HOWARD
CIVIL ENGINEERING

HEALTH & SAFETY POLICY

Document Review					
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INTRODUCTION

This document includes the Health & Safety Policy, Procedures and Forms and has approved by the Director.

It is issued as a controlled document and is made available to Company employees in pursuance of the duty imposed by The Health and Safety at Work etc Act 1974.

The Management of Health and Safety at Work Regulations 1999 require that health and safety arrangements are reviewed at suitable intervals. To ensure the validity of this document, it is recommended that it should be reviewed within twelve months of the date shown on the issue and revision history.

GENERAL STATEMENT

(We) Howard Civil Engineering hold health and safety as a prime business value. We strive on working with contractors to create a working environment for ourselves and others free from incident and injury. We create this culture by

- Working safely which enhances our quality improving productivity and generates value
- Attitudes and behaviour replace statistics as a matter of success and this is recognised and rewarded
- Employing experienced supervisors who are effluent with health and safety, who show leadership, passion and commitment which is also portrayed to all employees on site
- We welcome only those who support our policy and not compromise health and safety
- We review performance to identify and address weakness so as continual improvement in environmental performance can be achieved.

Mr M T Howard has overall responsibility for the implementation of the health and safety policy for the company and recognises the importance of allowing adequate time, money and resources to ensure that legal and policy obligations are met

The operation of this policy will be monitored by members of the management team of the company. To assist them in this respect, the company have appointed an internal Safety manager to control all aspects of safety on a day to day basis who visits sites giving advice on the requirements of the relevant statutory provisions and safety matters generally.

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

This statement of company policy will be displayed prominently in the company offices.

The organisation and arrangements for implementing the policy will also be made readily available for reference by any employee, or third party as required.

WE TAKE PRIDE IN EVERYONE RETURNING HOME SAFELY EVERYDAY

Signed: **Date: January 2016**
M T Howard - Managing Director

ORGANISATION

This part of the document describes the organisation for effectively managing health and safety.

All employees are therefore responsible, to the best of their ability, for ensuring that the requirements of this document are implemented.

The key duty holders assigned specific duties within this document are as follows:

Director
Contracts Manager
Commercial Manager/Estimator
Site Manager's/Supervisor's
Administration Staff
Employees/Operatives
Company Drivers/Plant Operators
Sub-Contractors
Safety Manager

An Organisation Chart is also included to demonstrate the structure of reporting.

DIRECTOR'S DUTIES

1 Ensure there is an effective policy for health and safety within the company.

2 Periodically appraise the effectiveness of the policy and ensure any necessary changes are made.

3 Ensure suitable information, instruction and training is provided to all employees.

4 Ensure specific legal requirements are adhered to and steps are taken to comply with changes in these requirements.

5 Evaluate all risks in the company relating to accidents at work, health risks at work, loss or damage to company property and risks to the public through company activities.

6 Ensure all liability is covered by insurance and advise the extent to which risks are acceptable.

7 Periodically review insurance and loss record and advise when action is necessary to correct adverse trends.

8 Ensure adequate resources are available to assist the Contract's manager and health and safety manager in implementing the policy.

9 Ensure that competent advice is available to enable the company to comply and keep up to date with statutory requirements.

10 Review the Safety manager reports and take action to reduce unfavourable trends.

11 Review accident investigation reports and see that corrective action is taken.

12 Ensure the Safety manager is informed of all reportable incidents.

13 Ensure that statutory requirements are observed.

14 Set a personal example.

CONTRACT MANAGER'S DUTIES

1 Be familiar with and demonstrate a commitment to the implementation of this policy.

2 To know and have observed the requirements of the Construction Regulations and all other relevant legislation and Approved Codes of Practice. In particular, ensure that all pre contract procedures are implemented and provide adequate resources to ensure the effective implementation of the SAFETY MANAGEMENT SYSTEM.

3 Provide all personnel under their control with adequate support, information, instruction and training to enable them to conduct their work safely.

4 Ensure that site activities under the company's control are subject to formal risk assessments/method statements etc.

5 Establish effective lines of communication and consultation on health and safety issues with all employees under their control.

6 Implement arrangements with sub-contractors and other contractors on site to review any confusion about areas of responsibility.

7 Promote the continuous improvement of safety performance.

8 To notify the Director of all accidents as they occur and he must ensure that the details of all accidents are entered in the Site Accident Book.

9 Accompany the Safety Manager and H.S.E. Inspectors on site visits if required and act on their recommendations.

10 To ensure that all defects as noted by the Director are rectified immediately.

11 Co-operate with the Director and act on his recommendations.

12 Undertake a programme of regular safety inspections in line with the SMS.

13 Set a personal example.

COMMERICAL MANAGER'S/ESTIMATOR'S DUTIES

1 Be familiar with and demonstrate a commitment to the implementation of this policy.

2 Consider possible impact on projects by current legislation, codes of practice and company procedures.

3 Determine at tender stage of projects, so far as is reasonably practicable, methods of working, known hazards, and fire precautions in order to make a suitable cost allocation for such matters.

