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INTRODUCTION

It is the policy of FORCIA LTD that all provisions of the Health and Safety at Work Etc. Act 1974 and the Environmental Protection Act 1990 shall be complied with as minimum standards.

It is the Policy of FORCIA LTD that high standards of Health, Safety & Welfare Provisions shall be achieved and maintained on all sites, workshops and offices.

The Company is aware of its duties under the many associated Acts and Regulations several of these are listed below and form the basis of the Company Health and Safety Policy.

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

Construction (Design and Management) Regulations 1994

Construction (Health, Safety and Welfare) Regulations 1996

Electricity at Work Regulations 1989

Provision and Use of Work Equipment Regulations 1998

The Lifting Operations and Lifting Equipment Regulations 1998

Noise at Work Regulations 1989

Control of Substances Hazardous to Health Regulations 2003

Control of Asbestos at Work Regulations 2002

Manual Handling Operations Regulations 1992

Personal Protective Equipment Regulations 1992

Head Protection Regulation 1989

Health and Safety (First Aid) Regulations 1981

Workplace (Health, Safety and Welfare) Regulations 1992

Consultation with Employees Regulations 1996

The Health and Safety (Miscellaneous Amendments) Regulations 2002

FORCIA LTD

Health & Safety Policy

Part One

Policy Statement

POLICY STATEMENT

1. It is the policy of the Company that its operations are conducted in a way as to safeguard the health, safety and welfare of all employees at work, and all other persons who may be affected by its activities.

The Company regards the promotion of health and safety as a mutual objective for management and employees at every level. All Company personnel are issued with health and safety instructions that endeavour to identify all the risks and dangers that are likely to be encountered in the course of the Company's work and set out precautionary measures.

2. Specific objectives are:-
- ◆ The Company will do everything which is reasonably practicable to design, provide and maintain plant, equipment, protective clothing and systems of work which are safe and an environment which is without risk to health.
 - ◆ The Company will ensure that employees are properly informed, instructed and trained in the health and safety aspects of their work.
 - ◆ The Company will ensure accurate reporting and investigation of accidents with a view to achieving reductions in accident rates by the analysis of causes and trends.
 - ◆ The Company will encourage discussion and consultation with employees with a view to promoting and developing measures to ensure health and safety at work and to check the effectiveness of such measures.
 - ◆ Company management will conduct periodic audits/inspections and establish action plans where improvements/opportunities are identified.
3. Compliance with statutory requirements and codes of practice is mandatory and employees are reminded of the legal obligation to ensure that they do not endanger the health and safety of others, that they co-operate with the Company in the respect of safety and that they do not interfere with or misuse anything provided in the interest of health and safety.

Any failure of any person to carry out his responsibilities under this policy will be treated as a disciplinary matter.

Signed
DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY.

DATE:

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

ENVIRONMENTAL POLICY STATEMENT

It is the policy of FORCIA LTD to protect the environment through sound practices that reduce waste generation and minimise risk to the environment.

To meet the objective of this policy:

- ◆ The Company will integrate environmental responsibilities into the organisation.
- ◆ The Company will extend Control of Substances Hazardous to Health (COSHH) risk assessment to include environmental impacts.
- ◆ The Company will promote awareness of the workforce concerning their environmental responsibilities and ensure they participate in the prevention of accidents and co-operate to prevent the release of harmful substances to the environment.
- ◆ The Company will ensure that all the documentation it produces takes account of The Environmental Protection Act 1990.
- ◆ The Company will ensure as far as reasonably practicable that the contractors it recommends for the removal of waste are registered carriers. The Company is fully aware of the Environment Agency's remit in regard to waste and the requirements relating to licensing of sites.
- ◆ To review environmental policy and procedures to ensure that standards are being met.

Signed
DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY

DATE:

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

M G HEALTH AND SAFETY LIMITED

Under The Management of Health and Safety at Work Regulations 1999 FORCIA LTD must have access to competent help in applying the provisions of health and safety legislation and in devising and applying protective measures.

The Company has appointed M G Health and Safety Limited as the Company Health & Safety Advisors. Their role is to provide the Company with independent professional advice and guidance on all aspects of health and safety.

Upon request M G Health and Safety Limited will: -

- ◆ carry out Risk Assessments and COSHH assessments - these can be carried out on site or office and workshop locations as required;
- ◆ provide assistance to Management to compile and develop health and safety documentation and procedures;
- ◆ carry out health and safety training where identified as necessary;
- ◆ carry out health and safety inspections whilst the work is underway on site at regular intervals, depending on the specific tasks underway at the time;
- ◆ hold safety 'Toolbox' talks on site when considered appropriate for site activities and safe working practices;
- ◆ investigate major accidents if they occur. They will liaise with Clients and the enforcing authority on our behalf;
- ◆ provide help and guidance on C.D.M. matters, such as, prepare or help to prepare both Health & Safety Plans and Health & Safety Files.

M G Health and Safety Limited will provide continuing advice to FORCIA LTD on current and future Health and Safety Legislation and best practice.

