bentley rowe

COMPANY HEALTH & SAFETY POLICY

AND

SAFE WORKING PROCEDURES

Issue 4 August 2018

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STATEMENT OF COMPANY SAFETY POLICY

It is the policy of Bentley Rowe Ltd ("The Company") to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

The Company recognise the importance of safety, health and welfare in the successful operation of its activities and believes in the active participation and co-operation of its employees, and subcontractors, in order to achieve and maintain the highest possible standards.

The activities of the Company will be conducted in accordance with relevant statutory requirements, appropriate safeguards being implemented to prevent exposing employees and the general public to risks to their health and safety. This Policy will be actively pursued by the Board of Directors and line management.

The requirements of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 (CDM 2015) shall be regarded as the minimum standard of safety, health and welfare to be accepted.

In furtherance of this aim the Company will introduce and maintain systems of work which will ensure that all stages of construction work, from conception, design and planning through to execution of the works on site and subsequent maintenance and repair, are managed in an effective and co-ordinated fashion.

The Company recognises the need to consult with its workforce on health and safety matters in order to achieve policies which are both safe and acceptable when put into practice. It welcomes suggestions from its employees which serve to improve and promote these aims. Such suggestions may at any time be brought to the attention of line and senior management.

Whilst overall responsibility for health and safety matters must rest at the highest management level within the Company, employees should recognise that they too have duties under the Health & Safety at Work Act 1974. These duties include taking reasonable care of their own safety and the safety of others who may be affected by their acts or omissions and also to co-operate with the Company in its arrangements to comply with statutory safety obligations.

This policy will be kept up to date. To ensure this, the Policy and the way in which it has operated will be reviewed on an annual basis. Any revision will be brought to the attention of those affected by the changes.

Signed..... Date .1.18.18.....

Brian Bentley

Managing Director

RESPONSIBILITIES FOR HEALTH & SAFETY

In order that the Company Health & Safety Policy can operate effectively it is essential that all levels understand their individual and collective responsibilities. These have been defined and are set out as follows:

THE COMPANY

The Company will, so far as is reasonably practicable, achieve the aims of this policy by ensuring:

1. Safe access and egress to the site with adequate provision for the safe storage of materials.
2. That duties and responsibilities imposed by the Construction (Design and Management) Regulations 2015 (CDM 2015) are suitably delegated and assigned within the Company.
3. A safe place to work free from undue risk.
4. Safe plant and equipment to carry out the work.
5. Safe and effective methods of carrying out the work.

This will be achieved by:

1. Assessing, preventing and managing health and safety risks liable to arise during all construction activities.
2. Ensuring that detailed construction phase plans are prepared where required so that health and safety risks arising from construction activities are adequately controlled prior to their commencement.
3. Establishing a close liaison between the various roles within a project such as principle designer, principal contractor, designer & client to ensure that all relevant health and safety factors are taken into account in order to comply with the requirements of the Construction, (Design & Management) Regulations 2015 (CDM 2015).
4. Allocating adequate resources to ensure compliance with health and safety legislative requirements.
5. Developing effective health and safety plans to co-ordinate and manage the activities of all contractors for the purpose of risk reduction.
6. Providing trained competent staff and employees.
7. Selecting competent and adequately resourced contractors to carry out work, where it is subcontracted.
8. Monitoring and reviewing the health and safety performance of the Company.
9. Ensuring that all workers are properly informed and consulted.
10. Providing for site safety inspections and taking advice from the Company's Safety Advisor, Safety Management Ltd.

11. Amending the Safety Policy from time to time as it becomes necessary and at least annually with any amendments being brought to the attention of those affected.

MANAGING DIRECTOR

The Managing Director shall direct and control the overall Health and Safety Policy of the Company by:

1. Ensuring that there is at all times an effective policy for health and safety within the Company and that responsibility under the Policy is assigned and accepted at all levels.

2. Ensuring that adequate channels of communication are maintained within the Company so that information concerning Health & Safety matters, which may affect any or all employees, is effectively communicated.

3. Ensuring that adequate resources are made available in order to meet health and safety requirements.

4. Ensuring that the tendering mechanism within the organisation takes all health and safety factors into account in order that adequate resources are costed and allocated at the tender stage.

5. That the Company at all times holds suitable insurance to comply with the Employers Liability (Compulsory Insurance) Act 1969 and that it holds sufficient Indemnity Insurance to cover its range and breadth of activities.

6. That reportable accidents, dangerous occurrences and notifiable incidents of ill health are reported to the Health & Safety Executive in accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations.

7. That all relevant HR records are kept including training, absenteeism and accidents.

8. Demonstrating close personal involvement and support for the Company's Health & Safety Policy.

OPERATIONS DIRECTOR

The Operations Director will take responsibility for the day to day implementation of the Company's Safety Policy and organisational arrangements for putting it into effect. This will be achieved by:

1. Understanding the Company Safety Policy and ensuring that Site Managers, Foreman and other supervisory grades appreciate their responsibility and accountability for the safety, health and welfare of the Company's employees and others who may be affected by the Companies activities.

2. Ensuring that the site management team are sufficiently resourced in terms of plant, equipment, experience and technical knowledge for the nature of the project being undertaken.

3. Ensuring that a detailed Construction Phase Plan is prepared when required so that health and safety risks arising from construction activities are adequately controlled prior to their commencement.

4. Establishing a close liaison between various roles within a project such as principle designer, principal contractor, designer & client to ensure that all relevant health and safety factors are taken into account in order to comply with the requirements of the Construction, (Design & Management) Regulations 2015 (CDM 2015).

5. Carefully appraising the experience and competency of contractors where elements of the project are to be subcontracted to ensure that such contractors are adequately resourced to comply with health and safety requirements.

6. Ensuring that the responsibilities of subcontractors are clearly laid down and that a system exists for the co-ordination of safety activities between principal contractor, subcontractor and any other individual contractor who may be working on the same site.

7. Familiarising himself with all new health and safety legislation liable to affect the Company's sphere of activities and to bring such changes to the notice of all relevant persons.

8. Regularly monitoring that Site Managers adopt proper safe systems of working and means of avoiding dangerous or potentially hazardous conditions on site.

9. Demonstrating close personal involvement and support for the Company's Health & Safety Policy.

SITE MANAGERS

1. Site Managers are responsible for the direct control of construction activities and for ensuring compliance with health & safety requirements. They will achieve this by ensuring:

2. That they fully familiarise themselves with the Company's Safety Policy.

3. That they adhere to the Health & Safety Plan drawn up in accordance with the requirements of the Construction (Design and Management) Regulations (CDM 2015).

4. That they confer with the Operations Director and principle designer in order to evaluate any health & safety implications should there be a need to deviate from the Health & Safety Plan.

5. They determine that all risks liable to be encountered during the Construction Phase are evaluated and that appropriate safe systems of work have been established and communicated to all relevant personnel, taking advice as necessary from the Company's Safety Advisor.

6. That they confer with the Managing Director, Operations Director and the Company's Safety Advisor on all matters of safety and in connection with the Company's Safety Policy should the need arise.

7. That they co-operate with the Safety Advisor to rectify any matters that are in conflict with the Health & Safety at Work Act 1974, the Construction (Design and Management) Regulations 2015 (CDM 2015) or with other statutes currently in force.

8. That they organise the site so that all operators are carried out with a minimum of risk to operatives, equipment and materials.

9. That appropriate precautions are taken to protect members of the public and prevent unauthorised access by non-site personnel and in particular children.

10. That the delivery and storage of materials is carried out in such a manner so as not to endanger site personnel or members of the public and to avoid double handling wherever possible.

11. That the site welfare facilities are adequate, and that First Aid Boxes are adequately stocked.

12. That all plant and equipment supplied to the site, whether owned or hired to the Company is in a safe condition before being put into service and that in the case of lifting appliances that the appropriate tests and examinations have been carried out.

13. That they clearly lay down the responsibilities of subcontractors and ensure that a system exists for the co-ordination of safety activities between Principal Contractor, subcontractor and any other individual contractor who may be working on the same site.

14. That any subcontractor who consistently fails to comply with health and safety requirements is reported to the Operations Director to decide whether to discontinue using their services.

15. That they set a personal example and give leadership on health and safety matters

SAFETY ADVISOR

The Company's nominated Safety Consultants are Safety Management Limited whose main responsibilities are to:

1. Act jointly with the Directors to fulfil the role of competent person for the purposes of the Management of Health & Safety at Work Regulations 1999.

