

# **KERSHAW MECHANICAL SERVICES LTD**

**Member of the Kershaw Group**

## **HEALTH AND SAFETY POLICY DOCUMENT**

**June 2011**

## HEALTH & SAFETY POLICY STATEMENT

The Directors of **KERSHAW MECHANICAL SERVICES LTD** recognise our responsibility to ensure, so far as reasonably possible, the health, safety and welfare of all employees, contractors, visitors and members of the public

It is our continuing aim to promote and maintain a high level of safety, to minimise personal injury and to safe guard the health of our employees and other persons who may be affected by our activities. We aim to promote a pro-active approach in the prevention of accidents, ill health and dangerous occurrences. This will be achieved, so far as reasonably practicable by the identification of hazards, the elimination of foreseeable risk and the management of residual risk and by providing safe systems of work and compliance with all relevant current legislation.

We recognise that the provision of adequate financial resources, training, information, instruction and supervision is essential to ensure that the company can discharge its' duties under current legislation and this Health & safety Policy and supporting documentation

This Health & Safety Policy and Procedure Manual will be revised and amended at least annually or as required to comply with any new Legislation, Codes of Practice, and Guidance Notes etc.

The implementation of this Health & Safety Policy and all supporting Health & Safety Documentation will be the responsibility of the Managing Director Responsible for Health and Safety, Directors, Company Secretary, Labour Manager, Project Managers, Project Engineers, Site Supervisors, Site Foreman, Workshop Manager, Office Manager, Staff and Managers of Specialist Departments.

To enable this company to fulfil the statutory obligations required of us, we have retained the services of **Construction Safety Advisory Services Limited, 1 St. Helena Road, Polesworth, Tamworth, Staffs. Telephone: 01827 898580** to advise and assist us on all aspects of health and safety.

Our aim is to ensure, so far as reasonably practicable, that the activities of this company do not have a detrimental effect on the environment and we actively promote and maintain a high level of environmental performance with all of our operations.

This Health and Safety Policy Statement and all supporting documentation will be brought to the attention of all employees and sub-contractors and to assist us to fulfil our statutory obligations we insist on their full co-operation.

SIGNED  ..... DATE 20 / 6 / 11 .....

Mr G Smith  
Managing Director Responsible for Health and Safety

This Safety Policy Statement is valid until **31<sup>st</sup> MAY 2012** and has been validated by Construction Safety Advisory Services Ltd

SIGNED  ..... DATE JUNE 2011 .....

Mrs G. Harding  
Managing Director

# **SECTION ONE INDIVIDUAL RESPONSIBILITIES**

## **1.1 MANAGING DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY**

Mr Gary Smith, Managing Director of Kershaw Mechanical Services Ltd is responsible for implementing and co-ordinating this Health and Safety Policy and supporting documentation and he will actively encourage and promote health, safety, and welfare throughout this company's activities. His duties will include, but not be limited to, the following:

1. Understand this Health and Safety Policy and supporting documentation and ensure that it is distributed to all personnel within the company.
2. Ensure the Management Team are fully conversant with this Health and Safety Policy, supporting documentation and procedures and will monitor, in conjunction with the Health and Safety Consultants, the overall effectiveness of the Company Health and Safety Policy.
3. Ensure that the management team co-ordinate all activities on site between this company, the contractors and individuals to ensure that all statutory requirements are met.
4. Ensure that all employees receive appropriate and adequate training and are competent to carry out their duties.
5. Ensure that any employee who fails to discharge their duties with regard to health, safety and welfare is suitably disciplined.
6. Ensure that adequate funds and facilities are available to meet this Health and Safety Policy's requirements.
7. Set a personal example.

## **1.2 DIRECTORS & COMPANY SECRETARY**

The responsibilities of the Directors and Company Secretary will include, but not be limited to, the following:

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that health and safety requirements receive adequate considerations.
3. Co-operate with the Nominated Person Responsible for Health and Safety to enable them to discharge their duties under this Health and Safety Policy.
4. Ensure that this Company's activities are conducted in accordance with this Health and Safety Policy and all of our current statutory obligations.
5. Ensure adequate funds are made available to meet the requirements of this Health and Safety Policy.
6. Set a personal example.

### **1.3 LABOUR MANAGER**

The responsibilities of the Labour Manager will include, but not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that staff under their control are trained and competent to carry out their duties and hold current certification where required by Regulations or Codes of Practice.
3. Ensure that all current Legislation, Codes of Practice, Guidance Notes and company procedures are being implemented.
4. Ensure that relevant technical information and safety legislation is distributed to personnel under their control.
5. Ensure safe systems and methods of work are implemented and effectively actioned.
6. Ensure that the procedure for reporting accidents as set out in the Arrangement section of the Policy is fully adhered to
7. Allocate personnel to the projects with due regard for their health, safety and welfare and personal capabilities and training
8. Set a personal example.