FORCIA LTD

Health & Safety Policy

Part Two

Organisation for Putting Policy into Effect

ORGANISATION

MANAGEMENT SUPERVISORY PERSONNEL WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES:	
<i>NAME/TITLE</i>	<i>RESPONSIBILITIES</i>
T Crawford	Director with ultimate responsibility for Health and Safety and implementation of the company Health and Safety Policy on site
L Bonner	Director with responsibility for implementation of the company Health and Safety Policy in the company Offices

ORGANISATION FOR PUTTING POLICY INTO EFFECT

The Managing Director accepts the ultimate responsibility for all health, safety and welfare matters in all aspects of the Company's operations, and in order to achieve the objectives of the Safety Policy Statement authorises and delegates the following duties and responsibilities.

DIRECTORS will: -

- (a) Establish systems to monitor compliance with the statutory duties laid down under the Health and Safety at Work Act 1974 and the appropriate Regulations and Codes of Practice;
- (b) Oversee and ensure that those for whom they are responsible also comply with the proper standards of Health, Safety and Welfare as are applicable to the tasks being performed;
- (c) Ensure that adequate finance resources are available and are applied so as to meet the needs of Health and Safety;
- (d) Review any risk assessment findings when developing Management health and safety policy;
- (e) Institute proper reporting, investigation and costing of ill health, injury, damage and loss; promote action and analysis to discover accident trends;
- (f) Hold periodic meetings at which they should discuss Health and Safety matters raised by employees, at these meetings they should consider any information / reports from the Company Safety Advisors, as to whether any procedural changes are called for and whether the safety policy should be revised;
- (g) Ensure that all levels of staff receive adequate and appropriate safety information, instruction and training;
- (h) Ensure arrangements are made for all site staff to be provided with adequate information concerning relevant sections of the Health and Safety Plan;
- (i) Set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment when visiting sites.

When the Company is acting as the Principal Contractor they will: -

- (j) Ensure co-operation between contractors
- (k) Ensure the development of the Health and Safety Plan and the provision of information to contractors
- (l) Ensure the provision of information to the Planning Supervisor for the Health and Safety File

SENIOR STAFF/ CONTRACTS MANAGERS will: -

- (a) co-ordinate and monitor the Safety Policy of the Company on their sites;
- (b) ensure that effective means exist for safety communication within the Company;
- (c) know the requirements of the Health and Safety at Work etc. Act 1974 and other appropriate Regulations and ensure that they are observed on all sites;
- (d) see that tenders are adequate to cover suitable methods of working and welfare facilities;
- (e) determine at the contract planning stage:-
 - (i) the most appropriate order and method of working consistent with safe practice.
 - (ii) adequate facilities for Health, Hygiene and Welfare.
 - (iii) provision of adequate site access, egress and lighting.
 - (iv) hazards and situations which might lead to unnecessary improvisations on site.
 - (v) prepare a full Risk Assessment for any hazardous activities identified and provide written instructions to establish working methods and precautions to be adopted, brief supervisors in control measures required.
 - (vi) identify any materials to be, or being, used which may be hazardous to health of operatives or other persons on site and prepare assessments as required by regulations.
 - (vii) discuss all Risk and COSHH Assessments with Site Supervision and establish implementation.
- (f) ensure that the requisite Statutory Notices are displayed on the premises and in the factory areas and further ensure that all Statutory Records and Reports are properly kept and analysed;
- (g) ensure that adequate arrangements are made and maintained for contract initiation details to be sent, as and when necessary, to the Health and Safety Executive;
- (h) ensure arrangements are made for all site staff to be provided with adequate information concerning relevant sections of the Health and Safety Plan;
- (i) carry out site inspections to see that only safe methods of working are in operation **and take steps to stop any dangerous practices, if necessary requiring work on any site to cease until proper safety standards are observed;**
- (j) reprimand any individual failing to discharge his responsibilities satisfactorily; take disciplinary action as necessary;
- (k) determine the cause of any accident or dangerous occurrence and recommend means of preventing a recurrence;

- (l) report to the Directors in writing any matter which they feels needs its attention;
- (m) set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment when visiting sites.

When the Company is acting as the Principal Contractor the Contracts Manager will:-

- (n) ensure co-operation between contractors
- (o) ensure the development of the Health and Safety Plan and the provision of information to contractors
- (p) ensure the provision of information to the Planning Supervisor for the Health and Safety File

ESTIMATING, BUSINESS DEVELOPMENT AND COMMERCIAL MANAGEMENT

1. Understand company Policy for Health and Safety.
2. Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities.
3. Report on unsafe practices observed when visiting sites.
4. Have a knowledge of the various statutory requirements governing the Company's work.
5. Set a personal example by wearing appropriate protective clothing when visiting sites.
6. Ensure Sub-contractors are vetted regarding Health and Safety and Construction Design Management.

