

1 INTRODUCTION

1.1 Throughout this Document the term 'the Company' refers to Tunbridge Wells Roofing Ltd and the terms 'Policy' and 'Document' refer to this Health & Safety Policy Document together with its appendices.

1.2 The aim of this Document is to fulfill the requirements of Section 2(3) of the Health & Safety at Work etc. Act 1974 which states:

“Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.”

1.3 This Document also outlines arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures taken by the Company, in accordance with the requirements of Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

1.4 This Document will be kept in such a location as to be readily accessible to all employees and visitors.

2 HEALTH & SAFETY POLICY STATEMENT

- 2.1** It is the policy of this Company to comply with all statutory requirements of the Health & Safety at Work etc. Act 1974 plus any other legislation, codes of practice, guidance or safe working methods relevant to its business.
- 2.2** The Company will operate in such a way as to ensure so far as is reasonably practicable the health, safety and welfare of employees and others who may be affected by any of its activities. The Company will achieve this by:
- Providing a safe place of work in which there is adequate control of the health and safety risks arising from its work activities.
 - Providing and maintaining safe plant and equipment.
 - Ensuring safe handling and use of substances.
 - Consulting employees on matters affecting their health and safety.
 - Ensuring all employees are competent to undertake their work by providing appropriate and adequate information, instruction, supervision and training.
 - Preventing accidents and cases of work-related ill health.
 - Maintaining safe and healthy working conditions.
 - Reviewing and revising this Policy as necessary at regular intervals.
- 2.3** The application and promotion of this Policy is the responsibility of the Managing Director, although the active participation of every employee is necessary to ensure a safe working environment.
- 2.4** The Company believes that the effective implementation of this policy will not only benefit its employees and others affected by its work activities, by reducing the incidence of injuries/ill health and loss, but also makes sound business sense in a 21st century working environment.

Signed:

Position: Mr Paul Gilden - Managing Director

Dated: September 2009

Next Review Date: September 2010

HEALTH & SAFETY ORGANISATIONAL DIAGRAM



3 RESPONSIBILITIES

3.1 Managing Director

3.1.1 The Managing Director has ultimate responsibility for health and safety and his duties include:

- Implementing this Health & Safety Policy at all levels throughout the Company and ensuring that it is kept up to date, so as to reflect changes in statutory duties etc.
- Ensuring that all employees are aware of this policy and understand their individual duties and responsibilities.
- Understanding the statutory health and safety requirements affecting the Company's operations and ensuring adequate financial arrangements to meet them.
- Promoting a 'top-down' health and safety culture throughout the Company.
- Ensuring that all necessary risk and COSHH assessments are undertaken, that appropriate safe working procedures/method statements are drawn up in consequence of these and that all employees are aware of their responsibilities.
- Ensuring that, where the Company acts as a subcontractor to a principal contractor under the CDM Regulations, the necessary health and safety information on the Company procedures and methods of working are passed to the principal contractor and/or the CDM Co-ordinator for inclusion in the Health and Safety Plan.
- Ensuring that all employees have received the necessary training/instruction to undertake their work safely and competently.
- Ensuring new employees, particularly apprentices and young people, receive all necessary training/instruction and that they are adequately supervised.
- Ensuring all plant, equipment, tools and Company vehicles are in good/safe working order and where relevant accompanied by the necessary maintenance/test/inspection documentation.
- Ensuring that appropriate PPE is identified, purchased and issued to all employees and that all employees are instructed in its correct use.
- Ensuring that any subcontractors engaged by the Company have their health and safety competence assessed prior to appointment and that they comply with their own policy and procedures plus those of the Company that apply to their work activities.
- Ensuring all necessary insurances are in place (including subcontractors, where necessary).
- Ensuring that accidents are investigated and where necessary reported to the relevant statutory authority.
- Monitoring the effectiveness of the Policy and auditing the Company's health and safety performance.

3.2 Site Supervisors

3.2.1 In addition to adhering to the general duties placed upon all employees, Site Supervisors have day-to-day responsibility for ensuring that this Policy is put into practice on the sites for which they are responsible. Duties include:

- Ensuring adherence to safe working procedures and identifying areas of any job that need to be reassessed due to changes/problems encountered.
- Undertaking such risk assessments identified as being necessary as a result of the above and ensuring that all relevant employees are aware of any new/revised safe working procedures before work commences.
- Where applicable, ensuring compliance with relevant parts of the project health and safety plan issued under the CDM Regulations.
- Ensuring compliance on site with the principal contractor's rules/safety procedures as well as relevant statutory obligations, such as those set down in the CDM Regulations.
- Monitoring the condition of all plant, equipment and tools and reporting any problems to the Managing Director.
- Where relevant, supervising trainees/new employees.
- Looking for ways of eliminating hazards and bringing any proposed improvements or additions to this Policy to the notice of the Managing Director.
- Monitoring the wearing of PPE and setting a personal example by always wearing appropriate items.
- Ensuring that unsafe/unhealthy conditions reported by employees or visitors/customers are promptly and properly dealt with.
- Where necessary reporting employees involved in instances of horseplay/practical jokes and/or failure to observe health and safety rules/procedures to the Managing Director.
- Ensuring that all accidents and incidents are properly reported.

