



HEALTH AND SAFETY POLICY

FOR

M&W PROPERTY SERVICES LTD

AS REQUIRED BY SECTION 2 (3) OF THE
HEALTH AND SAFETY AT WORK ETC. ACT 1974

DATE: 16th February 2023

OFFICE COPY (CONTROLLED DOCUMENT)

DOCUMENT TITLE: HEALTH & SAFETY POLICY

DOCUMENT NO: 01/M&W/H&S

ISSUE NO: 01

DATE: 16th February 2023

REVIEW DATE: 16th February 2024

AMENDMENT RECORD

Issue No	Summary of Change	Date	Author	Initialled	Reviewed by
1	First draft New template	16/02/23	Catriona Sinclair	CS	Barry Rutley

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1 Introduction

M&W Property Services Limited is a privately owned company based in the heart of Buckinghamshire. Formed in the year 2000 by its founder partners Steven Mackintosh and Christopher Wigham, this company has enjoyed continuous annual growth based on the quality and service of the work force and support team. We offer nationwide high quality, fast responsive repair services, in all aspects of general maintenance.

Section 2 (3) of The Health and Safety at Work etc. Act 1974 states: -

“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 & safety at work of his employees and the organisation and arrangements, for the time being in force, for carrying out that policy, and bring that statement to the notice of all his employees.”

This policy is a statement of intent by The Company to comply with, or exceed, current statutory requirements, and to provide a safe place of work for its employees.

Overall responsibility for implementing this policy lies with management at the highest level; however, all employees must accept a degree of responsibility for ensuring a safe working environment.

POLICY DISCLAIMER

Bernard Sims Associates (BSA) has produced this policy in in-line with industry best practice, current statutory requirements and the latest IOSH Code of Conduct, based on information disclosed to us during recent telephone and email communications.

In preparing this document, we have exercised all reasonable skill and care, taking into account the project objectives, and agreed scope of work.

BSA cannot be held responsible for any actions as a result of information not disclosed, or as a result of any material changes to equipment, processes, or procedures that were not evident at the time of the preparation of this policy or have occurred since the date of issue.

BSA accepts no responsibility to any parties whatsoever, following the issue of this document, for any matters arising outside of the agreed scope of work. Implementing, monitoring and reviewing the policy is the sole responsibility of the client unless detailed within the agreed scope of work.

The content of the document is issued in confidence to the client and BSA has no responsibility to any third parties to whom this document may be circulated, in part or in full. Any such parties rely on the contents of this document solely at their own risk. This policy is reviewed and issued to the client on an annual basis as part of the BSA H&S Retained Services offering. If the client chooses not to retain Bernard Sims Associates as their health and safety advisors, then this policy should be considered null and void.

Any questions or matters arising from this document should be addressed to the author in the first instance.

2 HEALTH AND SAFETY POLICY STATEMENT

M&W PROPERTY SERVICES LTD

M&W PROPERTY SERVICES LTD also called the Company, will take all reasonably practical precautions to ensure the health, safety, and welfare of its employees at work whether at the Company premises or when carrying out its business elsewhere and also recognise that a duty of care extends to other persons whilst they are on Company premises.

The responsibility for safety at work belongs to all Company employees be they upper management, managers, or operatives and to employees of contractors variously employed.

The Company through its employees also accepts responsibility for the health and safety of others affected by its undertakings.

To achieve these aims the Company will: -

- Provide a safe working environment in the operation and maintenance of all plant, equipment and facilities.
- Establish a Safe System of Work.
- Ensure that all persons are competent to perform the duties expected of them.
- Provide information, instruction, training, and supervision where appropriate.
- Co-operate with their clients, employees, sub-contractors and others with an interest in health and safety.
- Ensure safety arrangements are in place for the use, handling, storage and transportation of articles and substances.
- Provide a safe place of work including access and egress.
- Ensure that there are adequate resources available to ensure safety is not compromised to ensure adequate training and Personal Protective Equipment is provided.

The Company expects employees to conform to this policy and with The Health and Safety at Work etc. Act 1974 and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

This policy and the way it operates, will be reviewed annually to reflect any changes in the nature and size of the business or new or amended legislation.

The Managing Director has ultimate authority and responsibility in relation to all health and safety topics affecting The Company.

Signed:

Position: Director

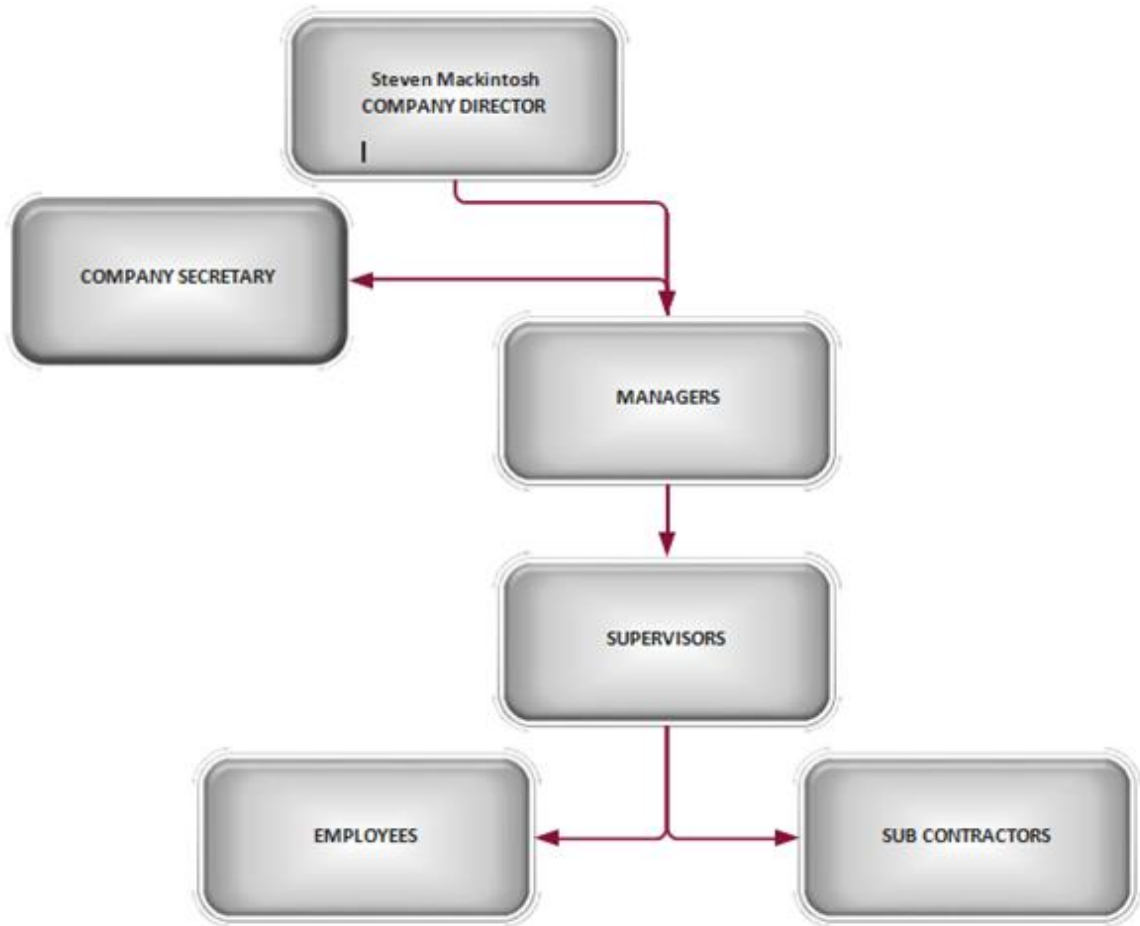
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3 ORGANISATION AND STRUCTURE

COMPANY HEALTH AND SAFETY ORGANISATION CHART



4 RESPONSIBILITIES

4.1 Director

The Director has overall responsibility for health and safety within the company and will ensure that there is an effective safety policy and organisational structure. They will periodically appraise the policy and will ensure that any necessary changes or improvements are made. The Director will ensure that adequate resources are provided and where necessary appoint competent person(s) to assist them in fulfilling their duties.

The Director for health and safety also has overall responsibility for the day-to-day health and safety within the company and will give advice and support to other senior management and/or shareholders. They will ensure that adequate funds and resources are available to ensure that company health and safety objectives and the requirements of current legislation are being met. They will arrange consultation with any technical, professional or specialist advisors from the company or external sources as may be appropriate. Furthermore, they are responsible for providing an advisory service to assist all employees in the discharge of their duties relating to health, safety, accident prevention and compliance with statutory provisions.

4.2 External Health and Safety Advisors

Responsible to the Managing Director for:

Providing competent information and advice on the company safety policy, arrangements and any other health or safety matter as requested.

The External Advisor is: - Bernard Sims Associates
Edgeborough House
Upper Edgeborough Road
Guildford
Surrey
GU1 2BJ
Tel: 01483 467270
E-mail: bsims@bsims.co.uk

4.3 Transport Manager

Transport Manager Responsibilities are to ensure that;

- All vehicles, owned by M&W Property Services or leased, and their activities are covered by insurance at all times and that the insurance policy is reviewed and updated annually.
- All vehicles, owned by M&W Property Services or leased, are in a road worthy condition and that their MOT and Road Tax are in date and renewed accordingly.
- All vehicle drivers are in possession of a valid UK driving license and that the license entitles them to drive their allocated vehicle.
- Where applicable all drivers' hours are recorded, and all legislation associated to vehicle driving hours is complied with.
- All vehicle incidents/accidents/damages are logged, and repairs managed.
- All vehicle defects are reported immediately, and any defective vehicles remain 'off the road' until issues are resolved, or a replacement vehicle is sought.

All drivers abide by road traffic regulations (speed limit, road signage, road markings vehicle weights etc.) Undertake a periodic audit of completed driver pre-use vehicle check sheets.

4.4 Managers

- The health, safety and welfare of all employees and others working in the areas for which they have responsibility.
- Complete competent contractor assessments.
- All employees under their control receive an induction before commencing work.
- Identifying all actual or potential hazards and initiate the introduction of appropriate safety measures by completing site inspections on a monthly basis and arrange for the appropriate action to be taken where required to reduce hazards and risks and improve safety.
- To ensure that effective emergency arrangements are in place to deal with incidents, accidents and emergencies and that there are sufficient numbers of appointed First Aiders.
- Setting of safety objectives and monitoring of performance for all employees reporting directly to them.
- Reviewing all injuries, accident reports, dangerous occurrences and 'near miss' situations and to take the appropriate action to prevent recurrences.

4.5 Employees/Self Employed/Contractors

Each employee is expected to comply with company policy and regulations on health and safety and to recognise their responsibility in law for their own safety and that of colleagues and the general public. Employees must also comply with the following:

- Take reasonable care of themselves and any other persons who may be affected in the undertaking of the employee's work.
- Co-operate with their employer on all matters regarding health and safety.
- Not intentionally or recklessly interfere or misuse anything provided in the interest of health and safety.
- Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.
- Follow all health and safety instructions, information and training provided in the interest of health and safety.
- Wear Personal Protective Equipment prescribed as the situation demands or when instructed.
- Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.
- Immediately report all equipment defects to the responsible line manager.
- Do not carry out repairs/modifications to equipment unless competent and authorised to do so.
- Keep all work and storage areas, gangways and staff facilities clean and tidy and free of obstruction to ensure that they remain passable at all times.
- Whenever possible, ensure that all equipment and power supplies are left in a safe condition when unattended or when work ceases.
- Report any accidents and near misses immediately and recorded in the Accident Book. Treatment must be sought immediately and not postponed.