SITE MANAGERS/SITE FOREMAN will: -

- (a) Co-ordinate the activities of contractors. Organise sites so that work is carried out on the day-to-day basis to the required standard with minimum risk to men, equipment and materials;
- (b) Develop the Health and Safety Plan and provide relevant information to contractors;
- (c) Monitor that site rules and other instructions are observed on site;
- (d) Report all injury accidents and dangerous occurrences to the Contracts Manager for entry into the Accident Book; investigate these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence;
- (e) Give all Operatives precise instructions on their responsibilities for correct working methods; monitor that they do not take unnecessary risks and ensure that details of risk assessments are understood;
- (f) Arrange delivery and stacking of materials to avoid doubling risks by double handling; position plant effectively; ensure that any electricity supply is installed without

- endangering men and equipment, arrange for safe storage of liquefied petroleum gas;
- (g) Plan and maintain a tidy work area and ensure welfare facilities are maintained in a clean safe condition;
 - (h) Implement arrangements with the Principal Contractor and other contractors on site to avoid any confusion about areas of responsibility;
 - (i) Check that all machinery and plant, including power and hand tools, are maintained in good condition and that persons using them are adequately trained and competent;
 - (j) Make sure that suitable protective clothing and equipment is available and used as appropriate;
 - (k) Accompany HM Enforcement Officer (Factory Inspector) on any site visits and act on his recommendations. In the event of the issue of an 'improvement' or a 'prohibition' notice by the Officer telephone details to the Contracts Manager and immediately send the notice itself to the Managing Director and M G Health and Safety Limited;
 - (l) Carry out regular 'Tool Box' Instruction Training to all operatives on a regular basis and maintain records.
 - (m) Set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment when visiting sites.

EMPLOYEES:

All employees are required to ensure that they: -

- (a) Carry out duties in accordance with the company health and safety policy arrangements. Health and Safety Plan and any policy arrangements laid down by the Principal Contractor or client on site, as applicable to the task being performed;
- (b) Fully observe the Safety Rules;
- (c) Report to their immediate supervisor without undue delay anything affecting the safety of any plant, tools or equipment, and do not use such defective plant, tools or equipment;
- (d) Use only those items of equipment or machinery they have been trained and authorised to use and use in accordance with the manufacturers instructions;
- (e) Take proper care of, and make proper use of all personal protective equipment in accordance with instructions;
- (f) Follow the information, instruction and training provided;
- (g) Report all accidents and incidents to the appropriate supervisor on site;
- (h) Conduct themselves in an orderly manner and refrain from any form of horseplay;
- (i) Make themselves aware of the location of: -

- I. First Aid Box.
- II. Accident Book.
- III. Fire Protection Equipment.
- IV. Emergency Escape Routes and Assembly Point.

- (j) Not use alcohol or drugs in such a way as to influence their performance at work. Consumption of alcohol or illegal drugs at work as a breach of Company rules and disciplinary measures will be taken.

SUB-CONTRACTORS

1. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
2. All work must be carried out on accordance with the relevant statutory provisions and taking account the safety of others on the site and the general public.
3. Scaffolding used by the sub-contractor's employees (even when the scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and Codes of Practice.
4. Sub-contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant equipment on site unless authorised.
5. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates.
6. No power tools or electrical equipment of greater voltage than 110 Volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good working order.
7. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
8. Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
9. This Company has a Safety Director to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Site Agent with the name of the person they have appointed as Safety Supervisor.
10. The sub-contractors for their employees must provide suitable welfare facilities and first aid equipment in accordance with the Regulations unless arrangements have been made for the sub-contractor's employees to have use of this Company's facilities.
11. Any material or substance brought on site, which has health, fire or explosion risks may be used and stored in accordance with the Regulations and current recommendations and that information must be provided to ant other person who may be affected on site.
12. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris; waste materials, etc are cleared as work proceeds.

13. It is the policy of this Company that all operatives, sub-contractors, visitors, etc on the Company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" by means of management.
14. A detailed Method Statement will be required from sub-contractors carrying out high-risk activities i.e. asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with our Contracts Management before work begins and copies made available on site so that compliance with the Method Statement can be agreed.

COMPANY VEHICLE DRIVING

1. Drive in accordance with Road Traffic Legislation and the Highway Code at all times.
2. Ensure before reversing that there are no obstructions or people behind the vehicle.
3. Ensure all traffic violations you are involved in, which result in yourself being prosecuted, are reported to the Company Secretary. Report all accidents or damage, however minor, to the Company Secretary.
4. Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
5. Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay. Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. At least every week.
6. Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.

CONSULTATION WITH EMPLOYEES

Consultation with Employees Regulations 1996

The regulations require employers to consult with all employees regarding their health and safety, either directly or through elected representatives of employee safety. On sites covered by the Construction (Design and Management) Regulations 1994 the Principal Contractor needs to establish arrangements for co-ordinating consultation carried out by other employers.

The company will consult with employees in good time on matters relating to their health and safety at work. In particular, consultation must take place on:

- (a) Measures, which could substantially affect employees' health and safety
- (b) Arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- (c) Information on risks and preventative measures.
- (d) Information on the planning and organisation of health and safety training.
- (e) The effects of new technology on the health and safety of employees.

The Company will decide whether to consult with all employees at one time or, if it is more relevant, to consult with groups of employees on the matters directly relevant to their own health and safety at work, recognising those different groups may be exposed to varying risks.

If the Company chooses to consult with representatives of employee safety, all employees will be informed of the representatives' names and the group of employees, which they represent.

FORCIA LTD

Health & Safety Policy

Part Three

General Arrangements

TRAINING, INSTRUCTION AND INFORMATION

INDUCTION OF EMPLOYEES/SUB-CONTRACTORS

Basic induction training will be provided to ensure that all new employees and sub-contractors are given basic health and safety information upon starting employment within the Company, prior to commencement of work on site.