3.3 Employees

3.3.1 Employees are responsible for:

- Complying with this Health & Safety Policy plus any other safe working instructions or procedures relevant to their job.
- Complying with any additional health and safety requirements imposed by Clients (although if doing so would contravene Company health and safety procedures the Managing Director must be contacted immediately and before undertaking any work).
- Co-operating with management on health and safety matters.
- Not interfering with anything provided to safeguard their health and safety.
- Making use of appropriate personal protective equipment.
- Taking reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions at work.
- Promptly reporting all accidents, near misses, or other health and safety concerns to the Managing Director
- In respect of all accidents/injuries, ensuring that an appropriate entry is made in the accident book.
- Ensuring that they only use tools and work equipment when trained/competent to do so and that all safety measures are properly adjusted and kept in place during use.
- Using the correct tools and work equipment for the task and reporting any defects or other safety/ health hazards.

3.4 Health and Safety Advisors

3.4.1 The Health and Safety Advisors' terms of reference are to:

- Assist the Managing Director and all employees in matters concerning health and safety at work.
- Have direct access to the Managing Director on all matters regarding health and safety.
- Carry out audits/inspections to ensure that employees are provided with a safe and healthy working environment.
- Advise upon changes in legislation, codes of practice etc.

3.4.2 The Company's Health and Safety advisors are:

Dawson Consulting
11 Greenfield Drive
Uckfield
East Sussex TN22 5SF

Tel: 01825 761577

4 GENERAL ARRANGEMENTS

4.1 Health and Safety Risks

- 4.1.1** In accordance with its statutory obligations, the Company recognises the need to assess risk exposure arising from the work activities of its employees. Following proper evaluation of the risk level, appropriate action will be taken where necessary to eliminate or reduce the risk so far as is reasonably practicable.
- 4.1.2** Risk assessments can be found at Appendix A. These 'generic' assessments cover the Company's normal work activities and tasks falling outside this scope will be subjected to individual assessment on an as-required basis.

4.2 Safe Plant and Equipment

- 4.2.1** All work equipment will be suitable for the purpose for which it is provided and will be able to be used (i.e. set up, operated, cleaned and maintained) without risk to health, so far as is reasonably practicable. All employees will be appropriately trained/ instructed and servicing/ repair activities will only be undertaken by competent persons.
- 4.2.2** No hired plant or equipment will be used unless supplied with documentation indicating that it has been serviced/maintained in accordance with the manufacturers instructions and, where applicable, tested/ thoroughly inspected in accordance with statutory regulations (e.g. LOLER). Where equipment is on hire for extended periods it may need to be taken out of use until serviced/inspected by a competent person from the hire firm or the manufacturer.
- 4.2.1** All plant/ equipment (whether owned or hired) will be checked prior to use at the start of each day by a competent person. (This will normally be the roofer or his Site Supervisor, who will have received appropriate training/ instruction to undertake the task)

4.3 Safe Handling and Use of Substances Hazardous to Health

- 4.3.1** A suitable and sufficient assessment in line with the Control of Substances Hazardous to Health Regulations (COSHH) will be made in respect of all substances that may pose a risk to the health and safety of employees. The resultant information, comprising specific instructions for correct/safe usage and Materials Safety Data Sheets where necessary, will be communicated to all relevant employees.

4.4 Communication and Consultation

- 4.4.1** The Company encourages the direct reporting of all health and safety concerns and to this end operates an 'open door' management policy. In addition, the Company conducts daily briefings covering safety issues relating to that day's work and holds

monthly meetings with Site Supervisors at which issues relating to health and safety are discussed and minuted.

4.4.2 Important health and safety information will be communicated via this policy; the Company notice board located in the Kitchen / Tea room , memos/letters and such other means as are deemed appropriate.

4.5 Accidents

4.5.1 First aid kits are located in the General Office and in all Company vehicles. All employees have received training in the role of an Appointed Person.

4.5.2 All accidents, injuries, dangerous occurrences and near misses must be recorded in the accident book, which is located in the General Office and all vehicles

4.5.3 The nearest hospitals with an A&E department is the Kent & Sussex Hospital in Tunbridge Wells (01892 526111).

4.5.4 In order to comply with the statutory obligations imposed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the Company will immediately inform the enforcing authority of any reportable event. Reportable events include:

- Deaths.
- Major Injuries.
- Over-3-day injuries - where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days.
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work-related diseases.
- Dangerous occurrences - that do not result in a serious injury, but could have done.