### **1.4 PROJECT ENGINEERS**

The responsibilities of the Project Engineers will include, but not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that staff under their control are trained and competent to carry out their duties and hold current certification where required by Regulations or Codes of Practice.
3. Ensure that all current Legislation, Codes of Practice, Guidance Notes and company procedures are being implemented.
4. Ensure that relevant technical information and safety legislation is distributed to personnel under their control.
5. Ensure safe systems and methods of work are implemented and effectively actioned.
6. Pre-plan operations with due regard for the health, safety and welfare of employees.
7. Set a personal example

## **1.5 PROJECT MANAGERS**

The responsibilities of the Project Managers will include, but not be limited to, the following:

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that staff under their control are trained and competent to carry out their duties and responsibilities.
3. Ensure that the Site Management Team and other persons under their control fulfil their duties under this Health and Safety Policy and all current legislation.
4. Ensure that all current Legislation, Approved Codes of Practice, Guidance Notes and company procedures are being implemented.
5. Ensure the relevant technical information and safety legislation is distributed to and understood by all personnel under their control.
6. Ensure contractors fulfil their responsibilities under this Health and Safety Policy and all current legislation, Regulations, Approved Codes of Practice, Guidance Notes, their Health and Safety Policy, Method Statements, Risk Assessments etc.
7. Ensure that contractor's Health and Safety Policies, Method Statements, Risk Assessments etc are obtained and distributed to the site management team and are actioned on site.
8. Ensure all activities are co-ordinated between contractors and individuals to ensure a high standard of health and safety is achieved on site.
9. Ensure contractors are carrying out their duties in such a way as to minimise risk of injury, damage or loss to persons, buildings, plant or equipment.
10. Set a personal example

## **1.6 SITE SUPERVISORS & SITE FOREMEN**

Their responsibilities will include, but will not be limited to, the following:

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that employees and contractors under their control implement safe working methods.
3. Ensure that sufficient plant and equipment is available and properly maintained, to enable any operations to be carried out safely.
4. Ensure operatives on site are trained and competent to fulfil their duties under current Health and Safety Legislation and are trained and hold current certification, where required by Regulations or Codes of Practice.
5. Ensure contractors fulfil their responsibilities under this Health and Safety Policy and all other current legislation, Regulations, Approved Codes of Practice, Guidance Notes, their Health and Safety Policy, Method Statements, Risk Assessments etc.

6. Ensure that all current Legislation, Codes of Practice and company procedures are being implemented, ensure that relevant safety legislation and technical information is distributed to personnel under their control.
7. Ensure contractors are carrying out their duties in such a way as to minimise risk of injury, damage or loss to persons, buildings, plant or equipment.
8. Ensure a properly prepared risk assessment is gained for all activities being carried out under their control.
9. Ensure a properly prepared COSHH assessment is gained for each substance being used on site.
10. Set a personal example.

### **1.7 WORKSHOP MANAGER**

The responsibilities of the Workshop Manager will include, but not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that staff under their control are trained and competent to carry out their duties and hold current certification where required by Regulations or Codes of Practice.
3. Ensure that all current Legislation, Codes of Practice, Guidance Notes and company procedures are being implemented.
4. Ensure that relevant technical information and safety legislation is distributed to personnel under their control.
5. Ensure safe systems and methods of work are implemented and effectively actioned.
6. Pre-plan operations with due regard for the health, safety and welfare of employees.
7. Ensure that machinery, plant and equipment is adequately maintained and that machine guarding is suitable and adequate.
8. Ensure a properly prepared risk assessment is gained for all activities being carried out under their control.
9. Ensure a properly prepared COSHH assessment is gained for each substance being used.
10. Set a personal example.

### **1.8 OFFICE MANAGER**

The responsibilities of the Office Manager will include, but not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.

2. Ensure that staff under their control are trained and competent to carry out their duties and hold current certification where required by Regulations or Codes of Practice.
3. Ensure that all current Legislation, Codes of Practice, Guidance Notes and company procedures are being implemented.
4. Ensure that relevant technical information and safety legislation is distributed to personnel under their control.
5. Ensure safe systems and methods of work are implemented and effectively actioned.
6. Pre-plan operations with due regard for the health, safety and welfare of employees.
7. Ensure that machinery, plant and equipment is adequately maintained and that machine guarding is suitable and adequate.
8. Ensure a properly prepared risk assessment is gained for all activities being carried out under their control.
9. Ensure a properly prepared COSHH assessment is gained for each substance being used.
10. Set a personal example.

#### **1.9 STAFF**

The responsibilities of the above will include, but will not be limited to, the following;

1. Understand this Health and Safety Policy.
2. Adopt safe systems of work and develop a concern for health and safety of themselves and others.
3. Co-operate with their Supervisors to enable this company to meet our health and safety obligations.
4. Ensure that only the correct equipment, tools and personal protective equipment for the work that is being carried out, is used.
5. Ensure that their department is organised so that work is carried out to the required standards, with minimum risk to fellow employees.
6. Avoid improvisation and ensure that work is carried out in accordance with current Legislation, Codes of Practice, Guidance Notes and company procedures.
7. Report any adverse conditions or inadequate procedures that could affect health and safety, to their Supervisor.
8. Be aware of procedures in case of fire and emergency.
9. Be aware of first aid arrangements and of the procedure for reporting accidents.