Such basic induction training will fundamentally cover: -

- (i) The Company Safety Policy.
- (ii) Fire procedures, warning systems, and actions to be taken on receiving warning, locations of exits or escape routes, evacuation and assembly procedures.
- (iii) First Aid and injury reporting procedures, names of first aiders/appointed persons.
- (iv) Instruction on any prohibited areas (i.e. no smoking).
- (v) Issue of personal protective equipment and its use.
- (vi) Instruction under COSHH.
- (vii) Instruction applicable to their particular duties at work etc. and any particular hazard connected with their own work or the Company's operations on site.

Where specific professional qualifications are required this will be identified and fully taken into account in recruitment procedures.

Information specific to a particular site, such as the location of welfare facilities, emergency procedures etc. and any hazards arising from other contractors should be provided by the Principal Contractor.

SITE MANAGEMENT/SITE FOREMAN

Site Management will be given appropriate training to provide them with an understanding of their responsibilities for health, safety and welfare. Basic safety training for site managers should cover:

- (i) Accidents and accident prevention;
- (ii) Understanding of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, CDM Regulations 1994 and other relevant health and safety legislation
- (iii) Risk assessment and the legislation which specifically requires assessments to be carried out;
- (iv) Common health and safety issues such as Welfare facilities, Manual Handling, Access and egress requirements, Personal Protective Equipment, First Aid;
- (v) Site inspection and site management skills;
- (vi) Specific training requirements dependent on the type of works being undertaken such as: scaffolding, excavations, lifting operations, LPG etc.

PLANT OPERATIVES

All plant operatives must comply with the Construction Industry Training Board Certification Scheme or the National Plant Register, and if requested, show the relevant documentation.

DEMOLITION

All demolition supervisors and operatives should have proof of training carried out by the National Demolition Training Group of the CITB or equivalent acceptable qualification.

Further guidance should be obtained from H.S.E. publication Guidance Notes GS29 1/2/3/4. Construction (Health, Safety and Welfare) Regulations 1996 (regulation 10).

ON-GOING TRAINING

Training will be repeated periodically, and where risk assessments identify a need for specific training to be carried out before operatives are exposed to new or increased risks due to a change of responsibility, new working methods or equipment, etc. (e.g. when starting work on a new project or construction site.)

TEMPORARY WORKERS

The Company recognises it's responsibilities to temporary workers. Site Supervisors must provide induction training and information to all new starters Temporary or Permanent.

The Company will maintain records of all health and safety training undertaken.

YOUNG PEOPLE AT WORK

FORCIA LTD recognises it's responsibilities under the Management of Health and Safety at Work Regulations 1999. FORCIA LTD will: -

- ◆ Assess risks to young people, under 18 years old, *before* they start work;
- ◆ Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- ◆ Address specific factors in the risk assessment;
- ◆ Provide information to parents of school-age children about the risk and the control measures introduced;
- ◆ Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over minimum school leaving age and it is necessary for their training and:
 - ◆ Where risks are reduced so far as is reasonably practicable;
 - ◆ Where proper supervision is provided by a competent person.

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994

The Company is aware of the CDM Regulations. The functions of Planning Supervisor and the Principal Contractor are recognised and the Company will prepare contractors plans/risk assessments/method statement as required.

The Company will update the Health and Safety Plan as required by the CDM Regulations.

The Principal Contractor needs to keep details of features of the project, which could involve significant risks during the structure's lifetime together with details of services, plant and equipment for the Planning Supervisor's requirements to prepare the Health and Safety File.

M G Health and Safety Limited will advise the Company on the Regulations and will liaise with the Client and the Planning Supervisor as and when required.

Stages in a Project

Concept and feasibility: This stage begins when the client first thinks about having a structure built, repaired, refurbished, demolished or maintained. It overlaps with the start of detailed design work. During this period important decisions are made on layout and outline, overall scheme and initial design and construction methods.

Design and planning: During this stage detailed design work takes place. Final decisions on matters related to design and specification are made. Final production information (e.g. drawings) and specifications are produced. The preparation of information for the tendering process also begins. For some forms of procurement, there will be considerable overlap with actual construction starting.

Tender/selection stage: This stage primarily involves the selection of the Principal Contractor for the construction process. The final production of tender documentation (e.g. bills of quantity) and the procedures and processes for selection of the Principal Contractor take place.

Construction phase: This stage covers the time for the Principal Contractor to plan, programme and prepare the construction work. Arrangements are made to start the work and then carry out and manage it.

Commissioning and handover: This stage includes the activities required to bring plant, equipment, building management and similar systems into operation and finally the structure is handed over to the client.

FORCIA LTD recognises the statutory tasks to be performed if they are appointed under the CDM Regulations as : -.

