensure that the appointed safety adviser (as applicable) is notified of all new sites via head office, giving as much notice as possible. Instruct safety adviser of any special circumstance that will require site inspections that are outside of the normal schedule.

### SUMMARY

The task of Operations Manager is onerous and perpetual and needs the Contractors and Employees to recognise that communication is essential in ensuring that tasks can be completed rapidly and safely.

The Operation Manager is the person that must instil this ethos to all concerned.

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### OFFICE MANAGER

Read and understand the relevant parts of the Company's health and safety policy and ensure that it is brought to the notice of all employees under your control.

All workplaces, offices and their facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations. Where practical it is for you to apply the following tasks. Where this is impracticable due to other company activities you must seek assistance.

- ❑ Ensure that all employees and visitors are aware of the requirements of the emergency plan and know where their assembly point is in the event of an evacuation.
- ❑ Ensure that where construction or other work activities are being undertaken, that affects employees or visitors, that the additional health and safety requirements are brought to their attention and that they comply with the requirements.
- ❑ Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
- ❑ Ensure that a risk assessment has been carried out on any substance or work activity hazardous to employees' health and safety and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
- ❑ Ensure that an assessment has been carried out of any noisy process or equipment hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
- ❑ Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.
- ❑ Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
- ❑ Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide an appropriate accident investigation report to insurers where necessary.
- ❑ Ensure that a fire certificate is obtained for the offices, if necessary. Also that fire fighting equipment is maintained, exits kept clear and that emergency procedures are practised on a regular basis.
- ❑ There is a specific requirement to assess the risks to pregnant women and nursing mothers. They enjoy considerable employment protection for health and safety reasons in addition to other aspects of employment law. Strictly speaking, the duty arises when an employer is informed by a employee that she is pregnant. Where an employer has a substantial female workforce it is prudent to consider this generally.
- ❑ In most small to medium-sized companies a case-by-case consideration is most effective. The assessments need to be made and regularly reviewed with each affected individual. Record them on an assessment summary record sheet.
- ❑ Ensure that first aid facilities are available and replenished when used.

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- ❑ Ensure that all accidents are reported in accordance with company policy.
- ❑ Ensure that staff works safely and do not take unnecessary risks.
- ❑ Ensure all necessary welfare provisions are provided and maintained.
- ❑ Set a personal example.

## OPERATIVES

Read and understand the parts of the company health and safety policy indicated by your supervisor and carry out your work in line with the following controls:

- ❑ Use the correct tools and equipment for the job.
- ❑ Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, high visibility vests, goggles, respirators and so on.
- ❑ Keep tools in good condition.
- ❑ Report immediately to supervision any defects in plant or equipment.
- ❑ Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- ❑ Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
- ❑ Warn other employees, particularly new employees and young people, of particular known hazards.
- ❑ Do not play dangerous or practical jokes or “horseplay” on site.
- ❑ Report to supervision any person seen abusing the welfare facilities provided.
- ❑ Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.
- ❑ Report any damage to plant or equipment.
- ❑ Suggest safer methods of working and additional training needs to your Supervisor. Undertake any training provided.
- ❑ Assist in maintaining clean and hygienic welfare facilities by tidying up after your rest or lunch time.

Your Supervisor is your Line Manager. Your Line Manager has a duty to pass on to his/her Line Manager to pass on information or ideas that you feel would be a benefit to the Company. Do raise any health and safety or operational concerns with your Line Manager.

**QUANTITY SURVEYORS AND ESTIMATORS**

Understand the structure and relevant parts of the Company's health and safety policy.

Ensure that the requirements of CDM are complied with as they apply to the Company activities. (See Planning Section of this Policy for details).

Ensure clients understand their duties under CDM and as necessary inform them of these restrictions.

Ensure tenders are adequate to cover sound methods of work and suitable welfare facilities and other control measures identified in the CPP developed to meet the requirements of CDM.

Raise questions on matters of health and safety when they are not described in the tender documents.

Report on unsafe practices observed when visiting sites and non-compliance with the requirements of the CPP

Have knowledge of the various statutory requirements governing the company's work.

Set a personal example by wearing appropriate protective clothing when visiting sites.

## **SITE MANAGER**

Understand the company health and safety policy and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the contracts manager any improvements or additions which you feel necessary

Understand the requirements of the site's CPP (CDM).

Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with the requirements of the site's CPP

All information relating to underground and overhead services on the site is obtained and that services are located, marked and plotted accurately before work starts.

Where necessary, issue written instructions setting out the method of work. Check that subcontractors engaged in high risk activities are working in accordance with their agreed method statement (asbestos removal, demolition, steel erection, roofing, etc.) and that details of other relevant risk assessments are available. Update the health and safety file appropriately.

Establish emergency arrangements in accordance with the construction phase safety plan.

Accompany Member of the HSE during their site visits, record what the inspector has to say in order that senior management team can be briefed, and act on his recommendations. In the case of the Inspector issuing a Notice (Prohibition or Improvement), complying with any requirements of the notice and immediately contact the Contracts Manager.

Ensure that:

- ❑ Copies of regulations are available and statutory notices are prominently displayed. Know the requirements of relevant legislation and ensure that they are observed on site.
- ❑ Risk assessments have been carried out on any substance, process or work activity hazardous to health and safety, and that appropriate control measures. Training instruction, protective clothing etc. have been provided.
- ❑ The construction phase health and safety plan is available on site before construction work commences and that it is updated as work progresses to ensure that it reflects the activities in progress or about to be progressed.
- ❑ An assessment has been carried out on any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc. have been provided
- ❑ Ensure that the "competent persons" appointed to make the necessary inspections of scaffold, excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

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- ❑ Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- ❑ Fire risk assessments have been carried out and appropriate precautions have been taken for site offices, welfare facilities and work areas, that any flammable liquid or liquefied petroleum gases are stored and used safely.
- ❑ Any electricity supply is installed and maintained in a safe and proper manner.
- ❑ Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.
- ❑ Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- ❑ Do not allow a mechanical excavator within 0.5m of any underground service.
- ❑ Protect all overhead services in accordance with the advice received by the local electricity supply operator before work starts.
- ❑ Plan and maintain a tidy site.
- ❑ Implement arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
- ❑ Ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- ❑ Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Display signs on site where safety helmets must be worn.
- ❑ Ensure that protective clothing and equipment is issued when required and that records are kept of issue in a “protective clothing and equipment issue register”.
- ❑ Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.
- ❑ Co-operate with the safety adviser. Ask for his advice before commencing new methods of work or potentially hazardous operations.
- ❑ Examine drawings and soil investigation reports to determine excavation support requirements in advance and provide support materials in accordance with company policy.
- ❑ Set a personal example by wearing appropriate protective clothing on site.
- ❑ Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.

**SITE SUPERVISOR OR FOREMAN**

Read and understand the company's health and safety policy and ensure that it is brought to the notice of operatives under your control. Carry out all work in accordance with its requirements.

Understand the Regulations applicable to the work on which your operatives are engaged and insist that these Regulations are observed where appropriate and that they are incorporated in the requirements of the site's CPP as they affect the work.

Plan work so that you:

- ❑ Incorporate safety instructions in routine orders and see that they are obeyed.
- ❑ Do not allow operatives to take unnecessary risks.
- ❑ Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- ❑ Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
- ❑ Commend operatives who, by action or initiative, eliminate hazards.
- ❑ Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- ❑ Report immediately any defects of plant or equipment.
- ❑ Report any accident, however minor, to supervision immediately.
- ❑ Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
- ❑ Look for and suggest ways of eliminating hazards. Bring to the notice of management any improvements or additions to the company safety policy that you feel could be made.
- ❑ Organise and undertake as appropriate any on-job training requirements for staff requiring enhanced job competence.

## **BUYING**

Read and understand the company health and safety policy.

Ensure that the requirements of the Construction (Design and Management) Regulations 2015 (CDM) are complied with as they apply to the procurement of materials and services supplied to the company. (See Planning Section of this policy for details).

Ensure that all equipment or materials purchased by the company are to the standards required by company policy and that they meet the requirements laid down in any CPP to eliminate or reduce risks.

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 relevant site manager or site supervisor for inclusion in the CPP

Set a personal example by wearing appropriate protective clothing if required to visit sites.

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 sub-contractors have received lists of responsibilities and company policy statement in accordance with this policy.

Rates negotiated for work carried out by sub-contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures as defined in the CPP.

## INCIDENT AND ILL HEALTH REPORTING

All injuries or damage resulting from incidents on site or in other workplace, however minor, will be reported by the Site Manager on the Company's incident report form and sent to Head Office. This includes situation that are considered a 'near miss'.

### When do I need to report an incident?

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure the list below. This is most easily done by [reporting online](#). Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0845 300 9923.

### NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Cases of [occupational disease](#), including those associated with exposure to [carcinogens, mutagens or biological agents](#), as soon as the responsible person receives a diagnosis, using the [appropriate online form](#).

Specified injuries to workers The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

**Deaths:** All deaths to workers and non-workers must be reported if they arise from a workrelated accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

a fracture, other than to fingers, thumbs and toes;  
amputation of an arm, hand, finger, thumb, leg, foot or toe;  
permanent loss of sight or reduction of sight;  
crush injuries leading to internal organ damage;  
serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs); scalpings (separation of skin from the head) which require hospital treatment;  
unconsciousness caused by head injury or asphyxia;  
any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

This applies to injuries received by sub-contractors, members of the public, visitors etc., as well as Company employees.

Injuries to non-workers Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

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If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

### Notifiable Injury/Incident

In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the local office of the Health and Safety Executive and the Contracts Manager must be notified by telephone immediately by the Site Manager.

In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Site Manager will notify the Health and Safety Executive and the Contracts Manager as for all other accidents.

The Contracts Manager will check that the Health and Safety Executive have been informed of fatal or major injury accidents or notifiable dangerous occurrences by telephone, carry out an investigation as soon as possible and confirm details of accidents in writing to the Health and Safety Executive within ten days on Form F2508.

The new type Accident book BI 510 will be available on each site and workplace to ensure any injured employee can record details of his accident, the personal details section will be removed and sent to the office for confidential filing.

The Contracts Manager will send a copy of any incident report form received from site or workplaces to the Managing Director at Company head office.

Where any injury to any employee, self-employed operative or person undergoing training (other than those reported as in paragraph 2 above) results in the injured person being absent from work for more than three days, the Contracts Manager will send Form F2508 to the Health and Safety Executive within ten days of the incident if details have been received from site/workplaces in accordance with paragraph I above. These incidents will be investigated by the Contracts Manager.

### Reportable Disease

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease diagnosed is one of those listed in the Reporting of Injuries, Regulations 2013, then the Contracts Manager must be contacted for advice. If the disease is reportable the Contracts Manager will complete and send Form F2508A to the Health Safety and Safety Executive.

The Contracts Manager will prepare a full report of any incident investigated, together with any photographs, statements or other relevant material for use by Company insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without the permission of the company insurers or legal advisers.

### Incident Records

All accidents; no matter how minor must be recorded in the Accident Book on site and the personal details must be forwarded to the Head office for Confidential filing. (Data Protection Act)

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All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded by filing copies of F2508 or in a record book (a new type accident book BI 510 may be used).

These records will be kept by the Company Secretary (or the person carrying out that role) who is responsible for ensuring that all details are entered and that records are kept for at least three years from the date of the last entry.

If a Form BI 76 is received from the DSS in respect of a claim for Industrial Injuries Benefit this will be completed by the Contracts Manager responsible for the person concerned and returned as required. A copy of the completed form will be kept for record purposes.

If any employee dies as a result of an injury within one year of the incident the Contracts Manager must be contacted.

The full criteria for the reporting of incidents, diseases and dangerous occurrences is detailed below.

### Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 1995

#### Definition of Accident

The term “accident” includes “non-consensual” (hit by anything being used at work or during any work related practice) violence suffered by a person at work, and accidents arising out of or in connection with the work, including on public highways.

#### DANGEROUS OCCURRENCES

Dangerous occurrences are certain, specified ‘near-miss’ events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

- For example: the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.
- Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

#### Pressure systems

- 2 The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure where the failure has the potential to cause the death of any person.

#### Freight containers

3. (a) The failure of any freight container in any of its load bearing parts while it is being raised, lowered or suspended.  
(b) “Freight Container” means a container as defined in regulation 2(1) of the Freight Containers (Safety Convention) Regulations 1984.

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### Overhead electric lines

4. Any incident where plant contacts or causes an electrical discharge of 200 volts or more, from overhead electrical lines, unless in either case it was intentional.

### Electrical short circuit

5. Electrical short circuit or overload followed by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

### Explosives

6. Use of explosives and detonators involving unintentional explosion or ignition (except where fail-safe devices functioned), misfires (except for mines, quarries, wells, or where a fail-safe device or system of work functioned), failure of shots in demolition to cause intended collapse or direction of fall of a structure, the projection of material beyond the danger zone, which might have caused injury, and injury to any person involving first aid.

### Biological agents

7. Any accident or incident, which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

### Malfunction of radiation generators, etc.

8. Any incident involving a radiation generator and its ancillary equipment in which the malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, causing it to fail to de-energise at the end of the intended exposure period or the malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causing a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

### Breathing apparatus

9. An incident involving breathing apparatus, (except where used in mines or being tested during routine maintenance) where a malfunction occurs while in use, or during testing immediately before use where, had the malfunction occurred during use, it would have compromised the user's safety.

### Diving operations

10. Any of the following diving incidents, which puts a diver at risk:
  - The failure or endangering of any lifting equipment, life support equipment, including control panels, hoses, and breathing apparatus, any damage to, or endangering of the dive platforms, or any failure of the dive platform to remain on station, and any uncontrolled ascent, or any omitted decompression.
  - The trapping of a diver, or explosion in the vicinity.
  - Collapse of scaffolding

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- Complete or substantial partial collapse of scaffolding which is more than 5 metres high, or which is erected over/adjacent to water with a risk of drowning to operatives who may fall in, or collapse of any suspension outriggers etc. which causes a working platform or cradle to fall.

### Train collisions

12. Any unintended collision of a train with any other train or vehicle, which caused or might have caused death or major injury.

### Wells

13. Where a well is in use (other than for water abstraction), a blow-out, activation of blow-out prevention or diversion measures where normal control measures have failed, unanticipated detection of hydrogen sulphide, implementation of control measures additional to original programme following failure to maintain separation distance between wells and the mechanical failure of any safety critical element of a well.

### Pipelines or pipeline works

14. Where a pipeline is in use, damage or failure of any safety device or equipment or accidental escape from/into a pipeline which could cause death/major injury/damage to health and which results in shutdown for over 24 hours, accidental ignition of anything in or leaving the pipeline, any unintentional movement in a pipeline which requires action to safeguard the integrity of a pipeline, any unintentional change in the subsoil/seabed near a pipeline which could affect the safety of a pipeline.

### Fairground equipment

15. Where fairground equipment is in use or under test, failure of any load bearing part, failure of any part designed to support or restrain passengers, or the derailment or the unintended collision of cars or trains.

### Carriage of dangerous substances by road

16. Where road tankers or tank containers are used to transport dangerous substances by road, any overturning, serious damage, uncontrolled release of the substance or fire involving the substance.
17. Any incident involving a vehicle, other than in xvi) above, carrying a dangerous substance where there has been an uncontrolled release of the substance with a risk of death or major injury, or where there has been a fire involving the dangerous substance.

### Collapse of building or structure (except offshore)

18. Any unintended collapse or partial collapse of any structure (above or below ground) under construction or demolition which involves a fall of more than 5 tonnes of material, or of any floor or wall used as a place of work, or of any falsework.

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### Explosion or fire

19. An explosion or fire in any plant or premises resulting in the stoppage of that plant or suspension of normal work in the premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.

### Escape of flammable substances

20. The sudden, uncontrolled release inside a building of 100 kg or more of a flammable liquid, of 10 kg or more of a flammable liquid at a temperature above its normal boiling point, of 10 kg or more of a flammable gas, or in the open air, of 500 kg or more of any of the substances referred to.

### Escape of substances

21. The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

### Gas leaks

22. These must be reported and recorded.

## INDUSTRIAL DISEASE

There are more than 70 occupational diseases that need to be reported to the Health and Safety Executive on Form F2508A as soon as a written diagnosis is received from a doctor.

Upon receipt of a notification of an occupational disease from an employee the matter should be referred to the Health and Safety Advisor for guidance.

**ASBESTOS**

**Hazards**

If materials containing asbestos are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. Some people exposed to this risk and in particular those who also smoke cigarettes have developed asbestosis and/or certain types of cancer.

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry, e.g.

|                           |                                  |
|---------------------------|----------------------------------|
| Brake linings.            | Ceiling tiles.                   |
| Drainage goods, etc.      | Fire protection for steelwork.   |
| Insulating boards.        | Lagging of pipes                 |
| Roof and cladding sheets. | Stipple coatings (e.g. "Artex"). |

In most cases, these products are now supplied asbestos free.

**Monitoring and Control**

Management will ensure that:

- ❑ On each and every occasion that asbestos is located or its presence is suspected activity in that location will cease and persons removed from the area. Suspect material is not to be disturbed.
- ❑ The risk assessment, control measures are implemented.
- ❑ The licensed contractor selected to carry out the removal work has set up operations in accordance with the agreed method statement and that the precautions required are fully maintained throughout the operation so that others not involved are not exposed to risk.
- ❑ Smoke testing of the enclosure and monitoring of airborne asbestos fibre concentrations outside the removal enclosure to be carried out by an occupational hygiene specialist.
- ❑ When removal operations have been completed, no unauthorised person enters the asbestos removal area until clearance samples have been taken by an occupational hygiene specialist and confirmation received that the results are satisfactory.
- ❑ The appropriate safety equipment and protective clothing is provided and that the agreed safe working procedures are understood by employees and complied with, where employees are required to use or handle materials containing asbestos not subject to the Licensing Regulations.
- ❑ All warning labels are left in place on any asbestos materials used on site.
- ❑ Asbestos waste is stored and removed from site in accordance with the regulations and guidance.
- ❑ Only fully trained and authorised persons will carry out work involving asbestos, and specific control measures applicable will be defined in the risk assessment. A method statement to

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specify the sequence and methodology of the work will be prepared and followed.

- ❑ Copies of the pocket card, “Asbestos Alert for the Construction Worker”, and the poster prepared by the Health and Safety Executive are available from the safety adviser or direct from the Health and Safety Executive and will be issued to employees who may come into contact with asbestos in any form, e.g. maintenance or refurbishment workers, demolition operatives, etc.
- ❑ Where any work involving asbestos is being carried out, then the leaflet “Asbestos and You”, pocket cards and posters listing the “Asbestos Code” will be issued to site. These items are published by the Health and Safety Executive and are available from the safety adviser or direct from the Health and Safety Executive.
- ❑ The supply for use at work of materials containing amosite or crocidolite asbestos is now prohibited. Any materials containing asbestos must be marked with a warning transfer or label.

### **CAPABILITIES AND TRAINING**

#### Hazards

There are many hazards that arise from using incompetent and poorly trained personnel to undertake work activities. Many accidents at work stem from a mismatch between an individual’s capability and training to perform the work activities required by his job. Examples include incorrect use/misuse of hand and powered tools, personal protective equipment, access and egress.

#### Monitoring and Control

Management will ensure that:

- ❑ Only competent personnel undertake the work activities under his control. Where individuals display incompetence in the way the work is being executed then he must take steps to rectify the situation by:
  - ❑ An individual is removed from a work activity until his competence level can be developed through training and experience to the level required.
  - ❑ The level of direct supervision of the individual by competent, experienced personnel in the work activity is increased, detailing the limits of the individual’s involvement in the work.
  - ❑ Where new systems of work or changed techniques are being implemented then the required information and training is undertaken prior to the work activity commencing.
  - ❑ Where appropriate, refresher training is undertaken prior to executing work activities not regularly encountered. This will ensure those involved raise their competence level to that required by the work.
  - ❑ Where personnel deputise for others that they are sufficiently competent to undertake the changed activities.