4.5.5 The enforcing authority can be contacted via the local HSE Inspector (East Grinstead Office - 01342 334200), or the National Incident Contact Centre:

Phone: 0845 300 99 23

Web: www.hse.gov.uk/riddor

4.5.6 A detailed investigation of every serious/reportable accident and near miss will be undertaken and appropriate steps taken to prevent recurrence. The company form/procedure, which appears at Appendix B, will also be used in the event of action being taken by the HSE.

4.5.7 With respect to work related ill health/diseases/disorders the Company will:

- Determine whether there are any known health risks arising from the work that operatives undertake, by means of appropriate risk assessment.
- Taken appropriate measures (e.g. substitution with non/less hazardous material or provision of suitable PPE) to reduce the level of risk exposure to the greatest extent reasonably practicable.
- Listen to complaints regarding ill health, in particular if a number are linked to a particular area and/or activity.
- Encourage employees to tell their doctor about the work they do if they think this might be affecting their health.
- If necessary seek further advice, for example by contacting EMAS at the local HSE office.

4.6 Information, Training and Supervision

4.6.1 A Health & Safety Law poster is prominently displayed in the premises.

4.6.2 The relevant Site Supervisor will supervise trainee roofers/young persons and this will be overseen by the Managing Director.

4.6.3 The Company will provide all new employees with an appropriate health and safety induction when they commence work and a signed/dated record of this will be kept in their personnel file. Part of the induction will be to ensure that new employees are familiar with the content of this Document and its location.

4.6.4 All roofers will hold valid CSCS cards or will be in the process of obtaining these.

4.6.5 The Company will provide employees with such other training as is necessary for them to safely and competently undertake their work.

4.6.6 The training needs of each employee will be regularly reviewed and an up to date training record for each employee will be maintained on their personnel file.

4.6.7 Prior to engaging any subcontractors, the Company will require documentary evidence that they are competent in the area(s) of work in which they are involved. Up-to-date copies of all such documents will be obtained by the Company.

4.7 Emergency Procedures - Fire and Evacuation

4.7.1 Appropriate fire extinguishers will be provided in the works offices and in all Company vehicles. All building exits will be kept clear and, where necessary signed. As part of their induction, all staff will be made aware of the location of fire extinguishers, fire exits/escape routes and the assembly point.

4.7.2 In the event of a fire, or similar emergency, the primary objective will be the safe evacuation of all employees and visitors. Any attempt to tackle a fire must not put the person or persons involved at risk.

4.7.3 The Company fire risk assessment is at Appendix A.

4.8 Drugs, Alcohol and Smoking

4.8.1 To assist in the safe performance of our duties, the Company operates a strict policy of **NO ALCOHOL** and **NO DRUGS** in the workplace. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be sent home and subjected to the Company disciplinary procedure.

4.8.2 The Company's full Drugs and Alcohol Policy is at Appendix C.

4.8.3 In accordance with the Smoke-Free Regulations 2007 smoking is banned inside all Company buildings and vehicles.

4.9 Customers & Visitors

4.9.1 Persons visiting Company premises will be accompanied at all times.

4.10 Staff Welfare Facilities

4.10.1 The Company provides suitable and sufficient sanitary conveniences and washing facilities with hot and cold running water, soap and a means for drying.

4.10.2 Employees have access to an adequate supply of drinking water and a mess/rest area is provided. All facilities will be kept in a clean condition.

4.10.3 Welfare facilities on site will generally be provided by the principal contractor and the Company will take reasonable steps to ensure these are adequate. Where necessary, the Company will arrange for adequate welfare facilities to be provided on site.

4.11 Monitoring and Review Procedure

4.11.1 The monitoring of health and safety performance will be achieved through a combination of regular workplace inspections/audits by Management (and external safety consultants if necessary), staff meetings/consultation and analysis of injuries, ill health and near miss events.

4.11.2 This Policy will be reviewed annually and if necessary altered/ updated in the light of findings resulting from the above and/or changes in the Company's business activities. Intermediate reviews will be performed on an as-required basis.

5 SAFE WORKING PROCEDURES

5.1 General Housekeeping

- 5.1.1** All workplaces, particularly adjacent to dangerous machinery, are to be kept clean, tidy and free from accumulations of waste.
- 5.1.2** Combustible and other potentially hazardous waste is not to be stored where it might exacerbate the dangers to the workforce in the event of an emergency such as fire.
- 5.1.3** In order to minimise the risk of slipping and tripping keep walkways/work areas free of spills and materials and wherever possible avoid trailing leads/hoses across the workshop floor.