Planning Supervisor

THE PLANNING SUPERVISOR'S KEY TASKS DURING THE CONCEPT AND FEASIBILITY STAGE:
--

- | |
|--|
| <ul style="list-style-type: none"> • notification of the project to HSE |
| <ul style="list-style-type: none"> • If requested, give advice to the client on the designers' competence and adequacy of provision for health and safety |
| <ul style="list-style-type: none"> • Ensure co-operation between designers |
| <ul style="list-style-type: none"> • Ensure as far as reasonable practicable that designers comply with their duties. |

THE PLANNING SUPERVISOR'S KEY TASKS DURING THE DESIGN AND PLANNING STAGE:
--

- | |
|--|
| <ul style="list-style-type: none"> • If requested, give advice to the client on the designers' competence and adequacy of provision for health and safety |
| <ul style="list-style-type: none"> • Ensure designers continue to co-operate |
| <ul style="list-style-type: none"> • Ensure designers comply with their duties |
| <ul style="list-style-type: none"> • Ensure the pre-tender stage Health and Safety Plan is prepared |
| <ul style="list-style-type: none"> • Ensure the preparation of the Health and Safety File begins |

THE PLANNING SUPERVISOR'S KEY TASKS DURING THE CONSTRUCTION STAGE:

- | |
|--|
| <ul style="list-style-type: none"> • If requested, advise the client on the Principal Contractor's Health and Safety Plan |
| <ul style="list-style-type: none"> • Ensure designers comply with their duties and co-operate |
| <ul style="list-style-type: none"> • Continue to prepare the Health and Safety File |

DESIGNER

The CDM Regulations apply to most building, civil engineering and engineering construction work including: -

- a) New-build construction;
- b) Alteration, maintenance and renovation of a structure;
- c) Site clearance;
- d) Demolition and dismantling of a structure;
- e) Temporary works.

The CDM Regulations also apply to all design work carried out for construction.

THE DESIGNER'S KEY TASKS DURING THE CONCEPT AND FEASIBILITY STAGE:
<ul style="list-style-type: none"> • <u>Make the client aware of their duties</u>
<ul style="list-style-type: none"> • Identify the significant health and safety hazards and risk of any design work.
<ul style="list-style-type: none"> • <u>Give adequate regard to hierarchy of risk control</u>
<ul style="list-style-type: none"> • Provide adequate information on health and safety to those who need it
<ul style="list-style-type: none"> • Co-operate with the Planning Supervisor and, where appropriate, other designers involved in the project.

THE DESIGNER'S KEY TASKS DURING THE DESIGN AND PLANNING STAGE:
<ul style="list-style-type: none"> • Identify the significant health and safety hazards and risk of the design
<ul style="list-style-type: none"> • Give adequate regard to the hierarchy of risk control
<ul style="list-style-type: none"> • Provide adequate information on health and safety to those who need it
<ul style="list-style-type: none"> • Co-operate with the Planning Supervisor and where appropriate, other designers involved in the project.

THE DESIGNER'S KEY TASKS DURING THE CONSTRUCTION PHASE:
<ul style="list-style-type: none"> • Identify the significant health and safety hazards and risks of ongoing design work, e.g. temporary works, variations and further elements of detailed design
<ul style="list-style-type: none"> • Give adequate regard to the hierarchy of risk control
<ul style="list-style-type: none"> • Provide adequate information on health and safety to those who need it
<ul style="list-style-type: none"> • Co-operate with the Planning Supervisor and, where appropriate, other designers involved in the project.

THE PRINCIPAL CONTRACTOR**THE PRINCIPAL CONTRACTORS KEY TASKS DURING THE CONSTRUCTION STAGE:**

- Develop and implement the Health and Safety Plan
- Be reasonably satisfied that when arranging for a contractor to carry out construction work, they are competent and have made adequate provision for health and safety
- Obtain and check safety method statements from contractors
- Ensure the co-ordination and co-operation of contractors (particularly under the MHSW Regulations and the Provision and Use of Work Equipment Regulations 1998)
- Ensure training for health and safety is carried out
- Have appropriate communication arrangements between contractors on site for health and safety
- Make arrangements for discussing health and safety matters with people on site
- Allow only authorised people onto site
- Display notification details
- Monitor health and safety performance
- Pass information to the Planning Supervisor for the Health and Safety File

CONTRACTOR

OTHER CONTRACTORS' KEY TASKS DURING THE CONSTRUCTION PHASE:
<ul style="list-style-type: none"> Identify the hazards of their work, assess the risk arising from these hazards and tell the Principal Contractor how these risks are to be controlled.
<ul style="list-style-type: none"> Inform the Principal Contractor of any death, injury, ill health or dangerous occurrence
<ul style="list-style-type: none"> Provide the Principal Contractor with information to be included in the Health and Safety File
<ul style="list-style-type: none"> Co-operate with the Principal Contractor and other contractors
<ul style="list-style-type: none"> Comply with the rules in the Health and Safety Plan
<ul style="list-style-type: none"> Follow any directions of the Principal Contractor so that the latter can comply with duties under the CDM Regulations
<ul style="list-style-type: none"> Provide information to employees

Other contractors' duties under the CDM Regulations are essentially in support of those on the Principal Contractor. As well as these duties, contractors still have responsibility for health and safety of their own employees and other affected by their work under existing health and safety legislation, e.g. HSW Act, MHSW Regulations and regulations dealing specifically with construction health and safety.

Contractors need to identify the hazards of their work activities on site and assess the risk that result from this work. The Principal Contractor needs to be informed of these risks, particularly how they are to be controlled, managed and where they affect others (e.g. members of the public, other contractors and employees of the client). This information may need to be outlined in a safety method statement. The information is essential to the Principal Contractor to develop and amend the Health and Safety Plan where necessary and ensure co-ordination of the work activities on site.

Contractors may also have to consult the Principal Contractor about the risks arising from the work of other contractors where necessary incorporate precautions against these risks in any safety method statements which they prepare.