- Whether working at the company's premises or elsewhere must comply with all safety systems implemented by the Company or its clients. In adhering to the measures in place individuals must not put themselves or others at risk.
- Ensure equipment is left safe and take such measures to prevent unauthorised use.
- Report any perceived health and safety risks and make any suggestions to improve health and safety.

4.6 Sub-contractors

M&W sub-contractor's responsibilities are to ensure that;

- A Sub-Contractors Assessment Questionnaire has been completed and returned with the appropriate supporting documentation as requested.
- They comply with all relevant H&S legislation and regulations.
- They comply with all the requirements of M&W Property Services Health and Safety Policy at all times.
- They comply with M&W Property Services Site Rules at all times.
- They take care not to endanger themselves or others who may be affected by their work activities, acts or omissions.
- Anything provided for Health and Safety purposes is not misused or mistreated.
- All employees under their control must be adequately training and competent to carry out the works they are undertaking.
- Any Accidents or Incidents that occur whilst working for M&W are reported immediately.
- Suitable and Sufficient site-specific Method Statements, Risk Assessments and COSHH Assessments have been written, supplied to M&W and are taken to site.
- Works are undertaken in a safe manner according to relevant legislation and effects of their works on others are taken into consideration.
- All tools and equipment taken to site for use is suitable for purpose, in good condition, maintained appropriately and has relevant certification where necessary.
- All materials or substances that are brought to site is transported and stored according to manufactures instructions and that there is accompanying information highlighting any risks associated to them.
- They attend M&W safety meetings/training sessions if required.

4.7 Fire Warden & First Aider

The responsibilities of the Fire Warden are: -

- In the event of the fire alarm being raised, fire wardens should ensure that all persons have evacuated the building where safe to do so.
- To ensure the emergency services are called and address of company and nature of fire is conveyed to them.
- Physically checking all nominated areas of responsibility including offices, toilets, storerooms, kitchens, stores and any other locations where a person could be to confirm all occupied areas are clear.
- In the event that they discover any person, they must instruct them to leave the building immediately no matter what their rank or position, assist them if required without exposing themselves or others to harm. If anyone refuses, or cannot evacuate due to a disability, do not endanger yourself, report the situation to the Fire Officer at the assembly point.

- To undertake periodic checks of fire doors, fire exit routes, and fire extinguishers to ensure all are clear of obstructions and working satisfactorily.

Names of Fire Wardens will be displayed in a prominent position in sites/offices.

The responsibilities of the First Aider are to: -

- Ensure First Aid facilities are provided, maintained and made available to staff and visitors.
- Provide assistance to all those who require First Aid treatment.
- Call the emergency services should further assistance be required.
- Ensure statutory notices are displayed.
- Ensure all accidents are recorded in the company accident book and issued to the person responsible for the completed first aid forms.
- Ensure that dangerous occurrences, cases of ill health, near misses are reported to the Director responsible for health and safety.

Names of First Aiders and Emergency First Aiders will be displayed in a prominent position on site/offices.

5 ARRANGEMENTS

5.1 Accident Reporting Procedure

The Company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents, incidents and near misses which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the Company accident/incident report forms.

Accidents must also be reported to the nominated person, who will ensure that the Managing Director or nominated deputy is made aware of the circumstances and consequences of any accidents or incidents.

The Managing Director or nominated deputy, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the root cause of any accident/incident and the measures needed to prevent recurrence.

For further information and guidance, the Company Accident/Incident Reporting Procedure is located in [Appendix A](#).

5.2 Alcohol and Drugs

Attending work whilst under the influence of alcohol or drugs is strictly forbidden.

Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the Company disciplinary procedure.

Prescribed drugs may also have an adverse effect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects and are required to notify their manager if medication is likely to affect their performance at work.

5.3 Asbestos

Office/Store/Workshop/Warehouse Activities

The company recognises that there is a duty to manage Asbestos under the Control of Asbestos 2012 Regulations. The company will ensure that an Asbestos Management survey and management plan is undertaken by a competent person for the building which they occupy. Details of any known Asbestos locations will be kept in the plan and monitored on a regular basis for damage and deterioration.

Any contractors or individual engaged in intrusive activities on the premises must obtain a Refurbishment and Demolition survey prior to commencing the works.

Construction Activities

The company will comply with the requirements of the Health & Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012. Alterations and refurbishment work often carry with it

the potential of exposure to asbestos particularly when the building being worked on was constructed during periods when Asbestos was used in construction (pre-2000).

Employees of the company or sub-contractors shall have completed asbestos awareness training within the past 12 months (in line with the date of this health and safety policy) and be warned to be on the constant look out for any asbestos containing material throughout the project. Prior to starting any works, the asbestos register (in colour) should be communicated to all parties involved. The communication of the asbestos Refurbishment and Demolition survey should be documented detailing those in attendance, the date of attendance and a signature confirming attendance of a toolbox talk detailing the R&D survey, the findings and the plan to manage Asbestos works.

Despite careful planning and even following the controlled removal of asbestos, it may still be discovered. If during the works If asbestos containing materials (ACM's) are discovered or other suspect materials encountered, the work must STOP IMMEDIATELY, the area evacuated, the doors sealed, the air ducts shut down (if applicable) advisory signage put in place, a further survey of the area undertaken, and the situation reported to company management.

Work may only re-commence if no asbestos fibres are found, or if asbestos materials are safely removed by a licensed contractor or encapsulated and a "Site clearance certificate for reoccupation" issued by an analyst independent of the removal's contractor.

No work activity will be undertaken until suitable risk assessments and method statements have been carried out and issued to relevant site personnel.

5.4 Auditing & Monitoring

The Company will undertake both active and reactive monitoring to see how effectively the Health and Safety Management System is working and measure the company against its long-term goals and objectives.

Active monitoring will involve looking at the premises, plant and substances, along with people, works procedures and systems.

Reactive monitoring will be carried out through the investigation of accidents and incidents to discover why controls have failed.

The auditing and review of health and safety performance, required by the Health and Safety at Work etc Act 1974, along with the company's commitment to continuous improvement, will be carried out from the results of monitoring and independent audits and will be systematically reviewed to see if the management system is achieving the desired outputs.

5.5 Construction (Design and Management) Regulations

CDM Procedures

The Company understands that our staff working on construction projects have duties under the "Construction (Design and Management) Regulations 2015" (CDM 2015). M & W Property Services will act as either the Principal Contractor or Contractor.

Under these regulations, all duty holders have duties to identify, eliminate or control risks so far as is reasonably practicable. In addition, there are duties contained in the "Health and Safety at Work etc. Act 1974" and various other health and safety legislation.

CDM regulations apply to all construction work regardless of the numbers of man hours, the numbers of contractors on site simultaneously or the number of man days the project takes to complete. On all size projects where there is one or more Contractor (not workers) a Principal Designer will be formally appointed.

Through regular training and refresher training our employees understand that they have responsibility for their acts and omissions. Managers will take a lead role in ensuring the Company’s compliance with the CDM Regulations and that no such work should be permitted to commence until managers are satisfied that all the requirements of CDM Regulations are being met.

Health and safety is designed into all our projects through a full understanding of the CDM Regulations and by applying all relevant regulations and legislation associated to a particular project. Our designated Health and Safety Advisors, Bernard Sims Associates are a consultancy practice that specialises in the CDM Regulations and are competent to assist Clients, Principal Designers, Designers and Contractors with their duties and also undertake the role of Principal Designer. BSA’s role is to offer expert assistance and guidance to help us fulfil our various statutory duties.

We use various techniques to ensure that our employees are fully aware of the importance of the co-ordination of health and safety in designs, Including Temporary Works design.

CDM Regulations apply to the following:

The CDM 2015 Regulations is applicable to the following activities: carrying out of any building, civil engineering or engineering construction work and includes—

- (a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.
- (b) The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- (c) The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- (d) The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- (e) The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Our employees strive to assist with identifying and collecting pre-construction information (PCI) and advising the client if surveys need to be commissioned to for fill gaps, during the planning stages.

The Company confirms that it will take the necessary actions to comply with the Regulations, and all supporting guidance. Outlined below is a summary of the roles and the duties entailed.

CDM duty holders:	Summary of role/main duties
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<p>Clients are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure that other duty holders are appointed. Sufficient time and resources are allocated. Relevant information is prepared and provided to other duty holders.</p> <p>The principal designer and principal contractor carry out their duties. Suitable welfare facilities are provided.</p>
<p>Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in the scope of CDM 2015, but their duties as a client are normally transferred to: the contractor, on a single contractor project. Or the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p>
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during construction and the maintenance and use of a building once it is built. Provide information to other members of the project team to help them fulfil their duties.</p>
<p>Principal designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes identifying, eliminating or controlling foreseeable risks; ensuring designers carry out their duties.</p> <p>Prepare and provide relevant information to other duty holders.</p> <p>Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p>
<p>Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes liaising with the client and principal designer.</p> <p>Preparing the construction phase plan.</p> <p>Organising cooperation between contractors and coordinating their work.</p> <p>Ensure that suitable site inductions are provided.</p> <p>Reasonable steps are taken to prevent unauthorised access.</p> <p>Workers are consulted and engaged in securing their health and safety; and welfare facilities are provided.</p>

<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must: be consulted about matters which affect their health, safety, and welfare.</p> <p>Take care of their own health and safety and others who may be affected by their actions.</p> <p>Report anything, they see which is likely to endanger either their own or others' health and safety.</p> <p>Co-operate with their employer, fellow workers, contractors and other duty holders.</p>

The Company with the assistance of Bernard Sims Associates understand the duties placed on themselves and ensure they discharge their duties in accordance with the regulations.

5.6 Consultation with Employees

The Company will consult with employees on matters regarding health and safety; this consultation will be carried out directly with the employees.

Various methods of communication will be implemented dependant on the type of information to be communicated.

Meetings will be held on a regular basis and a cross section of the workforce will attend each meeting in rotation to ensure all have the opportunity to make their views known.

5.7 Contractor Assessment

All Sub Contractors working for The Company are expected to:

- Conform to all health and safety regulations as laid down by Acts of Parliament e.g. The Health and Safety at Work etc. Act 1974.
- Establish appropriate safety, health and work procedure inspections for the job being performed.
- Properly instruct all employees in the execution of their job responsibilities.
- Enforce contractor's safety policies and The Company work rules, with the latter rules governing in the event of conflict.
- Sub-Contractors will be assessed by the company and reference should be made to [Appendix F](#)

5.8 Covid-19 Restrictions & Public Health Guidance

The HSE no longer expects every business to consider COVID-19 in their risk assessments or to have specific measures in place. Employers may still choose to continue to carry out a risk

assessment for COVID-19 for example for people who may be considered clinically extremely vulnerable.

Employers must as always comply with the Workplace (Health, Safety and Welfare) regulations 1992 and the Construction (Design and Management) regulations 2015. It is recommended that enhanced cleaning continues as a standard and that adequate welfare facilities are provided with fresh air.

COVID-19 will remain a public health issue, and guidance for workplaces has been replaced with public health advice.

5.9 Display Screen Equipment (VDU)

VDU's themselves do not pose a health risk to the users and it is unlikely that eyesight disorders will be caused by use of a screen but by the whole environment in which they are used. It is more probable that screen use may make the user aware of a previously undiagnosed disorder. Problems that do occur are usually as a result of the way such screens are used.