4 Ensure all relevant information is sent to the tendering contractor(s) on known/suspected hazards in order that the contractor(s) can make appropriate provision for safe working conditions.

5 In conjunction with the Director and Contracts Manager ensure that the competence and resources of potential contractors are adequate.

6 Seek advice from the Health and Safety Manager whenever required.

7 Ensure that when a substance is purchased, the order requires that it's contents is defined and that the correct literature covering its safe storage, use, handling and transport is supplied. Where possible, seek safer alternatives.

8 Set a personal example.

SITE MANAGER'S/SUPERVISOR'S DUTIES

1 Be familiar with obligations under the Health and Safety at Work Etc. Act 1974 and the Construction Regulations applicable to the work and insist those regulations are observed.

2 Incorporate safety instructions in routine order and see they are obeyed including safety inductions.

3 Avoid the taking of unnecessary risks.

4 Ensure new employees, particularly apprentices and other young person's learn to take safety precautions.

5 Discourage those who constantly fail to consider their own well-being and that of others around them.

6 When aware immediately take out of service any defective plant or equipment and arrange for the repairs/replacement.

7 Check all machinery and plant, including power tools are maintained in good condition.

8 Make sure that all work activities are cover by a site specific safe system of work and adequate risk assessment.

9 Notify the Contracts Manager and Health and safety manager of all accidents as they occur and ensure the details are entered into the site accident book.

10 Accompany the Safety Manager and HSE Inspector on site visits if required and act on their recommendations.

11 Notify the Contracts Manager and Health and safety manager of any visits from the Health and Safety Executive.

12 Co-operate with the Director and Contracts Manager and act on their recommendations.

13 Plan and maintain a tidy site.

14 Ensure that all site personnel have and wear the required PPE.

15 Set a personal example.

ADMINISTRATION STAFF DUTIES

1. Read and understand the company's health and safety policy and carry out your work in accordance with its requirements.

2. Ensure clothing and particularly the footwear you wear at work is suitable and adequate to meet safety requirements.

3. Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions and training.

4. Report any defects in office equipment or machinery immediately.

5. Do not attempt to lift, or move on your own, articles or materials so heavy as likely to cause injury.

6. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up. Do not improvise or climb.

7. Identify hazards which might arise:

   A). Trailing cables
   B). Overloading of filing cabinets.

8. Set a personal example.

EMPLOYEES/OPERATIVES DUTIES

1. Make yourself familiar with the company's health and safety policy and any rules/procedures. If you are in doubt, ask your Site Supervisor.

2. Use correct tools and equipment for the job, use safety equipment and wear protective clothing supplied.

3. Keep tools in good condition.

4. Report all accidents to your Site Supervisor whether persons are injured or not.

5. Develop a personal concern for safety - for yourself and for others.

6. Avoid improvising which entails unnecessary risks.

7. Suggest ways of eliminating hazards.

8. All operatives are to understand and abide by the following:

9. Only those trained and authorised are allowed to:

a. Driving dumpers or other self-propelled vehicles.
b. Acting as a banksman or give signals to a machine driver.
c. Operating hoists or any other mechanically driven lifting appliance.
d. Operate any mechanically powered saw, machine etc unless they are undergoing an approved course on training and are under competent supervision.
e. Alter or disassemble scaffolding.

10. Vehicles and Machines:

a. Only properly trained persons are authorised to drive vehicles/machines.
b. No passengers are to travel on dumpers or other self-propelled vehicles not designed for the carrying of passengers.
c. Drivers of all vehicles and mechanical plant must immediately report defects such as faulty brakes, clutches, steering etc. to their immediate superior.
d. All guards must be maintained in position at all times whilst the machines are in operation.
e. Vehicles and machines must not be left running whilst unattended and if unattended must be left secured in a safe position.

11. ***Note*** *– The above applies to ALL employees irrespective of job title.*

COMPANY DRIVERS/PLANT OPERATORS' DUTIES

1. Make regular inspections of your vehicle/plant for obvious defects.

2. Ensure any defect in your vehicle/plant is reported immediately to the Director.

3. Drive in a safe manner at all times and be particularly careful when driving on building sites or roads under construction.

4. Ensure before reversing that there are no obstructions or people behind the vehicle/plant.

5. Report all accidents or damage, however minor to the Director.

6. Carry out the necessary statutory inspections at required frequencies.

7. The company's insurance policy does not cover personnel who are not employed by the company to travel in company vehicles.

8. Set a personal example.

9. ***Note:*** *The above duties are in addition to those covered under Employees/Operatives Duties*

SUB-CONTRACTORS' DUTIES

1. All sub-contractors will be expected to comply with company policy for health and safety and must ensure their own company policy, where applicable, is made available on site whilst work is carried out.

2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

3. Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided to our Contracts Manager before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site.

4. All plant or equipment brought on to site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our Site manager before work commences.

5. No power tools or electrical equipment of greater voltage than 110v may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use and in good condition.

6. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to the Site Supervisor.

7. Sub-contractor's employees must comply with any safety instructions given by the Director, Contracts Manager or Site Supervisor.