THE CONSTRUCTION (HEALTH, SAFETY AND WELFARE) REGULATIONS 1996

FORCIA LTD recognises their duties under the regulations.

1. Places of work must be so far as is reasonable practicable safe and without risk to health and be provided with safe access and egress and have suitable and sufficient working space.
2. Suitable and sufficient steps should be taken to prevent falls. Provisions such as guardrails and working platforms must comply with the schedules 1, 2, 3, 4 & 5. Specific standards are set for work over 2 metres, the use of ladders and scaffolding.
3. Steps should be taken to prevent any person from falling through any fragile material.
4. In order to prevent danger to any person, steps should be taken to prevent material or objects from falling. If it is not practicable to prevent the fall of materials or objects, measures must be taken to prevent people from being struck; the measures may include the provision of fans, debris nets, etc. Materials must not be deposited from a height where they are likely to cause an injury and must be stored so that they cannot be accidentally dislodged.
5. Steps should be set in place to ensure the stability of new or existing structures to prevent accidental collapse. Any measures used to support a permanent structure must be erected and dismantled only under the supervision of a competent person.
6. Demolition and dismantling of any structure must be planned and carried out under the supervision of a competent person. A safe system of work must be established, including the appointment of a competent shot-firer, warning notices and signals, written procedures and emergency arrangements, etc.
7. In Excavations suitable and sufficient measures must be taken to prevent people being trapped or buried. Support systems must only be installed, altered and removed if supervised by a competent person. Where people could be endangered, steps must be taken to prevent the fall of persons, vehicles, plant, equipment or materials into the excavation.
8. Cofferdams and caissons must be suitably designed and constructed for the purpose and properly maintained. When cofferdams and caissons are installed, altered or dismantled the work should be done under the supervision of a competent person.
9. Suitable and sufficient steps are required to prevent drowning where persons engaged in construction work are liable to fall into water or other liquid. Steps should also be taken to ensure the safe transportation of persons to and from their place of work, where people are conveyed to work by water.
10. Construction sites are required to be organised as to allow pedestrians and vehicular traffic to move safely and without risk to health. Traffic routes need to be set up to allow separation of vehicles and pedestrians. Clearly displayed warning signs should be provided and visitors should be escorted around the site.
11. Permanent or temporary doors and gates etc. need to be provided with suitable safety devices *for example:* -
 - Sliding doors, etc, must be prevented from accidentally coming off their tracks
 - Upward opening doors, etc, must be prevented from falling back
 - Powered doors, etc, must be prevented from causing injury by trapping

-Powered doors, etc, must either open automatically in the event of power failure or be

Capable of manual operation where necessary to ensure health and safety.

12. Vehicles on site are to be operated and used safely, suitable and sufficient steps should be set in place to ensure this.
13. Suitable and sufficient steps are required to manage the risks from fire or explosion, flooding, or any substance liable to cause asphyxiation. Plans of action should be set in place for any such eventualities. Emergency routes and exits to enable persons to reach a place of safety quickly in the event of danger. Arrangements for dealing with foreseeable emergencies are required. These arrangements should be communicated to all employees and tested at regular intervals. Fire detection and fire fighting equipment need to be provided.
14. The Contractor in charge of the site should make arrangements for the welfare of Employees. A good supply of air, whether it be fresh or purified needs to be provided for the workplace. Protection from adverse weather and a reasonable temperature is required to be maintained in indoor places of work. Lighting needs to be provided. Emergency lighting is also required where the failure of primary lighting could result in a risk to Health and Safety.
15. The site should be kept tidy and have a reasonable standard of cleanliness. All plant and equipment is required to be safe and without risk to health.
16. All persons involved in construction work are required to be trained, knowledgeable and experienced.

FIRE AND EMERGENCY PROCEDURES FOR COMPANY PREMISES

◆ FIRE PRECAUTIONS ARRANGEMENTS

1. A register is kept of all fire fighting equipment, recording the latest test date. The Office Administrator must ensure equipment is tested at recommended intervals
Fire Extinguishers – Annually.
2. Fire drills should be held 6 monthly, no prior notice should be given of fire drills.
3. All employees will receive fire training as part of the induction into the company, covering emergency exits, location of fire extinguishers etc.

RESPONSIBILITIES

Area	Responsibility For Checking	Periodicity
Escape Routes	L Bonner	Regularly
Extinguishers	L Bonner	Annually – by competent person
Fire Drills	L Bonner	6 monthly

◆ RAISING THE ALARM

1. Emergency evacuation procedure notices will be clearly displayed throughout the Company premises.
2. In the event of discovering a fire or smelling smoke you must raise the alarm immediately by shouting FIRE, FIRE, FIRE.

◆ ON HEARING THE ALARM

1. You must leave the building by the nearest exit route, closing all doors and windows as you go.
2. Do not stop to pick up personal belongings that are not readily available.
3. On leaving the building go immediately to the assembly point which is located at: -

Front of Building

4. Do not leave the assembly point until roll call has been taken and the fire warden has granted permission.
5. Do not attempt to fight the fire unless you are a designated person and are trained to do so.

RESPONSIBILITIES:

The Responsible person

The responsible person on hearing FIRE, FIRE, FIRE or receiving a telephone call will telephone the Emergency Services.