10. Ensure that the requirements of any risk assessment for their work activities are observed and actioned at all times.
11. Set a personal example.

### **1.10 OPERATIVES**

Their responsibilities will include, but not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.
2. Co-operate with the Site Management Team to enable this company to meet our health and safety obligations.
3. Adopt safe systems of work and develop a concern for the health and safety of themselves and others.
4. Ensure that only the correct equipment, plant, tools and personal protective equipment for the work that is being carried out, is used.
5. Report any adverse conditions or inadequate procedures that could affect health, safety and welfare, to their immediate supervisor.
6. Avoid improvisation and ensure that work is carried out in accordance with current legislation, Codes of Practice, Guidance Notes and company procedures.
7. Be aware of procedures in case of fire and emergency.
8. Be aware of first aid arrangements and of the procedure for accident reporting.
9. Ensure that the requirements of any risk assessment for their work activities are observed and actioned at all times.
10. Set a personal example

### **1.11 ALL EMPLOYEES**

Every individual is reminded of his or her legal duties under Health & Safety at Work etc Act 1974;

#### **Section 7 – General Duties of Employees at Work**

It shall be the duty of every individual while at work

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed by their employer or other persons by or under any of the relevant Statutory Provisions, to co-operate with them to enable that duty or requirement to be performed or complied with.

Section 8 – Duty not to interfere with or misuse things provided pursuant to certain provisions

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant Statutory Provisions.

## **Management of Health and Safety at Work Regulations 1999**

- Requires employees to use correctly all items provided by their employer, in accordance with their training and the instructions they receive to enable them to use the item safely.
- A duty is placed on all employees to notify their employer of any shortcomings in the health and safety arrangements even if no immediate danger exists.

Further duties are placed on employees in other current health and safety legislation and these duties will be observed when they are applicable to the employee's activities.

### **1.12 CONTRACTORS**

The responsibilities of Contractors employed on site will include, but not be limited to, the following;

1. Provide copies of their Company Health and Safety Policy, all relevant Risk Assessments for the activities they will carry out on site, a site specific method statement, employees health and safety training records, relevant current certification where applicable and any other relevant information required by this Company.
2. Understand and conform to this company's Health and Safety Policy and associated documentation. They must understand and fulfil their statutory obligations and responsibilities whilst employed by this company.
3. Ensure that their operatives comply with all current legislation, Codes of Practice, Guidance Notes and this Company's procedures and rules.
4. Ensure that relevant technical information and safety legislation is distributed to their personnel.
5. Ensure that their work is carried out to a high standard of health and safety in order to minimise risk to employees, other site personnel, the general public and plant, equipment and materials.
6. Be aware of procedures in case of fire and emergency.
7. Be aware of first aid arrangements and of the procedure for accident reporting for the site. If an accident occurs whilst contracted to Kershaw Group, involving one of their employees, copies of all reports made must be issued to the Kershaw Group.
8. Co-operate with Site Management on all matters of health and safety.
9. Ensure that all of their personnel have received health and safety training appertaining to the contract they are working on.
10. Ensure their operatives set a personal example.

### **1.13 HEALTH AND SAFETY CONSULTANTS**

The responsibilities of Construction Safety Advisory Services Limited will include, but will not be limited to, the following;

1. Advising Kershaw Group of Companies on all matters relating to health, safety and welfare.
2. Ensuring management is fully aware of current and impending legislation, Approved Codes of Practice, Guidance Notes etc and ensuring that they are aware of their statutory and other obligations and responsibilities.
3. Advising management on methods and systems to reduce risk to employees and contractors, and on eliminating risk to persons not employed by the Kershaw Group.
4. Advising management on the training programmes necessary for staff and operatives to ensure compliance with statutory and other obligations and responsibilities.
5. Carry out accident investigations, preparing reports and recommending measures to prevent a recurrence. Assisting with the reporting incidents, where necessary, to the relevant enforcing authority.
6. Carry out regular monitoring inspection visits to sites, offices, workshops etc, as requested, to ensure compliance with statutory requirements and company procedures.
7. A member of the Site Management should always accompany the visiting Health and Safety Consultant during the monitoring inspection visits.
8. The visiting Health and Safety Consultant will complete a site visit report. A copy will be given to the Supervisor, who will action any discrepancies and initial the report. This copy will be retained on site. Construction Safety Advisory Services Limited will email a copy of the report to the Head Office for the attention of the Managing Director. A copy will be retained for Construction Safety Advisory Services Limited's own records.