5.2 Work Equipment (The Provision and Use of Work Equipment Regulations 1998 - PUWER)

Inspection and Maintenance

- 5.2.1** All work equipment needs to be maintained in an efficient state, in efficient working order and in a state of good repair insofar as it has an effect on user safety. For complex and/or high risk equipment a maintenance log should be kept.
- 5.2.2** Inspection at suitable intervals will be needed where deterioration during use could lead to significant risk (i.e. people being killed or seriously injured). Such inspections would not include items covered by an operator's daily pre-use checks or items already covered in a routine maintenance programme. Work equipment should also be inspected following exceptional circumstances such as accident damage or major modifications, which could lead to significant risk to the operator.

Safety Rules and Advice

- Always undertake a pre-use check to ensure that work equipment is in a safe condition and immediately report any defective or hazardous items to your Supervisor.
- Never start or operate any work equipment unless you are sure that no one is in a position to be injured.
- Only use work equipment for which you have been trained/instructed and always use the correct item for the task.
- Do not leave any item of work equipment whilst it is in motion.
- Do not remove any protective guards, shields, covers or other safeguard features provided on work equipment.
- Lift platforms/cherry pickers are only to be operated by persons who have been trained in their correct, safe use.
- Compressed air is a potential killer. Never direct it against yourself or anyone else, for example to clean clothing, as it can penetrate the skin and cause death.
- Hand tools having burred or 'mushroom' heads, or rough, loose or splintered handles must not be used. Files without handles must not be used.

5.3 Lifting Equipment (The Lifting Operations and Lifting Equipment Regulations 1998 - LOLER)

- 5.3.1** Under these Regulations all lifting equipment must be thoroughly examined at least every 12 months by a 'competent person'. A competent person is someone having appropriate practical and theoretical knowledge and experience of the lifting equipment to be thoroughly examined as will enable them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the lifting equipment. This person can be an employee of the Company, but must possess sufficient authority and independence to ensure that the examinations are properly carried out. All lifting accessories (chains, slings etc) and any equipment used to lift people must be thoroughly examined at least every 6 months by a competent person.
- 5.3.2** A schedule of lifting equipment will be maintained and a report produced and kept in respect of the thorough examination of each item listed.

5.4 Work at Height (The Work at Height Regulations 2005 - WAHR)

- 5.4.1** Most of the Company's work is carried out at height. The Company therefore acknowledges its obligations under these Regulations and will take reasonably practicable measures that enable such work to be undertaken in safety, both for any employees involved and for others in the vicinity.
- 5.4.2** These Regulations impose the following hierarchy of measures that must be considered when undertaking an assessment of any task involving work at height:
- Avoid work at height where you can.
 - Use work equipment or other measures to prevent falls when work at height cannot be avoided [collective measures to prevent falls (eg guard rails and working platforms) should have priority over personal fall prevention measures (eg work placement/restraint systems)].
 - Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur [collective fall mitigation measures (eg nets and airbags) should have priority over personal fall mitigation measures (eg fall arrest systems)].
- 5.4.3** Wherever possible, work at height will be carried out from an appropriately guarded platform or roof area, correctly erected and secured/stabilised scaffolding, a scaffold tower or a MEWP (scissor lift/cherry picker). It is however recognised that sometimes there will be no option but to use a ladder. The condition of all access equipment must be checked prior to each occasion of use.
- 5.4.4** When it is necessary to use fall arrest equipment (i.e. when collective measures to prevent falls cannot be used), this will always have been subjected to a detailed inspection within the last 12 months and will be thoroughly checked before each occasion of use.

Ladders

5.4.5 The use of leaning/extension ladders will only be considered on occasions when it is not reasonably practicable to make use of generally safer equipment, such as scissor lifts, scaffold towers etc. In any event, ladders must only be used for light work of short duration. The risk of accidents involving ladders will be minimised by ensuring the following:

- Ladders are only used by competent persons
- The ladder is of sufficient strength, adequate length and suitable construction for its intended use (e.g. 'trade' rated ladders to BS 1129 for timber ladders and BS 2037 for aluminium ladders).
- The ladder is in sound condition (it should always be checked prior to use).
- The surface upon which the ladder rests is stable, level and sufficiently firm to support the load placed on it.
- The top of the ladder rests against a solid surface.
- The ladder is angled to minimise the risk of slipping outwards. This normally means that its base needs to be one measure out for every four measures up, equating to an angle of about 75 degrees to the horizontal.
- The ladder is erected and secured so as to ensure it does not slip or otherwise become displaced. The preferable method is to secure at the top since this prevents it slipping out at the base or sideways at the top. If this is impracticable, the ladder should be secured at the base or footed by another person.
- The user is able to obtain a good handhold. Where a ladder is to be used as a means of access to a workplace (i.e. other than as a workplace itself) it should extend a sufficient height (about 1m) above any landing place where people will get on and off unless some other adequate handhold is available.
- The work carried out from the ladder does not involve any vigorous movements or the application of significant force and does not require overreaching or stretching from the ladder.