The Company will arrange for all workstations to be assessed by a competent person and put in place any resulting health and safety measures. The assessment will look at the way the employee is using the workstation, equipment, furniture, environment perspectives and any special individual needs and health history.

The Company will provide individuals with an eyesight test to a schedule designated by a competent physician. If required, the individual will be reimbursed for the cost of basic eyewear by the company*.

*Cost of eyewear is only applicable if the individual has a condition, specific to DSE use (must be detailed on the prescription issued by optician).

Further information & guidance on working with VDU's is located in [Appendix C](#).

5.10 Driving on Company business

Driving is considered as a high-risk activity and the dangers should not be overlooked. Employees driving on company business includes anyone undertaking a work activity on behalf of the organisation. Employees must not use mobile phones or other electronic devices whilst driving. Refer to arrangements [section 5.33](#) within this health and safety policy.

Persons driving on company business must have a full driver's licence suitable for the vehicle that they are operating. Any endorsements or disqualifications must be reported as soon as possible to the persons responsible for managing the fleet or for persons driving on company business. No one is allowed to drive on company business while under the influence of alcohol and drugs or while excessively tired.

Employees driving on company business are responsible for driving in accordance with the requirements of the Road Traffic Act, the Highway Code and on-site rules where applicable. Any breaches or involvement in any accident during the undertaking of company business should be reported to their line manager as soon as reasonably possible.

All vehicles should have a current MOT if over 3 years old, be kept in good order, roadworthy and regularly checked for defects. Any faults found should be reported immediately as per the company vehicle procedure.

If the vehicle is owned by the individual and used for business purposes, they are responsible for the upkeep and maintenance to ensure that the vehicle remains roadworthy, any issues should be

addressed promptly by the individual. If the employee is required to use their own vehicle the driver must have a valid insurance certificate applicable for that vehicle with suitable business cover.

Further information & guidance on driving company vehicles is located in [Appendix B](#).

5.11 Electrical Safety

The company has a legal responsibility to comply with the Electricity at Work Regulations 1989, to manage electricity safely and acknowledge that work on electrical equipment can be hazardous. The duties placed on the employee are equivalent to those placed on the employer in situations which are in their direct control. Employees must not put themselves in danger as a result of their lack of competence to carry out the tasks they are attempting. Employers are responsible for the safety of themselves and others at the place of work.

As well as the previously mentioned duties of employees it shall be the duty of every employee working with electrical equipment and installations while at work:

- To undertake work in connection with electrical systems only where competent to do so
- Appreciate the dangers involved in the work being undertaken
- Recognise when such dangers are present
- Undertake and implement safe working practices which remove the danger
- Understand the different types of injury that could occur if the working methods used are faulty or ineffective
- Receive sufficient first aid training so as to treat injuries caused by contact with electricity and electrical plant and machinery

Main Hazards

The main hazards identified from working with or near Electricity are:

- Electrocution resulting from contact with live terminals or conductors
- Accidents arising from electrocution
- Shorting of conductors resulting in fire or explosion

Safe Working Arrangements

The company will ensure that:

- Electrical installations and equipment will be installed, maintained and tested where required in accordance with the relevant standards by competent persons to IEE standards.
- Contractors and staff employed to work on electrical systems are to be adequately trained and competent to engage in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate, injury, unless they possess such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work. The manager is responsible for sending the right competent person to the job. Evidence as to qualifications/accreditations will be sought when appointing a contractor.
- A portable appliance testing regime will be established and managed by a competent contractor
- So far as practicable, ensure that tools and equipment are suitable for electrical work and that they are EN/BS 60900:2004 approved, this applies to equipment used by contractors and the company employees
- Eye tests for engineers are to be provided by the company.

Test Certification

All electrical work must be supported by relevant completion certificates as required by BS 7671 - Requirements for Electrical Installations (IEE Wiring Regulations), as amended. The following certificates are required:

Type of Work	Certificate/Report Required
New installations or changes to existing installations	Electrical Installation Certificate
Periodic inspection and testing, for existing installations where required. This also applies to emergency lightings as required by BS 5266 Part 1	Periodic Inspection Report
Minor electrical installation work, does not include the provision of new circuits	Minor Installation Works Certificate

Control Measures - Portable Electrical Appliances

Prior to use persons should carry out visual checks of the appliance's cable and plug for signs of damage. Appliances appearing defective should be isolated and are not used until checked by a competent person. The Electricity at Work Regulations 1989 requires that regular checks on electrical equipment, especially plugs and leads for cuts per agreed schedule by a competent person. In some instances, site tools will be subject to a 3 monthly inspection interval which will be dictated by the use and the environment used.

Whenever possible electrical equipment should be switched off when not in use.

Office equipment which is static by nature will be subject to 3 yearly inspections. Where equipment in the office to be moved frequently, used by non-employees, hired out to third parties or used on site, the test intervals should be reviewed to ascertain if the existing frequency is sufficient based on the increased potential of damage.

Should any defects be found in any electrical equipment, it must be switched off immediately and reported to their line manager or if unavailable, a senior member of staff.

Records of (PAT) should be documented and available on site on a form similar to that found in [Appendix H/I](#).

5.12 Fire and Emergency

The company is aware of its duties to provide a safe place of work for its employees and other visitors and will ensure that.

- All fire exits and fire escape routes are kept clear and suitably maintained.
- There are an adequate number of suitably maintained fire extinguishers available.
- There are trained members of staff to deal with a fire or emergency and ensure safe evacuation is in place to cover all operating hours.
- Suitable fire precautions in place to ensure sources of ignition and fuel are kept apart and sources of fuel are kept to a minimum.

The company will arrange for a Fire Risk Assessment to be carried out by a suitably qualified person or company, this will be kept up to date and reviewed on an annual basis.

Further information and procedure in the event of a fire or emergency is located in [Appendix D](#)

5.13 First Aid

The company will maintain adequate first aid facilities as determined by a risk assessment which will include considerations of requirements in relation to COVID 19 and will include qualified first aid personnel and or emergency first aider and or appointed persons. A suitably stocked first aid kit will be kept readily available in the main office and or site office. The identity and location of qualified first aiders will be brought to the attention of all employees.

The company will ensure all first aiders are consulted in relation to any factors that should be taken into account as part of the risk assessment for example vulnerable workers with first aid responsibilities (COVID 19 etc.).

Any Injuries, Accident or Dangerous Occurrences must be reported immediately to a First Aider, company safety advisor if applicable, or Manager so that a thorough investigation can take place with a view to preventing their recurrence.

Any injury must be treated at once by a trained first aider. If none is available, an appointed person will take charge of the situation and ensure that suitable treatment is speedily arranged for the injured parties. Whenever first-aid treatment is given on Company premises, full details must be entered into the Accident Book (BI510) or equivalent. Following completion of the accident book the completed form should be handed to the responsible person and the records kept in a lockable file in compliance of the Data Protection Act 2018.

5.14 Foreign Workers

The employer shall ensure that if employing persons where English is not their first language are protected at work. They should be protected from risks to their Health or Safety which are a consequence of their lack of understanding of instructions e.g., signage.

Persons who are employed and subcontractors where English is not their first language will be supervised by a competent person who can speak their language.

The employer will support persons where English is not their primary language by using the HSE website and using pictorial symbols as a form of communication.

Wherever it is likely that people where English is not their first language are exposed to hazards at work, information shall be given to allow them to control the risk using the measures in place with and adequate supervision in place if it is recognised that this is required by competent people.

Before persons where English is their second language start work, they must receive effective Health and Safety induction training, including information on.

- The Company H&S Policy.
- Their personal responsibilities.
- Common hazards in the workplace.
- Information on how to protect themselves.
- Who to go to for advice?
- What to do if things seem unsafe.
- Emergency procedures

Following the induction those recognised will be challenged to ensure that the information was understood. If employing persons where English is not their first language, measures will be put in place to ensure that the Risk Assessment is understood. Things taken into consideration must include the language, signage, symbols and the complex nature of the works.

5.15 Hand Tools

Only tools which are in good condition and designed for the task are to be used for specific operations. Hand tools will be maintained in accordance with manufacturer or supplier recommendations.

Before each use hand tools will be inspected by the user for damage. Where applicable, details will be recorded, and any defective tools will be removed from use and clearly identified as 'Not to be used'. Damaged or defective tools will either be repaired or replaced as soon as practically possible.

It is expected that all tools purchased/hire/ used procured from a reputable supplier and hold the relevant CE markings. Prior to use regardless of the equipment being purchased or hired the equipment should be checked for defects as equipment may have been damaged in transit or supplied with a defect. If individuals purchase tools and equipment, claim requests will only be paid from a supplier's receipt to confirm that the supplier is reputable, handwritten receipts will not be accepted.

5.16 Hazardous Substances (COSHH)

In accordance with the Control of Substances Hazardous to Health Regulations 2002 the company will ensure that employee exposure to hazardous substances is prevented or adequately controlled.

Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of the workforce by a manager or supervisor. COSHH Assessments will be recorded on the appropriate form which can be found in [Appendix L](#).

5.17 Health Surveillance

For the protection of employees' health, the company will ensure that employees are provided with suitable medical health surveillance. Health surveillance is considered appropriate when employees are at risk from: -

- Exposure to chemicals
- Exposure to noise at work
- Exposure to dust, fumes, exhaust gases etc.
- Exposure to asbestos fibre
- Exposure to biological hazards
- Covid-19
- Use of computer workstations.
- Manual handling activities

- Working in weather extremes
- Driving while on business
- Night working

People Related Hazards and Controls

- Post Traumatic counselling
- Fatigue or stress due to rota patterns etc.
- Fatigue or stress to personal, domestic or other factors
- Interpersonal conflicts at work
- Assaults, Bulling or Harassment at work
- Prescription and “over the counter” medicines
- Controlled drug or alcohol problems

Employee health records will be kept for at least 40 years from the last date of entry and should be offered to the enforcing authority if the employer ceases trading. On reasonable notice being given, the employer shall allow any of their employee’s access to the health record which relates to him/her.

5.18 Housekeeping

To reduce the chances of a fire starting, waste bins are emptied daily and large volumes of combustible materials, such as wastepaper are not allowed to accumulate.

Employees are required to.

- Keep your working area tidy and clean up any spillages immediately.
- Ensure materials and equipment returned to their proper place after use.
- Ensure that all fire exit doors and routes are kept clear.
- Wear suitable footwear; do not run when carrying things.
- Keep trailing cables to a minimum.
- Keep walking areas clear to prevent slips, trips and falls.
- Report defective equipment immediately.
- Sanitise regular touch points and implement a cleaning regime.

5.19 Information Display

It is a legal requirement that certain information is permanently displayed for the benefit and use of employees. This also applies to both the works and the construction sites although at the latter some information and procedures may be the clients. Where notice boards are not available an alternative must be instituted and kept available.

- Health and Safety Policy Statement
- Health and Safety Law Poster or leaflet entitled ‘What You Should Know’.
- Employers Liability Insurance Certificate

- Fire / Action notice / Fire Wardens
- Emergency procedure notice
- Location of Accident book
- Location of First aid box and First Aiders

5.20 Inspection

A safe and healthy work environment will only be achieved if hazards are looked for and eliminated.

To facilitate this, the company will arrange for regular safety inspections to be carried out at least twice per annum or as determined by a risk assessment, effective action will be taken to remedy the findings.

Inspections will be undertaken by an appointed individual, possibly the company safety advisors and or fire wardens and the report will be sent to the Managing Director and discussed in the health and safety committee meetings.