The person after alerting emergency services must immediately go to the evacuation point. The responsible person will take the role call at the assembly point, and report any missing persons to the emergency services upon their arrival.

Fire Wardens

T CRAWFORD L BONNER B ROCCIA

RESPONSIBILITIES

1. In the event of a fire evacuation, carry out a quick check of their area and ensure that it is clear of personnel. Check the toilets. As you leave the building close all the doors behind you.
2. Only personnel trained in the use of fire fighting equipment should attempt to fight a fire and then only if it does not put them at risk.
3. Before fighting any fire ensure that your exit is clear. Never fight a fire alone.
4. If you believe you are in danger, leave the building immediately, close all doors behind you and go to the assembly point.

FIRST AID ARRANGEMENTS FOR COMPANY PREMISES

The *First-Aid Regulations Approved Code Of Practice* require that in medium-risk environments such as the Company premises where there are less than 20 employees, as a minimum an *appointed person* is nominated. Such a person should have basic knowledge of first-aid, though to a lesser extent than a trained first-aider.

Appointed Person:

T CRAWFORD L BONNER

1. An assessment will be made by the appointed person annually to ensure that there is adequate and appropriate provision for first aid.
2. The appointed person will be responsible for taking charge of the first-aid arrangements, including looking after the contents of the first-aid box and calling the emergency services when required.
3. All personnel are to be familiar with the location of the nearest first aid box and appointed person in case of emergency. All employees will receive information on first aid arrangements as part of the induction into the company.

First Aid Boxes: -

As a minimum requirement first aid boxes must contain: -

- (a) One guidance card
- (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- (c) Two sterile eye pads, with attachments
- (d) Six individually wrapped triangular bandages
- (e) Six safety pins
- (f) Six medium sized individually wrapped unmedicated wound dressings (approx. 10 x 8cm)
- (g) Two large sterile individually wrapped unmedicated wound dressings (approx. 13 x 9cm)
- (h) Three extra large sterile individually wrapped unmedicated wound dressings (approx. 28 x 17.5cm)

A First aid box will be provided and kept fully stocked in the following location: -

OFFICE

SITE WELFARE FACILITIES AND EMERGENCY PROCEDURES

The Contracts Manager will establish the welfare and first aid requirements before work starts taking into account any sub-contractors requirements if applicable.

When the Company is the Principal Contractor. It will ensure that others on site comply with their legal duties (as required under the Construction, Health, Safety and Welfare Regulations 1996).

The Company will ensure adequate welfare facilities at all work sites with appropriate numbers of toilets, hand washing facilities and sufficient rest facilities and places provided for drinking and eating food, changing clothes etc.

If the company is working as a contractor, the Contracts Manager will arrange with the Principal Contractor before company employees are sent to site that all the necessary welfare and first aid arrangements are provided.

Site Awareness

Upon arrival at site all company personnel must report to the person in charge of the site and familiarise themselves with the site safety equipment and procedures:

- ◆ The location of fire extinguishers and other fire fighting equipment
- ◆ Emergency Procedures
- ◆ First aider(s)/ appointed persons and first aid equipment
- ◆ Welfare Facilities
- ◆ Health and Safety Plan

Fire Procedures

Fire safety procedures and precautionary measures will be laid out in the site Health and Safety Plan and must be communicated and complied with by all personnel on the site.

1. Adequate numbers of Fire Extinguishers will be maintained and provided: -
 - a) In temporary site offices and huts;
 - b) On mobile plant as required by regulations and/or the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation;
 - c) During welding, cutting, brazing operations;
 And all appropriate personnel instructed in their correct use.
2. Emergency Procedure Training will be given to all personnel by the Site Supervisor, prior to their commencement of work on the site;
3. All Site Supervisors will make themselves aware of the Joint Voluntary Code for the Prevention of Fire on Construction Sites. All efforts will be made to comply with this code.
4. On all sites a suitable means of warning of fire must be established. Fire Marshall shall be appointed and given suitable training.
5. Where required by the Health and Safety Plan a *Hot Work Permit* will be established and monitored to ensure that it is complied with.
6. Written records will be maintained of all checks, inspections and tests.
7. Written emergency procedures must be displayed in prominent locations and made available to all employees on site.

8. Escape route should be clearly identified by health and safety signs in compliance with The Health and Safety (Safety, Signs and Signals) Regulations 1996 standards.

First Aid Facilities

At least one trained first aider or appointed person will always be available during working hours, where Forcia are a sub-contractor the contracts manager will ensure provision is made by the principal contractor. Records and dates must be kept by the office Administrator of any first aiders' qualifications.

An assessment will be made by the First Aider or Appointed Person to ensure that there is adequate and appropriate provision for first aid. The First Aider or Appointed Person is responsible for checking first aid boxes.

A list of first aid facilities will be posted in each construction site office. All employees will receive information on first aid arrangements as part of the specific site induction.

All employees when going on site for the first time must find out where the first aid facilities are available and the procedure for summoning the emergency services.

Housekeeping, Premises, Etc.

The Company believes in the need for tidiness at the offices, works and on sites and will promote good housekeeping at all times. Company employees are responsible for the general tidiness on sites and for keeping doorways, corridors, staircases, all pedestrian routes and exits free of obstructions and hazards. All employees have a duty to ensure that hazardous working conditions are not allowed to develop.