2. Advise senior management of any new safety legislation or changes in existing legislation.

3. Advise senior management of any HSE enforcement initiatives or new guidance.

4. Provide interpretation of safety legislation so that the company fully understands the actions required in order to meet the requirements.

5. Assist with initial implementation of changes of health and safety legislation.

6. Promote good working relationships between Client, Principal Designer, Principal Contractor and others to ensure the effective and safe co-operation and coordinator of all construction activities.

7. Suggest suitable training for all levels of employees and to provide awareness of accident prevention.

8. Carry out regular site audits with the preparation of an associated report identifying any defects and recommended action for improving working conditions and/or procedures.

9. Investigate reportable accidents or dangerous occurrences as required.

ARRANGEMENTS FOR HEALTH & SAFETY

SETTING UP NEW SITES

1. A pre-contract meeting should be held with the Client and Principal Designer, attended by the Managing Director or Operations Director and nominated Site Manager to establish means of communication and local rules/procedures applicable to the site including parking, delivery, storage of materials, Client Permits, fire and evacuation procedure etc.

2. The Health & Safety Plan approved by the Principal Designer should be available and positively briefed out to all sub-contractors and operatives. The working area should be secured/segregated as far as is reasonably practicable to prevent unauthorised access by members of the public and a site compound should be established separated from other Client occupied areas with Heras style temporary security fencing.

3. A method statement and all relevant risk assessments must be drawn up on a site-specific basis which should adequately address all hazards and determine the required controls. Where require, these should be obtained in advance from specialist subcontractors and a record made that they have been adequately briefed out to all relevant personnel.

4. The Site Manager should ensure that all welfare amenities required by law such as canteen, toilet and washing facilities, mess huts and drying rooms are provided either directly by the Company or the client and maintained to the standard required taking into account the maximum number of persons likely to be on site.

5. A sign should be erected requiring the wearing of PPE and that all personnel including visitors must report to a Reception area for induction prior to being permitted on site.

6. The Site Manager should ensure that arrangements for good housekeeping and the maintenance of a tidy site are introduced at the start of the job. This might include for example, designated storage areas, provision of equipment for cleaning and regular housekeeping checks carried out by designated persons.

RISK ASSESSMENT

1. It is the responsibility of the Operations Director in conjunction with the Site Manager and the Company's independent external Health & Safety Consultants to ensure that a suitable and sufficient assessment has been carried out of all risks liable to arise during the Construction Phase.

2. It is important to be systematic in the carrying out of this task and to understand the concepts of hazard and risk. A hazard is something that has the potential to cause harm e.g. a deep excavation, erection of steelwork, entry into a confined space, work at height etc. Risk is the likelihood that harm will arise from a hazard in the form of injury or ill health.

3. Severity of risk is a function of the probability of an event occurring and the degree of injury or ill health liable to arise. In assessing the risk consideration must be given to the level and adequacy of the existing precautions. Where an activity is of a potentially hazardous nature then in-depth planning in the form of a detailed method statement must be carried out. If in doubt seek advice from the Company's Safety Advisor.

4. The purpose of the risk assessment is to ensure that the level of controls reduces the risk to the lowest level that is reasonably practicable. Any assessment which determines an activity to have a medium or high risk should not be commenced until consultation has been made with the Company's Health and Safety Advisor who will provide advice with regard to additional controls or an alternative method of performing the activity.

5. All measures necessary to adequately control those risks identified as being of significance must be implemented and incorporated into the Method Statement/Health & Safety Plan which must be positively briefed out to all employees and/or subcontractors on a recorded basis.

FIRST AID

1. It is the policy of the Company to provide or have access to at least one qualified emergency first aider for all sites notifiable under The Construction (Design & Management Regulations) 2015 (CDM 2015), and at its Head Office. The Company will always endeavour to maintain a ratio of First Aiders to the workforce which significantly exceeds HSE requirements.

2. In assessing the level of first aid cover for any particular project the Company will take into account such factors as the nature of the work, the risks involved, size and nature of the workforce, facilities provided by the Client and the distance from external emergency services.

3. Sites however small must be provided with an adequately stocked first aid container which should be looked after by an appointed person. The appointed person takes responsibility to ensure that first aid items are replaced and to take charge in the event of an emergency.

4. The name of the First Aider(s) and directions/contact details for the nearest A & E Hospital must be displayed in the site office and on the Head Office Employee Notice Board.

ACCIDENT/INCIDENT PROCEDURES

Reporting of Injuries, Diseases & Dangerous Occurrences

1. Details of all injuries incurred at work should be entered into the relevant Company Accident Book i.e. the site accident book for contracts.

2. Employees must immediately report by the quickest practicable means, any injury, or dangerous occurrence (including near miss) to the Site Manager/Supervisor.

3. The Site Manager/Site Supervisor should immediately inform the Managing Director/Operations Director of the incident and if of a serious nature, they will, in turn inform Safety Management Limited who will arrange for a site visit to investigate the cause of the incident and to advise the Company as to their legal liabilities.

4. All fatal and specified injury accidents must be reported to the Health & Safety Executive by telephone. In the case of a fatal accident this must be done immediately. An online report must follow within 10 days of the incident.

5. All specified Dangerous Occurrences and all injuries resulting in incapacity from normal work for more than 7 days must be reported online. The report should be made as soon as it is apparent that the injury has resulted in an 8 day period of incapacity (not counting the day of the accident) and should be sent no later than 10 days after the date of the injury.

INCIDENT/ACCIDENT MANAGEMENT PROCEDURE

1. In the immediate and aftermath of an accident, it is important to ensure that the situation is safe before attempting any rescue, rendering of fist aid or investigation. The Site Manager/Site Supervisor should be immediately contacted (if necessary by mobile phone) who will provide suitable instruction taking advice if necessary, from the Company's Safety Advisor.

2. The Site Manager/Site Supervisor should immediately attend the scene of the incident/accident and give instruction for a nominated person to go to a designated point to meet the emergency authorities and to direct them to the scene.

3. The Site Manager/Site Supervisor should also alert the Managing Director as to the nature of the incident, any implications for other site workforce and what assistance may be required including the provision of emergency first aid.

4. As soon as the situation has been stabilised and any injured parties treated/removed from the scene, the immediate area is to be cordoned off where appropriate, taking advice from the Company's Safety Advisor.

5. No plant or equipment is to be moved and all witnesses are to remain on site until the arrival of the Company's Safety Advisor and Managing Director/Operations Director.

6. The Company's Safety Advisor will carry out a detailed investigation, liaising with the Principal Contractor and where applicable, the Health & Safety Executive recording all measurements, sketches, photographs, details of witnesses, plant equipment etc.

7. Witness statements will be taken from relevant parties, following which a detailed report will be prepared for presentation to the Company's senior management.

8. The Company's insurers should be promptly informed of the incident by the Company Secretary and all necessary reporting information promptly conveyed to the Loss Adjuster.

ANALYSIS OF INFORMATION TO IMPLEMENT ANY ADDITIONAL RISK CONTROL MEASURES

1. Both reportable and non-reportable accidents/incidents are to be discussed at the monthly Board Meeting.

2. The Site Manager/Company Safety Advisor shall collate all the facts and complete a report which will include conclusions to his findings and recommendations to be taken (if any) which will be discussed at the Board Meeting.

3. Where it is considered that there should be an alteration in the light of the incident to any Company procedure then this will be amended and implemented across all sites with a positive record of action taken.

MONITORING, AUDITING AND REVIEW

4. It is the responsibility of Site Managers/Supervisors to monitor health and safety compliance of both its directly employed workforce and any subcontractors on a day-to-day basis.

5. Any employee who persistently fails to adhere to safe working practices will be subject to the Company's disciplinary procedures taking appropriate HR advice and consultation with the Company's external Health and Safety Advisor.

6. Any subcontractor who fails to perform to the required health and safety standards will be reported to their Head Office and a meeting required on site between the Company's Managing Director or Operations Director, the Subcontractor's Director responsible for health and safety and our external Health and Safety Advisor. Any persistent non-conformity will result in them being removed from site and the Company's list of preferred contractors.

7. The Managing Director and Operations Director during their periodic visits to site will monitor the on-site health and safety performance and discuss any issues which have arisen with the Site Manager.

8. Safety Management Ltd, our external Health and Safety Advisors, are contracted to pay periodic visits to all notifiable sites and to prepare a report forwarded to Head Office.

9. Health and Safety is a standing item at the monthly Board meeting where any issues, near misses, accident, HSE initiatives etc. are discussed and any necessary actions implemented.