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- ❑ Before entrusting work activities to individuals, their capability to perform the work to the health and safety standards and other criteria required has been assessed. (See Guidance at the end of this section.)
- ❑ Where deficiencies in competence are identified these are addressed by the provision of adequate training, development experiences and, where appropriate, the required level of supervision.
- ❑ Appropriate refresher and re-training is undertaken to meet the needs of individuals and requirements of changing systems of work, new techniques and changing risk environments.

A COMPANY GUIDE TO TRAINING AND DEVELOPMENT FOR HEALTH AND SAFETY

**Competence Subject Area**

The following lists give an indication of the competence subject areas that should be targeted to develop personnel in health and safety awareness and understanding. Some of the subject areas require competence to be assessed to meet statutory standards for individuals in particular disciplines, e.g. fork lift truck operation, abrasive wheel changing.

**Personal Competencies:**

|  |                         |
|--|-------------------------|
| Administration skills                            | Assertiveness           |
| Communication skills - written, verbal and phone | Concentration           |
| Computer literacy                                | Client awareness        |
| Flexibility                                      | Focusing                |
| Health and safety competence                     | Interpersonal skills    |
| Leadership                                       | Literacy                |
| Management                                       | Maintain records        |
| Objective setting                                | .Planning and budgeting |
| Presentation skills - report writing etc.        | Project management      |
| Supervisory skills                               | Team working            |
| Time management                                  |                         |

**Training Methodologies**

The following methods of training can be used to achieve the desired “behavioural change” required by the training/development experience. Each method has its own strengths and weaknesses. Which approach to meeting the training need is the most appropriate will depend on individual or group circumstances and the desired training outcomes.

| Method                    | Definition   | Advantages   | Considerations   |
|---------------------------|--|--|--|
| Structured job experience | Programme of work experience to enable individual to gain wider understanding of techniques and operations.                    | Direct application of knowledge to job timing to suit work demands                           | Limits trainees to current approach: Is this best practice?<br>Possibility of bad practices being passed on. |
| Project work.             | Individual responsibility for delivering a piece of work, to aid learning about an activity, or to develop project management. | Encourages self-management skills as well as specific learning. Timing to suit work demands. | May limit learning to a single set of circumstances.   |
| Planned delegation.       | Manager authorises individual to carry out specific responsibilities to gain experience of higher work level.                  | Highly motivating for the individual.  | Carries some risk. Task output quality may fall initially.   |

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|   |  |   |  |
|---|--|---|--|
| Secondment.   | Programme of work experience in another part of the company.   | Extends understanding of company. Extends personal contact network.                             | Workload in business unit to be covered  |
| Assignment.   | Piece of work to be completed in another part of the company to enhance understanding of operations or interface with home unit. | Extends understanding of company. Extends personal contact network.                             | Workload in business unit to be covered  |
| Focused discussion.   | Individual arranges meeting with managers with specific expertise in area to be developed.                                       | Extends personal contact network. Cost and time effective.                                      | May limit learning to in-house practices.  |
| Personal coaching.  | Ongoing relationship is set up with specific expertise to discuss issues and give feedback                                       | Deals with individual's specific problems and requirements. Cost and time effective.            | May limit learning to in-house practices.  |
| Directed private study.   | Individual enhances knowledge of subject area through reading.   | Enables access to best practices.   | May not suit individual's learning style. Develops knowledge. Only needs to combine with other activities to develop skills. |
| Open learning   | Structured learning which can be carried out at any location in the individual's own time.                                       | Systematic dissemination of knowledge, trainee progresses at own pace. Time and cost effective. | May not suit individual's learning style. Knowledge rather than skills development.  |
| Technology based training, e.g. computer based interactive video. | Structured learning through interaction with software using PC or terminal.  | Systematic approach. Trainee sets own pace.   | May not suit individual's learning style. Knowledge rather than skills development.  |
| Workshops.  | Group of people with similar needs set up shared experiences and learn from each other.  | Direct application to job situation. Encourages team.   | Access to expertise limited to participants.   |
| Training courses.   | Formal instruction away from the job.  | Systematic approach offers opportunities to practice skills in supportive environment.          | High cost with time away from work. Re-entry requires careful management.  |

## Training Method Options

Training is often simply equated to courses. This ignores two key points:

- ❑ Training courses may be only one step along the path of applying new skills on the job. A series of follow up actions may be required to ensure effective performance.
- ❑ The use of training courses are only one of a number of ways of imparting skills and knowledge. Other options include: project work, open learning, structured on-the-job training and personal coaching.

A variety of training methods may need to be used to achieve the desired level of impact. In the example below, Phase 1 alone would be sufficient to ensure that trainees would be able to use their new skills successfully in the workplace:

|         |  |   |
|---------|--|---|
| Stage 1 | Presentation/description of new skills, e.g. lectures, discussion, reading.                                    | Provides General Awareness                            |
| Stage 2 | Modelling of new skills, e.g. live/video demonstration.  | Provides detailed knowledge of how skills are applied |
| Stage 3 | Practice in simulated setting with feedback on performance, e.g. exercises, case studies, computer simulation. | Learning of new skills                                |
| Stage 4 | Coaching and assistance on-the-job, e.g. structured tasks and projects monitoring.                             | Competent application on the job                      |

## Developing Commitment And Understanding Outcomes

Staff participating in training need to understand and be committed to training activities if the full benefit is to be gained.

Managers should ensure staff are fully briefed before participating. Similarly, managers need to carry out debriefings after the event to make sure that the full benefit of the training Investment is realised.

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| BRIEFING  | DEBRIEFING  |
|---|---|
| <ul style="list-style-type: none"> <li>❑ Reasons for the training.</li> <li>❑ Objectives of the training.</li> <li>❑ When/where training will take place.</li> <li>❑ Format/content of training.</li> <li>❑ Standards to be attained/ assessment methods.</li> <li>❑ How training will be applied on-the-job.</li> <li>❑ How training will be applied off-the-job.</li> <li>❑ How success of training will be evaluated.</li> <li>❑ Next steps and individual queries.</li> </ul> | <ul style="list-style-type: none"> <li>❑ Extent to which objectives were met.</li> <li>❑ Review of key learning points.</li> <li>❑ Further training required to meet competence standards.</li> <li>❑ Review of quality of training format, content, organisation, delivery.</li> <li>❑ Action planning to apply new skills and knowledge on-the-job.</li> <li>❑ Next review date to consider effectiveness of application</li> </ul> |

### Evaluating Training Effectiveness

Managers should treat training investment in the same way as other resource commitment and appraise the benefits.

There are three key questions to be considered:

|       |   |  |
|-------|---|--|
| ONE   | What are people doing differently as a result?                  | Identify key performance indicators beforehand (may be quantitative or qualitative), (may be observable in the short term or medium term)                          |
| TWO   | Is training paying for itself in terms of improved performance? | Through facilitating improved job performance and cost reduction.<br>Through equipping staff to increase the value of their outputs or to grasp new opportunities? |
| THREE | Did participants believe that the training was useful?          | Enjoyment does not necessarily equate to increased effectiveness. Feedback is needed to ensure continuous improvement of training activities.                      |

### Systematic Approach to Training And Development

This guide is set out as a framework for managers to use training as a means of improving their safety performance. If it has succeeded in its aims it will have encouraged managers to think critically about how their training process operates. The grid below may help to identify actions required to improve the training and development process by adopting a systematic approach and assessing and reviewing outcomes.

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| <b>TRAINING NEEDS IDENTIFICATION</b>   | <b>TRAINING AIDS AND OBJECTIVES</b>  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Are the 3 main sources analysed systematically?</li> <li><input type="checkbox"/> Is it clear who is responsible for doing this?</li> <li><input type="checkbox"/> How are needs prioritised?</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Do all training activities have objectives?</li> <li><input type="checkbox"/> How are training providers briefed fully on objectives?</li> <li><input type="checkbox"/> What are the criteria by which success of training is judged?</li> </ul> |

| <b>TRAINING DESIGN</b>  | <b>TRAINING EVALUATION</b>   |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> How is the most cost effective method with maximum impact chosen?</li> <li><input type="checkbox"/> What are the criteria for selecting training providers?</li> <li><input type="checkbox"/> What means of measuring trainee competence are used?</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Who is responsible for debriefing and evaluation?</li> <li><input type="checkbox"/> What action planning takes place to apply new skills?</li> <li><input type="checkbox"/> What feedback is given to training providers?</li> </ul> |

### A Company Guide to Training And Development For Health And Safety (cont.)

| <b>TRAINING DELIVERY</b>   |
|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Who briefs trainees?</li> <li><input type="checkbox"/> What account is taken of different rates of progress?</li> <li><input type="checkbox"/> How are training inputs linked to the job?</li> </ul> |

**COMPANY VEHICLE DRIVING**

Each and every vehicle in the company is company property and as such it becomes the duty of the Company to ensure all car drivers are informed of their duties to maintain and use vehicles in a safe manner. You are expected to:

- ❑ Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- ❑ Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- ❑ Do not use a hand held mobile phone at any time whilst the vehicle is in motion. The use of hands free phones should be kept to a minimum and only until such time as the vehicle can be safely stopped.
- ❑ Ensure that your vehicle is parked in the designated parking area on sites and that the arrangements made under any Health and Safety Plan for the site in terms of access, speed limits and other control measures for vehicles are complied with.
- ❑ Ensure before reversing that there are no obstructions or people behind the vehicle.
- ❑ Report all accidents or damage, however minor, to the company secretary.
- ❑ Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the company secretary.
- ❑ Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
- ❑ Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
- ❑ Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.
- ❑ Smoking is prohibited in all company vehicles used by more than one person

## CARTRIDGE TOOLS

### Hazards

|                     |           |
|---------------------|-----------|
| Eye or other injury | Explosion |
|---------------------|-----------|

### Monitoring and Control

Management will ensure:

- Only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site.
- Where necessary, all cartridges are stored on site in the storage facilities provided.
- All cartridge tools brought on site by sub-contractors are of the low velocity indirect type.
- Sufficient and suitable eye protection is available and issued when required.
- The requirements of the risk assessment(s) and CPP are being implemented.
- Tools and cartridges will not be left unattended and will be returned to the store when not required for use. They will be kept in the lockable box provided and not stored loose and taken on to site in tat box when needed.
- Equipment will be regularly inspected and maintained. Any defects will be reported and the equipment not used until repaired.
- Instructions for use will be kept available in the box for each tool.
- Operators will ensure that the work area is clear of other persons when using these tools. This is especially important when penetration could go straight through the materials.
- Eye protection, safety helmets and ear defenders must be worn.
- Pin and cartridge must be selected as suitable for the work being done.
- Splinter guards must be fitted and used where appropriate.
- Ensure work is carried out from a firm and stable position.
- Cartridge tools should not be used where there is likely to be flammable vapours or gases, or there is a risk of a dust explosion.
- In the event of a misfire, follow the manufacturer's instructions exactly.

Ensure all control measures identified in the risk assessment(s) for the work have been implemented.

**CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**

1. The Construction (Design & Management) Regulations 2015 requires that certain key appointments (see below) be made and details the responsibilities of these appointees.
2. CDM applies to all construction contracts. Notifiable for more than 30 working days or more than 500 man days. It also applies for all demolition works however the HSE have described demolition as an action that will affect the structure of the building.
3. The Company may fill between one and four of these posts, e.g., as a Principal Contractor; the Company may make the in house appointments of Principle Designer, Designers and Principal Contractor. Whichever posts are being filled, the following relevant Parts will be the Company Policy for implementing the regulations:
4. At Appendix 5 is a matrix of personnel filling the key appointments? Where posts are filled by a committee, all names will be recorded. This list will be kept up to date by the person making the appointments.

|            |   |                      |
|------------|---|----------------------|
| Part One   | - | Client               |
| Part Two   | - | Designers            |
| Part Three | - | Principle Designers  |
| Part Four  | - | Principal Contractor |
| Part Five  | - | Contractors          |
| Part Six   | - | Worker               |

|            |   |  |
|------------|---|--|
| Appendix 1 | - | Notifications to HSE   |
| Appendix 2 | - | Information on Premises  |
| Appendix 3 | - | Contractors Questionnaire (Refer to Appropriate Section in Policy) |
| Appendix 4 | - | CPP  |
| Appendix 5 | - | Names of Appointees  |

## PART ONE - DUTIES OF CLIENT

CDM 2015 makes a distinction between commercial clients and [domestic clients](#)<sup>[1]</sup>. Client duties apply **in full** to commercial clients (for domestic clients the duties normally pass to other dutyholders).

A commercial client is any individual or organisation that carries out a construction project as part of a business.

Commercial clients have a crucial influence over how projects are run, including the management of health and safety risks. Whatever the project size, the commercial client has contractual control, appoints designers and contractors, and determines the money, time and other resources for the project.

For all projects, commercial clients must:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
  - appointing the [contractors](#)<sup>[2]</sup> and [designers](#)<sup>[3]</sup> to the project (including the [principal designer](#)<sup>[4]</sup> and [principal contractor](#)<sup>[5]</sup> on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
  - allowing sufficient time and resources for each stage of the project
  - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project
  - making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:

- [notify HSE in writing with details of the project](#)<sup>[6]</sup>
- ensure a copy of the notification is displayed in the construction site office

## PART TWO - DUTIES OF A DESIGNER

A designer is an organisation or individual whose business involves preparing or modifying designs for construction projects, or arranging for, or instructing, others to do this. Designs include drawings, design details, specifications, bills of quantity and design calculations.

Designers can be architects, consulting engineers, quantity surveyors and interior designers, or anyone who specifies and alters designs as part of their work. They can also be [principal contractors](#)<sup>[1]</sup>, specialist contractors, tradespeople or even [commercial clients](#)<sup>[2]</sup>, if they get actively involved in design work for their project.

A designer's decisions can affect the health and safety of all those involved in constructing a building and those who use, maintain, refurbish and eventually demolish it.

Designers must:

- make sure the client is aware of the client duties under CDM 2015 before starting any design work
- when preparing or modifying designs:
  - take account of any pre-construction information provided by the client (and principal designer, if one is involved)
  - eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
  - take steps to reduce or control any risks that cannot be eliminated
- provide design information to:
  - the [principal designer](#)<sup>[3]</sup> (if involved), for inclusion in the pre-construction information and the health and safety file
  - the client and principal contractor (or [the contractor](#)<sup>[4]</sup> for single contractor projects) to help them comply with their duties, such as ensuring a [construction phase plan](#) <sup>[5]</sup> is prepared
- communicate, cooperate and coordinate with:
  - any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
  - all contractors (including the principal contractor), to take account of their knowledge and experience of building designs

Working as a designer for a [domestic client](#)<sup>[6]</sup> is no different to working for a commercial client. However, the domestic client's legal duties are normally taken on by the contractor (or the principal contractor on projects involving more than one contractor) and the designer must work to them as 'client' under CDM 2015. Alternatively, the domestic client can ask the principal designer to take on the client duties, although this must be confirmed in a written agreement

### **PART THREE - DUTIES OF PRINCIPLE DESIGNER**

A principal designer is a designer who is an organisation or individual (on smaller projects) appointed by the [client](#)<sup>[1]</sup> to take control of the pre-construction phase of any project involving more than one contractor.

Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

Principal designers must:

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- help and advise the client in bringing together pre-construction information, and provide the information [designers](#)<sup>[2]</sup> and [contractors](#)<sup>[3]</sup> need to carry out their duties
- work with any other designers on the project to **eliminate** foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to **reduce or control** those risks
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- liaise with the [principal contractor](#)<sup>[4]</sup>, keeping them informed of any risks that need to be controlled during the construction phase

When working for a [domestic client](#)<sup>[5]</sup>, the client duties will normally be taken on by another dutyholder (often the principal contractor on projects involving more than one contractor). However, the principal designer can enter into a written agreement with the domestic client to take on the client duties in addition to their own

## PART FOUR - DUTIES OF PRINCIPAL CONTRACTOR

A principal contractor is appointed by the [client](#)<sup>[1]</sup> to control the construction phase of any project involving more than one [contractor](#)<sup>[2]</sup>.

Principal contractors have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

The principal contractor must:

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and [principal designer](#)<sup>[3]</sup> for the duration of the project to ensure that all risks are effectively managed
- prepare a written [construction phase plan](#)<sup>[4]</sup> before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all [workers](#)<sup>[5]</sup> have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

When working for a [domestic client](#)<sup>[6]</sup>, the principal contractor will normally take on the client duties as well as their own as principal contractor. If a domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the principal contractor must work to them as 'client' under CDM 2015

## PART FIVE - DUTIES OF CONTRACTOR

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the [workers](#)<sup>[1]</sup> under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

Contractors on **all projects** must:

- make sure the [client](#)<sup>[2]</sup> is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the [principal contractor](#)<sup>[3]</sup>
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

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

- coordinate their work with the work of others in the project team
- comply with directions given by the [principal designer](#)<sup>[4]</sup> or principal contractor
- comply with parts of the [construction phase plan](#)<sup>[5]</sup> relevant to their work

Where a contractor is **the only contractor working on a project**, they must ensure a [construction phase plan](#)<sup>[6]</sup> is drawn up before setting up the site.

When working as the only contractor for a [domestic client](#)<sup>[7]</sup>, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

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

## **PART SIX – DUTIES OF A WORKER**

A worker is anyone working for or under the control of a [contractor](#)<sup>[1]</sup> on a construction site. Examples of workers include: plumbers, electricians, scaffolders, painters, decorators, steel erectors and labourers, as well as supervisors like foremen and chargehands.

Workers have an important role and should take an active part in helping to manage health and safety risks. In particular, workers must:

- only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health
- make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed
- always follow site rules and procedures
- cooperate with other [dutyholders](#)<sup>[2]</sup>, such as the contractor in control of their work and the [principal contractor](#)<sup>[3]</sup> (who controls the overall project when there is more than one contractor)
- report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public

Employers must consult their workers (or their representatives) on any health and safety matters that affect them. Many employers go further by using positive worker involvement to highlight areas of concern and implement effective practices

**Appendix 1 - Notifications to HSE**

- ❑ Notifications to HSE are usually made on the F10 form as per the following sheets.
- ❑ The Notifications may well be a 2-stage process with notification being made initially upon appointment of a Designer. This would normally be as soon as possible after a project has been approved for funding etc by a client i.e. the project has passed from the feasibility stage to reality, for example.
- ❑ Subsequent notification would be upon appointment of the Principal Contractor, and would include any further known information with regard to other contractors, if available.

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## Notification of project

1. Is this the initial notification of this project or are you providing additional information that was not previously available?