5.21 Lifting Equipment & Lifting Operations

Lifting operations will be properly planned and managed by a competent person. Lifting equipment will be utilised in a safe manner. All lifting equipment will be thoroughly inspected at suitable intervals by a competent person. Only trained, authorised, and competent persons will be permitted to undertake lifting operations. The company will utilise maintenance contracts through approved suppliers where required and our own internal resources to maintain equipment.

5.22 Lone Working

A lone worker is an employee who undertakes work activities in isolation from other people and without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them. The company will avoid the need for its employees to undertake lone working whenever possible. When lone working is unavoidable the company will assess the risks to lone workers and take appropriate steps to minimise and control risks as required.

5.23 Manual Handling

As far as is reasonably practicable, the company will avoid the need for its employees to undertake hazardous manual handling which poses a risk to their health. The company will provide suitable mechanical aids which must be used whenever possible. Employees identified as undertaking manual handling will be provided with suitable training on safe handling techniques. Manual handling risk assessments will be reviewed annually or when there has been a significant change in work practices.

Manual handling assessments will be carried out by suitably trained and qualified persons and recorded on the form in [Appendix M](#).

5.24 New and Expectant Mothers

The Individual should make their Line Manager aware that they are pregnant who will treat this in the strictest of confidence (see the relevant The Company HR policy). Following written notification of an employee becoming pregnant, The Company will undertake a risk assessment of the individual considering their work tasks and their working environment.

Following the risk assessment, reasonable adjustments will be made to accommodate the individual's needs. Some roles performed may require adjustments to protect the childbearing female and the unborn baby.

5.25 Noise

The company is aware that employees operating or working near plant, vehicles and machinery may be exposed to noise that with extended exposure could cause harmful effects on the individuals hearing.

The company will arrange for the appropriate risk assessments to be carried out to establish the noise levels involved in company activities and establish precautions to be taken. The company will endeavour to reduce noise emissions to the lowest levels reasonably practicable and when required provide the appropriate protection or control measures as necessary.

In areas where noise cannot be reduced below the action level of 80dB(A) suitable warning signs will be displayed and hearing protection provided to staff is requested. If the noise level within an area cannot be reduced below 85dB(A) then wearing hearing protection will be mandatory for all staff and visitors within this area and a programme of occupational health checks put in place.

All employees and sub-contractors are expected to fully co-operate with the use of hearing protection or other control measures and with any health surveillance provided by the company.

5.26 Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued as required following suitable assessment and adequate supplies will be maintained. The risk assessment will detail the type/ specification and the level of protection required.

Employees are required to wear protective clothing and use protective equipment when the nature of the work demands it. This will be detailed within the risk assessment and will comply with any specific site requirements.

Managers will ensure that employees are suitably trained and advised of the relevant requirements for safety clothing and equipment and of the specific safety requirements that apply to their operations.

The use of protective clothing and equipment is not a voluntary matter and managers have a duty to ensure that it is used or worn by all those entering their area or undertaking tasks where Personal Protective Equipment is required.

Safety clothing and equipment shall meet the statutory requirements and British Standards which are appropriate. Those procuring the Personal Protective Equipment are to ensure that PPE purchased complies with British Standards and offers the protection dictated by the risk assessment based on the task and environment.

Before a member of staff is issued with Respiratory Protective Equipment (RPE) they will be face fit tested to ensure the RPE provides the optimum protection. To be successfully face fit tested the wearer must be clean shaven.

Personal Protective Equipment issued must be of a reasonable fit and is to be kept clean, properly adjusted and in good repair. Employees have a duty to ensure that PPE that they are issued is looked after and kept in a usable condition. If PPE is lost or damaged, it must be reported promptly so that it can be replaced.

Records of PPE issued, and training will be kept in [Appendix G](#).

5.27 Permits to Work.

The issue of permits to work must be carried out by a competent person who is familiar with their use and purpose. If contractors undertake works where a permit is to be used this should be undertaken with the support of a competent person.

These are used for high-risk activities such as 'Entry into Confined Spaces' work near/on 'Live' electrical conductors, work on 'Plant and Machinery' and 'Hot Works'. Additional permits may be required for other high-risk activities which may include 'Work at Height', 'Excavations' and 'Demolition' etc. These will be determined by a separate risk assessment.

5.28 Risk Assessment

The Company will carry out suitable and sufficient risk assessments of all identified hazards and significant risks to which its employees or others may be exposed. The results of these assessments will be brought to the attention of the relevant employees or others who may be affected by the activities together with details of any control measures to be taken to reduce the risks.

Under no circumstances should work involving significant risks to health or safety be commenced before the appropriate information has been received and understood. Persons undertaking any works where a risk assessment is issued must ensure that they sign and date the documentation to confirm that it has been read and understood and agree to adhere to the controls as detailed in the risk assessment. If there are areas of the works that are not included in the issued risk assessment, the persons responsible for undertaking the risk assessments should be notified to allow the risk assessment to be updated to reflect the risks of the works/ task/ environment etc.

The detail on the risk assessment regarding controls should detail the level of protection dictated by the task or activity e.g., Mask to be worn with an FFP3 filter or overalls are required that conform with the requirements of Type 5 BS EN ISO 13982-1.

Risk Assessment guidance and forms can be found in [Appendix J/K](#).

5.29 Safe Working Methods (Site)

Only operatives that have received induction training will be allowed to start work on site.

Before starting works the Site Manager will ensure that satisfactory information about the site have been collected and approved, these will include Asbestos Survey, ground contamination reports, location of services, etc. This information should be detailed in the Construction Phase Plan and be available at the start of the works and maintained throughout the life of the project.

It should be ensured that there are operational procedures are in place for the expected works under normal conditions.

It should also be identified that emergencies may arise during the works that fall outside of the norm. Procedures should be implemented for the unplanned conditions that may arise during works e.g., asbestos being identified, a release of a substance harmful to the environment, a partial collapse of a building, a vehicle overturning, a fire or an Incident on site leading to an injury.

Risk assessment and method statements will be reviewed if there are changes to working methods, or if the Risk Assessment and Method Statements are no longer valid.

Any changes to the proposed risk assessment and method statement must be in accordance with the company procedures and agreed with the management.

The appropriate PPE for the task must be worn when required by the particular activity and it must be suitable for the risks, in sound condition and fit the wearer correctly after adjustment. The Personal Protective Equipment must be stored correctly and kept and/or maintained in a clean condition and be fit for use.

Specialist equipment must only be used by suitably, trained, competent, and authorised personnel.

5.30 Safe Working Methods (office)

New employees should receive induction training on appointment. This should be a standardised induction that covers the following areas as a minimum the:

- Health and Safety policy details and where it can be located.
- arrangements in the event of fire
- fire routes throughout the building
- the alarm that is used to make occupants aware of the need to evacuate.
- the name of the first aider (s)
- means to contact a contact/ find a first aider.
- location of the welfare facilities
- designated Smoking area

The induction may also include other non-health and safety issues including company internal procedures, company values, dress code etc.

5.31 Smoking

It is illegal to smoke in all public enclosed or substantially enclosed areas and workplaces. As such the company prohibits smoking in all workplaces, this includes company vehicles that are used or have the potential to be used by more than one person.

- a) This policy applies to all persons regardless of seniority, employees, consultants, contractors, customers and visitors.
- b) If using a personal vehicle to transport colleagues smoking by the driver and passenger is also prohibited.

E – Cigarettes are not currently considered the same as normal cigarettes under current legislation. It is also un-clear of the health effects that E – Cigarettes may pose to users or others in close proximity. The use of E – Cigarettes is not permitted within the workplace. Smoking areas will be designated as appropriate to local site requirements.

5.32 Training

The Company will ensure that employees are provided with suitable training to enable them to perform their duties in compliance with the applicable regulations, undertake the works safely and without risk to their health.

Such training will be provided on induction and periodically throughout employment to take account of changes which may result from new technology, new procedures, or any other factor.

Records will be maintained of training provided to employees with refresher training dates detailed on the company training matrix. Persons who attend training are required to follow the areas covered in training attended.

5.33 Use of electronic devices (e.g., mobile phones) whilst driving / operating plant or equipment.

As part of the companies' overall health and safety policy the company is committed to reducing the risks which our staff face and create when they are in charge of a vehicle or operating work equipment. We ask all our staff to play their part, whether they use a company vehicle, their own or a hire vehicle / motorbike or operating plant / work equipment.

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle. This means you must not use a device in your hand for any reason, whether online or offline.

For example, you must not text, make calls, take photos or videos, or browse the web.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in flight mode

Exceptions

You can use a device held in your hand if:

- you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- you're safely parked
- you're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you're using the device to park your vehicle remotely

Using devices hands-free

You can use devices with hands-free access, as long as you do not hold them at any time during usage. Using hands-free equipment is likely to distract your attention from the road. It is far safer not to use any telephone or similar device while you are driving or riding - find a safe place to stop first or use the voicemail facility and listen to messages later.

Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav
- The device must not block your view of the road and traffic ahead.

You must stay in full control of your vehicle at all times. The police can stop you if they think you're not in control because you're distracted, and you can be prosecuted.

Eating and drinking whilst at the wheel

while technically not an offence, as above, if the Police feel that you are distracted and not in control of your car then you could be fined for careless driving.

Senior Managers must: Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues.

Line Managers must ensure:

- they also lead by personal example.
- they do not expect staff to join meetings or engage in lengthy discussions when they are driving.
- Their staff understand their responsibilities not to use a hand-held device while driving.
- Staff are permitted to switch phones to voicemail while driving, if they are not confident to engage in remote conversation which may affect their concentration.
- that staff plan journeys to include rest stops which also provide opportunities to check messages and return calls.
- compliance with the mobile phone policy is included in team meetings and staff appraisals and periodic checks are conducted to ensure that the policy is being followed.
- they follow our monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance.
- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example

Employees who drive for work must:

- never use a hand-held device
- consider if answering a hands-free phone call while driving will cause considerable distraction
- not attend any meeting via their phone whilst driving
- plan journeys to include rest stops where messages can be checked, and calls returned.
- co-operate with monitoring, reporting and investigation procedures.

5.34 Vibration

The company is aware that employees operating plant and machinery may be exposed to the effects of vibration that with extended exposure could cause harmful effects on the exposed areas if not managed and appropriate controls put in place in the early stages.

The company will arrange for the appropriate assessments to be carried out to establish the vibration levels involved in company activities and establish precautions to be taken.

The company will endeavour to reduce the individual vibration exposure levels to the lowest levels reasonably practicable and when required provide the appropriate protection or control measures as necessary.

All employees and sub-contractors are expected to fully co-operate with the use of protection or other control measures and with any health surveillance provided by the company.

The company recognises that the use of mechanical tools can cause operatives to be exposed to vibration issues. Risks will be reduced will be protected by undertaking the following measures:

- Replace mechanical tools with hand tools where possible
- Procure tools with anti-vibration protection
- Undertake assessments of the equipment identified as exposing users to vibration and record the safe duration that equipment can be operated
- Provide information to operatives on the health effects of vibration and the early symptoms that could indicate that the existing protection measures are not suitable
- Limit the individuals use and the duration of exposure
- Ensure regular maintenance of equipment is undertaken where vibration is considered a risk
- Ensure users are made aware of the importance of replacing consumable parts
- Provide gloves to allow users to allow their hands remain warm and encourage blood flow
- Report symptoms of HAV if considered to be suffering from the acute affects.