#### **Note**

In circumstances where the visiting Health and Safety Consultant believes there is a likelihood of serious injury or potential serious injury, they will stop the operation and ensure that the situation is immediately rectified. The Managing Director Responsible for Health and Safety will be notified of the incident by telephone as soon as possible.

### **1.14 VEHICLE DRIVERS**

Their responsibilities for use of company vehicles and personal vehicles used for work will include, but not be limited to, the following:

1. Ensure the vehicle is operated in such a manner that it does not pose unacceptable dangers to any person
2. Ensure that all routine maintenance has been carried out before driving the vehicle
3. Ensure any defects on company vehicles are reported as soon as possible to the Company and the vehicles not use if deemed unsafe or unroadworthy
4. Ensure you observe the traffic regulations
5. Ensure you do not drive whilst under the influence of drugs or alcohol. In the case of medication, the driver must check with a medical practitioner before driving

6. Ensure regular breaks are taken to prevent tiredness. A rest stop should be taken every two hours of continuous driving
7. Ensure the Company is informed of any fixed penalty fines incurred whilst driving a company vehicle. These must be paid for by the driver
8. Do not use a mobile phone whilst the vehicle is in motion

## **SECTION TWO ARRANGEMENTS**

### **CONTENTS OF ARRANGEMENTS**

The following section contains the arrangements for health and safety within our company and listed below is the contents

1. Legal Requirements
2. Management of Health & Safety at Work
3. Construction (Design & Management) Regulations 2007
4. Consultation with Employees
5. Health & Safety Communications
6. Reporting of Accidents
7. Reporting of Dangerous Occurrences
8. Reporting of Near Miss
9. Health Surveillance
10. Documentation
11. Assessment of Risks posed by Work Activities and Products
12. Health & Safety Training
13. Personal Protective Equipment
14. Welfare Facilities
15. First Aid
16. Fire & Emergency Situation
17. Electrical Equipment
18. Work Equipment
19. Asbestos
20. Drugs & Alcohol Abuse
21. Smoke free Environment
22. Company Handbook
23. Safety of Hazardous Substances
24. Manual Handling
25. Work at Height
26. Lone Working
27. Vibration Hazards
28. Work in Confined Spaces

### **2.1 LEGAL REQUIREMENTS**

All activities at work, in head office, in workshops, on site, are regulated by Legislation.

The Health and Safety at Work etc Act 1974 provides us with a corner stone of legislation to ensure that we achieve a high standard of health and safety for persons at work, or persons who may be affected by the activities of persons at work.

The Management of Health and Safety at Work Regulations 1999 requires us to actively, positively and demonstrably manage health and safety duties and obligations.

This company has established management systems to ensure compliance with all of the duties imposed by Regulations. A procedure dealing with risk assessments have been produced as required by certain Regulations.

This company Health and Safety Policy and Manual will be revised and updated at least annually and as Legislation changes, as new Regulations and Codes of Practice etc are introduced and as existing Legislation is amended or repealed.

## **2.2 MANAGEMENT OF HEALTH AND SAFETY AT WORK**

To assist us in health and safety matters, CSAS Ltd have been appointed and they will monitor our all of our activities on a regular basis.

Senior management and site management will prepare all required risk assessments. The information on the risk assessments will be monitored by site management and changes made as necessary to ensure that risk levels are as low as practically possibly.

The information on the risk assessments along with the method statement will be provided to the workforce. This will be in a format that can be readily understood by the person receiving the information ie in native language, via interpreter etc

Company management and CSAS LTD will carry out health and safety monitoring. These inspections will take the format of:

- Health & Safety Tours carried out by the site supervisor or the project manager, identifying obvious hazards. Rectification will be by site supervisor
- Formal Health & Safety Inspections and Audits carried out by CSAS. These inspections will monitor and evaluate the Company's health and safety performance. CSAS will liaise with Senior Management and advice on statutory requirements and best working practice.

Adequate health and safety information, instruction and training will be given to all employees in a format that can be readily understood by them

We will only appoint contractors to work on our behalf upon successful and suitable completion of the sub-contractor questionnaire. The person who carries out the evaluation of the information will sign off this form.

We will monitor their health and safety performance throughout our projects. All contractors will provide us with their health and safety documentation, site specific risk assessments and method statements before commencing work on site

We will ensure that where any other employer is working within our project, full co-operation and co-ordination will be achieved and that each employer has been made aware of the risk to health and safety to their workforce whilst on our contract.