10. An annual audit and review of the Company's Safety Management Procedures and Company Safety Policy is carried out by Safety Management Ltd with a report being prepared to the Board of Directors following which an action plan is drawn up to rectify any identifiable non-conformities.

11. Our external Health and Safety Advisors are also responsible for ensuring that the Company is kept up to date with any new legislative requirements, safety alerts or HSE initiatives. These will also be discussed at the monthly Board meeting and, where appropriate, the Company's Health and Safety Policy and Procedures amended and briefed out to all personnel.

CONSULTATION WITH EMPLOYEES

1. Employees and self-employed persons working under the Company's control will be informed of their rights under the Health & Safety (Consultation with Employees) Regulations 1996 and the need to regularly communicate with the workforce and to consider their view when taking decisions about health and safety.

2. The HSE Poster "Health & Safety Law" must be displayed within the site accommodation and also on the employee information notice board at Head Office.

3. Due to the size of the Company and the close working partnership between management and the workforce, it is the Company policy to directly consult with its employees and welcomes suggestions aimed at improving health and safety performance at any time.

4. It is the responsibility of the Site Manager/Site Supervisor to regularly canvas the views of the workforce on health and safety issues prior to site meetings and to keep them updated with regard to any HSE initiatives or advice provided through the Company's Safety Advisor.

5. A formal health and safety employee consultation meeting will be held every 6 months and employees are invited in advance to submit any concerns or any suggestions aimed at

improving health and safety via their Site Manager or the Company's Safety Advisor during his routine site visits.

6. It is the Company Safety Advisor's task to meet with and discuss any health and safety issues arising with the workforce during routine inspections/audits.

7. The Company operates an open-door policy on all health and safety issues.

TRAINING

1. The Company will, so far as is reasonably practicable, ensure that all employees and any self-employed persons acting under their control:

   a) Have received adequate and appropriate training for work they are called upon to do.

   b) Are competent to carry out these tasks and;

   c) Observe sound working practices in all activities over which they have control.

2. It is the responsibility of the Managing Director to ensure that training records are maintained for each employee detailing training (both in house and external) and qualifications on all aspects of safety, plant operation, first aid etc.

3. The Company is committed to ensuring that all employees obtain a minimum of Construction Operative under the Construction Skills Certification scheme (CSCS) and that all plant operatives hold an appropriate category CSCS card or an equivalent qualification recognized by the United Kingdom Contractors Group.

4. Specialist training is given where identified e.g. entry into confined spaces, asbestos awareness, slinger/banksman etc.

5. New employees receive formal induction and progress is monitored closely to ensure that the new employee understands and shows a responsible attitude towards health and safety and that they are capable of undertaking the work, particularly with regard to the skills associated with the safe operation of mechanical plant.

6. The Company uses its training policy and records to determine an annual training plan for the Construction Industry Training Board (CITB) grant application process.

7. Health and Safety awareness training seminars are imparted by the Company's external safety advisors where there is a new legislative requirement. This is backed up by personal one-to-one briefings by the Safety Advisor during his monthly inspections/audits to all notifiable sites together with toolbox talks imparted by Site Management.

SELECTION & MONITORING OF SUBCONTRACTORS

1. It is the policy of the Company wherever possible to utilise its directly employed, trained and experienced workforce. Where this is not possible due to the specialist nature of the trade then the prospective sub-contractor should be assessed utilising the Company's health and safety competence assessment questionnaire.

2. Information should be also be obtained with regard to experience of carrying out similar work including trade references.

3. A copy of the subcontractor's Health and Safety Policy should be obtained together with any relevant contract specific risk assessments/method statements seeking advice as appropriate from the Company's external Health and Safety Advisors.

4. Information should also be sought with regard to their health and safety performance including accident statistics, any HSE enforcement action and management procedures for health and safety together with details of their competent person.

5. Documentary evidence should be provided with regard to employers' liability, public liability and contractors (all risks) cover.

6. Information must also be sought with regard to the level of resources to be allocated to the site particularly in terms of supervision.

7. All subcontractors should be provided with an adequate amount of planning/mobilisation time commensurate with the task to be performed and any relevant information contained within either the Pre-Construction Information Pack and/or existing Health and Safety File.

8. All subcontractors must be issued with the Company's Rules for Subcontractors (contained in the Safe Working Procedures Section of the Company Safety Policy).

9. Any subcontractor who fails to adhere to recognised safe working practices, operates unsafe plant or who fails to co-operate with other contractors on safety matters should be referred to the Managing Director who will seek an urgent meeting with the sub contractor's Director(s) to rectify the matter(s). Failure to properly respond to this request will result in the sub-contractor being removed from site.

10. The performance of the selected subcontractors must be monitored throughout the contract and the post contract appraisal carried out between the Company's Managing/Operations Directors and relevant Site Manager to determine whether they should be put onto the Company's preferred list of contractors for future use.

FIRE SAFETY

1. The Regulatory Reform (Fire Safety) Order 2005 puts an obligation upon the responsible person (Company) to carry out a fire risk assessment to identify fire risks that can be removed or reduced and to assess the nature and extent of the general fire precautions that are needed.

2. A fire risk assessment must be carried out in relation to any building being constructed together with the site accommodation.

3. All site accommodation must be provided with at least two extinguishers, one of which should be dry powder or CO_2.

4. Where working in a Client's occupied premises, compliance must be made with their fire precautions, evacuation procedure and hot work permit.

5. Means of raising alarm - normally in the form of an air horn (in the absence of a functional fire alarm) - must be provided together with a designated assembly point.

6. All buildings under construction/refurbishment must be provided with a fire point(s) on all floors and the maximum distance between fire points should not exceed 30 metres.

7. All hot work must be carried out under the Company's Hot Work Permit with a fire check being carried out 30 minutes after cessation of work.

8. Training for fire safety will be given as appropriate for each site. Company employees will have a basic briefing on induction and this will include a simple description of the selection and operation of fire extinguishers (usually as an online course).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. It is the policy of the Company to issue free of charge all necessary PPE and to give safe instruction in its maintenance and use.

2. All employees have a duty to wear the PPE with which they have been issued, to take proper care of it and to immediately report any damage or loss.

3. All employees will be issued on employment (recorded basis) with a basic set of PPE to include:

    - hi-vis vest
    - lace up safety boots with 200 joule toecap and steel mid sole penetration protection;
    - safety helmet
    - goggles

4. The site/task specific risk assessment will identify any additional PPE such as:

    - cut resistant or general protection gloves
    - disposal ear plugs or ear protectors
    - full body harness with fall restraint lanyard (maximum 1 metre) attached to approved anchorage point when using MEWPS,
    - disposable respiratory protection to FFP3 standard where temporary high levels of dust are liable to be encountered.

5. In all cases, PPE will be purchased to comply with the appropriate BS EN standard

PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998

1. It is a requirement of the above Regulations that all work equipment be so constructed and maintained to be suitable for the purpose for which it is used or provided. It is the duty of Operations Director to ensure that suitable arrangements are in place to achieve compliance.

2. The definition of work equipment is very wide and includes in the context of the Company's activities, conventional plant such as scissor lifts telescopic material handlers and also such equipment as ladders, breakers, pressure water cleaners together with hand tools.

3. All mechanical plant when purchased must be accompanied with a CE Certificate of Conformity and thereafter maintained and examined in accordance with the manufacturer's recommendations including hours of use with a plant log being kept.

4. All equipment subject to the requirements of the Lifting Operations & Lifting Equipment Regulations must be thoroughly examined on a 12-monthly basis (6 monthly when used for lifting persons). The Company does not own any lifting equipment of its own but in the event that any were to be hired, the paper work must be checked to ensure a current test certificate is available. In practice, this currently only applies to the occasional hire of a fork lift truck.

5. All hired plant should come from a reputable national plant supplier and a copy of its pre-delivery safety inspection sheet obtained and retained on site.

6. No persons shall be permitted to operate any plant unless they have a relevant CPCS or United Kingdom Contractors Association equivalent Approved Training Qualification. Copies of these certificates should be retained on site for inspection by the Principal Contractor and/or Enforcement Authorities.

7. Persons erecting and using tower scaffolds must have a PASMA certificate or equivalent.

8. Persons utilising abrasive wheels or cartridge tools must undergo appropriate training either from a CITB Accredited Training Source or from the manufacturer/suppler prior to use (see Safety Working Procedure Section for Abrasive Wheels and Cartridge Tools).

ELECTRICAL EQUIPMENT INCLUDING PORTABLE APPLIANCES

1. It is the responsibility of the Managing Director, to ensure that there is full compliance with the Electricity at Work Regulations 1989 with appropriate inspections and records maintained.