5.35 Visitors and Third Parties

The Company has a responsibility not to expose any person to undue harm, this includes employees, the client's employees, sub-contractor's visitors, suppliers, delivery drivers, representative's other contractors, as well as trespassers have to be protected from danger.

There is a particularly strong liability to the company should children who may be 'attracted' to a building site after working hours be injured. Every reasonable precaution must be taken to keep trespassers out of sites and also to avoid hazards to them if they do gain entry, e.g., foot of ladders should be 'planked' to hinder climbing, machinery and plant should be left isolated and in a safe condition.

When visitors are invited on company premises, they will be inducted by a nominated person, made aware of emergency procedures, any special hazards and their related risks, informed of what protective clothing and equipment is required etc. Visitors will either be escorted at all times when on company premises or made to stay in designated areas and follow the company health and safety rules.

5.36 Welfare Facilities

The Company will ensure that suitable and sufficient welfare facilities are available to all its employees and visitors. The company will ensure that there are adequate toilets, washing facilities, areas to eat meals and that these facilities are kept clean and maintained.

5.37 Work Equipment

The company will undertake periodic inspections of work equipment, be it owned or that brought on to site by contractors to confirm that it is maintained in a suitable safe condition.

Persons using any tools must be competent in the operation of the equipment. All equipment used must comply with the PUWER 1998 Regulations and if designed with guards and emergency stops, these must be functional.

Work equipment should be inspected prior to use to confirm the functionality of safety devices and recorded to confirm that this has been undertaken and that there are no faults. Any operative who finds a defect in their work equipment either as part of the pre-use inspection or during its use, which may lead to injury or cause the equipment to operate outside of its expected tolerance must either record the fault if identified during the pre-use check or if during the use, stop using the equipment, report the issue so the responsible person can arrange for the equipment to be repaired or replaced.

If equipment is found with a fault that could affect the safety where it reenergised and used should be isolated, locked off if possible and suitable signage displayed to prevent reinstatement of the equipment.

Should any defects be found in any tools or equipment, it must be switched off immediately and reported to their line manager or if unavailable, a senior member of staff.

5.38 Work at Height

The company will seek to avoid work at height wherever possible. However, if it is required, the planning of the activity will be organised by a competent person and those undertaking the works will be suitably trained in performing works at height. In selecting the most appropriate access equipment consideration must be made of what is the safest means of access equipment available.

Planning of the work at height will include looking at a number of factors:

- the works being undertaken,
- the duration of the work at height that needs to be performed,
- the availability of access to the area required to be reached,
- the ground conditions,
- the environmental conditions
- the number of persons required to undertake the works.

Once these factors and any other relevant matters have been considered the most appropriate means of access equipment should be specified, detailed in the risk assessment and the identified control measures implemented.

Tube and fitting scaffold / System scaffold

Scaffolds must be erected by suitably trained and experienced subcontractor and a Scaffold Hand-over certificate detailing the permissible use of the scaffold must be received before works can be conducted from the scaffold.

All scaffolds must be inspected by a suitably qualified individual, every 7-days (or following conditions which could have affected the scaffold structure). After inspection a scaffold inspection report must be completed and issued to the responsible person.

Any staff or contractor seen to be adapting or tampering with a scaffold will be subjected to disciplinary action.

Tower Scaffolds

Tower scaffolds must only be erected by a PASMA trained operative and inspected at least every 7 days. Persons using mobile scaffolds should ensure that they are familiar with the safe use of the access equipment.

Operatives should ensure that the mobile scaffold is not moved when it is being used by persons or if tools are stored on the scaffold, when the scaffold is moved, it is moved with physical force only and not with the assistance of powered machinery and when being used the brakes are applied at all times. Mobile scaffolds should always be properly constructed and fitted with the appropriate guardrails or other arrangements to prevent any fall where there is a risk of injury.

Mobile Elevated Working Platforms

MEWPS (cherry pickers, box scissor lifts and other powered access equipment) must only be operated by persons that are competent, have been trained and hold a current IPAF or equivalent card. Persons using powered lifting plant should ensure that they are familiar with the use of the plant and the controls.

Prior to any powered access equipment being used it should be ensured that the lifting equipment has been subject to a LOLER inspection within the past 6 months. Prior to use a pre-use inspection should be performed to ensure that the safety devices are functional and that there are no visual defects of the plant.

Podiums

Podiums are designed with built in handrails and due to their smaller size can be used within areas where full towers are not practicable. PASMA training is not required for the assembly of these but the standard operator pre-use inspection and weekly recorded visual inspections will be carried out.

Ladders and Hop ups

If using ladders, stepladders and hop-ups, these must be to the EN131 Professional Standard or Class 1 and clearly marked as such.

Ladders must only be used for short duration work. They must be located on a firm level base, and where they can be erected at a safe angle (4:1). No one is to use a ladder unless it is either properly secured or 'footed' by another person.

Ladders must not be used as working platforms in situations where the work requires the use of both hands, unless additional steps are taken to minimise risk.

All access equipment regardless of the duration that its use is required should be subject to a pre-use inspection. If the user is not aware of the areas that should be inspected, the user should not be considered as competent to use the access equipment.

The use of hop-ups can be for longer periods than stepladders but as there is still a risk of falling from the side these should only be used where podiums and mobile towers cannot be used.

Fall protection.

Due consideration will be given to those using access equipment and systems which will give collective protection (e.g., guard rails) priority over Personal Protective Equipment (e.g., safety harness). The works will be adequately supervised, and equipment will be inspected by a competent person prior to commencement of works and at regular intervals in accordance with the relevant

regulations and records kept. Ladders and steps must not be used on top of tower scaffolds or other access equipment.

Rescue plan

With any high level working at height a rescue plan will be developed to safely recover a casualty following an accident/fall or ill-health. Details of this rescue plan will be included within the risk assessment and method statement for that working at height activity.

5.39 Work Related Stress

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes preventing employees from suffering from the adverse effects of stress caused by or arising out of work-related tasks. Managers and Supervisors shall ensure that before any employee, contractor or other person, is instructed to perform any task which exposes them to the risk of work-related stress the risk to which the person may be exposed is risk assessed.

Management and employees will receive information, instruction and training to assist them in recognising situations which are adversely stressful or symptoms of stress in individuals. The Company will adopt suitable measures to minimise exposure to work-related stress, including procedures for dealing with absence from work due to stress and when returning to work after a prolonged absence.

The Company will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes (HSG218) issued by the Health and Safety Executive.

5.40 Young Persons

The company shall ensure that young persons (under eighteen years of age) employed by them are protected at work. They should be protected from risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured.

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, young people are prohibited from doing work which:

- Is beyond their physical capacity.
- Could expose them to toxic carcinogenic, mutagenic, teratogenic agents, or anything which can chronically affect human health.
- Could expose them to harmful radiation.
- Involves accident risks which cannot be recognised by young persons.
- Risks to health due to extreme heat or cold, noise or vibration.

Where the persons are under the minimum school leaving age, the employer must provide information on risks and control measures to parents/guardians before work starts.

Wherever young people, especially those below the minimum school leaving age, are exposed to hazards at work, these must be controlled, and adequate supervision must be provided at all times by competent people. Before young people start work, they must receive effective health and safety induction training, including information on.

- The company's policy.
- Their personal responsibilities.
- Common hazards in the workplace.
- Information on how to protect themselves.
- Who to go to for advice?
- What to do if things seem unsafe.
- Emergency procedures

Specific risk assessments must be carried out before employing young persons. Things taken into consideration must include.

- The fitting-out & layout of the workplace and the particular site where they will work.
- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent.
- What types of work equipment will be used and how it will be handled?
- How the work processes involved are organised.
- The need to assess and provide health and safety training; and
- Risks from the particular agents, processes, and work.

APPENDIX A – Accident Procedure

Accident and Reporting Procedure

Accident Report Form

Accident Reporting Procedure

Details of any accident at work must be recorded in the Accident Book and a record kept for a minimum of three years.

A record must be made of all reportable injuries or of the dangerous occurrence. The record must contain in each case the following information:

- a) The date and time of the accident causing the injury or of the dangerous occurrence.
- b) The following particulars about the person affected:
Full name, occupation and nature of the injury
- c) Place where the accident or dangerous occurrence happened.
- d) A brief description of the circumstances
- e) Details of witnesses

Note: All records must be securely stored in accordance with the Data Protection Act 2018.

The deadline by which the over seven-day injury must be reported has increased to fifteen days from the day of the accident.

Statutory reporting to HSE of work-related injuries and incidents under RIDDOR can be reported online, there is also a telephone service in place to report ***fatal and specified injuries only*** –

Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

For more information visit <http://www.hse.gov.uk/pubns/indg453.htm>

Revised online forms have been developed to make the reporting process quick and easy.

The seven online RIDDOR reporting forms will be:

- F2508 Report of an injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

Notifiable Accidents & Dangerous Occurrences:

Serious body injury or conditions or defined dangerous occurrences need to be notified directly to the Health & Safety Executive. This must happen immediately using the on-line system at

<https://www.hse.gov.uk/riddor/>

The following injuries or conditions must be notified, and a record of the details made and kept by the Employer for three years.

Deaths:

All deaths arising at or in connection with work.

Reportable specified Injuries.

The list of 'specified injuries' in RIDDOR 2013 is as follows:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- serious burns (including scalding) which:
 - covers more than 10% of the body.
 - causes significant damage to the eyes, respiratory system or other vital organs.
- any scalping requiring hospital treatment.
- any loss of consciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness.
 - requires resuscitation or admittance to hospital for more than 24 hours.

Reportable dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting machinery.
- Failure of Pressure Systems
- Plant or equipment coming into contact with overhead power lines.
- Malfunction of breathing apparatus
- Collapse or partial collapse of a scaffold over 5 metres high or erected near water where there could be a risk of drowning after a fall.
- Unintended collapse of any building or structure under construction, alteration or demolition where over 5 tonnes of materials fall; a wall or floor in a place of work; any false-work.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Failure of plant or equipment
- Explosion or fire in plant or mobile plant
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of flammable liquids and gases
- Accidental release of a biological agent likely to cause severe human illness.
- Accidental release of any substance which may damage health.

Reportable Diseases include:

- Covid-19
- Carpal tunnel syndrome
- Severe cramp of the forearms
- Occupational dermatitis
- Occupational cancer
- Hand Arm Vibration
- Any disease attributed to an occupational exposure to biological agents.

Please contact your health and safety advisor if you have any further queries.

ACCIDENT AND INCIDENT REPORT FORM (To be used if accident book not available)

This is a confidential report prepared for the Company, its insurers and legal adviser for the purpose of any litigation arising directly or indirectly from the incident described below.

					Reference:		
Incident Type:	Near Miss	Reportable Ill health	Dangerous occurrence	Non-Report	>3 day to <7 day	RIDDOR >7day	Fatality
Incident Date:		Time:		Project:			
Your Name:				Your Job Title:			
What happened and where? (Include sketch if that will make explanation easier)							
What were the immediate (Primary) causes - In your opinion?							
What were the underlying (Secondary) causes - In your opinion?							
What measures are needed to stop it happening again? (In your opinion)							
If someone was injured, complete the details below							
Name IP: Address:		Male / Female:		Age:			
Tel.:		Employer:		Occupation:			
		Injury:		Date Return Work			
		Lost Time:					
Date Started:		Witnesses Names & Employer? Statements?					
Date Inducted:		1.					
NI Number:		2.					
		3.					
Did IP have task briefing?		Yes (attach)/ No		Extra Pages & Photos Attached?		Y / N	
				Principal Contractor Informed?		Y / N	
Manager's Comment & Actions:							

***This version must not be used as a substitute for the BI510 accident book. The completed copy must be completed and sent to the individual responsible for managing the incident report forms.**

APPENDIX B – Driving Vehicles



Driving

All Drivers

Any person who is driving on behalf of the company **MUST** have a current UK driving licence to cover the type of vehicle being driven. Any endorsements or disqualifications must be reported immediately to the nominated person responsible for keeping those records.