Initial notification

Additional notification

2. **Client:** name, full address, postcode and telephone number (*if more than one client, please attach details on separate sheet*)

|           |                   |
|-----------|-------------------|
| Name:     | Telephone Number: |
| Address:  |                   |
| Postcode: |                   |

3. **Designer:** name, full address, postcode and telephone number.

|           |                   |
|-----------|-------------------|
| Name:     | Telephone Number: |
| Address:  |                   |
| Postcode: |                   |

4. **Principal Contractor** (or contractor when the project is for a domestic client): name, full address, postcode and telephone number.

|           |                   |
|-----------|-------------------|
| Name:     | Telephone Number: |
| Address:  |                   |
| Postcode: |                   |

5. **Address of Site:** where construction work is to be carried out.

|           |                   |
|-----------|-------------------|
| Name:     | Telephone Number: |
| Address:  |                   |
| Postcode: |                   |

6. **Local Authority:** name of the local government district council or island council within whose district the operations are to be carried out

|  |
|--|
|  |
|--|

7. **Please give your estimates on the following:** Please indicate if these estimates are original      revised  
(*tick relevant box*)

|  |  |
|--|--|
| a. Time allowed for planning and preparation for construction work                     |  |
| b. The planned date for the commencement of the construction work                      |  |
| c. How long the Construction work is expected to take ( <i>in weeks</i> )              |  |
| d. The maximum number of people carrying out construction work on site at any one time |  |
| e. The number of contractors expected to work on site                                  |  |

8. **Construction work:** give brief details of the type of construction work that will be carried out

|                 |
|-----------------|
| Construction of |
|-----------------|

9. **Contractors:** name, full address and postcode of those who have been chosen to work on the project (*if required continue on a separate sheet*) . (*Note this information is only required when it is known at the time notification is first made to HSE.*)

|  |
|--|
|  |
|--|

10. **Designers already appointed**

|  |
|--|
|  |
|  |

---

**Declaration of Designer**

11. I hereby declare that \_\_\_\_\_ has been  
appointed as Designer for the project

Signed by or on behalf of the organization

Date

---

**Declaration of principal contractor**

12 I hereby declare that \_\_\_\_\_ has been appointed  
as principal contractor for the project. (*or contractor undertaking project for domestic client*)

Signed by or on behalf of the organization

Date

**Declaration of Client**

13. I hereby declare that  
Construction (Design & Management) Regulations 2015

is aware of his duties under the

Signed by or on behalf of the Client

Signature

Print name

Position

**Date of forwarding to HSE**



**Appendix 2 - INFORMATION ON PREMISES**

Suggested Headings for Client Information (Inclusion in the Pre-Construction H&S Information Pack)

|                        |                     |                    |
|------------------------|---------------------|--------------------|
| Description of Project | Site History        | Contaminated Land  |
| Overhead Power Lines   | Buried Services     | Storage Tanks      |
| Site Access            | Ground Conditions   | Site Neighbourhood |
| Public Activities      | Other Sites         | Nearby Factories   |
| Local Transport        | Existing Structures | Noise              |

When this level or type of information is not received each and every duty holder has the duty to make reasonable enquiries with regard to health and safety. Health and Safety enquiries must not be considered as breaching any contractual statements.

When the Company receives contractual questions it will recognise that health and safety matters must be discussed irrespective of contractual agreements. No contractual detail will be allowed that will create a hazard to operatives or others.

**Appendix 3 - Contractors Questionnaire**

- ❑ The following questionnaire will be sent out with all orders so that the competence of contractors can be assessed.
- ❑ The form includes financial questions to ensure the company only uses competent and properly established contractors or individuals.

**Health and Safety Competence Questionnaire  
&  
Financial Information Record**

FAILURE TO PROVIDE THIS INFORMATION WILL CAUSE DELAYS IN PAYMENT

IF YOU HAVE PREVIOUSLY COMPLETED THIS FORM PLEASE DO NOT COMPLETE IT AGAIN

|  |  |
|--|--|
| Contractor: .....  |  |
| Address .....  |  |
| .....  |  |
| .....  |  |
| Project Type: .....  |  |
| Range of Works .....   | General Contract Value £ .....   |
| .....  |  |
| What Work do you specialise in   |  |
| How many Similar Projects have you undertaken  | <input type="checkbox"/> Please provide some details   |
| Detail membership of recognised safety or trade organisations.   |  |
| Do you have a written Health and Safety Policy statement   | <input type="checkbox"/> Yes Please enclose<br><input type="checkbox"/> No                                   |
| How many people are employed in your company   |  |
| Who within your organisation holds ultimate responsibility for Health and Safety                           |  |
| Who else, in your organisation is accountable for Health and Safety matters                                | Job Description <span style="float:right">Qualifications *</span>  |
| If any part of the proposed works are to be sub-contracted by you please give details (what and by whom) * |  |
| How do you assess the Health and Safety competence of sub-contractors. *                                   | <input type="checkbox"/> By a form similar to this.<br><input type="checkbox"/> By experience of using them. |
| Do you have Health and Safety procedures, e.g. permit to work, systems manuals, etc.                       | <input type="checkbox"/> Yes Please enclose representative selection.<br><input type="checkbox"/> No         |
| Do you have standard procedures for risk assessment and communication                                      | <input type="checkbox"/> Yes Please enclose<br><input type="checkbox"/> No                                   |
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**Health and Safety Competence & Financial Information Record**

|   |  |
|---|--|
| Please supply details of resources/management structure for this project together with skills, experience, Health and Safety training and qualifications of the staff who are involved. * |  |
| Outline your lost time accident record over the last 3 years. *   |  |
| Provide details of investigation and reporting system. *  |  |
| Are you in receipt of any safety performance awards. *  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Who will provide Health and Safety advice and surveillance on this project. *   |  |
| Please provide details of experience and qualifications *   |  |
| Do you operate employee Health and Safety committees.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**FINACIAL INFORMATION**

|  |  |
|--|--|
| Provide CIS or other relevant Tax details            |  |
| Provide VAT details                                  |  |
| Type and value of insurance's insurance do you carry | Employers Liability .....<br>Public Liability .....<br>Contractors All Risks ..... |

\* Use additional sheets as necessary

**IF YOU HAVE A SAFETY POLICY THAT COVERS MOST OR ALL OF THE ABOVE THEN THERE IS NO NEED FOR DUPLICATION - SEND A COPY OF THE RELEVANT PARTS**

We undertake to provide the designated management team adequate time and technical support facilities to fulfil the requirements of the contract and in line with current legislation.

Singed: .....

on behalf of .....  
(company name)

**Appendix 4 – Construction Phase Plan (outline)**

Suggested Headings for Inclusion in the Construction Phase Plan

|  |  |
|--|--|
| <p><b>1. PROJECT BRIEF</b></p> <p>Description of Project</p>   | <p><b>2. PROJECT RESOURCES</b></p> <p>Contractor contacts<br/>Common services by Principal Contractor</p>  |
| <p><b>3. NOTIFICATIONS TO HSE</b></p> <p>Client (as defined by CDM)<br/>Designer<br/>Principal Contractor</p>  | <p><b>4. INFORMATION FROM CLIENT</b></p> <p>See Appendix 2</p>   |
| <p><b>5. DESIGN INFORMATION</b></p> <p>Piling<br/>Excavations<br/>Use of Materials<br/>Site Access<br/>Handling of Materials<br/>Scaffolding<br/>Other high risk activities</p>  | <p><b>6. SELECTION OF CONTRACTORS</b></p> <p>Checklists<br/>Questionnaires<br/>Assessments</p>   |
| <p><b>7. CONSTRUCTION PHASE</b></p> <p>Site Management details, expertise, Lines of Communication<br/>Pre-start checklist<br/>Pre-Start Meeting with Contractors<br/>Site Details<br/>Layout<br/>Security<br/>Welfare<br/>Site Access<br/>Loading/unloading<br/>Storage<br/>Site Rules<br/>Emergency Procedures<br/>First Aid/Medical Assistance<br/>Emergency Plan<br/>Training<br/>Documentation</p> | <p><b>8. MONITORING/REVIEW OF SAFETY PLAN</b></p> <p>Records of Inspections<br/>Records of Meetings<br/>Joint Consultation<br/>Prohibition Order/Improvement Notices</p> <p><b>9. RESPONSIBILITIES</b></p> <p>Client<br/>Principle Designer<br/>Designers<br/>Principal Contractor<br/>Contractors</p> |

**Appendix 5 - Names of Appointees**

The following list will be compiled for each project site and will include the names and contact details for all the appointments made under the CDM Regulations including:-

1. Client
2. Designer / Principal Designer
3. Principal Contractor
4. Contractors
5. Designers - this may include designers for the overall project, or individual designers used by this company for elements of our own work e.g. scaffolding, falsework, temporary works etc.

An example list follows overleaf.

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## PARTICIPANTS

|   |     |
|---|-----|
| Names and Address of Client or Developer                    |     |
| Main Contact  | Tel |
| Name and Address of Designer                                |     |
| Main Contact  | Tel |
| Name and Address(es) of Principle Designers                 |     |
| Main Contact  | Tel |
| Name and Address of Principal Contractor                    |     |
| Main Contact  | Tel |
| Name and Address of Safety Adviser for Principal Contractor |     |
| Main Contact  | Tel |
| Name and Address of Demolition Contractor                   |     |
| Main Contact  | Tel |

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|  |     |
|--|-----|
| Name and Address of Groundwork Contractor          |     |
| Main Contact                                       | Tel |
| Name and Address of Piling Contractor              |     |
| Main Contact                                       | Tel |
| Name and Address of Brickwork/Blockwork Contractor |     |
| Main Contact                                       | Tel |
| Name and Address of Scaffolding Contractor         |     |
| Main Contact                                       | Tel |
| Name and Address of Electrical Contractor          |     |
| Main Contact                                       | Tel |
| Name and Address of Plumbing Contractor            |     |
| Main Contact                                       | Tel |

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|  |     |
|--|-----|
| Name and Address of Gas Appliance Installer            |     |
| Main Contact   | Tel |
| Name and Address of Joinery Contractor                 |     |
| Main Contact   | Tel |
| Name and Address of Painting and Decorating Contractor |     |
| Main Contact   | Tel |
| Name and Address of Plastering/Dry Lining Contractor   |     |
| Main Contact   | Tel |
| Name and Address of Landscaping Contractor             |     |
| Main Contact   | Tel |
| Name(s) and Address of Contractor                      |     |
| Main Contact   | Tel |

**ENTRY INTO CONFINED SPACES**

**Hazards**

The main hazards associated with confined spaces include:

|   |  |   |
|---|--|---|
| Asphyxiation due to oxygen depletion                  | Difficulties of rescuing injured personnel             | Diseases from animal wastes, infected materials or micro-organisms, e.g. fungal infections, tetanus, Well's Disease (from rat's urine), pigeon droppings, etc |
| Drowning  | Explosions due to gases, fumes, dust                   | Electrocution from unsuitable equipment   |
| Fire due to flammable liquids, oxygen enrichment, etc | Fumes from plant or processes entering confined spaces | Poisoning by toxic substance or fumes   |

A “confined space” is defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons, e.g. storage tanks, pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, box girders, etc.

Hazards associated with confined spaces fall into two categories:

Hazards associated with conditions that exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases, etc.

Hazards, which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operation, unsuitable electrical equipment, etc.

**Monitoring and Control**

Management will ensure that:

- ❑ The planned procedures, including any permit-for-work systems, are carried out as planned and that only trained and authorised persons are permitted to enter the confined space.
- ❑ Ensure that any changes in working methods or conditions which were not included in the planning procedures are referred to the Contracts Manager before work recommences.
- ❑ All necessary equipment is available on site in accordance with the planned procedures before any person is required to enter a confined space.
- ❑ All safety equipment is regularly checked and maintained, and any defects in equipment are attended to immediately

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- ❑ Leptospirosis Card (Weil's Disease) are issued to all persons who work with live sewers. These should be carried at all times and shown whenever a holder visits their doctor or goes to a hospital because of illness.
- ❑ Check the weather before entry into sewers. Sudden storms can cause rapid rises in water levels.
- ❑ Ensure that the correct equipment is available and checked before entry, e.g. gas monitor, harnesses, breathing apparatus, resuscitators, lamps, protective clothes, first aid kit, barriers, winch, air horn, etc., as relevant.
- ❑ Ensure that the area is ventilated before entry by opening manholes, etc., above and below the point of entry. Place barriers around the manholes if needed.
- ❑ Establish a suitable communication link with local emergency services for use in emergencies and to notify of commencement and finish of operations.
- ❑ Check the gas monitor and test the confined space by lowering the monitor in.
- ❑ Put on your safety equipment as needed.
- ❑ Enter the confined space with a lifeline attached to your harness (if needed). Check step-irons and rungs before putting your full weight on them.
- ❑ Lower tools and equipment by use of a line and leave both hands free for climbing up and down.
- ❑ If the alarm sounds, put on the escape set (if needed) and leave the area quickly and calmly. Do not attempt to retrieve other equipment.
- ❑ If anyone collapses, assume the worst and put on your escape set, stop only to put on the face mask of the collapsed person, leave the sewer and arrange a rescue with full working sets or the emergency services.
- ❑ If work is required along a sewer then set procedures will be followed including use of lifelines, check depth of flows, establish clear communication between team members.
- ❑ Ensure any areas of skin that may come into contact with sewage remain covered.
- ❑ Avoid rubbing your nose, eyes or mouth with your hands during work and wash thoroughly before eating, drinking or smoking.
- ❑ Do not take matches, naked lights or smoke in a confined space.
- ❑ Do not take petrol, diesel or LPG powered equipment into confined spaces, and ensure that exhaust systems outside are sited away from openings into the area.
- ❑ Do not use electrical equipment in confined spaces unless specifically authorised. Check, if there is any doubt.
- ❑ Clean, and cover with a waterproof dressing, any cut, scratch or graze before entry.

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- ❑ Replace manhole covers after use.
- ❑ Ensure all other control measures identified in the risk and other assessment(s) for the work have been implemented.
- ❑ All necessary training, sampling, air monitoring and relevant safe systems of work, permit-for-work procedures, etc., will be provided prior to the commencement of any enclosed space works.

**REMEMBER: IF IN DOUBT .GET OUT**

**CRANES**

**Hazards**

The main hazards associated with cranes include:

|  |  |
|--|--|
| Contact with electricity cables                                  | Handling of loads in high winds.   |
| Inadequate maintenance of equipment, use or defective equipment. | Incorrect signals.   |
| Insecure loads.  | Overloading due to failure to correctly estimate loads or by incorrect use of crane. |
| Travelling with boom elevated.                                   | Unsafe slinging, incorrect slings used.  |
| Unsuitable base for crane.                                       | Unsafe methods of erection, alteration or dismantling of crane.                      |

**Monitoring and Control**

Management will ensure that:

- ❑ All the control measures identified in the risk assessments are implemented, the sequence of and methodology specified in the method statements is observed.
- ❑ The crane provided for use has a current test certificate, has been thoroughly examined within the preceding 12 months, unless being used for lifting persons when the period will be 6 months, and is displaying its Safe Working Load/s and is fitted with automatic safe working load indicator and safety devices.
- ❑ Where relevant, the anchorage or ballasting and the automatic safe working load indicator of the crane has been examined and tested before the first use of the crane on site and shall ensure that a further examination is carried out after any adverse weather conditions likely to have affected the stability of the crane. Additional precautions will be required when a crane is sited on soft ground or on a slope
- ❑ Cranes will only be erected and dismantled by trained persons under the supervision of a competent person. Ensure that all procedures to ensure safety during the erection or dismantling of a crane are carried out as planned.
- ❑ Only authorised and certificated persons are permitted to operate cranes or to give signals and sling loads.
- ❑ Where any defect is noted or reported in any crane or item of lifting gear and the defect could affect the safe use of the equipment, it is taken out of use until the defect is rectified.
- ❑ The crane is used on site in accordance with planned procedures and the recommendations and requirements of the relevant standards taken into account. LOLER 1998

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- ❑ The weekly inspections of the crane and the automatic safe working load indicator are recorded in the register on site.
- ❑ Cranes are not overloaded by incorrect use or by failing to estimate the load correctly. Information about the weights of loads to be lifted must be obtained before work commences.
- ❑ Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose material will be hilly secured or covered during lifting operations.
- ❑ All personnel working with or near cranes wear a safety helmet.
- ❑ All cranes are be secured and left in a safe condition at the end of each working period, taking into account the safety of children. Loads will not be left suspended while the crane is unattended.
- ❑ Safety measures will be taken when persons are carrying out maintenance or inspections where there is a risk of injury from a fall.
- ❑ If any crane collapses or overturns on site, or any part fails, the applicable safety adviser must be contacted immediately and the procedures for Dangerous Occurrences detailed in this Policy must be carried out.
- ❑ The safety adviser will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
- ❑ Appropriate precautions will be taken to ensure adequate clearance is given to overhead electricity cables and other services. (See separate section).
- ❑ Adequate clearance will be given when working next to any structure or object etc. to prevent personnel becoming trapped.

EMERGENCY EQUIPMENT

**(Including Fire Fighting)**

**Hazards**

The principal hazards from fire fighting and other emergency equipment are:

|   |   |
|---|---|
| Hazards from poor maintenance and inspection. | Inappropriate use of emergency equipment.                   |
| Use by untrained personnel.                   | Use of incorrect type of fire extinguisher to control fire. |

Monitoring and Control

Management will ensure that:

- The requirements for fire-fighting and emergency equipment necessary for the work and/or site are available.
- The equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Personnel involved in the work are trained and competent to use fire-fighting and emergency equipment.
- Discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use.
- Emergency procedures are understood by all personnel and they are evaluated as appropriate to the circumstances prevailing at each work site.
- The fire-fighting portable equipment to be used on a fire is of the correct type for the fire situation encountered i.e. CO<sub>2</sub> type on electrical fires.

**IF IN DOUBT DON'T USE IT**

- Do NOT use equipment that you have not been trained to use.
- A register of competent persons who are trained to use specific equipment is maintained on site.

## EMERGENCY PROCEDURES (GENERIC)

### Introduction

Regulation 7 of the Management of Health and Safety at Work Regulations 1999 requires employers to prepare procedures for serious and imminent danger arising to employees and others whilst at work such as fire or explosion. In addition, the employer must nominate a sufficient number of competent persons to implement those procedures to evacuate the premises. This generic emergency plan gives a framework for the development of such procedures to match individual site circumstances.

### Scope

This emergency plan outlines procedures to be adopted in the event of any of the following incidents occurring:

|                   |                                |                     |
|-------------------|--------------------------------|---------------------|
| Chemical Spillage | Explosion or Risk of Explosion | External Situations |
| Fire              | Fuel/Oil Spillage              | Serious Accident    |

### Responsibilities

The Site Manager is responsible for providing adequate information and if necessary training to enable all personnel on site to discharge their responsibilities under this plan.

Contractors' on-site supervisors are responsible for ensuring that their personnel understand the requirements of this plan, in particular their assembly points and roll-call requirements.

All personnel on site have a responsibility to understand and comply with the requirements of this Plan and undertake NO ACTION that will endanger themselves or others.

The Site Manager or a competent nominated deputy will undertake the duties of the INCIDENT CONTROLLER specified in this Plan.

### Security

- ❑ The possibility of potential emergency situations arising from arson, sabotage or vandalism should not be overlooked. Vigilance on site of all personnel is required to prevent such situations occurring. In particular
- ❑ Vulnerable areas should be kept locked and secured when unmanned
- ❑ Access routes and roads must be kept clear of obstructions and parked vehicles
- ❑ Security arrangements to control pedestrians and vehicles on site must be complied with.
- ❑ Non bona-fide personnel on site should be challenged about their presence and if necessary reported to security and or the police
- ❑ Ensure that boundary fencing is maintained in good condition - defects should be reported to site manager for immediate attention.

## **Emergency Evacuation Procedure**

Dependent on the type and nature of each Incident described in (2) above, or for any other reason, a full evacuation of the site may be required.

The incident controller once in command of the circumstances of the Incident will:

- ❑ Sound the evacuation alarm
- ❑ Ensure that all relevant emergency services have been summoned
- ❑ Instruct a suitable competent person to undertake a roll-call of personnel at the Assembly point with each supervisor of personnel accounting for the people under his/her supervision including visitors.
- ❑ Establish an incident control centre at a convenient SAFE venue and from there liaise with the relevant authorities and emergency services to manage the Incident and the search for any missing or trapped personnel.
- ❑ Ensure, where appropriate, and it is safe to do so, that unnecessary plant and equipment is shut down.
- ❑ Ensure, through the nomination of a competent person that the emergency services are directed through a safe access route to the incident. Also that they are provided with any necessary information to deal with the Incident e.g. plan of site, COSHH data sheets and assessments etc.
- ❑ Ensure that no personnel re-enter the site until advised by the emergency services that it is safe to do so.
- ❑ If appropriate, barrier off the area of the incident to prevent unauthorised access and contamination of a possible investigation by management of the enforcing authorities.
- ❑ Inform the management reporting line of the incident and where appropriate the safety adviser and the enforcing authorities.
- ❑ Prepare a preliminary incident report.
- ❑ Where portable fire-fighting appliances have been used ensure that they are replenished as soon as possible for future operation.