## **2.3 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007**

We will comply with the requirements set out in the Construction (Design & Management) Regulations 2007

We will ensure that all of our key personnel are trained and competent to carry out their duties under these Regulations. We will ensure that they understand their duties and responsibilities

We will ensure that where we are appointed as the Principal Contractor we will:

- Plan, manage and monitor the construction activities

- Prepare a written plan that will be developed and implemented throughout the project
- Set site rules and site induction
- Ensure suitable welfare facilities are available at the start of the contract and maintained throughout the project
- Ensure the competency of all contractors employed on the project
- Consult with the workers and ensure they have received site induction and any further information they may require to complete their task

Where we are appointed as Contractors on a project we will:

- Ensure the competency of all workers and appointees to the project
- Ensure our personnel are trained and competent
- Provide suitable information to our personnel
- Co-operate with the Principal Contractor
- Provide any relevant information that the Principal Contractor may require
- Inform the Principal Contractor of any reportable accidents or incidents

## **2.4 CONSULTATION WITH EMPLOYEES**

Due to the size of this company we do not have a trade union representative and therefore the Health & Safety (Consultation with Employees) Regulations 1996 apply to our company. The Managing Director Responsible for Health & Safety is ultimately responsible for ensuring that the requirements of this legislation are implemented.

It is our intention to ensure that all employees of the company have the opportunity to discuss any health and safety issues with their immediate supervisor or any member of the health and safety team appointed to site.

We hold regular meetings to discuss on-going and new health and safety issues. These meetings are open to all employees.

Information is distributed to all employees as it is received and where necessary instructions are given to ensure that employees are aware of the requirements and standards expected of them.

We hold twice yearly Group Health & Safety Management Committee Meeting that is attended by a member of the Senior Management Team from each subsidiary company, a member of the workforce and CSAS Ltd.

## **2.5 HEALTH & SAFETY COMMUNICATIONS**

The following information is used to ensure that all employees have sufficient information regarding health and safety

- Health & Safety Policy issued to every employee
- Informative Posters and Fliers
- Site Induction
- Training courses
- Risk Assessments and Method Statements
- Tool Box Talks given regularly on site and in the workshop.

## **2.6 REPORTING OF ACCIDENTS**

The details of all accidents resulting in personal injury to any person, whether directly employed or not, which occur at any of our Company's operations, workshops or offices, will be entered in the Accident Book BI510.

In the event of a fatal accident, or where a specified reportable accident has occurred, the Site Supervisor will immediately notify the Managing Director Responsible for Health and Safety and the Labour Manager who in turn will notify CSAS Ltd

A specified reportable accident is defined as follows: -

- Any fracture, other than the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any other injury that results in the person injured being admitted into hospital as an in-patient for more than twenty-four hours.
- Loss of consciousness resulting from lack of oxygen.
- Any electrical contact that causes a burn or loss of consciousness.

In the event of an accident occurring that will involve the injured person being absent from work for more than three days the Site Supervisor will notify their Direct Manager and the Labour Manager who in turn will notify CSAS

CSAS Ltd will advise and assist us to notify the Health & Safety Executive of the incident when the nature of the injuries has been ascertained and to complete the F2508 accident report form that will be forwarded to the HSE Incident Contact Centre.

CSAS will, where necessary, investigate the circumstances of the accident and prepare a report.

All accident statistic will be collated and discussed at the Group Board Meetings and Health & Safety Committee Meetings

## **2.7 REPORTING OF DANGEROUS OCCURRENCES**

There are certain specified dangerous occurrences that will be notified to the Health & Safety Executive, even if injury does not occur. The procedure for reporting dangerous occurrences will be the same as the procedure for the reporting of accidents.

Reportable Dangerous Occurrences are: -

- Collapse or overturning of any lift, hoist, crane excavator or mobile powered access platform or failure of any load bearing part.
- Explosion, collapse or bursting of any closed pressure vessel, including a boiler or boiler tube.
- An explosion or fire occurring in any plant or place which results in the stoppage of that plant or suspension of work for more than twenty-four hours.
- A collapse or part collapse of any scaffold that is more than five metres high.
- Any building or structure under construction, alteration or demolition, a collapse or partial collapse of any part of the building or structure or any false work involving a fall of more than five tonne of materials.
- Any plant or equipment that comes into contact with overhead power cable causing an electrical discharge.
- Failure of breathing apparatus posing a danger to the wearer.
- Electrical short circuit causing fire or explosion, which results in plant stoppage for more than twenty-four hours and which might have caused death or injury.

All accident statistic will be collated and discussed at the Group Board Meetings and Health & Safety Committee Meetings

## 2.8 REPORTING OF NEAR MISSES

Where there is an incident that may have lead to an injury or dangerous occurrence we will complete the Near Miss Report Form and ensure that the appropriate corrective action has been implemented to prevent a reoccurrence.

All accident statistic will be collated and discussed at the Group Board Meetings and Health & Safety Committee Meetings

## 2.9 HEALTH SURVEILLANCE

We will carry out health surveillance checks when:

- It is required by legislation
- The work activity or substance is known to damage health
- It is reasonably likely that damage to health may occur from the work process
- Health surveillance may benefit our employees

Information contained in the job specific risk assessment highlights the need for certain health surveillance checks.