2. It is Company policy to ensure that the fixed electrical distribution system of the Head Office is inspected and tested in accordance with the recommendations of the IEE Regulations on a 5-yearly basis.

3. All site accommodation units should undergo a 12-monthly inspection and test of the distribution system by an N.I.C.E.I.E Electrician who should also check that the supply is routed via a 30 milliamp RCD.

4. Portable appliances are defined as any electrical equipment having a plug and socket and which is capable of being moved.

5. Portable appliances should be subject to the following inspection/test regime:

Type of equipment	User checks	Formal visual inspection	Combined Inspection & Test
Head Office double insulated equipment e.g. computers, photocopiers etc	No	2 years	No
Hand held, double insulated equipment e.g. kitchen equipment floor cleaners etc.	Yes	1 year	No
Office earthed equipment e.g. electric kettles	Yes	1 year	1 year
Workshop cables, plug and extension leads	Yes	3 months	1 year
Construction site 110 volt equipment	Weekly	Monthly	Before first use on site, then 3 monthly

6. It is Company policy that only 110 volt or low voltage hand tools be utilised on site.

7. Further guidance with regard to safe use of portable electrical equipment is contained within the Safety Working Procedures of the Company Safety Policy which should be periodically briefed out via a “Tool box” talk to all site operatives.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1. The Company is aware of its duties to control employees and non-employees, exposure to substances hazardous to health as defined within the Control of Substances Hazardous to Health Regulations 2002.

2. A **‘substance hazardous to health’** means any substance (including any preparation) which is:

   a) a substance listed in table 3.2 of part 3 of Annex VI of the CLP Regulation and for which an indication of danger specified for the substance is **very toxic, toxic, harmful, corrosive or irritant**;

   b) a substance for which the Health and Safety Commission has approved a **Workplace Exposure Limit**;

   c) a **biological agent** such as pigeon fouling, sewage, rat’s urine, legionellosis, used syringes and Aspergillus mould;

d) **dust** of any kind, (except substances in (a) or (b) above) when present at a substantial concentration in air equal to greater than i) 10mg/m^3 , 8-hour TWA inhalable dust, or ii) 4mg/m^3 , 8-hour TWA respirable dust.

e) a substance, not mentioned in (a) to (d) above, which because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a health risk.

3. Health and safety data sheets should be obtained for all potentially hazardous substances prior to use to enable a suitable and sufficient assessment to be made of the risk to health taking into account the following factors:

   a) Hazardous properties and potential mechanism of exposure (ingestion, skin contact, inhalation etc.

   b) Type, nature, quantities and form of substances being used.

   c) Degree of exposure (duration x concentration).

   d) Existing control measures.

   e) Individuals at risk including susceptibility.

4. Dependent upon the level of exposure the residual risks should be reduced via the COSHH hierarchy of elimination/substitution, dilution, engineering control such as LEV, PPE, hygiene procedures and training.

5. PPE will be a last resort in control, but where it is required, operatives will be suitably trained in the use, maintenance and proper replacement procedures. Respiratory protective equipment, other than disposable dust masks will not generally be used in the Company's work. Fit testing, where required, will be carried out on first employment.

6. A recorded assessment must be completed on a site-specific basis and when any new substances/preparations are introduced. For each job, a list of hazardous chemicals together with the safety data sheets must be available on site. Where appropriate, COSHH assessments should be contained within the health and safety plan.

7. The significant findings of the COSHH assessments including any necessary controls must be positively briefed out to all operatives and/or subcontractors prior to use. If there is any doubt as to the required controls or if a specialist assessment e.g. atmospheric monitoring to determine compliance with a Workplace Exposure Limit is considered necessary, the Company Safety Advisor must be immediately contacted.

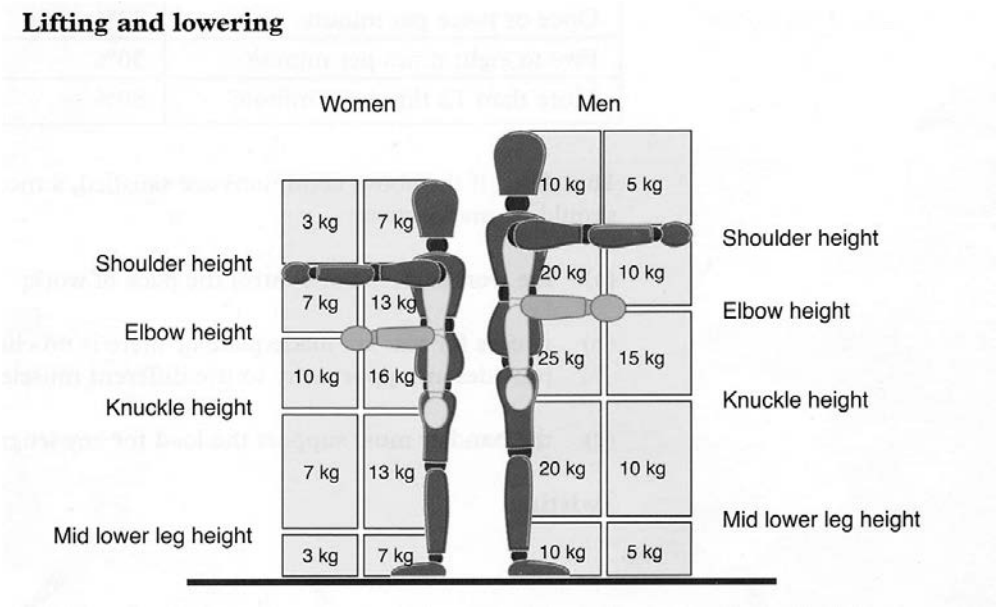
8. Where work is proposed in a landfill site or in contaminated ground the Company's Safety Advisor must be contacted in advance to give advice/interpretation of the geotechnical soil contamination report.

MANUAL HANDLING

1. Lifting and moving loads by manual effort is the largest single cause of injury in industry. It is an obvious and particular concern within the construction sector.

2. The Manual Handling Operations Regulations 1992 require that hazardous manual handling operations are avoided wherever possible e.g. by the use of a mechanical lifting aid such as a fork lift truck.

3. The HSE have produced guideline weights for lifting and lowering, often referred to as threshold values, above which there is an increasing risk of injury and the need for careful assessment. A chart illustrating these guidance thresholds is issued to all sites together with HSE Guidance leaflet: Lighten the Load.



4. Due to the high risk of injury associated with the handling of heavy materials, for example building blocks, plasterboard etc a maximum weight limit of 20 kg should be adopted wherever reasonably practicable or team handling adopted.

5. Where it is not reasonably practicable to avoid hazardous manual handling operations then the Regulations require that the risk of injury be assessed. Dependent upon the level of risk arising, precautions should then be taken to reduce the risk to an acceptably low level.

6. This may involve the need to reconsider whether mechanical means should be provided such as in the form of a hoist, pallet truck, sack truck, block & tackle etc. Alternatively, the risk may be appropriately reduced by splitting the load into smaller units, utilising two or more operatives to perform the task, rotating the task amongst a number of operatives, providing improved hand holds, additional training, selection of individuals with above average lifting capability etc.

7. Where the manual lifting of an object is unavoidable the following procedure will reduce the risk of strained muscles and back injury:

    - Think before you lift.
    - Keep the load close to your waist.
    - Adopt a stable position.
    - Ensure a good hold on the load.
    - At the start of the lift, moderate flexion (slight bending) of the back, hips and knees is preferable to fully flexing the back (stooping) or the hips and knees (squatting).
    - Do not flex your spine any further as you lift.
    - Avoid twisting the trunk or leaning sideways, especially while the back is bent.
    - Keep your head up when handling.
    - Move smoothly.
    - Do not lift more than you can easily manage.
    - If working as a lifting gang designate one person to give instructions.

    This safe working method will be briefed out to all employees in the form of a toolbox talk

WORK AT HEIGHT

1. The Company recognizes that falls from height continue to be the single largest cause of fatal and serious personal injury on construction sites and is committed to reducing the risks involved through work at height to their operatives and sub-contractors.

2. It is the duty of the Site Manger to ensure that:

    - all work at height is properly planned and organized
    - those involved in work at height are
    - the risks from work at height are adequately assessed in advance and an appropriate method statement drawn up which should detail the required work equipment
    - the risks from fragile surfaces are properly controlled and
    - equipment for work at height is suitable, properly maintained and inspected at the required intervals.