8. Howard Civil Engineering has appointed a Safety Manager to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Health and Safety manager with the name of the person they have appointed as Safety Consultant, where applicable.

9. Suitable welfare facilities and first aid equipment in accordance with the regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this company's facilities.

10. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc., cleared as work proceeds.

11. All operatives, self-employed, sub-contractors, visitors etc., on the company's sites will wear as a minimum, high visibility clothing and safety footwear. Other items of PPE will be worn in conjunction with risk/COSHH assessments.

12. Where required a detailed risk assessments/method statement will be required from sub-contractors carrying out high risk activities. The document must be agreed with our Site manager before work begins and copies made available on site so that compliance with the agreed method of work can be maintained.

13. Sub-contractors operating any item of plant must be in possession of a valid certificate of competent and provide a copy to the Site Supervisor prior to commencing work.

14. All personnel will be required to attend a site safety induction prior to commencing work.

SAFETY Manager / CONSULTANT'S DUTIES

1. Advise management on the preparation, communication and review of a company safety policy for health, safety and welfare including the organisation and arrangements for carrying out the policy.

2. Give advice to management as requested on:

a. Legal requirements affecting health, safety and welfare.
b. Prevention of injury and damage.
c. Provision, selection and use of protective clothing and equipment.
d. New working methods, equipment or materials which could reduce risks.
e. Proposed changes in legislation.
f. Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, contractors and so on, where requested.
g. Specialist services required in relation to substances hazardous to health, noise, asbestos removal etc., where requested.

3. Carry out inspections of workplaces on an as requested basis to determine whether work is being carried out in accordance with company policy, procedures and the relevant statutory provisions. Provide an inspection report to the Site Supervisor and send a copy of the report to the Director and Contracts Manager for action as required.

4. Assist management in notifying the Health and Safety Executive of dangerous occurrences, major injury accidents etc., in accordance with company policy.

5. Assist management in any liaisons necessary with the Health and Safety Executive.

6. Carry out investigations of reportable accidents in accordance with company policy and prepare and provide reports.

7. Check that necessary first aid equipment is available at all workplaces.

8. Check that necessary statutory literature is on display at workplaces.

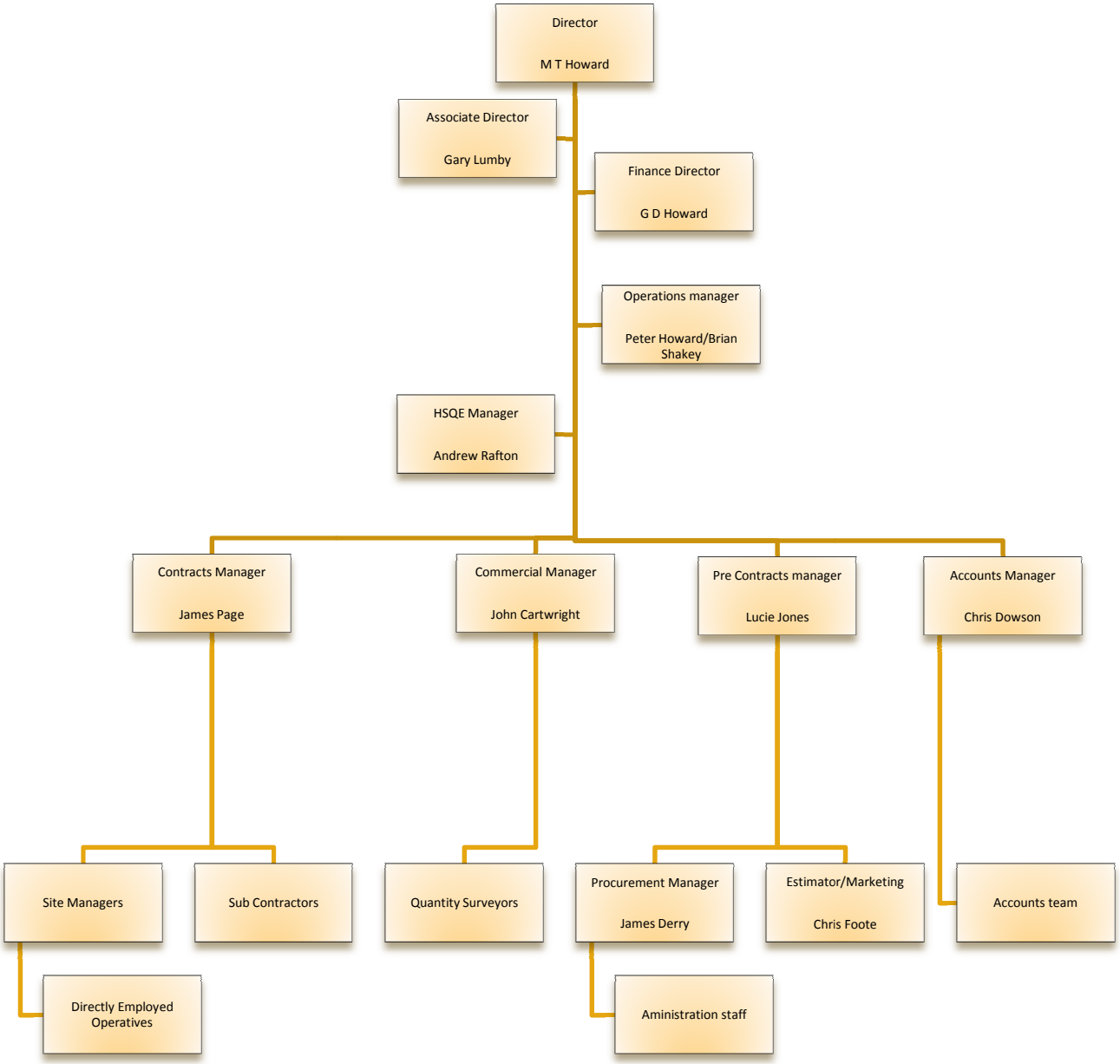
9. Provide advice on training requirements and arrange training courses when requested.