All *drivers should check the vehicle prior to setting off, and these checks should include.

- Tyres should be checked for damage, tread wear and pressure.
- Lights, rear, front, indicators and hazard warning lights and where fitted, warning beacon should be checked to ensure that it is working.
- Fluid levels for; engine oil, brake fluid, water, screen wash and where applicable, hydraulic oil and where found low, should be topped up.
- The windscreen, rear and side windows should be cleaned if required, with mirrors clean and correctly adjusted.
- Front and rear number plates to be clean and legible.

**If the individual is unaware of how or what they need to inspect relating to the vehicle as detailed above, they should request competent assistance.*

Maintenance

Company vehicles should be checked and maintained in accordance with the vehicle check sheet to ensure their vehicle is in good, safe, roadworthy condition.

Vehicles must be serviced regularly in accordance with the manufacturer's recommendations.

Vehicles should be kept clean and tidy and items being transported in or on vehicles must be adequately secured and not in a position where they overhang the vehicle.

Defects – Privately Owned Vehicle

Any defects found which may affect road safety should be repaired immediately and the vehicle not used until the defect has been rectified.

Where necessary, alternative transport arrangements should be made.

Privately Owned Vehicles

- i) All vehicles must have adequate full comprehensive business insurance cover when being used on company business.
- ii) All vehicles must have a valid road fund licence.
- iii) If the vehicle is over 3 years old it must have a current MOT certificate.

Journey Planning

All journeys should be planned appropriately with the following being considered as a minimum:

- Routes should be reviewed prior to departure to avoid lengthy traffic waiting times due to potential road incidents.
- Rest break periods should be evaluated to avoid fatigue.
- Inclement weather can sometimes be hazardous and must be taken into consideration when planning a journey as perhaps alternative transport can be used.

Vehicle Accidents

In the event of a road traffic accident, the following procedures must be adhered to:

Obtain the following information.

- **Do not** admit liability for the accident.
- Name and address of the driver and owner (check if possible, to confirm)
- Contact details (exchange numbers by dialling from your mobile to confirm correct number)
- Make, model and registration number of vehicles.
- Details of their insurers
- Name and address of any witnesses
- Details of damage to all vehicles
- Numbers of persons in the vehicle/ Genders of persons in the vehicle
- Weather conditions
- Description of driver

Any accident involving injury or collision with an animal (except cats/birds) must be reported to the Police.

Take photos where possible of all the vehicles involved and any other relevant photos.

(Do not put yourself at risk when taking photos or details of the accident)

Use of electronic devices whilst driving.

Employees must not use mobile phones or other electronic devices whilst driving. Refer to arrangements [section 5.33](#) within this health and safety policy.

APPENDIX C – Working with Display Screen Equipment (VDU's)

User Self-Assessment Procedure

User Checklist

Working with VDU's

User Self-Assessment Procedure

As initial self-help, employees using display screens should try the following:

- Adjust chair to find most comfortable sitting position (***If unsure of adjustments consult line manager***).
- Ensure that there is enough space for the work documents.
- Arrange keyboard, screen, mouse and documents to best fit.
- Have sufficient space in front of keyboard to rest wrists.
- Keep wrists straight when typing.
- Sit upright and close to desk.
- Adjust brightness and the settings on the screen to suit lighting conditions.
- Clean the screen surface.
- Use font sizes that you can read easily.
- Request repair or replacement of screen if images flicker.
- Do not sit in the same position for extended periods.
- If the task is a long one take breaks and do something else for a few minutes, remembering that frequent short breaks are more beneficial than one long one.
- Do not clutter under-desk area with anything that restricts leg movement.
- Shorter people should use a footstool to remove pressure of the seat edge on backs of legs.
- Do not adopt a poor posture when using workstations e.g., by sitting on your leg or sitting with legs crossed.

Company assessments

If employees continue to experience discomfort after trying the above measures they should report any discomfort to their line manager. The company will formally assess the risk to their employees who use these screens and put in place any resulting health and safety measures. An assessment of a problem will look at the way the employee is using the workstation, equipment, furniture, environment perspectives and any special individual needs and health history.

If eyesight problems persist then you may request an eye-test. If spectacles are prescribed specific to a condition related to DSE use, the company will contribute towards the eyewear. This will be for the cost of basic eyewear. If the user wants to have a specific brand or a design, the individual will need to pay the additional amount.

Display screen users experiencing tired eyes, discomfort, aches and pains in their upper limbs should advise management of this and a further assessment of the workstation location and the way the VDU is being used will be made and remedial measures taken.

Screen users who wear contact lenses should be aware that the heat generated by VDU's dries the air and it may be necessary to use substitute teardrops to lubricate the eyes. Certain types of bi-focal spectacles are also unsuitable as they require too frequent movements of the head.

Screen use problems may result from screen glare, poor image quality, and an existing undiagnosed need for spectacles, incorrect spectacles, poor seating posture, and long periods of continuous screen use without a break or personal stress or other illness.

DISPLAY SCREEN EQUIPMENT**USER CHECKLIST****NAME:****WORK LOCATION:****DATE OF COMPLETION:**

Please complete checklist with additional comments where appropriate.

Key: A = Good

B = Average

C = Poor

ITEM	SUBJECT	ABC	OTHER COMMENTS
1	Lighting level		
2	Adequacy of the contrast, no glare or reflections		
3	Noise		
4	Leg room		
5	Window covering (blinds)		
6	Software (User friendly)		
7	Screen: stable image, adjustable, readable, glare/reflection free		
8	Keyboard: usable, adjustable, detachable, legible		
9	Work surface: flexible, spacious, glare free		
10	Chair: adjustability, lumbar support, no excess pressure on underside of thighs and back of knees		
11	Footrest		
12	Seat height (forearms approx. horizontal)		
13	Minimal extension, flexion or deviation of wrists		
14	Any other factor/s or comments		

On completion, please hand to a line manager or nominated person for assessment and any further action, any queries in completing this form please discuss with your line manager.

APPENDIX D – FIRE

Fire Action Procedure

Fire Action Notice

Local Safety Arrangements

Fire Action Procedure

1. In the event that you discover a fire, raise the alarm by using the break glass alarm.
2. When safe to do so call the Fire Brigade, and dial, **999**, giving full details of the fire and location as per the posted Fire Notice/s. State whether any Flammable materials are involved.
3. If you are accompanied and are confident that you can safely tackle the fire, do so using the correct type of fire extinguisher. Ensure there is a clear escape remains available in the event that fire becomes uncontrollable. Do not risk personal injury.
4. If you hear the fire alarm:
 - Leave the premises immediately via the nearest available exits (make sure that you are familiar with these).
 - Do not stop to collect any personal effects, tools, or equipment.
 - Assemble at the identified muster point located in the car park.
5. A Fire Warden/Marshal or senior manager on site will check that no one remains in the building.

Fire Extinguishers

1. Fire extinguishers will be available at designated Fire Points and provided for most types of fire.
2. Fire extinguishers shall be properly positioned at all times and labelled as to their particular use.
3. Fire extinguishers shall be checked annually by a competent person/company.
4. Personnel are not to endanger themselves or others trying to tackle a fire using the extinguishers.
5. Fire extinguishers should only be used by trained persons.

FIRE ALARM AND DRILL

1. The fire alarm shall be sounded weekly at a fixed time.
2. Twice a year an evacuation drill shall be conducted.

NOTICE

A Fire Action notice will be prominently displayed at suitable locations.

FIRE

In the event of a fire, warn others **by raising the alarm** and leave the building by the nearest exit.

Dial 999 ask for the Fire Brigade and advise them of the location of the fire which is:

Unit 6, Bridgegate Business Park, Aylesbury, Bucks, HP19 8XN

DO NOT STOP for any personal belongings or other property. Only if safe to do so, tackle the fire with the suitable extinguishers.

The Assembly Point is located:

DO NOT re-enter the building until officially advised by a senior person and that the situation is safe and under control.

Fire evacuation report

How was the evacuation initiated? (Klaxon/ break glass/ shout to evacuate) *(cross out as applicable)*

No. of personnel involved: _____

Time taken to evacuate: _____ minutes.

Number of fire marshals in attendance: _____

Were there any visitors at the time of evacuation? Yes/ No

If yes how was their response to the evacuation?

.....
.....

Comments/ Issues identified/ Feedback from fire marshals:

.....
.....

Remedial action to be taken as a result of findings:

.....
.....
.....

Name of person completing fire evacuation report: _____

Date of fire evacuation: ___/___/_____

Time of fire evacuation: _____

Name and signature of responsible persons for health and safety to confirm issues identified are a true account of the evacuation:

Name

Signature

.....

*This record should be made available to the person undertaking the annual review of the Fire Risk Assessment

Accidents

First Aid Equipment is located:

Trained/qualified first aiders are:

Person responsible for First Aid Box:

Local Hospital – 24-hour casualty dept.

Accident Record Book is located:

Completed forms sent to:

General Fire Safety

Escape routes are checked weekly by:

Fire extinguishers checked monthly by:

APPENDIX E – Company Safety Rules



Company Safety Rules

- 1 The Company Safety Policy, work permits where applicable, emergency procedures and other procedures must be followed.
- 2 All employees whether directly employees or sub-contracted must undergo an induction prior to commencement of work.
- 3 It is forbidden to possess or consume alcohol, drugs, intoxicants or other illegal substances in the Works or on site or to be under their influence such that safety at work is jeopardised.
- 4 It is forbidden to indulge in horseplay, fighting or malicious damage.
- 5 All injuries, fires, accidents or near misses must be reported to your line manager immediately.
- 6 Method statements should be strictly adhered, including the use of equipment and personnel protection. In the event that they cannot be complied with, work must stop, and your manager informed, and the method statement reviewed, and any changes authorised prior to recommencing the task.
- 7 Smoking is not permitted in the office, company vehicles, toilets or any substantially enclosed building, and may be banned on particular sites. Specific smoking areas will be designated. Naked flames are strictly banned during the use of flammable or explosive substances.
- 8 Barriers and hazard notices must be maintained and obeyed.
- 9 Equipment will only be operated or repaired/ modified by trained and competent personnel.
- 10 Incorrect or faulty tools, equipment or plant must not be used; defective equipment must not be used and must be reported to a senior person immediately.
- 11 Standard issue of Personal Protective Equipment (PPE) i.e., Safety Helmet, Safety Footwear and a High Visibility Garment, must be available and worn when attending sites when directed by site management. Additional PPE such as hearing defenders, safety glasses and gloves may be required on particular sites and must be worn when directed. All PPE worn must comply with relevant statutory requirements and British Standards.
12. All Spillages are to be reported or cleaned up immediately/ signs in place if required.
13. Fire exit and fire exit routes are to be kept clear at all times.
14. Employees are to co-operate with management on all health and safety matters.