HAZARD	TYPE OF HEALTH SURVEILLANCE CARRIED OUT
NOISE	Hearing test by occupational nurse
ASBESTOS	Medical examination by occupational nurse
HAND ARM VIBRATION	Personal checks Medical examination by occupational nurse
LEAD	Medical examination by specialist doctor
COSHH	Personal skin checks Possible examination by occupational nurse

## 2.10 DOCUMENTATION

With the majority of our activities being carried out on construction sites, the following documentation will be available, where applicable, on site during our operations:

- Health & Safety Executive – ‘What You Should Know’ – poster
- Inspection Register for Scaffolding
- Inspection Register for Lifting Equipment
- Inspection Register for Work Equipment
- BI510 Accident Book
- Company Health & Safety Policy
- Copy of Employers Liability Insurance certificate
- COSHH Assessments
- Noise Assessments and Vibration Assessments
- Risk Assessments
- Method Statements
- Fire and Emergency Plan
- Warning Signs
- Plant and Operator Certification

At each of our offices the following documentation will be available:

- Health & Safety Executive – 'What You Should Know' – poster
- BI510 Accident Book
- Company Health & Safety Policy
- Copy of Employers Liability Insurance certificate
- COSHH Assessments
- Risk Assessments
- Fire and Emergency Plan

## **2.11 ASSESSMENT OF RISKS POSED BY WORK ACTIVITIES & PRODUCTS**

We will carry out Risk Assessments as required by current legislation.

These will include but not be limited to:

- Work Activities
- COSHH
- Noise
- Manual Handling
- Vibration
- Work at Height
- Lifting Operations
- Head Office and associated places of work
- Young Persons and New & Expectant Mothers
- Display Screen Equipment
- Lone Working

A member of the Management Team who has received suitable and sufficient training in the risk assessment procedure will carry out these Risk Assessments.

The information provided in the properly prepared Risk Assessment will be given, either in writing or verbally, to the person identified within it.

The appropriate Risk Assessment will be kept at the relevant place of work.

## **2.12 HEALTH AND SAFETY TRAINING**

We recognise the need for on-going health and safety training for our employees under current legislation particularly the Management of Health & Safety at Work Regulations 1999 and the Construction (Design & Management) Regulations 2007

This company will ensure that all employees will receive adequate health and safety training:

- On being recruited
- On being exposed to new or increased risks
- On being transferred from contract to contract
- On being promoted
- On the introduction of new work equipment or a change respecting the work equipment already in use
- On the introduction of a new work system

No employee will be expected to carry out a job that they have not been trained to do.

This company maintains a Health and Safety Training Record.

### **2.13 PERSONAL PROTECTIVE EQUIPMENT**

The requirements set out in the Personal Protective Equipment Regulations 1992 and the Construction (Head Protection) Regulations 1989 will be strictly adhered to, by our workforce.

Supervision will be responsible for actively encouraging the wearing of Personal Protective Equipment at all times where there is a risk of injury, where a statutory provision applies or where a risk assessment calls for the use of Personal Protective Equipment.

PPE will be provided to all employees and no charge will be levied for this equipment.

All employees will be expected to ensure that the PPE issued to them is kept in good condition, used and stored in the correct manner and as instructed. If new or further PPE is required, a member of the management team must be contacted for issue.

Disciplinary action will be taken if employees disobey the rules set by this company.

Sub-contractors will be expected to provide their own general PPE whilst working on our activities.

### **2.14 WELFARE FACILITIES**

We are fully aware of our responsibilities and obligations to ensure that suitable and sufficient welfare facilities are available for our employees at all places of work.

We will ensure that the requirements that are clearly stated within the Construction (Design & Management) Regulations 2007 and the Workplace (Health, Safety & Welfare) Regulations 1992 are fully complied with.

### **2.15 FIRST AID**

First Aid provision will be available, in compliance with the Health & Safety (First Aid) Regulations 1981, at all of our places of work

A member of the Site Management Team, to establish the number and type of trained first aid personnel and first aid equipment required, will assess each site individually.

The nominated First Aider for the site, office or workshop will be responsible for ensuring that the contents of the first aid kit is suitable for the activities taking place and meets the required minimum standard

The name of the nominated First Aider and the location of the first aid kit will be displayed in a prominent position at the place of work

This information will be given to all personnel at the workplace via site induction and information boards

### **2.16 FIRE AND EMERGENCY SITUATIONS**

A Workplace Fire Risk Assessment will be completed for all of our premises

A nominated Fire & Emergency Marshall will be available at each place of work to conduct any emergency and evacuation procedure.

Suitable fire fighting equipment and signs will be positioned in prominent places around the working area. Where cooking facilities are available in a canteen, a fire blanket will be provided.

When working in an occupied premises the fire and emergency procedure established by the Occupiers will be adhered to at all times

If a fire occurs which cannot be extinguished with the fire fighting equipment available, the Fire Service will be called.

The Fire & Emergency Marshall will instruct a person to stand at the main entrance of the place of work to await the Fire Service and guide a crew to the scene of the fire.