10. Endeavour to establish at all levels within the company an understanding that compliance with the regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency working in conjunction with each other (representative/Consultant).

11. Carry out annual safety audit and provide written report.

12. Set a personal example.

Organisational chart



Arrangements

This part of the document identifies the company's arrangements for managing those health and safety risks which apply to our projects and/or offices.

The arrangements have been identified as Key points and where a reference appears in the Reference Column this indicates that you need to refer to supplementary documents as follows:

SP – Safety Procedure
SF – Safety Form
GE700 – CITB Safety Notes Manual

	GENERAL	KEY POINTS	REFERENCE
1	Estimating	• The Estimator shall ensure that potential hazards associated with the project including those in the tender document are identified and evaluated and that suitable control measures are proposed. •	
2	Start Up Meeting	• Prior to the start of the project the Director shall convene a start-up meeting with key members of the project team, consider inviting the Safety Manager. • The Director will assign specific health and safety duties to members of the project team. • The meeting shall have a formal agenda and have minutes recorded.	SP001 SF001
3	Construction Phase Plan	• The Principal Contractor is responsible for the development and production of the Construction Phase Plan, (CPP). Also known as construction method statement. • If applicable, the Contracts Manager and Health and Safety Manager shall be responsible for the development and production of the CPP. • The format of the plan will be structured using the relevant procedure. • The plan will include all relevant information from the Client, CDM Co-ordinator and Designers. • The plan will be approved by the Director.	SP003 SF003
4	Risk Assessments Method Statements	• The Health and safety Manager shall ensure that a review of all foreseeable hazards is undertaken and a risk assessment/method statement schedule produced, The schedule SF007 will identify those activities for which a risk assessment/method statement is required. • Risk assessments/method statements shall be produced by a competent personnel either in house or sub-contractor. In the case of sub-contractor, the internal Health and safety manager will undertake a documented review of their documentation. • All members of the workforce will be briefed on their relevant documentation before commencing work and as part of their safety induction. • Where necessary a Young Person risk assessment will be produced using the relevant form and the individual person(s) briefed.	SP004 SF007 SF004 SF005&SF006 SF008 GE 700

5	Site Inductions Training	• All new employees shall receive a company safety induction before commencement on site whereby he will detail all his details and fill in a Health and Safety Questionaire along with HAVS questionnaire • All site personnel (including sub-contractors and clients representatives) shall attend a project specific induction before being allowed to either work on site or access unaccompanied on site. • A specimen company and project specific induction has been prepared for guidance. • The safety training needs of all employees will be reviewed during personal development reviews. • A safety training matrix will be developed and maintained up to date. • All operatives attending any further training will be subject to SP022 procedure this must be signed and agreed prior to commencement • All site personnel will undergo a weekly tool box talk and signed on to attendance sheet • Any identified training will be arranged after receiving approval from the Director and the training request form is completed.	SP018 SF009 SF020 SF044 SF010 SP022 SF011 SF067 GE 700
6	Safety Briefings	• On site personnel will receive a daily safe start briefing each morning prior to works commencing • Safety training will be undertaken weekly in form of a Tool Box Talk by the site supervisor or relevant competent personnel, these briefings will be based on either the results of risk assessments and method statements together with topical subjects relating to their work.	SF057 SF011
7	Design	• Any company appointed Principal Designer will attend a formal pre project meeting with the Director and Contracts Manager to discuss and identify the principal health and safety issues and to establish the design risk assessment process. • Any residual risks that cannot be designed out will be recorded on to the construction drawings for information. • The Director will ensure that the design is regularly reviewed to ensure the effectiveness of the designs and their safe build ability.	
8	Sub-Contractors	• The selection, appointment and management of sub-contractors shall be in accordance with the	SP005 SF012