## **Assembly Points.**

The main Assembly Point is:

In the event that the main assembly point is at risk by the incident then the

Standby Assembly Point is:

The Evacuation Alarm is

## **Emergency Incidents**

### **Fire**

Anyone discovering a fire should:

- ❑ Raise the alarm by contacting the incident controller or by appropriate other means such as a manual 'break glass' button.
- ❑ Advise the incident controller of the size, type and location of the fire and any other relevant information.
- ❑ Tackle the fire, if they are trained and competent and it is safe to do so, without endangering themselves.
- ❑ The incident controller will, acting on the information supplied call the emergency services, and if necessary implement the emergency evacuation procedure in of this plan.

### **Explosion or Risk of Explosion**

In the event of an explosion or the imminent risk of explosion (e.g. from a leaking LPG or Welding Gas Bottle) any personnel becoming aware of the situation must inform the incident controller IMMEDIATELY and warn adjacent personnel to proceed to their assembly points via a safe route.

The incident controller will immediately contact the emergency services and invoke the emergency evacuation procedure in (5) of this plan.

### **Chemical Spillage**

In the event of a chemical spillage the person discovering the spill will immediately inform the incident controller and if possible identify to him the chemical(s) involved and any injured personnel. He must also warn adjacent personnel to proceed to their assembly points via a safe route.

The incident controller will immediately contact the emergency services informing them of the nature of the spillage, the chemical(s) involved and have available the relevant COSHH data sheet and the COSHH risk assessment.

If appropriate, the incident controller will invoke the emergency evacuation Procedure in (5) of this plan.

### **Fuel Oil Spillage**

A person becoming aware of a fuel/oil spillage should immediately contact the incident controller advising him of the location and hazards generated by the incident.

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The incident controller will then determine how the spillage is to be dealt with, with reference to the relevant COSHH assessment and if necessary by summoning the appropriate emergency services or specialist services.

If appropriate, the incident controller will invoke the emergency evacuation Procedure in of this plan.

### **Serious Accident**

In the event of a serious accident occurring (e.g. collapse of structure) the incident controller must be informed immediately.

The incident controller will call the emergency services to deal with the Incident and treat the resultant casualties and if the hazards remaining warrant it he will invoke the emergency evacuation procedure in (5) of this plan to evacuate the site.

### **External Situation**

Where there is a possibility of a major incident arising from adjacent premises it may be necessary to evacuate the site.

When such circumstances arise the incident controller will liaise with emergency services called to the external incident and take their advice as to the continuation of work on site.

In the event of an evacuation of the site being necessary the incident controller will invoke the emergency evacuation procedure in (5) of this plan.

### **Action by Other Personnel**

Unless nominated to undertake specific duties by the incident controller, all OTHER PERSONNEL will on becoming aware of an emergency situation or hearing the evacuation alarm:

- ❑ If safe to do so, shut down plant and equipment and render it safe, and then follow a safe route to their assembly point taking NO ACTION that will endanger themselves.
- ❑ Report their presence at the assembly point to their supervisor and assist the supervisor in accounting for any missing personnel.
- ❑ Personnel with specialist training and certificate i.e. first aiders should then report to the incident controller and render any assistance as directed by the incident controller. First Aid “Grab Bags” should be positioned at exits and these should be taken by first aiders, providing this does not delay their exit.
- ❑ Supervisors at the assembly point must account for staff and visitors under their control to the nominated person undertaking the roll-call. Any missing personnel should be reported to the incident controller for the emergency services to locate.

**Plan Evaluation**

The effectiveness of this plan should be demonstrated by a practise session organised by the incident controller at a convenient time and date, and a record kept of such sessions including any significant comments/findings.

The evacuation alarm should be tested weekly at a published time and day and records maintained of the testing.

**Emergency Plan Folder**

The INCIDENT CONTROLLER should have available for easy reference an emergency plan folder, the contents of which should include:

|  |                                       |                                 |
|--|---------------------------------------|---------------------------------|
| A copy of the emergency plan   | Site plan drawings                    | Location of emergency equipment |
| Information and data sheets on high risk materials e.g. chemical stored or brought onto site | Competent personnel e.g. first aiders | Records of alarm testing etc.   |
| Directory of organisations on site   | Emergency Numbers List                |                                 |

This emergency plan folder should be kept by the exit or other suitable point with the first aid ‘grab bag’.

**Fire/Evacuation Alarm**

Revision No

Date

**KEY EMERGENCY PROCEDURE DETAIL**

Site Telephone Number

Fixed

Mobile

Alternative Telephone

Fire Brigade

Police

Ambulance

Address

Telephone No

**Hospital Accident Unit**

**Assembly Point(s)**

Standby

**Emergency Services Access Route**

**Health and Safety Executive**

Address

Telephone No

**Local Authority**

Address

Telephone No

**ADJACENT OCCUPIERS**

**Organisation Name**

Address

Telephone No

**First Aid**

Location of First Aid Boxes

Address

Telephone No.

**Name and Address of Local Health Centre/Doctor**

Telephone No.

**Nominated First Aiders Organisation**

Telephone No.

**Who else may need informing of the requirement to evacuate:**

Contact

Telephone No.

**Location of COSHH Records**

**Fire Fighting Equipment Locations**

**Emergency Water Supply**

**Trained Fire Fighting Personnel**

Name

Organisation

**Incident Controller (Name)**

**Mobile**

**Deputy Incident Controller (Name)**

**Mobile**

**Roll Call Co-ordinator Name**

**Mobile**

## EMPLOYEE CONSULTATION

### Introduction

The Company accepts the responsibility placed upon it by the Health and Safety (Consultation with Employees) Regulations 1996 (As amended) to consult with employees on matters relating to health and safety. The Company recognizes that these regulations complement the Safety Representatives and Safety Committees Regulations 1977 which place duties on the Company to consult with safety representatives who have officially been appointed as such by the trade unions.

### Who Is To Be Consulted?

Consultation must be with either:

- ❑ the employees directly, or
- ❑ employees elected by a group of employees to act as their “representative of employee safety”. [Note the use of this phrase to differentiate from trade union appointed “Safety Representative”.]

Should the Company decide that “representative(s) of employee safety” are to be appointed, the Company will notify relevant employees of the relevant names.

### The Duties of the Company

Where employees are NOT represented by a Safety Representative (1977 regulations), then employers must consult those employees in good time on health and safety matters, and in particular:

- ❑ When introducing measures which may affect health and safety;
- ❑ The appointment of competent person(s) [MHSW regulations];
- ❑ The provision of statutory health and safety information;
- ❑ Any statutory health and safety training detail;
- ❑ The health and safety consequences of new technologies.

The Company will provide such information to employees or representatives to enable their full and effective participation in the process, and to carry out their function as representative, where appointed.

Information may only be withheld if:

- ❑ It is against national security;
- ❑ Such disclosure is in contravention of any prohibition by an enactment;
- ❑ It is of a personal (personnel) nature, unless consented;

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- ❑ It is of significant commercial/confidential importance that its disclosure could cause injury to the business.
- ❑ It has been obtained for use in legal proceedings; or
- ❑ It is not related to health and safety.

The Company must also:

- ❑ Provide reasonable training to representatives of employee safety in respect of those functions, including travel and subsistence costs, if appropriate;
- ❑ Allow representatives time off with pay during working hours to fulfil the functions; and
- ❑ Provide representatives with reasonable facilities to fulfil their functions.

Functions of Representatives of Employee Safety

- ❑ Bring to the attention of employers any potential hazards and dangerous occurrences which could affect the group of employees being represented.
- ❑ Discuss with the employer general health and safety matters, and any information provided by the employer under these regulations.
- ❑ Represent the group of employees in consultation with HSE (or other Enforcing Authority) Inspectors.

**EXCAVATIONS**

**Hazards**

The main hazards associated with excavations include:

|  |  |  |
|--|--|--|
| Asphyxiation or poisoning due to ground conditions or fumes from plant | Building or structures collapsing due to excavations | Buried services/striking underground services (see separate section) |
| Collapse of the sides  | Flooding   | Persons falling into excavations                                     |
| Persons in excavations being struck by falling materials               | Plant running into excavations                       | Plant sinking into unstable ground                                   |

**Monitoring & Control**

Management will ensure:

- ❑ The risk assessment requirements and those of the Site Health and Safety Plan have been implemented.
- ❑ Excavation work is not started until all plant, materials and equipment necessary to carry out the excavation work safely is available on site.
- ❑ No person is permitted to enter any excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply. Even shallow trenches may require support in very poor conditions.
- ❑ Where possible, the excavation support is installed from ground level, otherwise precautions must be provided for the safety of operatives installing support.
- ❑ The approved method of excavation is being adopted by personnel, particularly where approach to buried services is likely.
- ❑ A competent person is appointed (or appointed by the relevant sub-contractor), to carry out daily inspections of all excavations at the commencement of each shift.
- ❑ The competent person also carries out an inspection after any event likely to have affected the strength or stability of the excavation or any part of it. An inspection is also required after any accidental fall of rock or earth or other material.
- ❑ Access and plant are routed away from the edge of excavations.
- ❑ Stop blocks or other precautions are provided to prevent vehicles overrunning the edges of excavations.
- ❑ Materials are stacked or placed well away from the edges of excavations and well clear of any overhead lines.

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- ❑ Secure barriers are provided and maintained around any excavation to prevent falls where there is a risk of injury.(WAHR 2005)
- ❑ Securely fixed ladders are provided for access into excavations, and a means of egress in the event of flooding is provided.
- ❑ All underground services are identified before excavation commences.
- ❑ All services, where they cross the excavation, are provided with adequate support to prevent damage. The services are not to be used for access across the excavation.
- ❑ Consideration is given to any adjacent building or structure to ensure that its stability is maintained.
- ❑ Access across excavations is only permitted via a properly protected gangway.
- ❑ Where a banksman is needed for working in deep excavations both the banksman and the excavator driver are fully briefed and clearly understand signals to be used. banksman is to be clearly visible to the excavator driver.

**FALSE WORK**

**Hazards**

The main hazards associated with falsework include:

|  |   |
|--|---|
| Failure to agree procedures between other contractors and personnel involved.  | Failure to prepare design (particularly for minor work).                            |
| Failure to construct falsework as designed.  | Failure to prepare base.  |
| Inadequate design not taking into account lateral loading, wind loading, total weight of building or structure to be supported, etc. | Poor workmanship, e.g. props not plumb, bracing left out, wrong fittings used, etc. |
| Precautions to prevent falls of materials not provided.  | No protection from plant or vehicles provided to prevent damage to falsework.       |
| Safe working platforms and accesses not provided.  | Use of defective materials.   |

**Monitoring and Control**

Management will ensure that:

- ❑ The control measures identified are being implemented along with the requirements identified in the site Health and Safety Plan.
- ❑ All necessary design drawings, sketches and calculations are available on site before work starts to enable the falsework to be erected properly. Where appropriate, ensure that method statements for the work detailing the sequence and methodology are being followed.
- ❑ All materials used in falsework structures are in good order.
- ❑ A safe system of work is prepared for the erection and dismantling of falsework, providing safe access and working places for personnel involved.
- ❑ Loadings will not be applied to falsework until checks have been carried out by the “falsework co-ordinator” or other person appointed to carry out these duties, and it is recorded in writing that it is in order to proceed.
- ❑ All personnel required to work on or near falsework must wear safety helmets.
- ❑ Specific method statements will be written for these operations and only suitably trained and competent persons engaged in the work.

## **FIRST AID ARRANGEMENTS (SITE)**

### **Monitoring**

Management will ensure that:

- ❑ All arrangements for first aid are established and that they are used and maintained to the required standards.
- ❑ All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.
- ❑ Where the company is utilising arrangements made by another contractor then any deficiencies in that provision must be reported to that contractor.
- ❑ Arrangements made for the use of first aid facilities by visitors or other contract organisations must also be monitored to ensure that the required standards are being provided.
- ❑ The use of first aid facilities and materials should be recorded, with a record maintained in the site Health and Safety Plan.

### **First Aid Arrangements**

The first aid arrangements made for the site in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include:

- ❑ The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation e.g. St John's Ambulance, Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on the site.
- ❑ Means of communicating the arrangements made, to all employees, visitors, and contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- ❑ A place or room set aside for the administration of simple first aid procedures (see below)
- ❑ A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- ❑ The maintenance of first aid materials at appropriate levels.

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First aid boxes located strategically throughout the site, particularly near to high risk areas. Such boxes should be maintained to include:

- ❑ A guidance card
- ❑ 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- ❑ 2 sterile eye pads, with attachments
- ❑ 6 individually wrapped triangular bandages (preferably sterile)
- ❑ 6 safety pins
- ❑ 6 medium individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm)
- ❑ 2 large individually wrapped sterile unmedicated wound dressings (approx 18cm x 18cm)
- ❑ 1 pair of disposable gloves

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 1 litre should be provided.

**Eye Baths/Eye Cups/Refillable Containers Should Not Be Used For Eye Irrigation.**

If a first aid room is required on the site then it should meet the following criteria:

Be situated adjacent to sanitary facilities and on the ground floor (if practicable) to allow access for a stretcher, wheelchair or carrying chair. If possible, be fitted with some form of emergency lighting.

Nominated first aiders should ensure that the room is kept stocked to the required standard and that it is at all times clean and ready for immediate use.

The following facilities and equipment should be provided in first-aid rooms:

|   |  |
|---|--|
| A suitable store for first-aid materials  | A chair  |
| A bowl.   | An appropriate record book   |
| A couch (with a waterproof protection) and clean pillow and blankets                                    | A telephone or other communication equipment   |
| Clean protective garments for use by first-aiders   | Soap   |
| Paper towels  | Smooth-topped working surfaces   |
| Sink with running water, hot and cold water always available  | Drinking water when not available on tap, and disposable cups  |
| First-aid equipment equivalent in range and standard and quantities to those listed for a first aid box | Suitable foot-operated refuse containers lined with a disposable yellow clinical waste bags or a container suitable for safe disposal of clinical waste. |

Where special first-aid equipment is needed, this equipment may also be stored in the first-aid room.

### **First Aid Arrangements - Short Term Sites**

Where short-term work is carried out moving from site to site, the following provision for first aid should be made:

- ❑ Adequate first aid equipment and materials should be carried in the vehicle. (See below)
- ❑ As a minimum, one member of each work team should be a nominated suitable person to administer first aid treatment. If dangerous equipment is being used, then at least 2 members should be so nominated.
- ❑ Welfare facilities must include the provision for washing and drying hands and adequate drinking water.
- ❑ If working in remote areas, the supervisor should have readily available, details of the local hospital facilities for dealing with non-ambulant casualties.
- ❑ All members of the work team must be informed of the first aid arrangements.

The use of first aid equipment/materials must be recorded as part of the company accident recording procedure. Used materials must be replenished as soon as possible to maintain the availability of the first aid provision.

### **Travelling First Aid Kits**

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:

- ❑ a guidance card
- ❑ 6 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- ❑ 2 individually wrapped triangular bandages
- ❑ 2 safety pins
- ❑ 1 large individually wrapped sterile unmedicated wound dressing (approx. 18cmx 18cm)
- ❑ individually wrapped cleansing wipes
- ❑ 1 pair of disposable gloves

## OCCUPATIONAL HEALTH

In order to ensure that all consideration is given to Occupational Health when carrying out any works the following must be carried out:

- A full COSHH risk assessment as per legislation.
- A full assessment of risk to health from working with hand tools.
- A full noise assessment must be carried out if there are any noise problems as per the Control of Noise at Work Regulations 2005.
- An assessment of length of time on a task must be made.
- All employees must be fit for work. Operatives being monitored by the Site Manager as the operatives arrive for work each day will determine this. Site Managers have the authority to stop an operative from working should the Site Manager feel the operative is not fit to carry out the works planned for that day.
- All sites will have suitable first aid facilities.
- All sites will have suitable toilet facilities.
- All sites will have suitable eating areas.
- All sites will have suitable rest areas.
- There will be no smoking permitted on site and if smoking areas are provided they will be completely separate from non-smoking areas.

The Site Manager is responsible for Health & Safety on site and must ensure that suitable assessments have been made prior to the works commencing.

Contracts Manager must ensure suitable Method Statements and Risk Assessments are requested prior to works commencing.

The Health and Safety Manager and Advisors will observe health condition of operatives during their site inspections. The HSE Guidance note MS 24 'Health surveillance of occupational skin disease' will be used by the Health and Safety Manager and Advisors to determine if medical intervention is required for any individual.

**HEALTH HAZARDS and matters relating to COSHH**

Hazards

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

|  |  |
|--|--|
| <b>Ingestion</b> - swallowing.   | <b>Inhalation</b> - gases, fumes, dusts, vapours, vehicle exhaust fumes etc. |
| <b>Skin contact</b> - corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc. |  |

**N.B.** Hazards may be classified as **toxic, harmful, irritant, corrosive, biological**, or a combination of these.

Monitoring and Control

- ❑ Ensure that before any operation commences, information is obtained on any material, substance, or process to be used or likely to be encountered that could be a hazard to the health of operatives. It may or may not be covered by the initial risk assessment but will require a more detailed assessment.
- ❑ A written location/job specific assessment will be made of any risks involved in handling, using etc. the substance and appropriate control measures planned and this information provided to the relevant supervisory staff with instructions on implementation as necessary.
- ❑ Ensure, if possible, arrangements are made for an alternative, less hazardous material to be specified.
- ❑ Arrange for any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc. to be planned before work commences.
- ❑ Ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.
- ❑ Arrange for any necessary air sampling, medical examinations, testing, etc. to be carried out as required and records kept on site during the operations.
- ❑ Ensure all measures necessary to protect other workers and the general public from any substance hazardous to health are provided and maintained.
- ❑ Where necessary, the safety adviser will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required. The details of assessments will be kept in a suitable register.

### General Precautions:

The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- ❑ Almost all chemical materials are potentially dangerous. Although they may find their way into daily use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:
- ❑ Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- ❑ Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- ❑ Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- ❑ Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- ❑ Store all products in ventilated areas away from extremes of temperatures and environment.
- ❑ Clean all spillages instantly and dispose of waste and used containers properly.
- ❑ Except for transport in closed packages, materials must be handled by authorised personnel only.
- ❑ Ensure the correct equipment for handling the products is available.
- ❑ If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- ❑ Read the data sheet, container labels and detailed health and safety information before using any products.

The attached table gives brief details of the more common construction health hazards but is not the company assessment as required by the COSHH Regulations.