It is the Fire & Emergency Marshall's responsibility to instigate the fire and emergency procedure and to ensure that all persons within the area are assembled at the nominated assembly points.

The Fire & Emergency Marshall will make a roll call.

The outbreak of a fire will be reported to the Nominated Person Responsible for Health and Safety and to CSAS Ltd.

To aid the above being carried out effectively, an emergency procedure will be prepared, this procedure will be regularly tested by means of full evacuation of the place of work on a fire drill basis and the results recorded. Where necessary, emergency lighting will be utilised to minimise risk to persons during an emergency situation.

The fire and emergency procedure for each operational project will be clearly detailed in the site induction procedure given to all personnel working on site. It will be displayed in a prominent place within the working area.

## **2.17 ELECTRICAL EQUIPMENT**

The requirements to carry out Portable Appliance Testing will be the responsibility of a member of the Senior Management Team, who will ensure that all electrical equipment has received suitable testing within the specified time limit set out below

- Site Equipment – every 3 – 6 months
- Temporary Site Electrical Supply – every 3 months
- Office Based Equipment – every 12 months
- Office Fixed Wiring – every 5 years

A register of the test results will be kept at Head Office

Site Management will carry out a visual inspection of electrical equipment on a regular basis and we insist that only 110V electrical equipment will be used out on site

Test certificates will be required for hired-in electrical equipment and any equipment supplied or used by Contractors on our activities.

Cable	<ul style="list-style-type: none"> <li>• Sign of mechanical damage or overheating</li> <li>• Hardening of outer insulation</li> <li>• Kinking of cable</li> <li>• Coiling of long length of cable</li> </ul>
Plug	<ul style="list-style-type: none"> <li>• Signs of mechanical damage or corrosion</li> <li>• Signs of overheating</li> <li>• Wires connected to correct terminals and of correct length</li> <li>• Un-insulated end of wire completely covered by screws</li> <li>• Securing screws suitably tight</li> <li>• Correct rated fuse fitted</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Metal casing damaged</li> <li>• Grommet at place where passes through casing damaged or missing</li> <li>• Plastic casing of double-insulated equipment damaged</li> <li>• Damaged or defective switches</li> </ul>

## 2.18 WORK EQUIPMENT

We ensure that the requirements of the Provision and Use of Work Equipment Regulations 1998 are observed during all work activities carried out

All work equipment used is suitable for the task undertaken, constructed of sound material, in good condition and suitably maintained

Visual inspection of work equipment will be carried out on a daily basis or before use. The users and/or site management will undertake this. The results of the statutory weekly inspection will be entered into the PUWER register held at the workplace.

All persons using work equipment will be suitably trained in its use.

Any work equipment that is hired-in will be accompanied by current certification for inspection and maintenance

## 2.19 ASBESTOS

Within our activities, it is a possibility that our operatives may encounter Asbestos materials during their working day. These operatives will receive Asbestos Awareness Training.

Information will be requested from the Client and/or the CDM Co-ordinator to verify the presence of asbestos within the confines of the contract.

If asbestos is known to be present, a properly prepared risk assessment and method statement will be written to address the situation and the control measures required.

If an unknown substance is found once work has commenced and it is considered to be hazardous, the following procedure will be implemented:

- All work in the immediate area will cease and the area evacuated
- The site supervision will be informed immediately and the area sealed off to prevent further access to the hazardous product. Warning signs "Possible Asbestos Contamination – Keep Out" will be placed
- A member of the Senior Management Team will contact an Asbestos Specialist to verify the content of the material.

- If this is found to be Asbestos, an approved Asbestos Removal Company will be contact to carry out the safe remedial action required for the Asbestos
- Unauthorised personnel will not be allowed access to the area until it is classified as “clean” by the specialist contractor
- Keep a record of the event and action taken
- If Asbestos is damaged and dust has been released, all persons must:
  - Stay where they are
  - Put on RPE
  - Wipe down with damp cloth
  - Undress, shower and wash hair
  - Put contaminated clothing, towels etc in sealed plastic bag and take to specialist laundry. Do not use domestic facilities
  - Dispose of cleaning cloths as Asbestos Waste

## **2.20 DRUGS & ALCOHOL ABUSE**

Drugs and alcohol abuse by Employees and Contractors can adversely affect the health and safety of themselves and other persons whilst at work.

Therefore it is our policy that any person known to be, or strongly suspected of being, under the influence of drugs or alcohol whilst at work, will be referred immediately to the Managing Director Responsible for Health & Safety who will decide on the appropriate disciplinary action to be taken.

## **2.21 SMOKEFREE ENVIRONMENT**

It is our intention to protect all employees and visitors to our premises and sites from the harmful effects of second-hand smoke

All of our workplaces are smoke free areas and all of our employees and contractors have a right to work in a smoke free environment.

Smoking is banned in all enclosed and partially enclosed areas within the workplace. This includes company vehicles.