		relevant procedures. • The Commercial Manager or Quantity Surveyor shall review the competence and previous safety performance of a sub-contractor before the placing of the order. • All sub-contractors shall conform to any project rules and requirements and be subject to a preambles package whereby they are conforming to all Howard Civil Engineering's policies and procedures. • All subcontractors shall provide the appropriate PPE for their employees. • Sub-contractors shall not be allowed to commence work until their relevant risk assessments and method statements etc have been reviewed and accepted by the Health and Safety representative.	
8	Consultation and Communication	• The Director will arrange quarterly safety meetings to consult with its employees and to encourage them to actively participate in the process of improving the company's safety performance. • The meetings will be conducted to a formal agenda and minuted, with a copy of the minutes issued to all attendees. • The Safety Consultant will be invited to these meetings.	SF013 GE 700
9	Monitoring	• Formal safety inspections will be conducted under the following regime: Director – On an as and when basis Contracts Manager – On an as and when basis Site Supervisors – Weekly Internal Health and Safety manager minimum of 1 per calendar month • Each safety inspection will be recorded on the appropriate form. • The Safety Consultant will conduct formal safety inspections during his programme of routine visits to the company's projects. All safety inspections must demonstrate that the required actions have been effectively closed out.	SF014 SF015 SF066
	GENERAL	**KEY POINTS**	**REFERENCE**

10	Performance Measuring	• Each project will complete a monthly safety return (eg details of accidents, near misses, number of safety inductions and safety briefings, safety inspections, number of personnel on the project etc). • This information will be reviewed by the Director to enable any trends to be identified and for the accident incident rate to be calculated.	SF016
11	Accident/Incident Reporting	• All accidents and incidents will be reported and recorded in accordance with the company's Accident/Incident Reporting Flowchart and procedure. • Safety alerts will be issued by either the Director or the Health and Safety Manager where a significant chance of a recurrence is identified. • All accidents get reported to our Health and Safety Manager within 1 hour of the accident/incident happening. • Health and Safety Manager to specify actions required. • Site manager to undertake initial internal investigation and take statements • Health and Safety Manager to undertake a full investigation, and further statements are taken from all witnesses and photos of the area. • Monthly Safety returns • Incident or accident where deemed reportable is reported by the Health and Safety Manager via email, phone, fax, or post using F2508 for accident or dangerous occurrence or using F2508A for Diseases.	SP006 SF017 SF068 SF018 SF062 SF016 GE 700
12	Enforcement Agencies	• The relevant Site Manager shall report all visits by enforcement agencies to the Director, Contracts Manager and Health and Safety Manager.	SF019
13	First Aid	• All projects will have at least one trained first aider available on site at all times. • All projects will be equipped with an adequate first aid provision (eg first aid box/eye wash etc). • All projects will clearly display the location of the first aid box and the names of the trained first aiders.	GE 700

14	Occupational Health	• As part of the induction process all new employees will complete a pre-employment medical questionnaire. • If required after review by the Director the results will be sent to an Occupational Nurse for further advice etc. • All employees who are exposed to excessive noise, HAVS, stress or hazardous substances may be required to undergo an assessment/examination by an Occupational Nurse for health surveillance requirements. • All records will be maintained strictly confidential. • Any personnel including sub-contractors found under the influence of drugs or alcohol will be removed from the workplace and the Director informed.	SF069 GE 700
15	Emergency Planning	• All company offices SF070 and projects SF021 will be subject to an assessment for preventing the risk of injury arising from serious and imminent dangers. • The assessment will include suitable and sufficient provisions including: Fire fighting equipment Alarm Systems Escape routes and Exits Fire Detectors Safety Signs Fire Drills • Where certain activities present a particular risk the work may be subject to a permit to work, eg: Hot work SF022, Confined Space work SF023, permit to penetrate SF024	SP007 SF021 SF070 SF022 SF023 SF024 GE 700

	GENERAL	KEY POINTS	REFERENCE
16	Hazardous Substances	• The supplier of any substance will provide an up to date health and safety data sheet, this shall be a condition of their order. • Suitable and sufficient COSHH assessments will be completed by a competent person prior to the use of any hazardous substance. • The COSHH assessments will be attached to the back of the relevant RAMS • The results of the assessment must be briefed to the end user.	SP008 SF025 SF026 GE 700
17	PPE/RPE	• Where required by statue or as a result of any risk assessment the relevant PPE/RPE shall be provided and worn. • Personnel not wearing the prescribed PPE/RPE shall not be permitted on the project. • Issues of PPE/RPE by the company will be recorded on the PPE register. • Personnel will also be given an individual PPE sheet on induction, this will be used to monitor PPE use. • Sub-contractors are required to supply the required PPE/RPE for the works they are undertaking unless agreed prior to start. • No PPE/RPE shall be charged to any person working directly to the company unless abuse has been found of the PPE supplied.	SP016 SF027 SF046 GE700
18	Manual Handling	• Where manual handling cannot be reasonably avoided a risk assessment shall be completed using the appropriate form. • Persons involved in manual handling will be provided with the appropriate training, instruction and information.	SF028 GE 700
19	Noise	• Where risk assessments identify noise as a hazard, the requirement of a noise survey will be conducted to measure and monitor the noise levels. • Should the survey indicate a level of 80dB(A) all affected personnel will be advised and offered suitable hearing protection. Where noise levels exceed 85dB(A) hearing protection zones will be established and clearly signed and appropriate hearing protection measures adopted.	GE 700
20	Welfare	• The Health and Safety Manager shall ensure that suitable toilet facilities and facilities are provided /	