**HAZARDOUS SUBSTANCES IN CONSTRUCTION**  
(Original list produced by CIP)

| <b>Substance/Hazard</b>   | <b>Activities</b>  | <b>Control Methods</b>  |
|---|--|---|
| <b>Dusts</b>  |  |   |
| Cement: Dermatitis from chromate impurities, skin burns, harmful to mouth and nose from lime content and when wet.  | Masonry and plaster work in particular.  | Minimise spread of material, respiratory protection for dry mixing/handling, gloves, waterproof boots, personal hygiene, barrier creams before and after working. |
| Man made mineral fibre: rockwool; irritant to respiratory tract, eyes and skin.   | Insulation work  | Minimise cutting and handling, respiratory protection when MEL likely to be exceeded (5mg! in <sup>3</sup> ). One piece overall, gloves.                          |
| Gypsum: Irritant to throat, nose and eyes.  | Plastering and masonry work.   | Control – as for cement   |
| Silica: Silicosis, and increased risk of respiratory complaints.  | Grit blasting of masonry, concrete scabbling, granite polishing, tunnelling in silicate rock, power cutting of furnace brickwork/liners. | Wet methods, process enclosure with dust extraction; respiratory protection.  |
| Wood-dust: Irritants, allergic reactions (e.g. western red cedar, and other hard woods). Resin bonded materials very irritating.  | Carpentry work. Most problems connected with use of power machinery, e.g. belt sanders,  | Off-site preparation. On-site: enclosure and exhaust ventilation, dust extraction on portable tools.  |
| <b>Fumes and gases</b>  |  |   |
| Welding, brazing, cutting produce a wide variety of fumes depending on metals being worked on, the electrodes used, fluxes, etc. Fumes are highly irritating to respiratory system (chronic mainly in effect). Main gases evolved are carbon monoxide, nitrous fumes and ozone. | Welding, etc. and other trades working in vicinity. Confined spaces are particularly hazardous   | Local exhaust ventilation first choice for confined spaces; good general ventilation; air supplied helmet. Monitoring of exposure.                                |
| Hydrogen sulphide: Extremely toxic: irritates eyes, nose and throat and potentially lethal.   | Work involving sewers, drains, excavations in made ground, demolition of sulphur stripping plants in refineries.                         | Confined space procedures; exhaust & forced ventilation: airline/self contained apparatus: monitoring.  |
| Carbon dioxide: an asphyxiant heavier than air.   | Bore holes in chalk and limestone, CO <sub>2</sub> welding in confined spaces.   | See above   |
| Carbon monoxide: Toxic  | Operation of LPG equipment, petrol or diesel plant in or close to confined spaces.   | Site away from confined spaces; Mechanical ventilation: Exhaust filter efficiency.  |
| <b>Chemical products</b>  |  |   |
| Preservatives/fungicides: Fume, irritation of skin, damage to nervous system and other organs from range of active ingredients.   | “In situ” timber treatment, particularly confined space work of long duration.   | See HSE Guidance Note GS 46.  |

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| Substance/Hazard  | Activities   | Control Methods   |
|---|--|---|
| <b>Chemical products (cont.)</b>  |  |   |
| Solvents e.g. toluene, xylene, 1,1,1. trichloroethane, etc. are present in many construction products e.g. paints lacquers, glues, strippers, as thinners, Solvents are harmful through inhalation of fume (or accidental ingestion) and via skin contact. Dermatitis can result.   | Used in many activities, but particularly decorative applications, tile fixing use of resin systems on site. With most materials, risks increase in relation to quantity used and frequency/duration, particularly spray application or work in ill-ventilated/confined spaces.  | Select safest material and method of application. Ensure good ventilation always. Confined spaces require mechanical ventilation/use of airline or self-contained breathing equipment, and similar standards for spray work. "Airless" or "mist-less" spray techniques should be considered. Impervious protective clothing and good washing facilities/barrier creams are important.   |
| Resin systems: Isocyanates: e.g. MDI, 'TDI, polyurethane surface coatings or adhesives. Known respiratory irritant causing asthma and sensitisation. Paints are a hazard when brushed or rolled.<br><br>Epoxy: severe irritant and sensitiser; toxic, particularly to liver.<br><br>Polyester: Styrene vapour both toxic by inhalation (liver), also narcotic and irritant to eyes and skins. | MDI for thermal insulation of buildings (e.g. roof sprayed) Polyurethane for decorative work by brush, roller or spraying; also one and two pack coatings.<br><br>Work using high strength adhesives for joining structure units, floor tube and pipe coatings.<br><br>Glass fibre re-enforced structure work, claddings and coatings. | RPE impermeable protective clothing. Applications in confined spaces – mechanical ventilation, breathing apparatus and protective clothing. Brush/roller applications in normal conditions - good normal ventilation for spraying - breathing apparatus offers best protection. Isocyanates: segregate mixing areas; provide good ventilation and personal protective equipment, washing facilities.<br><br>Good ventilation; mechanical ventilation where practicable, eye protection and RPE, washing facilities. Confined space work requires high standards of control. |
| Lubricants: Mineral oils cause dermatitis, acne and possibly skin cancer in extreme cases; respiratory damage in mist form.   | Near machinery mould release agents: formwork mist from compressors and air tools in confined spaces.  | Filtration to reduce mist, good ventilation, respiratory protection and protective clothing (impervious to oil), personal hygiene.  |
| Acids/alkalis: Hydrochloric, hydrofluoric and sulphuric acids commonly used. Corrosive action on skin if in contact with stonework, etc.; fume causes respiratory irritation.   | Chiefly masonry cleaning.  | Use weakest concentrations possible. Skin and eye protection: personal hygiene.   |
| Site contaminants: These hazards are present in the soil/structures arising from previous "industrial" activities, or exist naturally: Toxic metals/materials at gas works, tanneries, hospitals, e.g. cadmium, arsenates, cyanides, phenols; dangerous by inhalation ingestion and skin contact/absorption. Microbiological risks include Weil's disease, tetanus, hepatitis B               | Site redevelopment involving groundwork, demolition, tunnelling activities in particular work near contaminated water.   | Thorough site examination and clearance (Developers responsibility). Respiratory protection and protective clothing. Highest hygiene standards. Immunisation against tetanus.   |

## **WORK AT HEIGHTS**

### Hazards

The main hazards associated with work at heights include:-

- Falls of materials or articles.
- Falls of persons from working place or accesses.

### Monitoring and Control

All work will be planned taking into account the relevant standards, risk assessments and the requirements of any CPP required for the work and the Work at Height Regulations.

The Contracts Manager will:

- ❑ Ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.
- ❑ Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with the appropriate policy section.
- ❑ Ensure that suitable and sufficient material and equipment is provided on site for work to be carried out safely in accordance with the relevant standard, risk assessments and any method statements.
- ❑ Ensure that adequate training is provided for any operative required to work at heights in the use of safety belts or harnesses and other fall prevention, arrest or rescue equipment before work commences.
- ❑ Ensure that where complex activities are to take place while working at height those carrying out such works are trained and able to do so. Where possible these works should be carried out by competent contractors.

The Site Manager will:

- ❑ Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments. Also that operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- ❑ Inspect weekly, all safety equipment, stagings, safety belts, harnesses, anchorages, etc. and any defects noted at weekly inspections or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use.
- ❑ Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.
- ❑ All personnel on sites where work at heights is being carried out will wear safety helmets.

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- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.
- Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall arrest devices etc.

## HIGHLY FLAMMABLE LIQUIDS

### Hazards

The main hazards associated with highly flammable liquids include:

|                                |                                    |
|--------------------------------|------------------------------------|
| Asphyxia and Damage to Health. | Explosion.                         |
| Fire.                          | Manual Handling of cold containers |

### Monitoring and Control

Management will ensure that:

The planned storage facilities are provided and maintained and that all highly flammable liquids are kept in the storage facilities until required for use. (See Health and Safety Plan).

Fire resistant absorbent material is available to soak up any spillage's of highly flammable liquids and that this material is immediately disposed of safely after use.

Any fire fighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted. Make records of the weekly checks.

Appropriate action against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.

Ensure flammable liquids are kept in the correct storage areas until required for work and returned there when finished.

Ensure the relevant fire extinguishers and materials are available before work commences. e.g. dry powder (blue marking).

Ensure supplies of absorbent material are available to soak up spillages and a suitable closed metal container is available to contain waste until correct disposal can be arranged. Only use the correct containers, suitably marked, for such liquids.

Do not use liquids for purposes other than that intended, e.g. they must not be used for cleaning substances from the skin or clothing. Wear the personal protective equipment specified in the COSHH Assessment for use of the liquid.

Transportation of liquids should only be in a vehicle approved for such carriage and then only in the authorized containers.

No person will smoke in any place where such liquids are stored or used and the liquids will be kept away from any source of heat or ignition other than that intended as part of authorised work procedures.

Do not use such liquids in confined spaces as the vapour given off is likely to cause an explosive mixture with air.

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Only use in well-ventilated areas.

Report defects in equipment or facilities immediately.

## **IMPLEMENTATION OF POLICY, SUPPORTING INSTRUCTIONS PROCEDURES AND ASSOCIATED GUIDANCE**

### **Introduction**

This section of the Policy Document specifies how the Company's formal documentation system for Management Instructions and Procedures relating to health and safety are to be implemented throughout the Company and its various activities.

### **Document System**

The Company's Health and Safety Management Document System is contained within this Policy Document and its associated Instructions, Procedures, Assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

### **Scope**

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

### **Authority**

The documents encompassed within the Company's Safety Management System are issued on the specific authority of the Director responsible for health and safety within the Company.

### **Purpose**

Each Instruction, Procedure, Assessment or Guidance Document has been developed to convey the necessary information required to undertake each identified activity. As far as practicable, they are restricted to mandatory elements, identifying standards and best practice, but referencing other documentation for further information. They establish and endorse such documentation as an extension to the Company system.

### **Circulation and Control of Documents**

Copies of this Policy and associated documents will be circulated in accordance with Company Procedures to Managers, Supervisors and Individuals based on their job responsibilities. The Director responsible for health and safety, will hold master copies of all documents and will co-ordinate circulation of updated/revised documents.

### **Review and Revision**

The Company will ensure that this Policy and associated documents will be reviewed regularly to ensure that the contents remain accurate and valid in light of changing best practice and statutory requirements. More frequent updating of specific documents/sections may be required to meet hanged legislation affecting those activities. The Director responsible for health and safety with assistance from the Company Safety Adviser will identify and monitor the review of such documents.

**LADDERS – These are always hired in**

Hazards

The main hazards associated with ladders include:

|   |   |
|---|---|
| Using a ladder where a safer method should be provided.             | Ladder at unsuitable angle, swaying, springing, etc.  |
| Insufficient foothold at each rung.                                 | Not securing the ladder properly.   |
| Insufficient handhold at top of ladder or at stepping off position. | Using ladder with a defect. (Note: Painting of timber ladders which could hide defects is prohibited by Regulations). |
| Unsafe use of ladder (over-reaching, sliding down, etc.).           | Insufficient overlap of extension ladders.  |
| Unsuitable base to ladder.  | Using ladder near overhead electrical cables, crane contracts, etc.   |

Monitoring and Control

Management will ensure that:

- ❑ Ladders and steps must only be used for very short periods of work where there is no other safer system possible and only after carrying out a Risk Assessment, consider the use of built in staircases, mobile towers, MEWP's.
- ❑ Ladders are checked before use to ensure that there are no defects and then checked at least weekly whilst in use on site. Ensure that where a defect is noted or a ladder is damaged, it is taken out of use immediately.
- ❑ Ladders must be in good condition and of adequate length and strength for the work in progress. Ladders must be secured at the top and be long enough to extend 1.05 metres above the landing place. It is recommended that ladders are placed at an angle of 1:4.
- ❑ 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.). (See risk assessment).
- ❑ The methods of use which could result in damage to the ladder are not permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.
- ❑ Proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout its length.
- ❑ Ladders are set up on a firm level base.
- ❑ The step-off area is clear if using a ladder to reach a platform.

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- ❑ Ladders should be positioned so that over reaching is not necessary. When working, persons should not stand on the top three rungs.
- ❑ Ladders will be inspected as part of the regular inspection of scaffolding on the site, and a written record of such inspection maintained on site.
- ❑ Ladders should only be used as a means of access to the work area.

**TOOLS AND HAND HELD EQUIPMENT – These are always hired in**

**D. Hammond does not hold tools and equipment.**

Hazards

The main hazards associated with ladders include:

|   |   |
|---|---|
| Using a tool where a safer method should be provided. | Controls of equipment damaged, etc.             |
| Insufficient foothold while using tools.              | Not securing adequate and safe source of power. |

Monitoring and Control

On Site Management will ensure that:

- ❑ Tools and vibrating equipment must only be used for very short periods of work where there is no other safer system possible and only after carrying out a Risk Assessment.
- ❑ Tools and equipment are checked before use to ensure that there are no defects and then checked at least weekly whilst in use on site. (PUWER) (MHSW) (CDM)
- ❑ Tools and equipment must be in good condition and of adequate strength for the work in progress.
- ❑ The methods of use which could result in damage to the Tools and equipment are not permitted,
- ❑ Proper storage is provided for Tools and equipment, under cover, where possible.
- ❑ Tools and equipment will be inspected as part of the regular inspection on the site, and a written record of such inspection maintained on site. (CDM)

## LASERS

### Hazards

The main hazard from the use of laser equipment is damage to the eyes. In addition, Class 4 laser products may also present a fire hazard. Laser equipment can present or contain other hazards i.e. electrical, mechanical moving parts, toxic chemicals, liquid gases and ozone dust and flutes from office and industrial printers and copiers.

### Monitoring and Control

Management will ensure:

- ❑ The control measures identified in the risk assessment(s) have been implemented.
- ❑ Class 3A, Class 3B or Class 4 lasers are not used on site unless safe systems of work have been planned and all necessary precautions provided on site to the satisfaction of the appointed “laser safety officer”.
- ❑ Only Class 1 or 2 lasers are used, and that the class is clearly marked on the equipment.
- ❑ Laser equipment is taken out of use if any defects are noted or reported.
- ❑ The beam from a Class 2 laser is terminated at the end of its useful path by absorption or diffuse reflection..
- ❑ Optical instruments e.g. binoculars are not used to look at the beam.
- ❑ Warning signs, if appropriate, are positioned to ensure that operators and others not involved are not subject to danger from the beam.
- ❑ The laser equipment, housing, safety features etc. are not removed or interfered with at any time.
- ❑ Checks are made to ensure that there are no reflective surfaces from which the beam could be inadvertently reflected.
- ❑ Beam paths should be either above or below normal eye-level height whenever possible. EN 60825.
- ❑ Do not aim the beam at vehicles or people, and wherever possible, keep the area in the path of the beam clear of any persons, and reflective surface.

**LIFTING PRACTICES**

Hazards

The main hazards associated with lifting operations include:

|   |   |
|---|---|
| In-adequate planning of lifting operation     | Overloading of lifting appliance.           |
| Unsuitable or inadequate base for crane.      |   |
| Overloading or incorrect use of lifting gear. | Contact with overhead electricity cables.   |
| Incorrect positioning of lifting appliance.   | Improper methods of use of equipment.       |
| Insecure attachment of load.                  | Poor maintenance causing equipment failure. |
| Incorrect signals - Banksmanship.             |   |

Monitoring and Control

Management will ensure that:

- ❑ All necessary control measures identified in the Lifting Plan and risk assessment(s) are implemented. The following control measures provide guidance as to the arrangements required.
- ❑ Any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the relevant standards and that copies of certificates, register entries etc. are available on site. (LOLER)
- ❑ Areas where mobile cranes are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground, an Engineer must be asked to confirm that the area is suitable or that additional precautions must be taken. (LOLER)
- ❑ No loads are permitted to pass over the heads of any persons either on or adjacent to the lifting operations. (LOLER)
- ❑ Rubbish skips are not lifted by lifting appliance unless the skip is designed and marked as being suitable for lifting purposes.
- ❑ Lifting appliances such as gin wheels, pulley blocks, etc. are correctly erected and used.
- ❑ Only authorised operatives are permitted to operate lifting appliances, sling loads or give signals. The authorised persons should be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operative, the Contracts Manager must be informed immediately.
- ❑ Any defect noted in any lifting appliance, machine, gear or tackle is reported immediately and the equipment taken out of use if the defect could affect its safe use.

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- ❑ Lifting operations cease where adverse weather conditions could affect the safety of those operations, until conditions improve. (This includes high winds, poor visibility, icing conditions etc.)
- ❑ All lifting appliances are inspected weekly and a record of the inspection made.
- ❑ All personnel working with or near lifting appliances must wear safety helmets.
- ❑ All lifting appliances must be secured and left in safe condition at the end of each working period taking into account the safety of children.
- ❑ Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel.
- ❑ If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands will be used.
- ❑ Loose items are secured or fully covered when being handled by a lifting appliance.
- ❑ If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the safety adviser must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out.
- ❑ The safety adviser will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.

## LIQUEFIED PETROLEUM GAS

### Hazards

The main hazards associated with the use and carriage of LPG are:

- ❑ Fire
- ❑ Explosion
- ❑ Asphyxia
- ❑ Traffic Accidents

### Monitoring and Control

The Management will ensure that:

- ❑ The planned storage facilities are erected and maintained in accordance with the relevant standards and the requirements of the site Health and Safety Plan.
- ❑ All storage facilities, appliances, hoses, fittings, connections, fire fighting equipment etc. are checked at weekly intervals and ensure that action is taken to rectify any defects noted.
- ❑ Appropriate action is taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.
- ❑ All control measures are being implemented.
- ❑ Where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations, the safety adviser is to be asked to provide advice on precautions required.

Where LPG is to be transported in company vehicles the following precautions must be taken:-

- ❑ The Regulations and Approved Code of Practice cover the carriage of LPG (i.e. Propane, Butane etc. in cylinders).

The following notes provide an outline of the requirements for contractors carrying LPG cylinders in vans, lorries etc. to and from site.

- ❑ If an LPG appliance is carried in a van, or lorry (e.g. a bitumen boiler, gas torch etc.) powered by one cylinder then that cylinder plus an extra spare cylinder can be carried and the Regulations do NOT apply. (NOTE - obviously it is essential to ensure that precautions are taken to comply with the Health and Safety at Work etc. Act 1974).
- ❑ In other cases if a LPG cylinder (or cylinders) of more than 5 litres capacity (NOTE: even if the cylinder is “empty”) is carried, the Regulations will apply as follows.

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## Suitable Vehicle

- ❑ Preferably the vehicles should be open.
- ❑ Closed vehicles (e.g. vans) should be avoided but may be used for a small number of cylinders, e.g. up to 4 x 47 kg, or 12 x 5 - 20 kg, or 25 of less than 5 kg.
- ❑ If a closed vehicle is regularly used then it should be adequately ventilated. Note that LPG is heavier than air so ventilation should be as low as possible.
- ❑ Flammable Gas “Hazard” warning diamonds must be displayed front and rear.
- ❑ If an unventilated closed vehicle is occasionally used then the cylinder should be removed from the vehicle immediately the journey is completed.
- ❑ If cylinders are carried permanently in relation to mobile site work then the number of cylinders must be limited to two.

## Loading

- ❑ Cylinders must be secured in the vehicle to prevent damage while on the move.
- ❑ The cylinders should be secured upright

## Information

- ❑ The driver must be given written information on the dangers of LPG and the action to be taken in an emergency. -
- ❑ This information must be kept on the vehicle when LPG is being carried (written information can be obtained from suppliers).
- ❑ The driver must be instructed in the hazards, action to be taken in emergency and his responsibilities.
- ❑ Drivers must be given training for all vehicles driven in these circumstances, but when vehicles exceed 3.5 tonnes GTW.
- ❑ There is a requirement for the driver to be in possession of a National Vocational Certificate as an ADR Certificate and should be added to the drivers DVLC licence.

## Fire Fighting

- ❑ Two fire extinguishers must be carried on the vehicle. (e.g. 1 kg dry powder or BCF). One fitted in the cab and the other in the rear compartment.

## Marking of Vehicles

- ❑ When more than 500 kg of LPG is carried (the large propane cylinders contain 47 kg, therefore this only applies if more than 10 large cylinders are involved) then orange reflectorised plates must be displayed front and back of the vehicle. The size of the plates and

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exact positions are defined in Regulations.

- ❑ These plates must not be displayed if there is no LPG on the vehicle.
- ❑ It should be noted that additional requirements will apply if more than 3 tonnes of a dangerous substance is carried relating to supervision, parking, training records etc.