APPENDIX F – Contractor Assessment

Contractor Assessment and Record Form

CONTRACTOR NAME:

ADDRESS:

TELEPHONE NO:

Insurance Cover	Company	Value	Renewal Date
Employers' liability			
3 rd Party Public liability			
Vehicle Insurance			
Is Company	Private Limited	Y / N	Public Limited
	Subsidiary of a group	Y / N	Other
	Name of group:		
Person responsible for H&S			
Position in company			
Their qualifications specific to H&S			
Number of Persons employed	Full time:	Contract:	
Does company have a H&S policy?	Y / N	If yes, please attach a copy to this form	
Give reason for not having policy			
Do you use H&S consultant?	Y / N	Do you do H&S in house	Y / N
Do your operatives have PPE specific to the role?	Y / N	Risk assessments	Y / N
Trained in the use/adjustments / capabilities/ storage and disposal of PPE	Y / N		
Have you had any reportable accidents in last 5 years? If Yes provide details	Y / N		
Have you received any HSE Prosecutions, prohibition notices or improvement notices or Fee for Intervention? <i>if yes provide details</i>	Y / N		
Is your equipment?	Please add a (X)	How do you ensure inspections are undertaken on the equipment?	
Company own			
Operatives own			
Hired			
How is it maintained / inspected?			
How often is it re-certified?			
What training is given to employees? Provide brief details			
Employee qualifications for trade			
Further information			

Contractor Assessment – Supplementary**Contractor Name:**

Do you assess work hazards as a company or for each project?			
Do you have knowledge of the Management of H&S Regulations 1999?			
Do you provide employees with method statements?			
What procedures are adopted to ensure that employees are fully inducted at each site?			
Do you work with materials that are subject to the COSHH Regulations?			
Do you sub-let work? If so, what controls do you use?			
Are you familiar in the application of the CDM Regulations Main/Sub-Contractor responsibilities?			
Describe your typical arrangements for Supervision, monitoring, and reporting			
Do you know the CDM Regulations duty for H&S Safety File information?			
Other information you may wish to provide about your company.			
Do you employ non-English speakers, if yes how do you communicate H & S to them and ensure their understanding?			
Signed	<table border="1"> <tr> <td>Position</td> <td>Date</td> </tr> </table>	Position	Date
Position	Date		

APPENDIX G – PPE

Personal Protective Equipment (PPE) - Record of Issue

PPE REGISTER OF ISSUE

Name	Hard hat	Protective Footwear	High Visibility Garment	Hearing Defenders	Safety Glasses	Other - Specify	Signature of Recipient

PPE Issued must:

- Comply with the relevant British Standard.
- Be suitable for the environment.
- offer the required protection dictated by the tasks.

Users must be:

- aware of how to use the PPE provided.
- aware of the limitations of the effectiveness of the PPE provided.
- aware of how to request replacement.
- aware of how to store the PPE correctly.

APPENDIX H/I – PAT Register



PORTABLE APPLIANCE TEST REGISTER (PAT)

EQUIPMENT TEST RECORD

Company Name		Location		Date	Environment			Tester/Inspector				Equipment Used			Calibration Cert.		
Item No	Description	Location	Type	Visual Inspection					Class				Tests			Freq. of Tests & Inspections	
				Cable	Appliance	Plug Ext.	Plug Int.	Fuse Rating	1 Metal	1 Plastic	2	Power Cord	EC	IR	P	Inspection	Tests
1																	
2																	
3																	
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APPENDIX J/K – RISK ASSESSMENTS

Risk Assessment Guidance

Risk Assessment Form

Completing Risk Assessments

Guidance Notes:

Step 1	Risk Guidance Tables
	Read Guidance Tables A, B & C
Step 2	'Sources of Harm' Tables
	Refer to Table A: "Sources of Harm"; these tables act as a guide to help you identify what potential sources of harm there may be relating to the work activity you are about to risk assess.
Step 3	Risk Assessment Details Sheet
a. Headings	Complete all details at heading (including contract no. if appropriate).
b. Persons at Risk	Indicate all "Persons at Risk" by ticking the appropriate boxes. <u>Note</u> : Those categories marked with an Asterix may require a separate / more detailed risk assessment to be carried out.
c. Sources of Harm	Enter the relevant description as indicated on Table A: "Sources of Harm". Note: you may be required to identify more than one "Sources of Harm" for the same task, e.g.: - <ul style="list-style-type: none"> ○ 1.2a Work at height ○ 1.4b Aluminium tower scaffolds
d. Individual Tasks & Potential Risk	Enter a brief description of the work / circumstances relating to the source(s) of harm you have already identified, e.g., <i>Access required to inspect flashings on building some 3m off ground level</i>
e. Risk rating before controls applied	Indicate your estimation of both the Likelihood of harm occurring and the Severity of harm that would result. Then use the Risk Matrix (Guidance Table B) to give an overall 'risk rating' assessment. Use the colour coded matrix and description of the severity to decide the risk rating. In the above example this might be Likelihood: 3 (possible chance that harm may result) x Severity: 4 (significant injury) = a risk rating of 12 (Medium Risk)
f. Risk Controls	Then use Guidance Table C: "Selecting Risk Control Measures" Note: you may be required to identify more than one risk control measure in order to reduce all risks to an acceptable level. Again, use the colour coded matrix and description of the severity to decide the risk rating.
g. Risk Rating after controls applied	Then enter details in the " <i>Risk Rating <u>AFTER</u> controls applied</i> " column to indicate how the risks were reduced, e.g., Likelihood: 2 (remote chance that harm will result) x Severity: 3 (moderate injury) = a risk rating of 6 (Low Risk)
g. Persons Responsible & Initials	Indicate who is charged with implementing / managing each risk control, e.g., plant operative, labourer, Contract Manager etc. Only insert the duty holder's name if they have been made fully aware of their responsibilities and ask such individuals to put their initials in the relevant box if appropriate.
h. Review	If the assessment needs to be reviewed, indicate so by including the reviewers' names and date of review. Ensure any revisions made are clearly distinguishable from the original details.

Guidance Table A: Sources of Harm

(Select each potential source of harm that is likely to be associated with the activity being assessed and in each case rate the risk using the risk matrix)

1	Access / Working Area	1.3f	Fragile roof materials / floor openings	2.2	Vibration	3	Electricity / other Supplies
1.1	Ground conditions / works	1.4	Non-powered access equipment	2.2a	Vibration to structures	3.1	Fixed installations
1.1a	Excavations	1.4a	Scaffolds (system / tube & fitting)	2.2b	To individuals as result of power tools	3.1a	Distribution boards
1.1b	Contaminated ground	1.4b	Aluminium tower scaffolds	2.3	Light	3.1b	Large, fixed installations
1.1c	Overgrown ground	1.4c	Adjustable 'pop-ups'	2.3a	Natural Light	3.2	Temp supplies / Generators
1.1d	Uneven ground	1.4d	Other platforms (specify)	2.3b	Artificial Light	3.3	Portable tools / equipment
1.1e	Sloping / steep	1.4e	Trestles / Hop-ups	2.3c	Low Light	3.4	Underground services
1.1f	Unstable / slippery	1.4f	Steps	2.3d	Glare	3.4a	Electricity cables
1.1g	Ground prone to slippage / collapse	1.4g	Ladders	2.3e	Shadows	3.4b	Gas pipelines
1.1h	Waterlogged / flooded ground	1.5	Confined Spaces*	2.3f	Reflections	3.4c	Telecommunication cables
1.2	Working Space / Location	1.5a	Silos	2.4	Environmental Conditions	3.4d	Water mains / pipes
1.2a	Work at height	1.5b	Sewers	2.4a	Diving	3.5	Overhead Services
1.2b	Restricted working space (e.g., service risers / ducts)	1.5c	Culverts	2.4b	Humidity extremes	3.5a	Electricity cables on pylons
1.2c	Obstructions (in ground / overhead)	1.5d	Trenches / excavations	2.4c	Temperature extremes	3.5b	Electricity cables on wooden poles
1.2d	Obstructions on building elevations	1.5e	Drains / manholes	2.4d	Ventilation poor	3.5c	Telecommunication cables
1.2e	Restricted storage / compound areas	1.5f	Service risers / ducts / roof spaces	2.4e	Potential oxygen deficiency	3.5d	Security system supplies
1.2f	Work above / adjacent to water	1.6	Other:	2.4f	Hot / cold surfaces	3.6	Other:
1.2g	Working in / under water	2	Non-Mechanical/Environment	2.4g	Nuisance dust / sand / other	4	Human Factors
1.3	Premises / Buildings	2.1	Noise in excess of 80dB(A)*	2.4h	High wind conditions	4.1a	Assault, bullying or harassment at work
1.3a	Occupied (e.g., client employees / members of the public)	2.1a	Background	2.4i	Exposed site	4.1b	Fatigue or stress due to roster patterns, personal, domestic or other factors.
1.3b	Remote	2.1b	Power tools / machinery / process noise	2.5	Lasers	4.1c	Inter-personal conflicts at work
1.3c	Derelict	2.1c	Potential environmental noise pollution	2.6	Other:	4.2	Lone working
1.3d	Widespread / confusing routes					4.3	Night working
1.3e	Temporary buildings						

Guidance Table A: Sources of Harm2

(Select each potential source of harm that is likely to be associated with the activity being assessed and in each case rate the risk using the risk matrix)

5	Vehicles / Plant			7	Agents / Substances	8	Manual Handling
5.1	Vehicles	5.2r	Personal fall arrest equipment (Specify: e.g., full body harnesses & accessories)	7.1	Chemical / Substance	8.1	Lifting / handling
5.1a	Cars / Vans	5.2s	Hand tools (refer to point 3.3 for power tools)	7.1a	Dust	8.1a	Sustained handling
5.1b	Lorries (including lorry loader cranes)	5.3	Other:	7.1b	Fume	8.1b	Heavy loads
5.1c	Low Loaders			7.1c	Gas	8.1c	Awkward loads
5.2	Plant / equipment / accessories	6	Fire & Explosion	7.1d	Vapour	8.1d	Sharp loads / materials
5.2a	Mobile crane / Crawler crane	6.1	Ignition sources	7.1e	Mist	8.1e	Loads hot / cold
5.2b	Tower crane	6.1a	Electrical supplies / equipment	7.1f	Liquid / Spray	8.2	Lifting movements
5.2c	Piling rig	6.1b	Spark / flame	7.2	Hazard warning classification	8.2a	Excessive twisting
5.2d	180o/360o Excavator/Mini digger	6.1c	Smoking materials	7.2a	Toxic	8.2b	Excessive reaching
5.2e	Telescopic handler	6.2	Fuel sources	7.2b	Harmful	8.2c	Excessive stretching
5.2f	Forklift truck / Pallet truck	6.2a	Flammable liquids	7.2c	Irritant	8.2d	Excessive stooping
5.2g	Forward tipping dumper	6.2b	Flammable gases	7.2d	Sensitizer	8.2e	Bending movements
5.2h	Scissor lift / Boom lift (cherry-picker)	6.2c	Combustible materials / dust	7.2e	Corrosive	9	Misc. Equip / Mechanical
5.2i	Hoist / Gantry lift	6.2d	Oxygen enrichment	7.2f	Carcinogen	9.1	Rotating / moving parts
5.2j	Pontoon / Man-riding basket	6.3	Explosive materials	7.3	Mutagenic	9.2	Cutting / shearing parts
5.2k	Crane forks / Concrete skip / Block grab	6.3a	Detonators	7.4	Asbestos	9.3	Impact / crushing parts
5.2l	Chains / Slings / Wire ropes	6.3b	Explosive gases e.g., methane	7.5	Lead	9.4	In running rollers / nip & trap points
5.2m	Pumps & Mixers	6.4	Emergency routes & exits	7.6	Bacterial (e.g., Weil's disease)	9.5	Puncture / injection hazard
5.2n	Breaker	6.5	Other:	7.7	Viral (e.g., Hepatitis / HIV)	9.6	High pressure oil / air units
5.2o	Chainsaw			7.8	Fungal (e.g., Trench foot)	9.7	Display screen equipment *
5.2p	Cartridge / Compressed air tools			7.9	Biological Other (e.g., contact with plant fluids)	9.8	Other:
5.2q	Collective fall arrest equipment (Specify: e.g., safety nets, air mats)			7.10	Other		

Note: Sources of harm marked with an Asterisk may require a more detailed risk assessment to be carried out (as per subject specific legislation).