Mobile Tower Scaffolds

5.4.6 The main hazards associated with the use of tower scaffolds include:

- Falls from height of users or materials.
- Toppling or collapse of scaffold.
- Incorrect erection by untrained erectors or erection on an unsuitable base.
- Overloading.
- Unsafe means of access to the working platform.
- Use in adverse weather conditions or close to overhead cables etc.

5.4.7 Training is to be provided for all employees who erect, alter, dismantle and inspect tower scaffolds. In order to monitor and control correct use, we will ensure that:

- Tower scaffolds are erected by trained employees or by employees under the direct supervision of a competent person, and that no person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised.
- The intended location of use is checked for overhead electricity cable hazards and other obstructions.
- Towers are erected on firm, level ground with metal base plates and adequate timber sole plates (unless the ground is concrete or similar).
- Castor wheels, if fitted, are only to be used on level ground and be fitted with brakes so that the tower cannot move during use.
- Components are correctly fitted together, and the tower is kept vertical. Manufacturers instructions must be followed regarding erection, especially with regard to the use of bracing, the maximum height to least base width ratio and the possible need outriggers. Generally, the maximum freestanding height to least base width ratio will be 3:1 for mobile towers used outside and 3.5:1 for mobile tower is used inside.
- Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform and be forced to move it should always be applied at or near the base of the tower.
- Ladder access is inside the tower, comprising either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings are carried by the tower (i.e. free standing ladders must not be used unless the tower is firmly secured to the structure and the ladder is similarly secured).
- Platforms are fully boarded, with guardrails and toe boards, and access provided by trapdoors.
- Towers are loaded only in accordance with manufacturers instructions.
- Platforms where a person could fall from a height of 2m or more are fitted with double guard rails and toe boards.
- Tower scaffolds are checked before use by employees, to ensure that they are in accordance with relevant standards.
- All operatives required to use mobile tower scaffolds have been instructed in their safe use and movement.

5.5 Manual Handling (The Manual Handling Operations Regulations 1992)

5.5.1 These Regulations define a manual handling operation as “...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force”. The Regulations set down a number of courses of action that an employer must undertake and these are arranged in a hierarchical order. The first is to avoid manual handling operations that pose a risk of injury so far as is reasonably practicable, the second is to make a suitable and sufficient assessment of any such manual handling operation that cannot be avoided and the third is to reduce the risk of injury from those operations to the lowest level reasonably practicable.

5.5.2 When undertaking a manual handling task always observe the following points of good practice:

Lifting the load

- Stand as close to the load as you can with your feet slightly apart to form a stable base. If the object to be lifted is on a shelf or racking, slide the load close to you.
- Bend your knees, keeping your back straight, although not necessarily vertical.
- Grasp the load firmly with your hands, not just the tips of your fingers. If the load is rough/sharp/hot, wear appropriate protective gloves.
- Raise your head up as you start to lift and lift using your legs, not your back.
- As you raise the load, hold it close to the centre of your body.
- REMEMBER - If you don't think you can lift it, don't risk it.

Carrying the load

- Make sure that your field of vision is clear when carrying a load. If the object you are carrying obstructs your view, then get help from a workmate or use a mechanical aid.
- Keep the load close to your body as you move.
- Keep your arms tucked in. This avoids putting extra strain on your shoulder and neck muscles.
- Do not release or change your grip on the load unless the weight is otherwise supported. You could drop your load.
- Do not stoop, twist your body or lean back. Move your feet if you have to change direction while carrying your load.
- Face the place where you are going to put down your load by turning both your feet and body, do not twist your body with respect to your feet, as this is a major cause of injury.

Setting the load down

- Bend your knees and not your back. Keep your back straight and the load as close as possible.
- Make sure you do not trap your fingers.

- In tight spaces, it is safer to slide the load into the gap rather than trying to lift it straight in.

5.6 Fire Safety

5.6.1 All employees must familiarise themselves with:

- The layout of the premises, including the location of emergency exits, fire extinguishers, alarm points and the evacuation assembly point.
- The identities of the appointed Fire Wardens (where relevant).
- The sound of the fire alarm.

5.6.2 Fire escape routes, all exits (emergency or otherwise), alarm points and fire extinguishers must be kept unobstructed at all times.