### Cylinders

- ❑ Cylinders should be stored in the open air, at ground level and in a lockable storage area. The store must be away from any basement areas, drains, excavations etc. as LPG is heavier than air.
- ❑ Only those cylinders connected to equipment or in use will be kept in work areas. Empty cylinders will be removed to store as soon as possible.
- ❑ Cylinders should be kept away from flammable materials and sources of heat and there should be no smoking or naked flames where gas is stored or transported.
- ❑ Adequate ventilation must be provided to any work area/office where LPG is used to ensure no build-up of harmful gases including possible leaks from cylinders.
- ❑ Where large quantities of LPG are used or stored, or if use in a confined space or unusual situation is required, then safety adviser will be contacted for advice.
- ❑ Equipment will be regularly inspected and maintained.
- ❑ Firefighting equipment will be available in appropriate locations.

### Bulk Tanks

- ❑ Bulk tanks will be installed in accordance with British Standards
- ❑ Planning permission will need to be obtained for the positioning of storage tanks or globes and these should be effectively protected in accordance with approved standards.
- ❑ Adequate protection will be given to bulk tanks during construction works operations to ensure that damage is prevented, especially from site traffic.
- ❑ Vehicles discharge facilities must be arranged to be safe and convenient.
- ❑ All isolation points, controls etc. should be brought to the attention of the purchaser.

**MANUAL HANDLING AND LIFTING**

**Hazards**

The main injuries associated with manual handling and lifting are:

|                                 |  |
|---------------------------------|--|
| Back strain, slipped disc.      | Bruised or broken toes or feet.            |
| Hernias.                        | Lacerations, crushing of hands or fingers. |
| Tenosynovitis, heat conditions. | Various sprains, strains, etc.             |

**Monitoring and Control**

Management will ensure:

- ❑ All work is planned for taking into account the relevant standards. The required Manual Handling Operation and other Assessments will be undertaken and the Control Measures identified and planned for.
- ❑ Relevant assessments of manual handling operations are carried out. Materials etc will be handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.
- ❑ All operatives and Supervisory staff involved in manual handling operations are given training in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in Manual Handling Operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

- ❑ The required Control Measures for the work are being implemented.
- ❑ Operatives are instructed in the correct handling and lifting of loads as required.
- ❑ A supply of suitable gloves are available for issue as required for the handling of materials which could cause injuries to the hands.
- ❑ The Company enforces the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
- ❑ No operative, particularly a young person, is required to lift without assistance a load which is likely to cause injury.

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The following is given at induction training on each site:

- ❑ Wherever possible use mechanical means to lift and transport items.
- ❑ Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment e.g. floor conditions, lighting, access etc.
- ❑ Ensure that items are lifted correctly with the back in its natural position and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- ❑ Avoid twisting stooping, or reaching to lift or deposit the load.
- ❑ Ensure that access areas are clean and clear and that the lighting is adequate.
- ❑ Wear gloves and safety footwear and other Personal Protective Equipment relevant to the working environment.
- ❑ Protect sharp edges.
- ❑ Avoid long lifts and if necessary change grip when the load is at waist height.
- ❑ Keep the load close to your body.
- ❑ Arrange storage so that the heaviest loads are in the most convenient position ie. from knee to shoulder range.
- ❑ For long distances arrange supports to allow the load to be placed for brief breaks.
- ❑ During repetitive work, ensure sufficient time for resting.
- ❑ If more than one person is involved then a competent person must be nominated to control the handling activities.
- ❑ If possible, break the load down into smaller items.
- ❑ If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- ❑ Secure items which are loose to prevent the load shifting when being carried.
- ❑ Avoid carrying up and down steps.

### Assessment

The assessment form below will be used during the planning of manual handling tasks to ensure the best available lifting techniques are employed.

**General RISK ASSESSMENT Form**

PROJECT :

REF :

ACTIVITY

DATE :

Description of the works

Type of work, location and operatives involved

|  |  |
|--|--|
|  |  |
|--|--|

General Risk Items (tick as necessary)

|                            |  |                            |  |
|----------------------------|--|----------------------------|--|
| Tripping / Falling         |  | Access                     |  |
| Fire                       |  | Temporary Works            |  |
| Chemicals ( COSHH )        |  | Demolition                 |  |
| Machinery / Plant          |  | Working with live services |  |
| Power Tools                |  | Dust                       |  |
| Working at Heights         |  | Fumes                      |  |
| Manual Handling            |  | Others :                   |  |
| Working in confined spaces |  |                            |  |
| Noise                      |  |                            |  |
| Working on Scaffolding     |  |                            |  |

Considerations (tick as necessary)

|                           |  |                                   |  |
|---------------------------|--|-----------------------------------|--|
| Site induction            |  | Environmental Effects             |  |
| Special Training          |  | Prior Notifications               |  |
| Detailed Method Statement |  | Monitoring Attendance             |  |
| Monitoring / Test Results |  | Protective Clothing and Equipment |  |

**Hazards**

|  |
|--|
|  |
|--|

**Personal:**

|  |
|--|
|  |
|--|

**Precautions / Actions taken to control the risk**

**Management**

**Provided by Other Sources**

Signature: \_\_\_\_\_ Print Name:

Position: \_\_\_\_\_ Company:

**Manual Handling RISK ASSESSMENT Form**

PROJECT:

REF:

ACTIVITY

DATE:

Description of Works

|   |                           |
|---|---------------------------|
| Provide a brief description of the works and local environment. | List individuals affected |
|   |                           |

Do the operations involve a significant risk of injury? (if 'no' go no further) YES NO

Are the operations clearly within the guidelines in Appendix 1? YES NO

If YES it is considered that the lifting will be reasonable and can be carried out without risk to the individuals concerned

If NO carry out the assessment overleaf and arrange lifting systems as necessary

**General Risks Identified regarding height & weight of lift- Appendix 1**

|  |   |  |
|--|---|--|
| Head Height into body (10 kg)          | Head Height arms extended (5 kg)          |  |
| Shoulder Height into body (20 kg)      | Shoulder Height arms extended (10 kg)     |  |
| Elbow height into body (25 kg)         | Elbow height arms extended (15 kg)        |  |
| Knuckle Height into body (20 kg)       | Knuckle Height arms extended (10 kg)      |  |
| Mid Lower Leg Height into body (10 kg) | Mid Lower Leg Height arms extended (5 kg) |  |
|  |   |  |
| <b>Requirements</b>                    |   |  |
| Reasonable ground ?                    | Clear route to walk ?                     |  |
| Stable body position hold ?            | No adverse weather conditions ?           |  |
| Good grip available ?                  | Individual fit and well on the day ?      |  |

**Initial Considerations for Lifting Systems - Appendix 2**

|  |                               |  |
|--|-------------------------------|--|
| Two man lift with carrying devise        | Alternative size of materials |  |
| Powered wheelbarrow                      | Exceptional lead in time      |  |
| Forklift                                 | Special training needed       |  |
| Dumper                                   |                               |  |
| Crane to deliver close to final position |                               |  |
| Alternative materials                    |                               |  |

Full Assessments and summary overleaf.

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The following must be considered if the answers overleaf indicate a non-standard lift is required.

|   | Level of Risk |      |     | Possible |
|---|---------------|------|-----|----------|
|   | Yes ?         | High | Med |          |
| <p><b>Solution ?</b></p> <p><b>The tasks</b> - do they involve:</p> <ul style="list-style-type: none"> <li>• holding loads away from trunk?</li> <li>• twisting?</li> <li>• stooping?</li> <li>• reaching upwards?</li> <li>• large vertical movement?</li> <li>• long carrying distances?</li> <li>• strenuous pushing or pulling?</li> <li>• unpredictable movement of loads?</li> <li>• repetitive handling?</li> <li>• insufficient rest or recovery?</li> <li>• a workrate imposed by a process?</li> </ul> <p><b>The loads</b> - are they:</p> <ul style="list-style-type: none"> <li>• heavy?</li> <li>• bulky / unwieldy?</li> <li>• difficult to grasp?</li> <li>• unstable / unpredictable?</li> <li>• intrinsically harmful (hot, sharp)</li> </ul> <p><b>The working environment</b> -are there:</p> <ul style="list-style-type: none"> <li>• constraints on posture?</li> <li>• poor floors?</li> <li>• variations in levels?</li> <li>• hot/cold/humid conditions?</li> <li>• strong air movements?</li> <li>• poor lighting conditions?</li> </ul> <p><b>Individual capability</b> - does the job:</p> <ul style="list-style-type: none"> <li>• require unusual capability?</li> <li>• hazard! those with a health problem?</li> </ul> |               |      |     |          |

**Other factors -**

Is movement or posture hindered by clothing or personal protective equipment?

Having considered all of the above define how the hazard will be overcome.

Solution:

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Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

## **MONITORING, EVALUATION AND REVIEW**

### Safety Policy

In compliance with Section 2(3) of the Health and Safety at Work etc. Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1999 this policy will be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the Statutory Requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to its implementation and techniques of risk control.

The purpose of the monitoring, evaluation and review process is to ensure:

- ❑ The maintenance and development of an effective and user friendly health and safety policy.
- ❑ The maintenance and development of an effective organisation to ensure that the policy is implemented
- ❑ The maintenance and development of improving performance standards.
- ❑ The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes all supervisors and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the company through its management system any areas where this policy is inadequate or ineffective.

### Activities

The company will make arrangements for the appointed safety adviser to visit the Company's sites and premises at regular intervals to identify and report on any lack or failure of control measures. A report of the inspection will be left on site and a copy of this report will be sent to the "director responsible for safety" so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action can be taken to ensure similar problems do not recur on Company sites.

In adopting a pro-active approach to ensure that this safety policy is being effectively implemented, managers have the responsibility to undertake routine safety audits, assisted by the safety adviser if appropriate, of their management area.

The safety audit undertaken for each major activity under the manager's control will examine current performance, adherence to requirements and where deficiencies are identified to take practical action to improve standards and/or modify the safety policy. A formal report on the safety audit will be submitted to the relevant director for a review of its findings and recommendations. Such safety audits should be undertaken on a six-monthly basis, or other interval as appropriate to the risk environment managed by the individual Manager.

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A review of overall company performance in health and safety will be undertaken at yearly intervals, or other intervals as arranged. The company's senior management will discuss safety performance over the preceding period reviewing accidents, compliance with policy, requirements for training and other issues relevant to improving this policy and performance.

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### **PROCEDURE FOR NEW EMPLOYEES ENGAGED BY COMPANY OR TRANSFERRED TO SITE**

This procedure is to be carried out by the Site/Workplace Supervisor of the site/workplace where the new employee will be required to work. No individual will be sent to site without first being inducted into the safe systems of the Company.

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
- Explain the purpose of the Company Safety Policy and ensure the employee is aware of his/her responsibilities. Explain the requirements of the CPP and its relationship to the Company Safety Policy
- Inform the new employee of the location of Regulations and the CPP and explain that he/she is at liberty to read them at any time. Explain the relationship between the Regulations and the Company Safety Policy.
- Undertake or arrange for the Site Induction Training to be given to the new employee(s) and ascertain their existing competence level(s) identifying any immediate training needs required to be met before work tasks can be allotted. In particular, cover items a-e inclusive, below.
  - a. Warn new employees of any potentially dangerous areas of operations on site or in the workplace.
  - b. Warn the new employee of any prohibited actions on site or in the workplace, e.g.
    - (1) entering specific areas without a safety helmet.
    - (2) operating plant unless authorised.
  - c. If there is any training or instruction required, inform management, e.g.
    - (1) abrasive wheels.
    - (2) cartridge tools.
    - (3) scaffold inspection.
  - d. Issue to the new employee any protective clothing or equipment necessary, e.g.
    - (1) safety helmet.
    - (2) goggles.

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- (3) ear defenders.
- (4) wet weather clothing, etc.,
- (5) high visibility vest

and obtain their signature for the items issued. Ensure that the new employees understand how to use and wear the equipment/clothing correctly.

- e. Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.

### ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OLD

- ❑ Inform employees that they must not operate any plant (including dumpers), give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.
- ❑ Ensure they do not attempt to carry out any tasks that are beyond their physical or psychological capabilities.
- ❑ Ensure they are not instructed to carry out hazardous operations involving harmful substances, radiation, extremes of cold, heat, noise or vibration.
- ❑ Provide supervision when they work in areas where they may not recognise certain activities as hazardous.
- ❑ Enter the employee's name in the General Register, F31/F36, complete and send form 2404 (located at the back of the General Register) to the local careers office.

**OBJECTION ON SAFETY GROUNDS**

Section 7 of the Health and Safety at Work etc. Act 1974 and Regulations 11 and 12 of the Management of Health and Safety at Work Regulations require employees to take reasonable care for their own health and safety and that of others who *may* be affected by their acts or omissions at work. In addition, employees must not undertake activities for which they are not adequately trained and experienced.

Where such situations arise, the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his employer and this could give rise to an objection on safety grounds to undertaking the work.

Objection on safety grounds to undertaking work instructions should, where possible, be resolved between the parties concerned so that they can comply with their respective statutory duties.

If there is failure to resolve the problem between the parties concerned then the matter should be discussed with the immediate manager and, if appropriate, the company's appointed safety adviser.

If there is failure to agree at the working level then the matter should be referred to a senior manager/director whose responsibility is to achieve a solution to the objection and comply with statutory requirements.

During discussions of this objection it may be pertinent to involve the safety adviser and the local safety representative.

**OVERHEAD ELECTRICITY CABLES**

Hazards

The main hazards are:

|   |  |
|---|--|
| Arcing can occur across gaps of varying distances depending on temperature etc. | Contact by operatives handling long objects e.g. scaffold tube, sheeting, ladders etc. |
| Contact with cables by plant or vehicles.                                       | Failing to obtain the Safe Working Distance from the supplier.                         |

Monitoring and Control

The Contracts Manager will:

- ❑ Check on the existence of any overhead cables and ensure they are allowed for in accordance with the relevant standards detailed below.
- ❑ At pre-contract stage, the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions, etc. with the Electricity Company.
- ❑ Permanent signs indicating the boundaries of hazardous areas will be installed and maintained. Work inside those boundaries will not take place until either the Contracts Manager or Sub-contractor has drawn up a specific procedure.

The Site Manager will ensure that:

- ❑ Procedures are being followed and appropriate action taken against any person(s) who disregard procedures or damage protection provided.
- ❑ The protection provided is checked by the Site Supervisor or other responsible appointed person at regular intervals and maintained.
- ❑ Where plant or vehicles are required to work adjacent to or pass under, or any work activity takes place in the vicinity of, overhead power cables, then suitable barriers will be erected in order to maintain a safe distance from the cables.
- ❑ Care is exercised when handling long objects such as scaffold tube, ladders etc. which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to approach within The safety clearance distance of the overhead cables.
- ❑ Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-to-Work system operated.
- ❑ In certain situations, electrical capacitance or mutual induction can lead to voltages being created in metal fences and pipelines which run parallel to overhead cables at a voltage of 30 kv or more. The Electricity Company must be consulted for specialist advice before work commences.

**PILES/SHEET /DRIVEN PILING**

**Hazards**

The main hazards associated with piling include:

|  |   |
|--|---|
| Contact with overhead services.                                    | Contact with underground services.  |
| Collapse of piling rig due to insecure attachment of lifting gear. | Collapse of piling rig due to improper use, poor base, lack of maintenance.               |
| Damage to adjacent properties.                                     | Falling materials.  |
| Falls from piling rig or piling frame.                             | Insecure attachment of lifting gear.  |
| Noise.   | Pieces of metal ejected from piling hammer, head or guides etc. during driving operations |
| Use of defective or unsuitable equipment as lifting gear.          |   |

**Monitoring and Control**

Management will ensure that:

- ❑ All preparation works and requirements are carried out as planned, that plant and equipment provided is in good order and that all appropriate tests, thorough examinations and inspections of plant and equipment have been carried out.
- ❑ No person is allowed to operate piling plant or equipment or enter piling areas unless authorised.
- ❑ **Inspections of lifting appliances in accordance with the scheme devised by a competent person are carried out and recorded**
- ❑ Check that work is carried out as planned and that operatives use all safety equipment, protective clothing, etc. as required.
- ❑ All plant and equipment in use is checked regularly during the working shift and any defect noted or reported is rectified, and where any defect could affect the safe use of any piling plant or equipment, take it out of use immediately, until rectified.
- ❑ Ensure that all the control measures identified in the Risk Assessment(s) are being implemented.
- ❑ There is a safe access and working position for pitching piles.
- ❑ If work from a ladder is necessary, then a safety harness will be worn and attached securely to a firm pile or anchorage.
- ❑ Kentledge and Kelly blocks must be in good order, placed securely and sufficient for the operation.

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- Piles are not used if the shackle hole is damaged and likely to cause damage to the shackle itself. Arrange for repairs if necessary.
- Wherever possible remote release shackles are used.
- Straight pinch bars are not be used when feeding piles through gates.
- All noise control measures are in position before work starts, and that any conditions with regards to specified working times are followed.
- Safety helmets, safety footwear, and ear defenders are worn by all persons in the vicinity of piling activity.
- All hammers, swivels, anchors, pile helmets, guides etc. have been inspected daily.
- The hydraulic, pneumatic or electrical supply to the hammer is in good condition before use.
- The excavator or crane used to extract piles has sufficient capacity to lift them safely.
- All underground services have been located and identified before work starts.
- The crane/piling rig is on a firm level base. If there is any doubt then excavator mats will be used.
- Piles are stacked safely and not liable to topple over.
- Hand lines are used when guiding piles during lifting/positioning operations.
- Operations are clear of overhead cables and obstructions during any of the work.
- When work takes place next to properties, highways, railways, public areas etc. that the site is left safe and secure when left unattended, especially with regard to children.

**PREGNANCY - CHECKLIST OF HAZARDS**

|                          |  |   |
|--------------------------|--|---|
| <b>Physical Agents</b>   | Manual handling                              | Postural problems due to increasing size.<br>Strength affected by hormonal changes.<br>Weaknesses due to delivery (e.g. after a caesarean section).   |
|                          | Shock, vibration and excessive motion        | Increased miscarriage risk.<br>Link to morning sickness.  |
|                          | Radiation (but not the low levels from VDUs) | Damage to the foetus  |
|                          | Extremes of heat                             | Reduced tolerance leading to fainting and breast feeding difficulties.  |
|                          | Posture and fatigue                          | Increased risk of miscarriage, premature birth and low birth weight.<br>Increased blood pressure and stress.  |
|                          | Workplace.                                   | Difficulties with access to tight-fitting workplaces. Up ladders etc<br>Dexterity, balance and other physical attributes may also be affected.<br>Also need for frequent visits to the toilet.<br>Slippery floors.  |
|                          | Work in compressed air                       | Foetus at severe risk of the “bends”.   |
| <b>Biological Agents</b> | Health care premises and laboratories        | Many hazard group 2, 3 and 4 biological agents. e.g.  |
| <b>Chemical Agents</b>   | Certain chemicals                            | Look for these phrases on containers:<br>R40: Possible risk of irreversible effects.<br>R45: May cause cancer.<br>R46: May cause heritable genetic damage.<br>R47: May cause birth defects.<br>R61: May cause harm to the unborn child.<br>R63: Possible risk of harm to the unborn child.<br>R64: May cause harm to breast fed babies.<br>Also certain drugs used in cancer treatment (antimytotic or cytotoxic drugs) |
|                          | Carcinogens                                  | Any carcinogen  |
|                          | Certain metals and their compounds           | Mercury.<br>Lead.   |
|                          | Chemicals absorbed through the skin          | See data sheets and “sk” in HSE Guidance Note EH40<br>Pesticides.   |
|                          | Carbon monoxide                              | Starves the foetus of oxygen (NB. this also occurs when smoking in pregnancy).  |

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### OFFICE WORK

Read and understand the parts of the company's health safety policy indicated by your supervisor and carry out your work in accordance with its requirements outlined below:

- ❑ Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.
- ❑ Where additional hazards are introduced in your working area or an adjacent area, such as construction work, make sure you comply with the health and safety requirements brought to your attention by your supervisor.
- ❑ Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions or training.
- ❑ Report any defects in office equipment or machinery immediately to your supervisor.
- ❑ Ensure that you know the position of the first aid box.
- ❑ Ensure that you know the procedure in the event of a fire, or other emergency and comply with its requirement.
- ❑ Do not use fire fighting equipment unless you have been trained in its specific use.
- ❑ Report any accident or damage, however minor, to your supervisor.
- ❑ Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction, trailing wires, drawing pins, open desk or filing cabinet drawers or doors.
- ❑ Do not attempt to lift or move, on your own, 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 designated hop-up or a set of steps, do not improvise or climb.
- ❑ Suggest ways of eliminating hazards and improving working methods.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends, etc. properly.
- ❑ Ensure that when using chemical substances such as cleaners or developers you make sure you comply with the requirements of any assessment made for its safe use. If in doubt ask your supervisor.
- ❑ Warn new employees, particularly young people, of known hazards.