Risk Matrix

Guidance Table B: Risk Matrix	
Severity / Consequences Categories	
Severity	Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible / long term harm to the environment.
Significant	Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible / medium term harm to the environment.
Moderate	Major injury / ill – health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short term harm to the environment.
Low	Minor injury / ill health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Negligible	First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

				SEVERITY / Consequences >>>				
				1	2	3	4	5
				Negligible	Low	Moderate	Significant	Catastrophic
LIKELIHOOD Chance of Risk >>>	5	Certain	>90%	5 (L)	10 (M)	15 (H)	20 (H)	25 (H)
	4	Likely	>50%<90%	4 (L)	8 (M)	12 (M)	16 (H)	20 (H)
	3	Possible	>10%<50%	3 (L)	6 (L)	9 (M)	12 (M)	15 (H)
	2	Remote	>1%<10%	2 (L)	4 (L)	6 (L)	8 (M)	10 (M)
	1	Unlikely	<1%	1 (L)	2 (L)	3 (L)	4 (M)	5 (M)

H	High – Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
M	Medium - Maintain current controls. Management to review and determine if further controls are required.
L	Low – No further controls are required.

Guidance Table C: Selecting Risk Control Measures

In specifying the risk controls required to reduce the risks to an acceptable level, the following techniques should be considered in priority order. In most cases, acceptable risk levels will only be achieved using a combination of the following techniques:

1. **Eliminate** avoid the activity, e.g., don't work at height, don't work in confined spaces, select safer working practices in order to eliminate the possibility of harm occurring.
2. **Substitute** with a less hazardous alternative, e.g., use 110v/battery equipment, use of low/non-hazardous substances for work operations.
3. **Reduce** exposure to the hazard, e.g., in noisy environments reduce time periods for individual worker exposure, reduce the numbers exposed.
4. **Isolate** the hazard by separating it from people, e.g., barriers, guards, safe operating distances, physical enclosures and safety cut off systems.
5. **Design** and implement a safe system of work, e.g., safe operating procedures, site rules, method statements.
6. **Information** ensure that information and instruction is given to people carrying out work tasks, as well as those responsible for supervising and managing tasks.
7. **Competence** and training of operatives & supervisors, e.g., appointed persons.
8. **Supervision** ensure that adequate supervision and the enforcement of safe systems of work and procedures is in place. People that are considered to be at a greater risk in the workplace e.g., new or expectant mothers and young people (under the age of 18yrs) are required to receive enhanced supervision by law.
9. **Personal Protective Equipment (PPE)** ensure that PPE is maintained and tested in line with the relevant legislation. Ensure that people who need to use PPE have been given the correct training. When selecting risk controls PPE should always be considered as the very last resort.

The above risk controls must be appropriately maintained, tested, and audited to ensure that they are used and remain effective throughout the activity.

Activity		RA Reference No	
Location		Date	Assessed By

Persons at risk											
1	Operatives/employees	2	Other site staff	3	Subcontractors						
4	Visitors / Client staff	5	Members of the Public	6	Trainees / Apprentices / Young Persons*						
7	New and Expectant mothers*	8	Persons with mental/physical disabilities*	9	Migrant Workers						
10		11		12							
Hazard	Consequences	Persons Affected	Existing Control Measures	Severity	Likelihood	Total Risk	Recommended Additional Control Measures	Residual Risk			
								Severity	Likelihood	Total Risk	

Signed (assessors):		Print Names:		Date:	
Reviewed By (names):				Review Date:	

This risk assessment has been undertaken using information provided.

The responsible person should ensure that the risk assessment is reviewed and if required updated to reflect the specific risks on site.

The responsible person should also sign it to confirm that the hazards and risks identified within it are proportionate and reflect the planned works. It should be reviewed following an accident or near miss event.









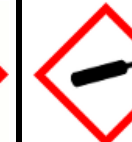
APPENDIX L – COSHH

COSHH Assessment Form

COSHH Register

COSHH ASSESSMENT SHEET

Company:		Assessment Number:	
Product / Substance:		Characteristics: <i>Liquid / Solid / Gas / Vapour / Powder</i> Colour: Smell: Boiling Point: Flammability Limits: Flashpoint: Remarks:	
Supplier:			
Operation / Process /How Used:			
Location Product Kept:		Information Obtained From: Data Sheet / Label / Trem Card /	
Quantity Stored:		How Stored:	
Hazardous Content:			
Hazard Statement:			
Precautionary Statement:			
Exposed Persons:		How Many Persons:	
Frequency of Exposure:		Duration of Exposure:	
WEL:			
Hazards:	Inhalation:	Yes/No	Skin Contact: Yes/No
	Ingestion:	Yes/No	Eye Contact: Yes/No
First Aid / Emergency Measures:			
<i>Inhalation:</i>			
<i>Ingestion:</i>			
<i>Skin Contact:</i>			
<i>Eye Contact:</i>			
<i>Fire Fighting:</i>			
<i>Spillage:</i>			
<i>Other:</i>			

Personal Protective Equipment:					<i>Specify Types</i>			
Gloves	Overalls	Respiratory	Eye / Face	Other(s)				
Additional Control Measures Required:								
TOXIC OR VERY TOXIC	SENSITIZER	HARMFUL	CORROSIVE	FLAMMABLE OR HIGHLY FLAMMABLE	OXIDISING	EXPLOSIVE	DANGEROUS FOR THE ENVIRONMENT	CONTAINS GAS UNDER PRESSURE
								
Hazard Rating	Low	Medium	High	Very High	Special Cases			
<i>Indicate Rate</i>	A	B	C	D	E			
Note: Rating will be based on hazards, how substance used, quantity, duration of exposure, WEL, risks etc. Where rating is Medium or above, then an alternative substance should be sought and used if possible.								
Can a safer substance be substituted, if so state what?								
Exposure Assessment:								
Remarks:								
Assessor Name:			Position:			Date:		
Signature:			Review Date					

COSHH ASSESSMENT REGISTER

	OPERATION / PROCESS / SUBSTANCE	LOCATION	DATE	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

APPENDIX M – Manual Handling

Manual Handling Assessment Form

Manual Handling

ASSESSMENT CHECKLIST

SUMMARY OF ASSESSMENT

Operation covered by the assessment:
.....
.....
.....

Locations:

Personnel Involved:
.....

Assessor’s Name: Date of Assessment:

Assessor’s Signature:

Remedial Action to be taken:
.....

Overall priority for remedial action: Nil / Low / Medium / High

Date by which action to be taken: Date for reassessment:

Section A – Preliminary:

- Q1 Do the operations involve a significant risk of injury? Yes / No
If Yes go to Q2. If No the assessment need go no further
- Q2 Can the manual handling operation be avoided / mechanised / automated at reasonable cost? Yes / No
- Q3 Are the operations clearly within the guidelines of Appendix 1 of the Manual Handling Operations Regulations? Yes / No
If Yes go to straight to section C. If No, complete the assessment in section B.



Section B –Detailed Assessment:

Questions to consider: (If the answer to the question is Yes, put a tick against it and consider the level of risk)	Ye s	Level of risk: (Tick as appropriate)			Possible remedial action: (Use this space to make Notes)
		Low	Med	High	
The Tasks - do they involve: <ul style="list-style-type: none"> • Holding loads away from trunk? • Twisting? • Stooping? • Reaching upwards? • Large vertical movement? • Long carrying distances? • Strenuous pushing or pulling? • Unpredictable movement of loads? • Repetitive handling? • Insufficient rest or recovery? • A work-rate imposed by a process? 					
The Loads – are they: <ul style="list-style-type: none"> • Heavy? • Bulky/unwieldy? • Difficult to grasp? • Unstable/unpredictable? • Intrinsically harmful e.g., hot, sharp? 					
The Working Environment – are there: <ul style="list-style-type: none"> • Constraints on posture? • Poor/ uneven flooring? • Variations in levels? • Hot/cold/humid/ dry conditions? • Strong air movements? • Poor lighting conditions? 					
Individual Capability – does the job: <ul style="list-style-type: none"> • Require unusual capabilities? • Hazard those with a health problem? • Hazard those who are pregnant? • Call for special information/training? 					
Other Factors: Is movement or posture hindered by clothing or Personal Protective Equipment?					

Section C – Overall Assessment of Risk:

Q What is your overall assessment of the risk of injury?
Insignificant / Low / Medium / High

(If **Insignificant** the assessment need go no further)

Section D – Remedial Action:

Q What remedial steps should be taken, in order of priority?

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....

Finally

- Complete the summary above.
- Compare it with your other Manual Handling Assessments
- Decide your priorities for Action.
- **TAKE ACTION AND CHECK IT HAS THE DESIRED EFFECT**

Appendix N – Health and Safety Library



Health and Safety Library

The following is a list of selected Health and Safety regulations/legislations which cover 'The Hazard Advice Notes' in this policy.

1. The Health & Safety at Work etc Act 1974
2. Employers' Liability (Compulsory Insurance) Act 2011
3. Dangerous Substances and Explosive Atmospheres Regulations 2015
4. The Safety Representatives and Safety Committees Regulations 1997
5. The Environmental Protection Act 1990
6. Health and Safety (First Aid) Regulations 1981
7. The Electricity at Work Regulations 1989
8. The Health and Safety Information for Employees Regulations (as amended) 1989
9. Pressure Systems and Transportable Gas Containers Regulations 2000
10. Health & Safety (Display Screen Equipment) Regulations (as amended) 2002
11. Manual Handling Operations Regulations 1992
12. Personal Protective Equipment at Work Regulations 2023
13. Workplace (Health, Safety, and Welfare) Regulations 1992
14. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
15. The Health and Safety (Consultation with Employees) Regulations (as amended) 1996
16. The Health and Safety (Safety Signs and Signals) Regulation 1996
17. The Data Protection Act 2018
18. Provision and Use of Work Equipment Regulations 1998
19. Lifting Operations and Lifting Equipment Regulations 1998
20. The Working Time Regulations 1998
21. The Management of Health & Safety at Work Regulations 1999
22. Control of Substances Hazardous to Health Regulations 2002 (as amended)
23. The Control of Noise at Work Regulations 2005
24. The Control of Vibration at Work Regulations 2005
25. The Regulatory Reform (Fire Safety) Order 2005
26. The Smoke-free (Premises and Enforcement) Regulations 2006
27. Construction (Design and Management) Regulations 2015
28. Corporate Manslaughter and Corporate Homicide Act 2007
29. The Health and Safety Offences Act 2008
30. The Control of Asbestos Regulations 2012
31. Work at Height Regulations 2005
32. Hazardous Waste (England and Wales) Regulations 2005
33. Control of Lead at Work Regulations 2002
34. The Lifting Operations and Lifting Equipment Regulations 1998