		available for washing, eating, drinking, storage and drying of clothes. • This will include: An adequate number of lockable toilets Hot and cold running water, soap and towels Barrier creams Drinking water Mess rooms with an adequate number of tables and chairs Facilities to store and dry clothes • On projects of a short duration where the provision of welfare units is not practicable the minimum facilities to be provided are: Drinking water in a suitably marked container Means of boiling water Hand barrier cream Hand cleanser Paper towels Storage of PPE • For the protection of personnel for whom it is responsible the company operates a no smoking policy at all of its projects, offices and company vehicles	GE 700
21	Vibration	• Where risk assessments identify vibration as a hazard it may be necessary to undertake vibration surveys. • Trigger or exposure times shall be affixed to all vibrating equipment. • Where the work indicates potential excessive exposure to vibration an alternative method of work will be established or work patterns introduced which reduce the exposure to an acceptable level. • All usage of any vibrating equipment shall be monitored and all usage recorded	SP009 SF071 SF029 GE 700
22	Security	• The type and level of security measures implemented at each project shall be based upon a specific risk assessment conducted by the Helth and Safety Manager after consultation with the Managing director. • As a minimum the security measures will be designed to limit the opportunity for trespass,	SF030

		vandalism and access to the project by unauthorised personnel, especially children. • All visitors shall be recorded in the relevant visitor's register.	
23	Demolition	• All structures to be demolished shall be examined for potential hazards. Where necessary a structural survey will be carried out by a competent person (structural engineer). • A detailed risk assessment and method statement must be prepared by the contractor and reviewed by the Health and Safety Manager, if necessary seek advice from a structural engineer. • All demolition operatives to provide relevant competencies.	GE 700
24	Excavations	• All ground breaking activities will be subject to a Permit to Penetrate and conducted as per avoidance of underground services procedure. • Before commencing any excavation work a risk assessment must be conducted, the risk assessment must take into account: 1. the proximity of third parties 2. the nature and stability of the ground 3. the foreseeable presence of hazardous contaminants 4. the effect on nearby structures 5. the need of temporary support 6. the proximity of mobile plant 7. the provision of edge protection 8. access and egress requirements 9. potential flooding 10. adequate ventilation 11. proximity of underground and overhead services 12. statutory inspections • The results of the assessment must be recorded in a detailed risk assessment/method statement See no.4 of this Health and Safety Policy • Where an excavation is deemed to be a confined space then the requirements of no.45 of this Health and Safety policy shall apply. • All excavations shall be inspected by a competent person in accordance with the guidance whereby	SP014 SP024 SF024 SF031 GE700

		an excavation is left open for more than 7 days and recorded with Health and Safety file.	
25	Temporary Works	• The Contracts Manager will ensure that all temporary works are designed and approved by a competent person,(structural engineer).	
26	Construction Plant	• All personnel requisitioning plant and equipment shall ensure that the plant and equipment is of adequate capacity and design to undertake the work for which it is intended. • All plant will be subject to a daily inspection prior to use each day • One inspection for all equipment will be kept on register and given to client each week • The Site Manager/Supervisor shall ensure that all relevant test, examination and user instructions are provided before the plant or equipment is used. • All plant operators must be in possession of the relevant competence certificate/card. • All items of ride on plant shall be fitted with rollover protection, seatbelts, and a working amber flashing beacon. • Where necessary all mobile plant shall have 360 vision from the cab either by CCTV or a convex mirror. • Where the visibility for the plant operator is restricted he shall be attended by a competent banksman. • All compressed airlines with snap couplings shall be fitted with whip check devices. • The Site Supervisor will ensure that weekly inspections are recorded by a competent person. • Any plant/equipment defect shall be reported on the relevant Plant Defect Form.	SP013 SF049 SF059 SF032 GE 700
27	Traffic Management	• Where deemed necessary the Contracts Manager will prepare a written traffic management plan, this could be recorded on a site layout drawing indicating site access, pedestrian routes, one way systems etc.	GE 700
28	Lifting Operations	• Lifting operations undertaken using HIAB lorries, excavators, or other lifting appliances will be properly planned and executed, in accordance with the requirements of the Lifting Operations &	

		Lifting Equipment Regulations 1998 (LOLER). • Lifting appliances hired in by the company will be operated by a competent operator and supplied with all the correct test/thorough examination certificates. Contract lifts will be arranged for crane operations. • Any party carrying out a Contract Lift shall carry out a specific risk assessment and lift plan. • Any person required to act as a slinger/banksman for lifting operations will be suitably trained and certificated. • Lifting equipment should be thoroughly examined by a competent person at the following intervals: 1. for equipment for lifting people and accessories – six monthly 2. for other lifting equipment – twelve monthly • The Site Manager/Site Supervisor will ensure that weekly inspections are recorded by a competent person. • A suitable risk assessment must be prepared for all lifting operations as per section 4 of this Health and Safety policy • All lifting equipment shall be marked with the SWL and coloured examination tag.	SF060 SF034 GE 700
29	Work at Height (General)	• All work at height shall be subject to a risk assessment and follow SP017 procedure and shall take into account the following hierarchy: See section 4 of this policy 1. avoid work at height where they can 2. All works at height where works cannot be avoided a permit will be raised 3. use work equipment or other measures to prevent falls where they cannot avoid working at height 4. where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur • The Site Supervisor will ensure that all work at height is properly planned and organized 1. all work at height takes account of weather conditions that could endanger health and safety 2. those involved in work at height are trained and competent 3. All working platforms will be subject to a pre use inspection and a further inspection not exceeding 7 days or after adverse weather. 4. All harness, safety lines will be subject to a daily inspection 5. the place where work at height is done safe 6. equipment for work at height is appropriately inspected	SP017 SF033 SF035 SF038 SF036