5.6.3 Upon discovering a fire:

- Immediately raise the alarm at the nearest fire alarm point.
- If possible (and without putting yourself in any danger) tackle the fire using the correct type of extinguisher (see below). You should only attempt this if you have been trained in the correct use of extinguishers.
- If you cannot safely put out the fire, immediately leave the building and do not return.

5.6.4 Upon hearing the alarm:

- You must leave the building by the nearest available exit. Stay calm, do not panic and do not run. Do not return for any of your belongings.
- Report to the assembly point so that an accurate head count can be taken.
- Do not return to the building under any circumstances, until you are permitted to do so by the Fire Brigade or the person in charge.

5.6.5 Fire extinguishers:

- **WATER** - suitable for paper, wood, textile and fabrics.
- **FOAM** - suitable for paper, wood, textiles, fabrics and flammable liquids (e.g. petrol, oil, paraffin).
- **DRY POWDER** - suitable for flammable liquids, gases and electrical equipment (turn power off first).
- **CARBON DIOXIDE** - suitable for flammable liquids and electrical equipment (turn power off first).

5.6.6 Any use of fire extinguishers must be immediately reported to the Managing Director, so that they can be replaced or replenished.

5.7 Hot Work

5.7.1 When undertaking hot work (e.g. welding, cutting and grinding) the following safety procedures must be observed:

- Persons engaged in gas/arc welding and flame cutting must ensure they wear the appropriate protective equipment provided.
- When arc welding, appropriate screens must be erected where it is necessary to protect the eyes of others in the vicinity.
- Prior to commencing hot work, a check must be made for the presence of flammable materials. These must either be removed or, where this is not possible, fully covered with suitable fire resistant material.
- No hot work is to be carried out in the vicinity of fuel tanks, fuel lines, or any other containers of flammable/highly flammable liquid.
- When undertaking any hot work a suitable fire extinguisher must be kept in nearby.
- Where necessary a fire watch must be mounted for at least 1 hour after hot work ceases.
- Upon completion of work, all gas bottles must be turned off and all hoses/cables must be correctly/safely stored so that they do not present a trip hazard.

5.8 Serious Incidents On Site

5.8.1 All employees must familiarise themselves with the following procedures, some or all of which will be required in the event of a serious site incident:

- Do not attempt to move an injured person - unless that injured person's life is in immediate danger. If necessary, ensure that the injured person is secured from falling whilst awaiting rescue.
- Summons a first aider/appointed person (either a Company first aider or a first aider provided by the principal contractor).
- Telephone the emergency services, report the incident at the principal contractor's office, to the Site Supervisor and the Managing Director.
- Delegate a person to be at the main site entrance to direct emergency services to the incident area.
- Delegate a person to accompany the injured party to the hospital.
- Ensure that the incident is properly reported and investigated per 4.5 above.

5.9 Electrical Equipment (The Electricity at Work Regulations1989)

5.9.1 These Regulations require all electrical equipment to be maintained so as to prevent, so far as is reasonably practicable, risk of injury.

- 5.9.2** The Regulations do not specify set periods after which equipment must be inspected/tested, since it is recognised that the need is dependant upon factors such as frequency and intensity of use as well as the harshness of the environment.
- 5.9.3** With regard to portable electrical equipment, a suitable and sufficient system of maintenance will need to include; formal visual inspections on a regular basis, checks by the user, and where necessary combined inspection and electrical testing. In industry, it is common for combined inspection and electrical testing to be done annually, although this frequency will probably need to be increased if equipment is subject to heavy/harsh use. Testing needs to be carried out by a competent person using the correct equipment.
- 5.9.4** The Company will keep a schedule of and/or tag all electrical equipment, recording instances of maintenance/inspection/testing.
- 5.9.5** With regard to fixed wiring and other electrical installations, the normal recommendation (i.e. per the IEEE Wiring Regulations) is for testing at five yearly intervals. The Company will engage a competent electrical contractor to undertake this work.
- 5.10 Hazardous Substances (The Control of Substances Hazardous to Health Regulations 2002 - COSHH)**
- 5.10.1** Employees must familiarise themselves with the safety precautions, PPE etc required in relation to all of the potentially hazardous substances they come into contact with at work.
- 5.10.2** All substances (resins, catalysts, solvents, etc) must be used in accordance with written and verbal instructions and following use they must be returned to their designated safe storage area.
- 5.10.3** Watercourses, sewers or drains must not be polluted with any potentially hazardous substances (also see Company Environmental Policy).
- 5.10.4** All potentially hazardous waste substances must be deposited in the correct, designated containers in order to await proper disposal.
- 5.10.5** All spillages must be cleared up as soon as practicable, taking the necessary safety precautions, including the wearing of appropriate PPE.
- 5.11 Asbestos**
- 5.11.1** All employees will have received asbestos awareness training/instruction from a competent person.