## **SITE OFFICES**

### Introduction

Where applicable, Site offices will comply with the requirements of the Workplace Health and Safety at Work Regulations 1992 and The Management of Health, Safety at Regulations 1999.

### Control

- Fire Risk Assessments and a Fire Plan will be displayed
- All fire equipment shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in the use of the equipment.
- The Site Manager will ensure that all offices are cleaned out daily and waste paper is not allowed to accumulate.
- Any liquefied petroleum gas heating appliances shall be used in accordance with the requirements of company policy.
- Any electrical installation shall be to the requirements of the IEE Regulations (British Standard) and shall be installed, tested, altered and maintained by qualified electricians only.
- The Site Manager will ensure that any office machinery is installed safely and that it is maintained and serviced in accordance with manufacturer's recommendations.
- Training will be provided in the use of office machinery and no person may operate or service any machinery unless authorised to do so.

**OPENINGS IN FLOORS AND ACCESSES**

Hazards

The main hazards associated with the making of openings in floors and access-ways include:

|  |  |
|--|--|
| Interference with services beneath the opening.                            | Persons falling into the resultant opening.          |
| Persons working in or beneath the opening being struck by falling objects. | Air contamination from works adjacent to the opening |

Monitoring And Control

Management will ensure that:

- ❑ All the necessary control measures identified in the risk and other assessments have been implemented prior to the commencement of work and are maintained throughout the work.
- ❑ Any procedures covering the making of openings developed by the occupier of the premises or principal contractor for the site are followed and the necessary inspections and records are maintained.
- ❑ The necessary barriers, signs and lamps etc. around the proposed opening and the area beneath it (if appropriate) before lifting any floor sections, covers etc. Also divert any pedestrian or vehicle access routes prior to removing the ‘opening’ covers.
- ❑ All barriers erected must be of a substantial construction, sufficient to prevent personnel and materials from falling through the barrier into the aperture. (The use of rope and/or tape as a barrier material is poor practice and is not acceptable. Barriers should be either pre-fabricated metal sections or scaffolding poles, suitably modified and supported to form guard rails around the opening).
- ❑ Where the work involves the temporary removal of a section of the barrier for access etc. then adequate precautions must be taken to prevent personnel or objects approaching the open-edge. The barrier must be replaced as soon as possible once the work activity requiring removal is completed.
- ❑ Once the ‘opening’ is no longer required then the floor sections/coverings must be replaced before the temporary barrier arrangements are removed. Any permanent guarding arrangements must also be re-instated (as appropriate). Where such ‘openings’ are in-situ for periods longer than seven days then they must be inspected by a competent person and the necessary records maintained in an appropriate register. Any defects noted in the arrangements must be rectified immediately.

**PERMIT FOR WORK**

**Page 1 of 2**

1. (a) LOCATION

.....

(b) PLANT/EQUIPMENT/AREA IDENTIFICATION .....

.....

.....

.....

(c) WORK TO BE DONE.....

.....

.....

.....

.....

.....

2 (a) CONTROL MEASURES TAKEN TO ACHIEVE SAFETY

State points at which Plant/Equipment has been isolated and rendered inoperative. State actions taken to avoid DANGER by draining, venting, purging and containment or dissipation of stored energy.

.....

.....

.....

.....

.....

.....

(b) FURTHER CONTROL MEASURES TO BE TAKEN DURING THE COURSE OF WORK TO AVOID HAZARDS DERIVED FROM 1(b)

.....

.....

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I can confirm that the Control Measures in Section 2(a) have been carried out and that these will be maintained until this Permit is cancelled. I certify that the Control Measures in Section 2(a) together with those specified in Section 2(b) are adequate to prevent danger from the area/systems identified in 1(b) in respect of the work in Section 1(c).

Signed ..... Time ..... Date.....  
(Authorised Person being responsible for the preparation and issue of this Document).

**PERMIT FOR WORK**

Page 2 of 2

3. THIS DOCUMENT IS VALID ONLY UNTIL .....Hours on .....  
and must be cleared and returned to the issue office by the time stated.

4. RECEIPT

I understand the requirements and limitations of this Document in respect of the area/systems identified in Section 1(b) and the work in 1(c). I will ensure that the further Control Measures in Section 2(b) will be implemented throughout the course of the work, along with General Safety Precautions related to the work/work processes.

I understand and accept my responsibilities under this Document.

Signed..... Name (Block Letters).....

in the employ of Firm/Dept ..... Time ..... Date .....

5. CLEARANCE

I certify that all persons working under this Document have been withdrawn from and instructed not to work on the area/system identified in Section 1(b). All gear, tools and loose materials have been removed and guards and access doors have been replaced except for.

.....

Signed ..... being the person responsible for clearing this document.

Time ..... Date .....

6. CANCELLATION

I certify that this document having been cleared by the person responsible for the work is now cancelled. The exceptions noted in Section (5) are noted and have been reported to the Person(s) in control of the area/systems in Section 1(b).

Signed ..... being the Authorised Person responsible for cancelling this Document.

Time ..... Date .....

All copies of this Document must be marked with a clear diagonal line when cancelled and filed for future reference.

## PORTABLE FIRE EXTINGUISHERS

### Fire Certificate / Fire Risk Assessment

The contents of a fire risk assessment may include “the type, number, and location of the firefighting equipment for use by persons in the building”.

### Types of Extinguisher

Portable fire extinguishers can be divided into five categories according to the extinguishing agent they contain:

|                |                         |
|----------------|-------------------------|
| Carbon dioxide | Dry Powder              |
| Foam           | Halogenated Hydrocarbon |
| Water          |                         |

They can also be divided into categories according to their method of operation. Extinguishers are normally operated by the use of gas or air pressure in the upper part of the container which forces the extinguishing medium out through a nozzle, although some pump-type extinguishers may still be found.

The required pressure is produced by one of the following methods:-

**Chemical reaction.** Two (or more) chemicals are allowed to react to produce an expellant gas when the operating mechanism is actuated. (This type of extinguisher is no longer in common use and it is recommended that they be removed from service).

**Gas cartridge.** The pressure is produced by means of compressed or (more commonly) liquefied gas released from a gas cartridge fitted into the extinguisher.

**Store pressure.** The expellant gas is stored with the extinguishing medium in the body of the extinguisher that is thus permanently pressurised. In the case of carbon dioxide extinguishers, the expellant gas is itself the extinguishing medium.

### Inspection and Testing of Extinguishers

The advice provided below is based upon BS:3506 Code of practice for fire extinguishing installations and equipment: Part 3, Portable fire extinguishers.

Extinguishers, spare gas cartridges and replacement charges should be inspected at least **monthly** by a responsible person to make sure that appliances are in their proper positions and have not been discharged, or lost pressure (in case of extinguishers fitted with a pressure indicator), or suffered obvious damage.

## **PREPARATION AND COMMENCEMENT (SITE)**

### **Introduction**

Much will be done by site management at the start of a new project to develop good relationships with the persons and businesses in the area. Care will be taken to involve all sections of the community, local authority, police force, statutory bodies and others, work will almost invariably progress more smoothly as the development progresses.

### Considerations

The following check list will assist site management in this regard:

- Ensure the CPP for the site is available before any work commences.
- Consider the environmental importance of the site and the impact that changes will have on the local community.
- Check the boundaries of the site to ensure that these are clearly defined so that there is little risk of disputes arising in the future.
- Make personal contact with persons living or working in adjoining properties, or others in the community e.g. schools.
- Consider the impact of noisy machinery or plant in the area and where necessary obtain advice from the safety adviser about the best way of handling this.
- If work is very close or adjacent to public footpaths, rights of way or adjoining property, contact the local authority representative and agree suitable means of protection, warning signs and lighting.
- Consider carefully, requirements for fencing the working area to exclude children who may be resident nearby.
- Erect all necessary warning signs in positions laid down in the company policy and make plans to erect additional signs in and around areas of special risk.
- Make prompt and correct application for all temporary services and ensure that installation is to the satisfaction of the local authorities requirements.
- Clearly mark all underground services so that contractors are aware of their location and if overhead cables cross or pass near to the site, adequate protection must be provided.
- Arrange the display of all statutory notices and ensure that the company safety policy, accident book and statutory inspection registers are available for inspection on the site.
- Prepare suitable first aid facilities and display necessary signs indicating who is responsible as the appointed person or trained first-aider on site.

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- ❑ Display the Employers Liability insurance certificate, sub-contractors certificates and the Notification to HSE Form F10, so that all contractors can see them.
- ❑ Make sure that COSHH and noise assessment information is available on site and, if relevant, that a supply of site safety booklets are to hand.
- ❑ Make arrangements to provide adequate protective equipment sufficient for the number of persons engaged.
- ❑ Make arrangements to have fire fighting equipment distributed correctly and ensure that suitable means of escape is provided.
- ❑ Ensure emergency evacuation procedures for multi-storey premises have been drawn up and are brought to the attention of all personnel on site.

### **Joint Consultation**

In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the codes of practice and guidance notes relating to these Regulations, every facility will be afforded to officially appointed safety representatives and committees.

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the National Working Rule 24 of the National Joint Council for the Building Industry Working Rule Agreements or Working Rule XVIIIA contained within the Civil Engineering Construction Conciliation Board Working Rules where applicable.

Reference should also be made to the general section on “employee consultation” in this policy.

### **Prohibition or Improvement Notices**

If a prohibition or improvement notice is issued by an inspector of an enforcement authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and contact the director responsible for safety either directly or through their appropriate manager.

The safety adviser will be informed by the director responsible for safety and asked to provide advice on the measures necessary to comply with the notice.

When remedial measures have been taken the director responsible for safety will contact the Inspector who issued the notice to inform him/her of action taken. This will be confirmed in writing.

**PROTECTIVE CLOTHING AND EQUIPMENT**

**Hazards**

Refer to the specific sections of this policy for the relevant hazards and the protective equipment required.

Some examples of conditions that can be avoided by using protective equipment include:

|                            |                    |
|----------------------------|--------------------|
| Cuts and scratches         | Eye injury         |
| Excessive noise            | Falls from height  |
| Foot injury                | Fractures          |
| Head injury                | Respiratory damage |
| Temperature - hot and cold | Weather            |

**Monitoring and Control**

Management will ensure that:

- ❑ Adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in a safety equipment and protective clothing issue register.
- ❑ Before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders, etc.
- ❑ Every person on site or at the workplace, observes the statutory and company policy requirements for the wearing of personal protective equipment where the process risks cannot be reduced by other means.
- ❑ Persons are prevented from working until the appropriate protective clothing or equipment is obtained and used. This applies to sub-contractors as well as direct employees.
- ❑ The protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued can be provided by the safety adviser as required.
- ❑ All supervisory and management staff set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

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- ❑ When necessary operatives will wear the appropriate hearing defenders issued and be instructed in its maintenance and use.
- ❑ Operatives wear the eye protection issued as appropriate to the work carried out.
- ❑ Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- ❑ All management, supervisory staff, visitors, sub-contractors and employees, shall wear safety helmets whilst on company sites, other than in areas specifically designated in writing by the company as being areas where the risk of head injury is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the site mess room or issued to each person or contractor etc. Normal disciplinary proceedings will be used against employees not complying with this requirement.
- ❑ Where other protective measures are not practicable, then for certain operations, the use of a safety belt or harness may be necessary. The equipment must be suitable for the particular purpose intended and generally a full harness is preferable. This equipment will be issued when required and operatives instructed in its use together with any other related equipment such as lifelines, connectors, shock absorbers, fall arrest devices etc.
- ❑ If safety harnesses are used then a “Rescue procedure” must be prepared.
- ❑ All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- ❑ Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The supervisor should monitor this requirement and take appropriate action where the condition of equipment is not acceptable.
- ❑ Specialized and complex items of personal protective equipment will only be issued to competent users. Such items must be returned to storage following inspection and maintenance by a competent person and records made in the register of its availability for further service.

(Other sections also make reference to various protective clothing and equipment required).

### **RISK ASSESSMENTS**

The Management of Health and Safety at Work Regulations 1999 place duties on employers and the self-employed to take certain actions as summarised below:

- ❑ Assess the risks to the health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work.
- ❑ Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a safety policy document will be acceptable provided arrangements for identifying additional risks are in place.
- ❑ Where the risk is considered to be significant, then this must be recorded in writing and, where relevant, identify those groups of employees being especially at risk.
- ❑ Risk assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly.
- ❑ Assess the risks to health and safety of new or expectant mothers at work and undertake measures to avoid such risks. [The Management of Health and Safety at Work Regulations 1999.]
- ❑ Where a 'Young Person' is to be employed, under close supervision, in an activity with significant risk the risk assessment must be reviewed. Additionally if that young person has not attained the minimum school leaving age (msla) then the details of the risk assessment and precautions must be communicated to the parents of that young person.
- ❑ Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions.
- ❑ Appoint one or more nominated competent persons to assist in complying with requirements.
- ❑ Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures.
- ❑ Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers.
- ❑ Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with each other's activities, and subsequently pass such information to employees in those areas.

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Provide relevant training to employees in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- When transferred to new work or given increased responsibility.
- When changes in work equipment or methods are introduced.

Training must be repeated periodically and take account of changes, and also take place during working hours.

Employees also have duties as follows:

- Use anything provided by the employer in accordance with the instructions and training given.
- This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment etc.
- Inform the employer (or nominated person) of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's health and safety protection arrangements.

### **Definitions:**

- Hazard** - this is the potential for harm.
- Risk** - this is the likelihood that actual harm will occur.

Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

### **General Procedure:**

- Identify the hazards and activities.
- Assess the risks, i.e. what is the nature and extent of the risk?
- Are existing control measures or precautions adequate?
- Is there full compliance with the law?
- Are any further precautions required?
- Record the findings, and arrangements to be implemented if necessary.

**SAFETY ADMINISTRATION**

This section of the Policy has been written to aid Site Managers and others involved with management aspects of the Company’s activities in identifying and complying with the Statutory and Company requirements for administering safety arrangements.

Whilst comprehensive, this document is not exhaustive in the information necessary to meet all requirements. Reference should be made to statutory documents, regulations and other guidance to elicit the exact interpretation required for any particular site. Source references are indicated where appropriate to assist in meeting this need.

**Records**

Keeping accurate and up to date records is a prerequisite in being able to demonstrate compliance with statutory requirements to the enforcing authorities. It also enables the Company to provide an audit trail for monitoring its own health and safety performance and enabling meaningful reviews of its Health and Safety Policy based on detailed information. All Company employees must therefore ensure that all the requirements for record keeping are met both Statutory and Company.

Records for the topics specified below should be kept:

|   |   |    |   |
|---|---|----|---|
| 1 | Weekly testing of fire/evacuation alarms.   | 8  | Evaluation reports of emergency procedures.   |
| 2 | Training undertaken both on-job and off-site for each individual, including induction training. | 9  | Site inspections undertaken by:<br><ol style="list-style-type: none"> <li>1. Safety Adviser</li> <li>2. Contracts Management</li> <li>3. Enforcing Authorities, e.g. HSE Environmental Health Officers. Fire Officers.</li> <li>4. Client or their representative.</li> </ol> |
| 3 | Site safety defect log.   | 10 | Method statements for work/testing activities   |
| 4 | Waste disposal, especially controlled waste   | 11 | Noise surveys   |
| 5 | Issue and cancellation of safety documents e.g. permits to work                                 | 12 | Certificates for the installation and testing of temporary electrical supplies and distribution systems etc.  |
| 6 | Competence certificates for personnel, e.g. fork lifts, cranes etc                              | 13 | Use of pesticides on site.  |

**SAFETY HELMETS**

Hazards

|                         |                    |
|-------------------------|--------------------|
| Falling materials       | Lifting operations |
| Materials handling etc. |                    |

Monitoring and Control

Management will ensure:

- Safety helmets are available, and are worn in all areas unless specifically designated otherwise.
- All supervisory and management staff are required to set a good example by the wearing of safety helmets, where required.
- All persons shall wear safety helmets whilst on site, other than in areas specifically designated in writing as being areas where the risk of head injuries is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the canteen and site office.
- Plant operators and vehicle drivers must wear safety helmets when out of their cabs.
- Any person failing to comply with mandatory Regulations will be required to leave site immediately. Repetition of this action will debar an individual from re-entering site.
- Safety helmets will only be used for head protection and not for any other purpose.

## **FIRE PREVENTION ON SITE**

### **Hazards**

Fire can be a major hazard on site not only in terms of the possible injuries or even loss of life, but also consequential losses in terms of materials, time and productivity.

Typical hazards may include:

- ❑ Lack of, or insufficient provision of fire fighting/extinguishing equipment.
- ❑ Incomplete fire exit routes.
- ❑ Inadequate detection and alarm systems.
- ❑ Uncontrolled storage of flammable materials or waste.
- ❑ Poor control of hot work such as welding, burning, heating etc.
- ❑ Inadequate liaison between various contractors working on a site.
- ❑ Poor control of site visitors.
- ❑ Inadequate evacuation procedures.

This list is not exhaustive and is intended to highlight typical hazards. More detailed hazards due to specific activities are covered elsewhere in this policy.

### **Monitoring and Control**

The site Fire Safety Co-ordinator appointed will ensure:

- ❑ All procedures and precautions are known and understood.
- ❑ Hot work permit systems are used where necessary.
- ❑ All fire fighting equipment, alarms, escape and access routes, every week.
- ❑ Liaison is established with the design co-ordinator as necessary.
- ❑ A log of all checks, inspections, tests, drills and any other events such as alarms etc. is kept noting and taking action to remedy any defects and deficiencies.
- ❑ The arrangements and procedures for calling the emergency services remain valid and review/revise if necessary.
- ❑ The site is evacuated safely during any alarm situation, and that all staff and visitors report to the assembly points in accordance with the requirements of the emergency plan.
- ❑ Used fire fighting equipment is replenished immediately after use by a competent person.

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- A safe working environment is promoted especially with regard to fire prevention.
- For large projects, it may be necessary to appoint others to assist the site Fire Safety Co-ordinator.
- The requirements of the site emergency plan and the health and safety plan are implemented.
- A suitable means of raising an alarm on the site is provided. The alarm should be audible in all areas of the site and take account of any noise/operating machinery etc.
- Written procedures are clearly displayed and all staff made aware of the requirements.
- Emergency access routes and areas are kept clear.
- Fire exits, routes are clear and unlocked when persons are on site.
- Adequate fire fighting facilities are available, are clearly defined and free of obstructions.
- Any design requirements for the duration of the construction period are maintained.
- Temporary offices and buildings are sited correctly and of the correct fire resisting construction. These should also have suitable fire precautions installed.
- Working areas are kept clean and tidy, and waste is disposed of promptly. Keep waste collection areas away from any flammable stores, buildings etc.
- Ensure electricity and gas supplies are correctly installed and maintained by a competent person, and are inspected regularly.
- Ensure operating plant is in the open air and separated from working areas and building as far as practicable. Special procedures and precautions will be required if this is not possible. Care will need to be exercised for plant fuel to avoid spillage's/leakage's and ensure that provision is made to contain these.