		7. the risks from fragile surfaces are properly controlled 8. the risks from falling objects are properly controlled 9. There is to be no working off ladders unless a full risk assessment is carried out ladder inspection is also to be logged weekly	GE 700
30	Scaffolding	• All scaffolds will be erected in accordance with statutory requirements and for system scaffolds in accordance with the manufacturer's instructions/guidance. A copy of the latter must be on site. • Where a scaffold is unusual or complex the Contracts Manager will ensure it is designed. • All scaffolding, including scaffold towers must be erected by competent persons (eg Construction Industry Scaffolders Records Scheme CISRS or Prefabricated Access Suppliers and Manufacturers Association PASMA). • All scaffolders will wear and use safety harnesses and lanyards in accordance with the guidance from the National Access and Scaffolding Confederation (NASC). • Each entry point on all scaffolds including scaffold towers shall have a scafftag or similar displayed. No scaffold will be used by anyone until the completed green face scafftag is completed and displayed. • All tube and fitting and system scaffolds will be provided with a handover certificate before first use by the scaffolder. • All scaffolding will be inspected by a competent person in accordance with the inspection guidance. • Accessing an untagged scaffold and/or the unauthorised altering or tampering with a scaffold will be a disciplinary offence.	SP017 SF037 GE 700
31	MEWP's	• The use of a MEWP shall be subject to a specific risk assessment. • All MEWP's shall be properly maintained, inspected and examined in accordance with statutory requirements. • All MEWP's shall have clearly marked controls and a means of isolation from its power source. • MEWP's will only be operated by competent personnel who have been trained to Construction Plant Certification Scheme (CPCS), International Powered Access Federation (IPAF) or similar.	SP017 SF005 SF049 GE700
32	Flammable	• The storage, handling, transport and use of any HFL/LPG shall be subject to a risk assessment.	

	Liquids	• The site emergency plan required by section 15 of this document will take into account the site arrangements for the storage, handling, transport etc.	GE 700
33	Abrasive Wheels	• Only persons who have been trained will be permitted to mount abrasive wheels and diamond tipped blades. • The names of every person trained and authorised to mount abrasive wheels and diamond tipped blades shall be entered into the relevant register. • All persons using this equipment will wear the correct PPE.	SF039 GE 700
34	Cartridge Tools	• All users of cartridge tools shall be over 18 years of age, adequately trained, and checked for colour blindness. • Tools and cartridges must be stored in a secure, cool, dry place. • Issues and returns of tools and cartridges shall be controlled by the Site Manager/Site Supervisor. • Users of the equipment shall wear the correct PPE.	GE 700
35	Woodworking Machines	• Only trained and authorised persons are permitted to operate woodworking machines. • Every person employed shall, while he is operating a woodworking machine: a. Use and keep in proper adjustment the guards and devices provided for safety. b. Use the spikes, push sticks, push blocks, jigs, holders and back stops provided for safety. • Report immediately to your Site Supervisor: i) Any defect which may affect the safe working of the machine. ii) If the floor or surface of the ground around the machine is not in good and level condition or is slippery. • Do not adjust or clean the cutters while they are in motion. • Do not adjust the guards or any other part of the machine while the cutters are in motion except where the adjustment can be made without danger. • Do not operate the machine if the controls are not fully operational.	GE 700
36	Asbestos	• If during the course of construction operations on site where asbestos is found (or suspected) to be	

		present in any form, any operation which may cause disturbance of the material must **STOP**. • The removal of asbestos may only be undertaken by a licensed contractor. • The contractor will prepare a detailed risk assessment and method statement. • The contractor will give where necessary the required notice of the intended work to the enforcing authority. • Should any employee be inadvertently exposed to asbestos, a company accident report shall be completed and submitted and arrangements will be made for him to be provided with medical surveillance.	GE 700
37	Hypodermic Needles	• Employees should adhere to the following procedure when a syringe, needle, razor blade or broken glass (sharps) is found contaminated with blood: 1. Avoid touching the needle or other type of sharps. If the needle or sharp has to be picked up by hand the employee must wear anti-syringe gloves, otherwise when picking up the needle or sharp a brush and pan etc., can be used. 2. **Do not** attempt to remove the needles from the syringe or re-sheath the needle. a. In the event of a needle stick/sharp injury: a) encourage bleeding. b) wash in soap and water c) cover wound with waterproof dressing d) report incident to your immediate Supervisor e) attend the nearest Accident & Emergency Department. f) enter details into the company accident book.	
39	Leptospirosis (Weil's Disease)	• Weil's Disease is caused by bacteria spread through the urine of infected rats. The germ usually infects humans through breaks in the skin which have not been adequately covered and come into contact with infected water, slime etc. Any employee who may be exposed to sewage or stagnant/slow moving water will be briefed of the risks and controls required during induction training.	
40	Display Screen Equipment	• The Health and Safety (Display Screen) Regulations 1992 affect all those who habitually use DSE for a significant part of their normal work. Under these Regulations employers have to:	SP010 SF040