3. The Work at Height Regulations require the following hierarchy of control which must be considered and applied wherever possible:

    - Avoid work at height.
    - Use work equipment or other measures to prevent falls where work at height cannot be avoided.
    - Where the risk of a fall cannot be eliminated use work equipment or other measures to minimize the distance and consequences of a fall should one occur e.g. safety net.
    - Wherever reasonably practicable collective fall protection e.g. guardrails and work platforms should be utilised.
    - Where this is not possible collective fall arrest e.g. nets, air bags etc. should be utilised with personal fall protection as a last resort.
    - Where personal fall protection is employed, fall restraint should always be utilised in preference to fall arrest.

4. Ladders and stepladders should only be utilised for intermittent, short duration use where it is not reasonably practicable to provide alternative equipment e.g. podium steps, MEWP etc. When utilising ladders/stepladders three-point contact should be maintained. Ladders and stepladders owned by the Company will be subject to a pre-use check and to an annual condition check.

5. Further information on safe working at height may be found within the Site Safe Working Procedures of the Company Safety Policy including:

    - Platform hoists
    - Mobile elevating platforms
    - General access scaffolds
    - Tower scaffolds
    - Trestle scaffolds
    - Ladders
    - Stepladders
    - Use of safety nets
    - Use of personal safety protection systems.

ASBESTOS

1. Asbestos exposure is presently responsible for 3000 deaths a year. This is predicted to rise to 10,000 within the next few years, with the construction industry being most affected. It is essential that strict precautions are taken to avoid exposure.

2. All employees who are liable to encounter or have to work with asbestiform materials must be provided with suitable and sufficient information, instruction and training with regard to:

    - The properties of asbestos and its effects on health including its interaction with smoking.
    - The types of products or materials likely to contain asbestos.
    - The operations which could result in asbestos exposure and the importance of preventative controls to minimise exposure.
    - Safe work practices, control measures and protective equipment.
    - The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment.
    - Emergency procedures.
    - Hygiene requirements.
    - Decontamination procedures.
    - Waste handling procedures etc.

3. The Managing Director will be responsible for ensuring that all Company employees have received training in asbestos awareness.

4. Before carrying out any work on a building/structure constructed prior to 1999, an asbestos survey will be required from the Client or Principal Designer. However, should any operative come across any material which is of a suspect nature i.e. not readily identifiable as non-asbestos particularly if it is of a fibrous or composite nature, then all work should cease, the area be closed off and contact made with the Company's Safety Advisor who will send an Asbestos Surveying Specialist to provide additional advice taking samples as necessary.

5. Any work involving asbestos insulation, asbestos coatings or asbestos insulation board must be carried out by a Licensed Asbestos Removal Contractor with prior notification to the HSE.

6. An advanced method statement must be obtained, and a copy passed to the Company's Safety Advisor, who will advise as to the adequacy of the precautions to be taken and proposed method of work.

7. On completion of the removal works, a clearance certificate must be obtained from a NAMAS accredited laboratory.

8. Asbestos cement products do not require the use of a Licensed Contractor and this work may be carried out by the Company's direct labour and/or subcontractor. The “Plan of Work” should be drawn up in conjunction with the Company’s Safety Advisor and thoroughly briefed out to all operatives prior to the task being undertaken which should include information on:

    - The location and type of asbestos.
    - The nature and duration of work.
    - The likely exposure referenced to the relevant control limits.
    - Methods to be adopted to minimise exposure e.g. wetting, use of respiratory protective equipment, disposable overalls etc.
    - Safe means of disposal.

    A copy of this Plan of Work should be sent to the Company's Safety Advisor.

9. Before carrying out any demolition or refurbishment work, a pre-refurbishment/demolition intrusive sampling exercise must be carried out in order to determine the risk liable to be presented by any asbestos present in the structure.

NOISE AT WORK

1. The Noise at Work Regulations 2005 require the Company to carry out an assessment of personal noise exposure whenever the daily personal noise exposure $L_{EP,d}$ of an employee is liable to exceed the 80dB(A) Lower Exposure Action Value. If people have difficulty in speaking to each other over 2m, using normal speech levels, it is likely that a noise assessment will be required.

2. Operatives should be advised to wear ear protection if exposed to high noise levels. If the daily personal noise exposure is liable to exceed the 85 dB(A) Upper Exposure Action Value, then ear protection must be worn. This is not generally expected to be the case in the Company’s normal work.

3. Should work be planned involving exposure to high levels of noise e.g. prolonged use of breakers in confined areas, consultation should be made with the Company's Safety Advisor who may visit site and carry out an octave band analysis of the noise levels in order to advise as to the correct level of hearing protection.

4. Whenever hiring or purchasing plant and equipment insist that silencers are provided, acoustic enclosures fitted to compressors and that breakers are supplied with exhaust mufflers.

5. All Company employees will be issued with hearing protection on first employment. They will be instructed in how and when to wear this through the Company’s programme of tool box talks. In general, the daily personal exposure during normal work is not expected to exceed the Upper Exposure Action Value, but additional briefings may be given for specific jobs where higher levels of noise are identified as being likely for short periods.

CONTROL OF VIBRATION AT WORK REGULATIONS 2005

1. Regular and frequent exposure to hand/arm vibration can lead to permanent health effects. This is most likely when contact with vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

2. Hand/arm vibration can cause a range of conditions collectively known as hand/arm vibration syndrome (HAVS). Typical symptoms include a combination of:

    - Tingling and numbness in the fingers.
    - Not being able to feel things properly.
    - Loss of strength in the hands.
    - The fingers going white (blanching) and becoming very painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

3. For some people, symptoms may appear after only a few months exposure, but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

4. It is the policy of the Company to avoid the risk of HAVS occurring amongst its workforce by assessing and controlling the daily amount of vibration exposure to a safe level.

SAFE WORKING PROCEDURES

The following section contains the Company's safe working procedures which are designed to complement and supplement the arrangements for health and safety set out in the previous sections. A copy should be given to all employees.

SAFE ACCESS AND HOUSEKEEPING

1. Safe access should be provided to all places of work. Gangways, passageways and staircases should be free of obstruction. Ladders and scaffold should be provided as necessary.

2. All walkways should be kept level and free from obstructions such as stored material and waste, which could cause a potential trip hazard. Spillage of any liquid or other substance which might cause a slip hazard should be cleaned up as soon as possible.

3. Where working in Client's occupied premises it is essential that no materials, equipment and in particular trailing cables are left in such a position that they cause a potential tripping hazard to members of the public or the Client's staff.

4. Holes and openings should be securely fenced off or provided with fixed clearly marked covers.

5. The site should be maintained in a tidy condition. Materials should be stored safely and preferably within the site compound with only that amount of material which is needed on a daily basis stored within the working area. Packs of bricks and blocks should be stored on firm and level ground. Single bands of bricks or blocks should be stabilised. Pipes should be chocked, and rings laid flat. Trusses if not stored flat should be tied back to prevent collapse. During windy conditions lightweight material of large surface area should be securely tied down.

6. Arrangements should be made for the safe collection and disposal of waste using registered waste carriers.

7. Nails and timber should be hammered down or removed.

8. Adequate artificial lighting should be provided when work is carried on after dark or inside buildings.

9. Housekeeping on site is the responsibility of all employees and sub-contractors and will be checked as part of senior management or consultants' visits to site.

GENERAL ACCESS SCAFFOLDS

1. Scaffolds should be provided where work cannot be done safely on or from the ground or from part of a building or other permanent structure. The scaffold should be suitable and sufficient for the purpose and be properly maintained.

2. Scaffolds should be erected, altered and dismantled only under the supervision of a competent person and so far as possible by competent workmen possessing adequate experience. All materials should be inspected before use.

3. The sequence of erection and subsequent dismantling should be carried out in accordance with the National Access & Scaffolding Confederation's Code of Practice SG4:10 "Preventing falls in scaffolding". Fall arrest harness should be clipped on for any work at or above 4m in height. Any subcontractor or individual failing to comply with this Code of Practice, should be removed from site.

4. All scaffolds and materials should be of good construction, of suitable and sound material and of adequate strength. There should be sufficient materials available to complete the scaffold. All timber used in scaffolds should be of suitable quality, in good condition and should not be painted or treated so that defects cannot be easily seen.

5. No defective materials should be used in a scaffold. All scaffold materials should be stored under good conditions.

6. All scaffolds should be properly maintained, and all parts should be fixed, secured or placed so as to prevent accidental displacement.

7. Incomplete scaffolds should be adequately signed at each access point to indicate that it is incomplete or access to it should be effectively blocked.