We expect all employees, contractors and visitors to adhere to these rules and support the implementation of this smoke free policy throughout our activities.

Appropriate signage will be clearly displayed at the entrance to each workplace that is a smoke free area. Signage will be displayed in all company vehicles

Disciplinary action will be taken if an employee does not comply with the smoke free rules.

We offer information to our employees who wish to give up smoking by calling the NHS hotline on 0800 169 0 169.

## **2.22 COMPANY HANDBOOK**

We have produced a company handbook that is provided to all employees and contractors.

This handbook gives information on the standards, safe systems and procedures we expect all persons working for us to follow and achieve.

### **2.23 SAFETY OF HAZARDOUS SUBSTANCES**

Hazard data sheets will be obtained for all products used by us from the suppliers. We will use the information contained within them to produce a properly prepared risk assessment for the use of each product. Persons who are trained and competent will carry out these risk assessments.

Information, instruction and training will be provided to all employees on the safe use of hazardous substances and this will include the findings set out in the specific risk assessment.

An inventory will be kept of all substances hazardous to health stored at any of our places of work. This inventory will be regularly checked and updated. Hazardous substances will be stored in accordance with the requirements contained in the product information. Products will be segregated and stored as necessary to prevent any adverse effects from multiple storage

### **2.24 MANUAL HANDLING**

We will ensure that the hazards posed by Manual Handling within our company activities are either prevented or where this is not possible, adequately controlled.

Senior Site Management will ensure that manual handling hazards are identified and that suitable and sufficient risk assessments are carried out for all activities that pose a risk.

The risk assessment will take into consideration

- The task to be undertaken
- The capabilities of the person carrying out the task
- The environment where the task will take place
- How the risk can be eliminated or avoided
- What control measures will be required to reduce the risk to as low as possible
- How the information will be given to the person carrying out the task
- Monitor and review the assessment

Once the assessment has been prepared the information will be given to the person carrying out the task and discussed with them to ensure they are fully aware of the requirements and are adequately trained for the task

Where at all possible mechanical means will be used to minimise manual handling

### **2.25 WORK AT HEIGHT**

We will ensure that the requirements of the Work at Height Regulations 2005 are observed during all work activities carried out by us

Where at all possible work at height will be avoided. If this is not possible a risk assessment will be carried out for the task. The risk assessment will assist us to decide on the correct type of equipment to be used for working at height.

We will use a hierarchy of suitable equipment

- Fully erected scaffold
- Mobile Elevated Work Equipment (MEWP)
- Aluminium Mobile Tower
- Podium Steps
- Stepladders; etc

All work at height equipment used will be suitable for the task undertaken, constructed of sound material, in good condition, suitably maintained and inspected

All work at height equipment will be erected, used and operated by trained competent personnel.

Inspection of work at height equipment will be carried out before use, and every 7 days thereafter, after alteration and after adverse weather conditions. The results of the statutory weekly inspection will be entered into the appropriate register held at the workplace.

Work from a stepladder will only take place if no other suitable means of work at height can be used and after a properly prepared risk assessment has proven that the activity being carried out from the stepladder is of short duration and low risk.

The risk assessment for working at height will be discussed with the operative carrying out the work prior to the work being undertaken

## **2.26 LONE WORKING**

We will carry out a Risk Assessment for any person who may be required to work alone.

The risk assessment and its findings will be communicated to the person before lone working takes place.

It will be the responsibility of the lone worker to ensure that the control measures identified in the risk assessment are adhered to and that their whereabouts is known whenever they are away from their normal workplace

Lone workers will be issued with a system for ensuring regular communications are provided and maintained

The following factors will be taken into consideration for lone working

- Site specific risks
- Safe access and egress
- Access equipment can be handled by lone person
- Personal security
- If women or young persons are especially at risk
- The medical fitness and suitability of the lone worker
- What supervision is required
- Emergency procedures
- Communication system and contact arrangements

## **2.27 VIBRATION HAZARDS**

We will ensure that the requirements of the Control of Vibration at Work Regulations are observed during the use of vibrating tools and equipment.

We will assess the vibration risks to our employees and if they are likely to be exposed to levels exceeding the daily exposure action value we will

- Put control measures into place to eliminate or reduce the risk levels to an acceptable level
- Provide health surveillance where necessary

We will provide information and training regarding vibration hazards

Health records will be kept for employees undergoing health surveillance checks.

## **2.28 WORK IN CONFINED SPACES**

If work of any kind has to take place in a space of an enclosed nature, that cannot be avoided, we will ensure that a suitable and sufficient risk assessment will be prepared. The risk assessment will define the correct control measure that will be necessary to ensure that the risks to the health and safety of the persons carrying out the activity will be minimised to the lowest level possible.

The control measures will take into consideration the following:

- The task
- The working environment
- Working materials and tools
- Suitability of those carrying out the activity
- Arrangements for emergency rescue