- 5.11.2** Before commencing any work, refer to the Client's asbestos survey in order to determine whether there are any ACMs in the vicinity, however, still proceed with caution even if the survey indicates that no ACMs are present.
- 5.11.3** Never drill through, saw, abrade or otherwise disturb any ACMs or suspected ACMs (if in doubt treat any suspect material as if it contains asbestos fibres).
- 5.11.4** Where there is a possibility of disturbing any ACMs (or suspected ACMs) work must be halted immediately and both the Client and the Managing Director immediately notified.
- 5.11.5** No further work will commence unless an appropriate survey and sampling (in accordance with MDHS 100) carried out by a competent organisation has shown that it is safe to do so.

5.12 Noise (The Control of Noise at Work Regulations 2005)

5.12.1 The Company acknowledges its obligations under these Regulations and associated HSE guidance. In summary:

- Where risk assessment has shown that any employee's personal noise exposure, not taking account of hearing protection, is likely to be at or above the 'lower exposure action value' of 80dB(A) or a peak sound pressure of 135dB(C) we will; provide information and training concerning the nature of the risks from exposure to noise, ensure the availability of hearing protectors for those who wish to use them, and provide health surveillance for any individuals known to be particularly sensitive to noise induced hearing loss (NIHL).
- Where risk assessment has shown that any employee's personal noise exposure, not taking account of hearing protection, is likely to be at or above the 'upper exposure action value' of 85dB(A) or a peak sound pressure of 137dB(C) we will; to the extent that we have control of the workplace implement organisational and technical measures to reduce exposure to noise to as low a level as is reasonably practicable, ensure hearing protection zones are appropriately marked, provide and enforce the use of hearing protectors and provide health surveillance for any persons regularly exposed above the upper exposure action value.
- We will ensure that no employee's personal noise exposure exceeds the 'exposure limit value' of 87dB(A) or a peak sound pressure of 140dB(C) after taking account of hearing protection.

5.12.2 Generally, the noise exposure of employees is expected to be low, since their work involves only intermittent use of noisy power tools. Judged against criteria set down in relevant HSE guidance, it is unlikely that any employee's overall exposure exceeds the lower exposure action value, although this situation will be periodically reviewed.

5.12.3 Ear protection is however available and must be worn when noisy tools, such as disc cutters/grinders, are used even for short periods.

5.13 Personal Protective Equipment (The Personal Protective Equipment at Work Regulations 1992 - PPE)

5.13.1 Under these Regulations, employers have an obligation to provide adequate PPE and to ensure that it is correctly worn, although PPE should only be used as a last resort when all other controls have been considered. Having selected suitable PPE, employers must provide users with suitable information, instruction and training to allow them to use it effectively. This should cover; why PPE is needed, the proper use of PPE, when PPE should be repaired or replaced and its limitations.

5.13.2 Typical PPE required will include:

- Gloves (riggers, rubber/impervious, welders etc).
- Eye protection (safety glasses, welding/ grinding visors etc).
- Hearing protection.
- RPE (dust masks to at least FFP2 standard to prevent inhalation of potentially harmful dusts/fumes).
- Overalls.
- Safety footwear.
- Ear protectors.

5.13.3 Company rules concerning PPE:

- No employee will be allowed on site unless they are wearing appropriate PPE (hard hats, safety footwear and hi-vis vest/jackets). Additional PPE appropriate for the task being undertaken (eg. ear/eye protectors and gloves) will be provided, and must be worn, when required.
- Employees have a legal obligation to wear PPE provided to guard against the hazards to which they are exposed during the course of their work.
- All PPE must be checked prior to use and any items that are broken, worn out or otherwise defective must be immediately replaced.
- Industrial safety footwear must be worn at all times by those working in the workshops.
- Appropriate, correctly fitting respiratory protective equipment (RPE) must be worn at all times by persons involved in any other operations that generate airborne dust or fumes/vapour.
- Ear protectors must be worn when using disc grinders/cutters or any other noisy work equipment.
- Suitable eye protection must be worn when:

- Using any item of work equipment which generates flying particles of any size that could enter the operator's eyes (typically hand tools used for grinding, cutting, machine polishing, drilling or striking work pieces).
- Handling hazardous chemicals (eg, irritant/corrosive substances such as organic peroxide catalysts).
- Undertaking any gas/arc welding or flame cutting.

5.13.4 Subcontractors are responsible for providing their own PPE and the Company will take reasonable steps to ensure that this is worn.

5.14 Hygiene

5.14.1 Employees must never use liquid solvents, such as petrol, paraffin or other similar substances for cleaning themselves or their clothing.

5.14.2 Thoroughly wash and dry hands prior to eating. Do not consume food within the work area.

5.14.3 In order to minimise the dermatitis risk, use disposable gloves when in contact with oil and other potential irritant substances. Where appropriate, use of barrier cream is also recommended in order to give additional skin protection.