8. All scaffolds should be inspected by a competent person before being taken into use for the first time, after any substantial alteration, any event liable to have affected its strength or stability and at regular intervals not exceeding 7 days since the last inspection.

9. All reports must be kept readily available for inspection and shall be retained for a period of 3 months from the date they were carried out.

10. Where scaffolds provided for one employer, or his workmen, are to be used by a second employer or his workmen, steps should be taken by the second employer or his agent to check that the scaffold is safe for use.

11. A scaffold should not be overloaded. All loads should be evenly distributed. Materials should be transferred to a scaffold without violent shock. Materials should not be kept on a scaffold unless needed for work within a reasonable time.

12. All scaffolds should be erected to conform to the standards laid down within the Construction (Design and Management) Regulations 2015 (CDM 2015).

13. Where scaffolds are erected and used in public areas persons should be excluded from the working area during erection. Suitable signs should be used where necessary to warn that work is going on overhead. Sheeting, boarding, fans and brick-guards should be provided where necessary to prevent materials etc from falling from the scaffold into public places. To prevent children from gaining access to the scaffold, ladders should be removed at the end of the working day. Alternatively, a scaffold board may be securely lashed to the ladder to render it unclimbable.

14. All working platforms should be fully boarded and adequate guardrails including intermediate guardrails and toe boards should be provided at every side from which a person can fall a distance liable to cause injury and in any event where the fall height is more than 2 metres. Safe access should be provided to all scaffold platforms.

15. The minimum height to the top guard rail should be 950mm above the working platform. The gap between guard rails should not exceed 470mm and there should be a 150mm toe board.

TOWER SCAFFOLDS

Before Erecting the Tower:

1. Make sure that the supplier's instruction manual is on site and has been read and understood.
2. Take precautions to prevent collision with tower by persons or vehicles.
3. Check that all components are of the same make and correct type and that the correct number are on site and they are undamaged.
4. Check that the floor is level, firm and not obstructed and that floor openings are covered or filled in.
5. Check that the scaffold can be tied to adjacent structures if necessary.
6. Check that the area is free of overhead electric cables.

When Erecting the Tower:

7. Keep to the recommended height/base ratios (3:1 outside, 3.5:1 inside). Fitting outriggers or stabilisers as required.
8. Check that the scaffold is vertical and that adjustable legs are secure and that castor brakes are on. Secure interlocking pins on all spigot and socket joints and fit bracing as the erection proceeds.
9. Fit guardrails and toe boards to all working platforms over 2 metres above ground level.
10. Towers that are required to a height in excess of their free-standing height and cannot be stabilised by increasing base dimensions should be tied at the maximum free-standing height and thereafter in accordance with the manufacturers' instructions.

During Use of the Tower:

11. Inspect before each use to see that the height/base ratio is within limits and that no parts have been removed or altered from the correct configuration. A formal inspection report must be completed for all towers over 2 metres on initial erection and thereafter every seven days. If the scaffold is dismantled for movement elsewhere a new report must be completed on re-erection.
12. Ensure outriggers or stabilisers are correctly positioned and secured, checking that ties, ballast, weights or guys are in good order if fitted.
13. Limit horizontal forces on the platform as much as possible. On no account should a ladder be placed on top of the tower to gain extra height.
14. Towers must only be moved by pulling or pushing at the base and no person should remain on the tower whilst it is being moved. Any material left on the tower whilst it is being moved must be stored such that the movement will not cause it to fall.

15. Avoid using the tower in windy or severe weather conditions.

16. In industrial areas, housing estates, public places etc take all reasonable precautions e.g. fencing the base of the tower to prevent children from gaining access.

TRESTLE SCAFFOLDS

1. Trestle scaffolds should only be used for short-term, lightweight work.

2. They should be fully boarded and erected on a level, firmly footed base.

3. Guard rails should be provided where a person can fall from its outer edge.

LADDERS

1. Ladders should only be used for short term access where it is not reasonably practicable to utilise a safer alternative such as podium steps or tower scaffold.

2. All ladders should be of good construction, sound material, adequate strength and properly maintained. Ladders which have badly worn, or broken rungs or split stiles should never be used. Rungs should not be repaired by a piece of timber nailed to the stiles or by the insertion of a short length of steel tube or reinforcing rod. The user should carry out a quick visual inspection of a ladder every time it is used and must not use any ladder that shows any of the above defects.

3. Ladders should be placed at a suitable angle to minimise risk of slipping and ideally at about 75 degrees to the horizontal i.e. about 1 metre out from the building for every 4 metres in height.

4. Ladders should extend to a height of at least 1.05 metres above the landing place or above the highest rung on which the user has to stand unless there is an equivalent handhold.

5. Wherever practicable the top of the ladder should be securely fixed to the structure so that it cannot slip.

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

7. Ladders should only be used as a work platform where the work involved is light, of short duration and at least one hand can be kept on the ladder.

8. Care should be exercised to ensure persons do not over-reach whilst working from a ladder.

STEPLADDERS

1. Stepladders should only be used for short term access where it is not reasonably practicable to utilise a safer alternative such as podium steps or tower scaffold.

2. Before using a stepladder, ensure that it is in a good and sound condition, then open it to the maximum extension of the stays which should be of equal length. Do not use any stepladder that shows any visual defects.

3. Check that the stepladder is of adequate height for the work carried out. Ideally, there should be a hand-hold on the stepladder at chest height in order to achieve maximum stability.

4. Three-point contact should be maintained wherever possible.

5. Stepladders are not designed for side loading and this should be avoided by placing the stepladder at right angles to the work.

6. They should only be used on a level surface and work should not be carried out from the upper treads or platform unless specifically designed for this purpose.

7. Only one person should use a stepladder at any one time and if steps are to be used adjacent to a doorway, the door should be wedged open securely.

FIRST AID

1. Minor injuries, if left untreated, can become more serious. Remember to;

2. Report an injury, however slight, to your manager and get proper treatment from a First-Aider. The First-Aider will enter the injury onto the accident report form.

3. Foreign bodies in the eye should only be treated by an expert. The Company will arrange for you to be taken for medical treatment if the First-Aider considers it appropriate.

4. If you get chemicals on your skin or in your eye, immediately irrigate it with plenty of clean water. The appointed First-Aiders will assist.

PROTECTIVE CLOTHING & EQUIPMENT

Many accidents can be avoided, or their effects minimised, by being properly dressed for work and by wearing the correct safety equipment:

1. Loose clothing can be caught around or drawn into moving machinery. Wear protective clothing provided and keep fastened. Loose ends of neckwear should be tucked in.

2. The Company operates a safe footwear policy. All operatives must wear suitable footwear, incorporating protective toe caps and midsoles, whilst at work.

3. Wear, properly adjusted, any protective equipment such as ear defenders, dust masks, respirators, gloves and eye protection, issued for specific operations.

4. Look after safety equipment provided and report any defects to your Manager. This not only makes good sense, but it is a legal obligation on your part.

FIRES

Lives as well as the Company's future can be jeopardised by fire. Always ensure:

1. You are familiar with the Client's fire evacuation procedure and follow it.

2. In the event of discovering fire, raise the alarm and ensure the Fire Brigade are called. Only attempt to tackle the fire if you can do so from a place of safety.

3. Leave promptly by the nearest exit and go to the assembly point.

4. That any flammable liquids are stored in the correct store and that cylinders of flammable gases are stored outside of the building.

5. That combustible material and rubbish is not allowed to accumulate under stairs, in cupboards or storerooms etc.

6. Do not leave fire doors open or obstruct them in any way.

7. You report any defect in electrical equipment, frayed electrical cable, overloaded outlet etc.

8. You are familiar with the position of fire exits, the fire alarm and the location and operation of fire extinguishers.

9. Where working on a Client's site never leave without signing out. This could put your fellow employees or the emergency services at risk looking for you when you are not on site.

FLAMMABLE GASES AND LIQUIDS

1. An adequate number of extinguishers should be maintained. As a minimum there should be at least one carbon dioxide or dry powder extinguisher. Water extinguishers are not appropriate for use on flammable liquid fires.

2. LPG (propane and butane) cylinders should be stored in a secure position, outside of buildings, away from flammable materials. Cylinder valves should be fully closed when the cylinder is not in use.

3. Flammable liquids should be stored in safety containers in a proper storage area. The amount of flammable liquid on site should be kept to a minimum.

4. Smoking or other hot work is prohibited during the use of flammable liquids.

5. Welding or other hot work must never be carried out on any drum, tank or similar vessel, which has contained flammable liquids unless steam cleaned and certified as safe. Even the smallest of flammable residues can form an explosive atmosphere.