		Analyse workstations of employees covered by the Regulations and assess and reduce risk. a. Ensure workstations meet minimum requirements. b. Plan the work so there are breaks or changes of activity. c. On request arrange for eye and eyesight tests and provide spectacles if special ones are needed. d. Provide health and safety training. e. Provide information. • Using DSE for long periods may result in headaches, eye strain and back problems. The following may help you: a. Make sure your chair is at the correct height and supports your back properly. b. Make sure your feet are supported. c. Do not remain too long in one position - frequently change position to avoid unnecessary strain. b. Avoid repeated stretching movements. c. Try different layouts of keyboard, screen and document holder to find the best arrangement for you. d. Make sure your screen image is sharp and individual characters can be read easily. e. If you normally wear glasses put them on. f. Adjust the brightness to suit lighting conditions and position the screen to avoid reflections. g. Clean the screen regularly to remove dirt and grime. If you have any problems you think might be connected with your DSE work, you should talk to the Director.	
41	Alcohol and Drug Abuse	• Alcohol or drug abuse by employees (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites, therefore it is the policy of this company that any person known to be, or strongly suspected of being, affected by alcohol or drugs	SP011

		must be referred to the Director who must arrange for the person to be removed from site. • It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes etc., also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered, therefore, if there is any doubt as to the persons condition or cause of their condition, medical advice should be sought immediately.	
42	Working Time	• These Regulations are part of the Health and Safety Legislation and the HSE has the power to prosecute for breaches. Employees may enforce their rights to paid leave and rest in the Employment Tribunal. • All site based personnel have, by the way of Employment Contracts completely opted out of the requirements. • All office based personnel will be subject to the requirements of the regulations.	
43	Electricity	• Only competent electricians shall carry out installation, maintenance, test, commissioning and repair of any electrical supply, equipment etc. • Portable site equipment shall operate at 110v supply. • All electrical equipment shall be tested in accordance with the electrical testing and inspection schedule. • Records of training, permits to work, inspection, testing and maintenance must be kept throughout the working life of an electrical system. • No part of any vehicle, plant or equipment will be allowed to be closer than 15m to an overhead power line from steel towers or 9m in the case of wooden poles. In either case the local electrical authority must be contacted for advice. • It shall always be assumed that live underground electrical services are present until it is confirmed otherwise. A permit to dig must be completed for any ground breaking operation.	GE 700
	GENERAL	**KEY POINTS**	**REFERENCE**
44	Gas	• Only competent CORGI registered gas installers shall carry out installation, maintenance, test,	

		commissioning and repair of any gas supply or equipment. • All gas equipment shall be tested and inspected at the intervals specified by the owner/manufacturer or relevant code of practice. • Records of training, permits to work, inspection, testing and maintenance must be kept throughout the working life of an gas system. • It shall always be assumed that live underground gas services are present until it is confirmed otherwise. A permit to excavate must be completed for any ground breaking operation.	GE 700
45	Confined Spaces	• Entry into confined spaces shall only be permitted when it is not reasonably practicable to execute the work by other means and a specific risk assessment is completed. • A formal permit to enter system shall be implemented. • The safe system of work developed for each confined space will be unique to that operation and be based on the following considerations: 1. access and egress 2. atmospheric monitoring 3. ground contamination 4. PPE 5. training and instruction 6. mechanical plant 7. permit system 8. emergency arrangements	SF005 SF023 GE 700
46	Migrant Workers	• Whereby we directly employees a European worker checks will be made on his status. • The company recognizes that language barriers and lack of understanding of information and guidance on health and safety pose the biggest risk to migrant workers. • Risk assessments will record the additional risks posed to migrant workers and measures required to control those risks, these include: • provide health and safety information in languages other than English, including induction training • informs migrant workers of their rights in relation to health and safety	

		• arrangements to ensure that migrant workers are able to report accidents and raise concern	
47	Work Related Stress	The company is committed to protecting the health, safety and welfare of its employees and we recognises that work-related stress can damage the mental and physical health of our employees and that work-related stress is a health and safety issue which must be taken seriously. Definition of Stress Stress is “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Stress can affect anyone and is not a sign of weakness. The company will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risks will be regularly reviewed. • The company will consult with any Trade Union Safety Representatives on all proposed action relating to the prevention of work-related stress. • The company will where required provide access to confidential counseling for employees affected by stress caused either by work or external factors	