5.14.4 Report any signs of infection or skin problems at once.

5.15 Lone Working

5.15.1 The need for lone working will be minimised so far as is reasonably practicable. When lone working is unavoidable, the risk will be minimised by:

- Ensuring the lone worker always carries an adequately charged mobile phone.
- Ensuring that the whereabouts of all lone workers is known and always entering details of appointments/jobs into the office diary.
- Ensuring that there is regular communication/checking by mobile phone. Where lone workers are to return directly home following completion of an appointment/job, it is especially important to verify that those persons have arrived safely.
- Ensuring, insofar as is reasonably practicable, that lone workers are fit/healthy with no history of potentially relevant illnesses (respiratory/heart problems, epilepsy, etc).

5.16 Driving in Connection with Company Business

5.16.1 It is the responsibility of all employees to ensure:

- They possess a valid driving licence.

- When using a Company vehicle, a pre-use safety/roadworthiness check is carried out and any faults/defects are immediately reported to the Managing Director.
- When using their own vehicle, it is maintained in a safe and roadworthy condition, is taxed, has a current MoT and the necessary insurance.
- They comply with the Highway Code and relevant road traffic regulations at all times.
- Seat belts are worn by the driver and any passengers, irrespective of the length of journey.
- They are sufficiently fit and healthy to drive safely and not put themselves and others at risk.
- They inform the Managing Director of any medical or legal impediment to their driving licence or any pending prosecutions.

5.16.2 Concerning mobile phones:

- It is illegal to use a hand-held mobile phone in a car at any time when the engine is running, including when stationary at traffic lights or when parked on or adjacent to roads when the engine is running.
- It is therefore Company policy that all employees are strictly prohibited from using a hand-held mobile phone in any vehicle unless the vehicle is safely parked and the engine is switched off.
- The use of hands-free mobile phones, which can be operated without holding them, is not prohibited but should be avoided wherever possible when driving, since research has shown that there is still an increased risk of an accident. It must be noted that drivers are not exempt from police prosecution for failing to have proper control of their vehicle whilst using hands-free equipment.

5.17 Display Screen Equipment (The Health and Safety (Display Screen Equipment) Regulations 1992 - DSE)

5.17.1 These Regulations set down requirements for the workstations and working practices of DSE (i.e. computer) users. A 'user' is an employee who habitually operates DSE as a significant part of their normal work and this potentially includes any administration/office support staff.

5.17.2 The essence of the Regulations is to ensure that computer workstations are well designed and set up and users work in a manner that poses least risk. To this end:

- Computer workstations should be set up so that the operator is sat facing the screen, which should be at or just below eye level. The screen should be positioned about 350mm to 600mm away to achieve both a comfortable viewing distance and posture.
- The height of the pedestal type office chair should be set so that when using the keyboard the operator's wrists are reasonably straight, their arms are approximately parallel to the floor and the elbow is flexed so that the angle between the forearm and upper arm is in the range 70°-90°.

- There should be sufficient space at the workstation for the user to change position and vary their movements. Proprietary supports for the forearms and/or hands can be used if desired, as can a footrest.
- Lighting should be suitable for the requirements of the user, although glare and screen reflections should be prevented.

5.18 The Construction (Design and Management) Regulations 2007 [CDM]

5.18.1 Many of the contracts upon which the Company work are subject to these Regulations, albeit they are generally engaged as a subcontractor.

5.18.2 The Company recognises the importance of these Regulations and will always endeavour to provide detailed, accurate information in order to assist the CDM Co-ordinator and the principal contractor in their management/coordination of health and safety on site. To this end we will:

- Comply with the principal contractor's health and safety plan.
- Cooperate with the principal contractor and co-ordinate our activities with the principal contractor and other contractors who may be affected by our operations.
- Provide the principal contractor and other contractors with risk assessments, method statements, assessments of hazardous substances, noise etc and any other information concerning our activities that may have an effect on the safety of any person.
- Inform all our employees and self-employed subcontractors of those details in the health and safety plan that may affect their operations and of any safety rules that our client requires us to comply with whilst working on the construction site.
- Provide the principal contractor with details of all health and safety training given to our managers and operatives and any other training information that the principal contractor may require.
- Promptly provide the principal contractor with any information that the CDM Co-ordinator requires for the health and safety file.
- Ensure that only authorised employees and self-employed subcontractors have access to the construction site.
- Ensure that our Site Supervisors attend the regular site health and safety coordination meetings during the project.
- Ensure that all injuries, diseases and dangerous occurrences reportable under the RIDDOR Regulations are promptly reported to the principal contractor's site management and that all injuries are entered into the site accident book.