**SITE TIDINESS**

**Hazards**

The main hazards include:

|                              |                              |
|------------------------------|------------------------------|
| Collapse of stored materials | Falling materials            |
| Fire                         | Handling problems            |
| Health risks                 | Restricted or blocked access |
| Slips, Trips and falls       |                              |

**Monitoring and Control**

Management will ensure that:-

- ❑ All employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
- ❑ Stacking areas are on a prepared level base and that materials are called off in quantities that will not create difficulties on site. Packs of bricks should be not more than two packs high.
- ❑ Working areas and accesses on site where employees are required to work are safe and free from obstruction including building materials. Where difficulties are experienced, the Contracts Manager must be informed to discuss improvements.
- ❑ All waste materials especially brick banding and spillage's are cleared and disposed of safely as work proceeds. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.
- ❑ All openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.
- ❑ Sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards.
- ❑ All protruding nails are removed from timber before stacking.
- ❑ Welfare facilities are kept clean and not used for the storage of plant or materials etc.
- ❑ Areas around plant and machinery are kept clean and tidy. (CDM) (PUWER)
- ❑ Electrical leads are routed so as to avoid tripping hazards by being kept up off the ground and they are protected from physical damage. (EAW) (C1S37)
- ❑ Site personnel do not throw debris, materials etc. from a scaffold; they must be lowered to ground level or a debris chute used.
- ❑ Clear access to all working areas.

## USE OF SKIPS

### Permission

Under the Highways Act, it is necessary to obtain written permission from the appropriate highway authority before siting a skip on any public highway. This may entail conditions being imposed as to the siting, dimensions, colour / markings, disposal of contents. lighting/guarding, removal.

Following permission being granted and a skip being placed on the highway then the skip owner must ensure:

- it is adequately and correctly lit after dark.
- it is clearly marked with the owner's name and telephone number (or address).
- it is removed as soon as practicable following filling.
- conditions imposed by the granted permission have been complied with.

### Siting

Should be on level ground with adequate, firm access for vehicle loading/unloading. Should not cause any unnecessary obstruction.

### Dimensions

Generally, no larger than 5m long by 2m wide.

### Colour / Markings

A plate marked with red and yellow fluorescent reflex diagonal strips (complying with BS Au152 Rear marking plates for vehicles), should be fitted to the outer edge of each end of a skip parked on the highway. These plates must be kept clean and should be unobstructed so that they can be seen at a reasonable distance by any users of the highway. (BSM)

### Loading

Front-opening skip is preferable when using wheelbarrow, but if not available then property constructed ramps of adequate strength should be used.

Skips may require a cover to prevent debris flying out especially when using chutes.

### Care and Disposal of Contents

Highly flammable, explosive, noxious or other hazardous materials should not normally be allowed to be deposited in skips and this also includes material which could putrefy or cause a nuisance to other users of the highway.

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Materials should not be allowed to spill from the skip, especially during transport and the load may require to be covered. Contents may require occasional dampening to prevent a dust nuisance.

### Lighting/Guarding

- ❑ Generally, a lamp will be required at each corner either on the ground or mounted on the skip.
- ❑ A single skip on the highway should have an inclined line of cones on its approach side (on a main traffic route). At night, these cones should be alternated with road danger lamps.
- ❑ Two or more skips may be guarded as one, provided they are close enough together in a row.
- ❑ The cones requirement may be waived if they would interfere with an access.

### Removal

This should be carried out as soon as practicable after filling. The highway permit will also stipulate the period for which the skip may be left on the highway and no skip may remain after such a permit has expired.

### Lifting

Use of purpose-designated vehicles should be normal for the raising and lowering of skips but lifting by crane which may be necessary due to restricted access may be possible provided the following is carried out:

- ❑ Consult the skip supplier.
- ❑ Inspect the skip and lifting lugs to ensure its safe lifting.
- ❑ Use suitable lifting gear, marked with SWL.
- ❑ Ensure weight of skip and contents do not exceed SWL of crane at relevant radius.
- ❑ Ensure structure where skip is to be placed can adequately support the load.
- ❑ Consider adverse effects of wind during crane operation.
- ❑ Ensure adequate protection of the public and site personnel during lifting operations.

**STEPLADDERS, TRESTLES AND STAGINGS**

**Hazards**

The main hazards associated with stepladders, trestles and staging’s include:

|   |  |
|---|--|
| Excessive span of scaffold boards when used with trestles (must not exceed 1.2 metres where 38 mm thick boards used). | Overhang of boards or staging at support (“trap ends”).            |
| Overloading.<br>Falls   | Use of equipment where a safer method should be provided.          |
| Unsafe use of equipment (on scaffold platforms, roof etc. where special precautions not taken).                       | Unsuitable base, e.g. uneven, packing pieces, loose material, etc. |

**Monitoring and Control**

Management will ensure that:

- ❑ Steps and ladders should only be used for work of short duration following a risk assessment
- ❑ Selection of the safest means of access is provided, to include the consideration of podium steps in place of stepladders.
- ❑ All equipment is checked before use, to ensure that there are no defects (timber should not be painted which hides defects) and check at least weekly whilst in use on site.
- ❑ Where a defect is noted, or the equipment is damaged, it is taken out of use immediately. Any repairs are to be carried out by competent persons only.
- ❑ Equipment is being used correctly, is placed on a firm level base and not being used where a safer method should be provided. (See risk assessments for the work).
- ❑ A risk assessment has been carried before any working platform is taken into use to ensure that prevention of falls has been addressed
- ❑ Where staging’s are being used in roof areas, supported from roof members, only experienced operatives are permitted to carry out this work in accordance with the risk assessment and that all necessary safety harnesses, anchorage points, etc. are provided and used.
- ❑ Proper storage is provided for stepladders, trestles or staging’s, undercover where possible.
- ❑ Trestles are intended for light work and should not be overloaded.
- ❑ Lightweight staging should be used for the platform; minimum width of any platform should be not less than 600 mm. If scaffold boards are used then the span should not exceed 1 .2m for 38mm boards and platforms should not overhang the support by more

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than 150mm. Guardrails and toeboards must be fitted if there is a risk of injury from falling

- Means of preventing falls, from any height, must be assessed and appropriate measures taken.

## UNDERGROUND SERVICES

### Hazards

The main hazards associated with underground services include:

|  |  |
|--|--|
| Contact with electricity cables or gas pipes | Contact with raw sewage                |
| Flooding                                     | Gas leaks with explosion/asphyxia risk |

### Monitoring and Control

Management will ensure that:

- Before any excavation work commences, all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes are carefully excavated along the line of the proposed trench or area of excavation.
- Full consultation will be carried out at all stages with representatives of the various service authorities to agree any precautions required.
- All supervisory staff, machine operators and banksmen are instructed in the procedures to be followed. Any sub-contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a permit-for-work system if applicable.
- Any service installed as temporary supplies or as part of the permanent works is accurately plotted on a site plan and, if temporary, is physically marked along its route by means of timber stakes and notices, or other appropriate means.
- All control measures identified in the risk assessment(s) have been implemented.
- Plans and locating equipment are available before any excavation work begins.
- It is not assumed that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers of services.
- Use the locating devices provided. Training will be arranged for those persons required to use this equipment by the safety adviser when requested

### Outline of Procedure

Reliance will not be placed upon the locating equipment alone. Physical indicators such as previous excavations, junction boxes, manholes, cable transmission poles, lamp posts etc. will also be used.

Trial holes are carefully dug, using hand tools only, to confirm the location of services. If pointed implements have to be used then do so carefully and avoid thrusting spikes into the ground.

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The line of services is marked with paint, crayon, wooden pegs etc. and place signs to indicate their presence.

It will not be assumed that services will be at their recommended depth. Continue to use the locating equipment as excavations proceed.

Mechanical tools or excavators are not used within 0.5m of any service.

All services are treated as hazardous until safely proved otherwise. Electricity cables and gas pipes can look like water services and both electric and gas services have been laid in pipes or ducts etc.

Where services are encased in solid material such as concrete etc. then arrangements will be made for the service to be isolated before excavation or breaking away commences.

If any service is damaged then it will be reported immediately and the area cleared. If a machine strikes a cable, the operator should stay in the cab. DO NOT climb down.

Safe exits are provided from the excavations containing water mains or sewers in case of flooding.

All services crossing an excavation are adequately supported and services must not be used as stepping points for access.

## VIBRATION

### Hazards

Use of vibrating tools and equipment causing permanent injury.

### Monitoring & Control

Management will ensure that:

- Where possible vibration free methods of working will be used
- Select equipment with the least vibration levels. **Note: Vibration details given by manufactures are carried out under test conditions, measurements during normal use could be much greater.**
- Equipment is maintained in good order
- Inspect hand grips, seating etc on a regular basis
- Train operatives in the correct use and inspection of equipment
- Monitor the time operatives spend using the equipment
- Limit the time operatives use the equipment (job share)
- Operative should keep warm and dry to reduce injury
- Carry out health surveillance on employees when the problem cannot be completely eliminated
- Make sure operatives are aware of the hazard and report any symptoms of injury
- Display Vibration Charts and Advice Sheets to highlight the hazard to operatives and supervisors.

If an operative is suspected of having HAV injury then medical advice will be requested.

**WEILS DISEASE (LEPTOSPIROSIS)**

Persons working in areas where there may be contact with rats urine, or water contaminated by rats may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rats' infestation is likely.

The identification of any likely risk from contact with sources of Leptospirosis will result from the risk assessment for the work and this must be undertaken prior to the work commencing. Where such risks are present or likely to be present on a site the planning 0 supervisor for the project should be informed so that the hazard can be included in the Health and Safety Plan developed for the work on the site.

Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.

Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.

Leptospirosis cards will be issued to those employees at risk and this should be shown whenever you attend your doctor or a hospital.

**WELDING, CUTTING AND BURNING**

Hazards

The main hazards associated with HOT WORK include:

|                |                 |
|----------------|-----------------|
| Asphyxiation   | Burns           |
| Electric shock | Eye injury      |
| Explosion      | Fire            |
| Fumes          | Manual handling |

When writing a site assessment on this subject consider all of the hazards listed. The physical hazards the site presents must also be considered.

Monitoring and Control

Management will ensure that:

- All necessary safety equipment is available before work starts including the fitting of flashback arrestors to burning regulators.
- All welding equipment is checked at weekly intervals and arrange for any defective equipment to be repaired or replaced.
- All LPG and compressed gas cylinders are used and stored in accordance with company policy and that trolleys or cradles where required are provided and used.
- The safety document system for hot work is maintained ensuring that the required procedures are followed.
- Only trained and experienced operatives are permitted to carry out work with welding equipment.
- The requirements of the risk assessment(s) and site Health and Safety Plan are being implemented.
- Assessments of risks to health from welding, cutting or burning operations must be available before work commences.
- No painted metal will be cut or welded until advice is obtained from the safety adviser on precautions required.
- No welding, cutting or burning will take place in confined spaces until advice is obtained from the safety adviser on precautions required.
- Electric welding equipment will be used in accordance with the relevant standards especially with regard to isolation, earthing and wiring arrangements.
- Appropriate protective clothing e.g. gloves, boots, overalls, aprons, eye protection etc., will be worn at all times during operations.

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- ❑ Operatives should remove personal jewellery before work commences.
- ❑ Electrode holders should be disconnected before replacing the electrode.
- ❑ Adequate fire precautions are available before work commences and take care that any location adjacent especially below the work area is monitored for possible fires. Check the work area following completion of work for any possible smouldering debris.
- ❑ Adequate protection is provided to protect others from the work by the use of screens, mats, and if appropriate barrier off the work area, and or areas below the work point.
- ❑ Special precautions required, if any hot work has to be carried out on any tanks or containers, are in place before hot work commences..
- ❑ Good ventilation is maintained during hot work operations..
- ❑ That the other control measures identified in the risk assessment for the work are being implemented. Also, that the requirements of the site Health and Safety Plan in respect of this work activity are being adhered to, e.g. emergency arrangements, fire precautions etc.

## **WELFARE AND FIRST AID ARRANGEMENTS - OFFICES**

### Planning Procedures

The Office Manager will establish the welfare facilities and first aid facilities for the office and ensure their maintenance in good order, taking into account the number of personnel employed therein by following the guidance given in the Approved Code of Practice for Regulations 20-25 of the Workplace (Health, Safety and Welfare) Regulations 1992.

The Office Manager for will keep copies of the appropriate Regulations reference.

### **Welfare Facilities**

Detailed guidance on the welfare facilities required at a workplace is given in the Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice.

These Regulations cover the requirements to provide:

- Adequate ventilation and lighting.
- Adequate heating or cooling
- Adequate sanitary conveniences
- Adequate washing facilities
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- facilities for rest and eating meals including the separation of smokers and non-smokers

Facilities must be clean and maintained free from rubbish and defects that could cause hygiene problems.

### **First Aid Arrangements**

The first aid arrangements made for the office in question must reflect the likely circumstances in which an employee, visitor or contractor could be injured or become ill at work.

Arrangements should include:

- The nomination of “suitable person(s)” trained and certificated to “first aid certificate level by an approved organisation e.g. St John’s Ambulance, Red Cross etc. Suitable person(s) must be available whilst work is being undertaken at the premises. Certification of the Suitable persons must be maintained by the provision of refresher training.

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- ❑ Means of communicating the arrangements made, to all employees, visitors, and contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- ❑ A place or room set aside for the administration of simple first aid procedures (see below).
- ❑ A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- ❑ The maintenance of first aid materials at appropriate levels.

First aid boxes located strategically throughout the workplace, particularly near to high risk areas. Such boxes should be maintained to include:-

- ❑ A guidance card
- ❑ 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
- ❑ 2 sterile eye pads, with attachment
- ❑ 6 individually wrapped triangular bandages (preferably sterile)
- ❑ 6 safety pins
- ❑ 6 medium individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm)
- ❑ 2 large individually wrapped sterile unmedicated wound dressings (approx. 18cm x 18cm)
- ❑ 1 pair of disposable gloves

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 1 litre should be provided.

**EYE BATHS/EYE CUPS/REFILLABLE CONTAINERS SHOULD NOT BE USED FOR EYE IRRIGATION.**

First Aid Room

If a first aid room is required on the premises then it should meet the following criteria:-

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Be situated adjacent to sanitary facilities and on the ground floor (if practicable) to allow access for a stretcher, wheelchair or carrying chair. If possible, be fitted with some form of emergency lighting.

Nominated first-aiders should ensure that the room is kept stocked to the required standard and that it is at all times clean and ready for immediate use.

The following facilities and equipment should be provided in first-aid rooms:-

- Sink with running hot and cold water always available
- Drinking water when not available on tap, and disposable cups
- Soap
- Paper towels
- Smooth-topped working surfaces
- A suitable store for first-aid materials
- First-aid equipment equivalent in range and standard and quantities to those listed for a first aid box
- Suitable foot-operated refuse containers lined with a disposable yellow clinical waste bags or a container suitable for safe disposal of clinical waste
- A couch (with a waterproof protection) and clean pillow and blankets
- Clean protective garments for use by first-aiders
- A chair
- An appropriate record book
- A bowl
- A telephone or other communication equipment

Where special first-aid equipment is needed, this equipment may also be stored in the first-aid room.

## **WELFARE FACILITIES (SITE)**

### Introduction

Wherever 'construction work' as specified in CDM 2015 is undertaken, then there is a statutory requirement to provide welfare facilities.

### Planning

The welfare requirements for the site will be detailed in the site CPP.

Welfare requirements should be established as soon as possible, certainly before any demolition or construction work commences.

The provision of CDM 2015 must be met in respect of welfare facilities.

Where welfare facilities are to be shared between different contract organisations, arrangements and procedures for the proper use and maintenance of those Facilities must be developed and communicated to all parties sharing the facilities, and recorded in the site Health and Safety Plan.

Copies of the relevant Regulations and the CPP will be kept on site, and where guidance is needed the safety adviser should be contacted.

### Monitoring and Control

- ❑ Management will ensure that all planned welfare facilities required for the site are provided and that they are maintained to the required standard.
- ❑ Where the company has arranged to use facilities provided by another contractor, the Site Foreman must ensure that they comply with statutory requirements, and will also report to the contractor's management any deficiencies or failures to maintain them to the required standard.

### **Welfare Facilities Require:**

#### **Sanitary conveniences**

- ❑ Rooms containing sanitary conveniences shall be adequately ventilated and lit.
- ❑ Sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
- ❑ Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room the door of which is capable of being secured from the inside.

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### Washing facilities

Washing facilities shall be provided:-

- ❑ in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
- ❑ in the vicinity of any changing rooms whether or not provided elsewhere

Washing facilities shall include:

- ❑ A supply of clean hot and cold, or warm water, (which shall be running water so far as is reasonably practicable); **and**
- ❑ Soap or other suitable means of cleaning; **and**
- ❑ Towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit.

Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Subject to the paragraph below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.

The paragraph above shall not apply to facilities that are provided for washing hands, forearms and face only.

### **Drinking water**

Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

### **Accommodation for clothing**

Accommodation for clothing shall include or allow for drying clothes.

### **Facilities for changing clothing**

The facilities for changing clothing shall be separate facilities for, or separate use facilities by, men and women where necessary for reasons of propriety.

### **Facilities for rest**

Rest facilities shall:

- ❑ Smoking is banned in all buildings/containers, signage to be displayed
- ❑ Include rest facilities provided in one or more rest rooms or rest areas.
- ❑ Include rest rooms or rest areas
- ❑ Where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest;
- ❑ Include suitable arrangements to ensure that meals can be prepared and eaten; and
- ❑ Include the means for boiling water.

### **Welfare Facilities - Short Term Sites**

Where short-term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- ❑ Drinking water container.
- ❑ Means of boiling water (taking into account requirements for safety and ventilation if LPG is used - see section on LPG in this Policy if appropriate).
- ❑ Hand cleanser in dispenser.
- ❑ Paper towels or other suitable means-of drying hands.
- ❑ Storage facilities for protective clothing.
- ❑ Adequate first aid equipment

Before work commences, the Site Manager must make arrangements for the use by operatives of convenient sanitary facilities throughout the duration of the work.

**NO SMOKING.**

The new Smoke free law came into force on Sunday 1<sup>st</sup> July 2007

1. Make sure you have “**No-smoking**” signs in place at all entrances to buildings, site offices, welfare facilities etc. and on all work vehicles that are used by more than one person.
2. Ensure that all staff, visitors and members of the public are aware of the new Regulations.
3. Close any designated “Smoke rooms”
4. Remove all ashtrays.
5. Introduce a smokefree policy.
6. If you work from home and more than one person who does not live in the dwelling uses the office then the law applies.

**Responsibilities**

1. Supervisors must ensure that people do not smoke in restricted locations by:
  - a) Draw a persons attention to the signs and request them to stop smoking
  - b) Point out that they are committing a criminal offence
  - c) Remind them that under the law you have a responsibility to prevent them smoking and that you both could be prosecuted

**Penalties for breaking the law**

| <b>Offence</b>                               | <b>Who is liable</b>   | <b>Fixed penalty (if paid in less than 15days)</b> | <b>Fixed penalty notice (if paid in 29 days)</b> | <b>Court awarded fine</b> |
|--|--|--|--|---------------------------|
| Smoking in a smokefree place                 | Anyone who smokes in a smoke free place                          | £30  | £50  | Up to £200                |
| Failing to display required no-smoking signs | Anyone who manages or occupies the smokefree premises or vehicle | £150   | £200   | Up to £1000               |
| Offence                                      | Who is liable  | Fixed penalty (if paid in less than 15days)        | Fixed penalty notice (if paid in 29 days)        | Court awarded fine        |

**It can be seen from the penalties that everyone who smokes or allows smoking in a smokefree area can be prosecuted.**

The law will be enforced by the local council.

Disciplinary action may be taken against any person breaching this regulation.