ELECTRICAL SAFETY – GENERAL PRECAUTIONS

1. All electrical hand-held tools and lighting should either be low voltage, operate at 110 volts or if 240 volts be connected via a 30mA RCD.

2. Cables feeding portable equipment should be routed to prevent damage. They should be adequately supported if run overhead.

3. Equipment should be regularly inspected, and repairs should only be carried out by electrically competent persons.

4. Electrical cables should not be allowed to trail along floors or stairways but should be properly supported above head height.

5. If any electrical appliance is found to be faulty it must be immediately reported to your Supervisor.

ELECTRICAL SAFETY – MAINTENANCE, INSPECTION AND TEST

1. Only authorised electrically competent personnel shall under any circumstances remove permanently fixed covers from electrical equipment.

2. All electrical work should be carried out as far as is practicable with the equipment dead. The basic electrical isolation procedure is as follows:

    - Isolate all electrical supplies to the equipment using the appropriate isolator or by the safe withdrawal of fuses.

    - Secure the isolation by means of personal or departmental locks and danger boards/notices as necessary.

    - Prove that all conductors are dead at the point of work before work commences. An approved voltage indicator shall be used for this purpose. This device should be checked immediately before and after use.

    - If any test suggests that the voltage indicator may be defective, the conductors under test shall be assumed to the live.

    - All conductors shall be assumed live unless proven otherwise.

    - No-one shall use another person's lock or danger board and the use of multi-lock systems shall be employed wherever possible.

3. Under normal circumstances, work shall only be carried out on equipment which has been isolated. In rare situations, where it is not practical to isolate the supply and it is unreasonable in all circumstances for it to be dead, suitable precautions should be taken to prevent injury including:

    - Shrouding of live terminals and the use of insulated tools.

    - Segregation of power and control circuits.

    - The use of insulating stands, gloves and mats.

    - The provision of physical safeguards to prevent unauthorised personnel from approaching the danger area.

    - A second competent person being in attendance.

ELECTRICAL SAFETY: TOOLS AND EQUIPMENT

1. Portable, hand held tools and lighting should operate on 110 volts or lower.

2. A portable electrical appliance is any equipment supplied by a cable and plug and which is capable of being moved.

3. Cables feeding portable equipment should be routed to prevent damage and not run along floors and stairways. They should be adequately supported if run overhead.

4. A pre-use check should always be carried out on electrical equipment to see that the supply cable is in good condition and has not been subject to damage. Plugs should be properly made off into the gland secured by the cable grip. If there is any sign of overheating or charring of the equipment or supply cable then it should not be used and reported to the Site Manager/Supervisor.

5. Only qualified electricians are permitted to test and repair electrical equipment.

6. When installing a temporary 240v supply in order to feed either temporary site accommodation or a 110v step down transformer a 30-milliamp residual current circuit breaker must be utilised.

ELECTRICAL SAFETY: OVERHEAD LINES

1 Contact with overhead electric lines can be lethal even if they are carrying a voltage as low as 240 volts.

2 Contact, or near contact, should be avoided particularly if the object is metal e.g. aluminium ladder, scaffold pole, tower scaffold. An electric discharge carries the risk of fatal or severe shock and burns to any person in the immediate vicinity. There is also the danger of a person receiving a non-fatal shock which may then cause a severe fall from a ladder or working platform.

3 In all situations where work is necessary near overhead lines assume that all lines are live.

4 The local Electricity Board should be consulted for advice who will then screen i.e. insulate the lines, cut off power or lay down a minimum clearance distance.

ELECTRICAL SAFETY: SERVICES WITHIN BUILDINGS

1. Reference should be made to any available drawing provided by the Client and/or Principal Designer within the Pre-Construction Information prior to carrying out any work on an existing installation or prior to drilling holes in walls, floors and ceilings.

2. Where necessary check for hidden services using an approved cable tracing detector.

PIPE THREADING MACHINES

A number of serious, including fatal injuries have arisen during the use of pipe threading machines. Always ensure:

1. That the pipe threading machine is activated from a ‘deadman’s’ shrouded foot operated switch.

2. That you do not have any loose clothing which could increase the risk of entanglement.

3. That other personnel are kept away from the working zone.

LIFTING EQUIPMENT

Whilst accidents involving lifting equipment are relatively few, they are inevitably of a very serious nature. Company employees will not normally carry out any slinging tasks and the Company does not own any lifting equipment. The following points should be noted:

1. Only authorised persons may operate lifting equipment or carry out slinging.
2. Remember to choose the correct lifting tackle for the load to be lifted, taking into account the angle of suspension where a dual or multi-legged sling is to be used (refer to the lifting chart).
3. Never use any uncertified or improvised lifting tackle.
4. Operate the lifting machine in a careful and controlled manner taking care to avoid collision with other plant and equipment.
5. Keep clear of suspended loads and never stand under one.
6. Protect slings from damage by sharp edges by using suitable packing. Never use a wire rope with broken strands or in a worn condition.
7. Never use a makeshift or damaged hook. See that end links, rings or shackles are riding freely on the hook.
8. Immediately report any defects in the lifting machine or lifting tackle.

MOBILE ELEVATING WORK PLATFORMS

1. Mobile elevating work platforms including cherry pickers, scissor lifts etc must have a current six monthly through examination certificate. A copy of the last certificate should be obtained from the hire company prior to use on site.
2. Whoever is operating it should be fully trained and competent.
3. Always ensure that it is used on firm level ground away from open excavations, weak ground manholes etc.
4. Check that the tyres are properly inflated, and any outriggers extended and chocked as necessary before raising the platform.
5. Avoid operating close to overhead cables and do not allow any part to protrude into a traffic route unless adequate protection measures to prevent collisions are taken.
6. A fall restraint harness must always be worn when in a boom mounted platform.

WELDING

The risks associated with welding operations include electric shock, burns, eye-flash and inhalation of fume. The following precautions should be adopted:

1. Always wear approved eye protection fitted with the correct filter. Remember eye-flash (arc eye), a painful condition, can occur by looking at an unshielded arc for only a few seconds. Always remember to correctly position welding shields or curtains so as to protect other persons.

2. The rays from the arc can also produce an effect like sunburn. Wear gauntlets, overalls etc, so that your skin is not exposed to the direct rays.

3. Always clean off any paint, oil or other residue before commencing welding to reduce the amount of hazardous fume. Where possible, carry out welding in open air and wear respiratory protection.

4. Never carry out welding on galvanized steel unless local exhaust ventilation is provided.

5. Wear eye protection when chipping away slag and remember to watch out for other persons.

6. When carrying out electric arc welding, check that the welding return cable is fitted with proper lugs or clamps and that the end fittings are clean, bright and tight. Bolt or clamp the workpiece end as close as possible to the working position. Never use the building steelwork as the welding return connection.

7. When carrying out oxy-acetylene welding, never subject the cylinders of oxygen and dissolved acetylene to rough usage, excessive shock or high temperature. Always use a cylinder stand or trolley and make sure all the hoses are in good condition and the connections are tight. Never apply oil or grease on valve fittings - it will ignite spontaneously in the presence of oxygen. Always use the cylinder keys supplied, never improvise.

8. All oxy-acetylene cylinders should be provided with flashback arrestors.

9. The fume produced by welding operations may be harmful to the lungs. Always use the extraction provided or the respirators that are issued for your own protection. Report any symptoms of ill health or breathing problems to your Manager.

10. Any welding within a building must be the subject of a Hot Work Permit.

MACHINERY (GENERAL)

1. Dangerous parts of machinery such as exposed gears, chain drives, projecting engine shafts, power take off shafts etc should be fully guarded.

2. Any rotating mixer should be in good condition and free from splits on which clothing could snag.

3. When using portable machinery which is electrically powered, always ensure that the electrical supply cable is in good condition and out of harm's way.

4. Consider the risk to other people who are nearby when operating machinery.

5. Do not operate any machinery unless you have been trained to do so.

6. Ensure that all fixed guards are in position and that pivoting guards are free to move during the use of machine.

7. Promptly clean up timber off-cuts or other debris produced by a machine from the floor; do not leave them as a tripping hazard.

CIRCULAR SAW BENCHES

1. This type of machine should only be used by an authorised competent person who has undergone the necessary course of instruction carry out the task.

2. The machine should be guarded in accordance with the guidance contained within HSE's woodworking sheet number 16 (rev). The run-down time of the saw blade must be 10 seconds or less. Where practical, this should be achieved by fitting a braking system which operates automatically when the stop control is applied (see HSE's Wood Working Information Sheet WIS38 PUWER: Retrofitting of braking to woodworking machines).

3. All pulleys, belts, drive shafts and blades must be guarded.

4. The blade should not be of a smaller diameter than that marked on the machines and a riving knife must be fitted.

5. Large work pieces should be supported using extension tables or roller supports at both feet in feed and out feed end. If an assistant is employed at the out-feed end to remove cut pieces, the table should be extended so the distance between the saw blade spindle and the rear edge of the table is at least 1.2 metres.

6. A push stick must be used whenever the hand will approach closer than 300mm to the blade.

DRILLING MACHINES

1. Entanglement of clothes and hair are recognised as the main hazards associated with the use of drilling machines. To prevent such accidents occurring always:

2. Correctly adjust the chuck and spindle guard to cover the bottom of the drill when in its raised position and to arrange the components just below so as to reduce the unprotected lowered drill bit to a minimum.

3. That gloves are not worn during drilling operations, as this greatly increases the risk of accidental entanglement.

SPINDLE MOULDER

1. This type of machine should only be used by an authorised competent person who has undergone the necessary course of instruction to carry out the task.

2. To reduce the risk of contact with the cutter block during rundown, machines should be fitted with a braking device that brings the block to rest within 10 seconds.

3. Table rings will be used to close the gap between table and spindle to a minimum

4. Where the cutters will be guarded to prevent access where practicable. If impracticable and the cutters cannot be guarded to a high standard jigs or work holders and stops must be used.

5. Wherever possible, work pieces must be fed against the direction of spindle rotation. Back cutting or climb cutting is a highly dangerous operation.

6. Only limited cutter projection tooling is to be used. On round form tool an absolute maximum of 3mm is allowed, on blocks fitted with chip limiters 1½mm is the maximum.

7. Local exhaust ventilation will be fitted to spindle moulders.

CHISEL MORTICER

1. This type of machine should only be used by an authorised competent person who has undergone the necessary course of instruction to carry out the task.

2. Fixed guards will be in position to prevent access to the drive and transmission machinery.

SINGLE ENDED TENONING MACHINE

1. This machine should only be used by an authorised competent person who has undergone the necessary course of instruction to carry out the task.

2. To reduce the risk of contact with the cutter block during rundown, machines should be fitted with a braking device that brings the cutters to rest within 10 seconds.

3. The tenoning and scribing head should be enclosed using the adjustable guards before use

4. Only limited cutter projection tooling is to be used.

PLANER THICKNESSER

1. This type of machine should only be used by an authorised competent person who has undergone the necessary course of instruction to carry out the task.

2. Access to the planing block shall be prevented by fixed guards below the table and by adjustable guards above the table.

3. To reduce the risk of contact with the cutter block during rundown, machines should be fitted with a braking device that brings the cutters to rest within 10 seconds.

4. On round form (cylindrical) tools the maximum cutter projection shall be limited to 1.1mm.

5. Push blocks must be used when planing short pieces to avoid kickback.

6. Rebating should not be carried out on a planing machine unless no other more suitable machine is available. When rebating Shaw guards or a tunnel guard together with a push stick should be used to prevent access to the cutters.

7. The kickback fingers must be in good condition and working before using the thicknesser

HAND TOOLS

1. Shafts and handles must be in good condition, free from splinters or splints and must be adequately secured to the tool. All tools having a point or edge must be kept properly sharpened.

2. Tools having a point or edge must be stored and transported in such a way that the point or edge is not damaged.

3. The head of all hammers, chisels etc., must be kept free from mushrooming.

ABRASIVE WHEELS & DISC CUTTERS

1. No person should fit any grinding or abrasive wheel/disc unless they have been properly trained and appointed.

2. Wheels/discs must not be used unless they are marked with their running speeds.

3. A wheel/disc should not under any circumstances be run faster than the maximum operating speed shown on the wheel.

4. Wheels/disc must only be mounted on the type of machine for which they are intended. The wheel should fit easily, not loosely, on the spindle. A wheel that fits too tightly should not be used, as the heat of the operation will cause the spindle to expand and possibly crack the wheel.

5. Wheels/disc must not be mounted on makeshift apparatus.

6. When the wheel is secured by a single central spindle nut, tighten the nut only sufficiently to ensure that the flanges drive the wheel and prevent slip.

7. Dropping a wheel or disc on the floor or bench, knocking it against an obstruction, or other similar incidents, may damage it to such an extent that breakage will occur when the wheel or disc is brought up to speed.

8. Should there be any possibility that a wheel or disc has been damaged, it must not be used.

9. A wheel or disc which is too fine or hard can result in glazing. The operator is then forced to use excessive pressure on the wheel or disc. This is a contributory cause of wheel or disc breakage and must not be allowed. As a rough guide, soft wheels or discs should be used on hard materials and hard wheels or discs on soft materials.

10. Grinding on the sides of straight wheels is dangerous. They are not designed to withstand side pressure and if a groove is worn on the side of the wheel, it can be seriously weakened.

11. Always wear goggles/visor when operating portable cutting/grinding machines. Where practicable erect screens to protect other people, particularly members of the public.

WASTE DISPOSAL

All building/construction waste is classified as ‘Controlled Waste’ and must be handled and disposed of in accordance with the requirements of the Environmental Protection Act 1990 and relevant regulations.

In particular:

1. Waste awaiting disposal must be stored safely and securely, loose material loaded in a vehicle or skip should be covered.

2. Waste may only be carried by an authorised person i.e. a registered waste carrier or a person holding a waste management licence.

3. Before handing waste on to someone else first check that the person is legally authorised to receive it.

4. Hand over to the person a written description of the waste, and fill in and sign a transfer note.

5. Repeated transfers of the same kind of waste between parties e.g. building waste being taken to a disposal site may be covered by one transfer note for up to a year.

6. If in doubt seek advice from your supervisor or the Company’s Safety Advisor.

SUBCONTRACTORS

GENERAL REQUIREMENTS

Subcontractors visiting or working on sites on which Bentley Rowe Ltd has control or who are working for Bentley Rowe Ltd shall:

7. Provide written confirmation that they have received a copy of the Company's Safety Policy and confirm that they understand and accept their responsibilities and obligations.

8. At all times comply with the provisions of the Health & Safety at Work Act 1974, the Construction, Design & Management Regulations 2015 (CDM 2015), the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER) and the Provision & Use of Work Equipment Regulations 1998 (PUWER) and all subordinate or associated legislation and any such additional measures which may be deemed necessary by site management.

9. Take all necessary precautions, at their own cost, to ensure that safety of their own and other employees, the general public and any other person who may be affected by their activities.

10. When working on Third Party Premises comply with any special health and safety requirements issued by the Company and/or Principal Contractor.

11. Have suitable and sufficient indemnity insurance to cover their liabilities to the Company and any other persons, plant, equipment or property who may be affected by their activities.

12. Provide a written risk assessment and method statement on request, if engaged in demolition, steel erection, roofing and/or cladding, deep excavation, work involving asbestos or any other high-risk activities.

13. Ensure that their employees and any other persons working under their direction or control are instructed as to any hazards which exist at their place of work and are given such training and information as is necessary.

14. Ensure, by a system of regular site inspection, that statutory requirements and safe systems of work are being observed.

15. Not use without prior authority any plant, tools, lifting gear, hoists, lifting machines, cranes or other equipment owned or hired to the Company.

16. Report any defect in plant, tools, equipment, scaffolding or any other potential hazard to the Company without delay.

17. Supply to their employees such protective clothing and equipment including eye and head protection as is necessary to comply with statutory requirements or any requirements made by the Company.

18. Familiarise themselves with relevant fire precautions and procedures as are applicable to the premises or site and observe them at all times.

19. In the event of any of their employees sustaining a reportable accident, report it to the Health & Safety Executive. In the event of a fatality, specified injury or dangerous occurrence such

as a scaffold collapse, excavator or crane overturn, contact with power lines etc then Bentley Rowe Ltd management must be informed immediately.

20. Carry out all necessary risk assessments required under the requirements of the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002, Noise at Work Regulations 2005, Manual Handling Regulations 1992 and Personal Protective Equipment Regulations 1992 and any other similar legislation that applies.

21. In order to comply with the requirements of the Construction (Design & Management) Regulations 2015 (CDM 2015) the Company may require contractors to provide information as to their experience and competency. They may also be required to provide information relating to staff training, allocation of resources, accident statistics and past involvement with the Enforcing Authorities.