Material Storage

The Site Manager is responsible for ensuring areas are allocated for stacking and storing components and clearly marked on site plans. Materials must be stacked safely with safe access and no risk of collapse or sliding.

SITE EMERGENCY

Information Sheet

IN THE EVENT OF AN ACCIDENT, FIRE OR SUDDEN ILLNESS IT IS IMPORTANT THAT EVERYONE IS CONVERSANT WITH THE FOLLOWING SITE INFORMATION: -

Main Contractor's Name:

Site Address:

Site Telephone No:

Location of First Aid Facilities:

Person responsible for First Aid:

Drinking Water available:

Site Fire Point is:

The nearest Hospital is:

Address:

Telephone No:

IF EMERGENCY SERVICES ARE REQUIRED, REPORT TO THE SITE OFFICE AND ASK EITHER THE PERSONS LISTED BELOW:

- a. Mr.....
- b. Mr.....
- c. Mr.....

WHO WILL CALL FOR YOU?

IF YOU HAVE TO MAKE A CALL YOURSELF, DIAL 999 AND ASK FOR THE SERVICE YOU REQUIRE, I.E. AMBULANCE, POLICE OR FIRE BRIGADE.

GIVE THE NAME AND ADDRESS OF THE SITE AS SHOWN ABOVE AND GIVE CLEAR AND HELPFUL INFORMATION OF WHAT HAS HAPPENED.

WHEN PERSONS ARE INJURED HAVE NAME AND ADDRESS READILY AVAILABLE. MAKE ALL CASUALTIES COMFORTABLE AND WARM.

CONSULT SITE FIRST AID PERSONNEL.
 SAFETY SUPERVISOR FOR THIS SITE IS
 TELEPHONE NO.

LIQUEFIED PETROLEUM GAS

Risk assessments for the use of LPG cylinders and other compressed gas cylinders when being used on site will be carried out and the necessary control measures identified.

The Contracts Manager will ensure that LPG and compressed gas provision, use, handling and storage is planned to the relevant standards identified and that any necessary training in safe practices is carried out prior to the commencement of the works.

Regular weekly checks must be carried out on the storage facilities, appliances, hoses, fittings, connections, fire-fighting equipment etc. and defective equipment repaired or removed from use.

Reference

HSE guidance note CS6 - The storage and use of LPG on construction sites.

Transportation

The transportation of cylinders (full or 'empty') is governed by the Carriage of Dangerous Goods by Road Regulations 1996. Cylinders must be stood upright and properly secured to stop any movement. Adequate ventilation must be provided, so an open vehicle used where ever possible. A dry powder extinguisher and first aid kit should be available. The drivers should carry a Trem card or equivalent information and must have been adequately trained in emergency procedures.

Road construction vehicles, which carry built-in equipment, for example a tar boiler, are exempt from the regulations above, however the basic precaution should be observed.

HIGHLY FLAMMABLE LIQUIDS

Highly flammable liquids should be stored in the open air in a secured compound shaded from the sun and bunded to contain the maximum contents of the largest drum plus 10%. The bund must not be allowed to fill with wastewater or waste materials.

Containers must not be stored within 4m of any building or boundary fence; ideally storage areas should be 10m from any building.

Where necessary to store highly flammable materials in a workroom, the quantity must be kept below 50 litres and containers must be kept in a fire resisting structure.

Notices "Highly Flammable Liquids" "No Smoking" "No Naked Lights" must be clearly displayed at any entrance to storage areas. Adequate numbers of dry powder extinguishers should be provided in close proximity to the storage areas and areas of use (not more than 15m away).

Drums should be held in store until required for use. Transfer of highly flammable materials should be carried out in well-ventilated areas, preferably the open air. Sand should be provided to soak up any spillages immediately.

Where highly flammable liquids are used in enclosed areas a full comprehensive risk assessment must be carried out specific to that project.

Empty drums should be returned to the supplier or the cap removed crushed and disposed of as rubbish but not by incineration. Empty drums still contain explosive mixtures.

ACCIDENT REPORTING AND INVESTIGATION

1. All injuries regardless of how minor they may appear must be entered in the accident book (B1. 510). All Accident Books and records must be kept for at least three years from the date of the last entry.
2. At the earliest possible convenience the accident must be reported to the Director responsible for safety.
3. Contracts managers will investigate all accidents. The purpose of the investigation will be to find, where possible, the cause of the accident, so that a re-occurrence can be prevented.
4. All accident reports will be forwarded to the Director responsible for safety who will ensure that all remedial action is taken.

Director Responsible for Safety is: T CRAWFORD

RECORDING ACCIDENTS

All injuries regardless of how minor they may appear must be entered in the accident book (B1. 510). The accident book is held by: -

L BONNER IN THE OFFICE

All Accident Books and records must be kept for at least three years from the date of the last entry.

Where working for a principal contractor Forcia will ensure a entry is made in the site accident book

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

Reporting Of Injuries, Disease And Dangerous Occurrences Regulations 1995 (RIDDOR)

All incidents/accidents should be reported to the Site Safety Officer and serious incidents/accidents reported to the main office immediately.

The Director responsible for safety, or in his absence the. To inform the Health and Safety Executive following the Action Guide below: -

Type Of Incident	Action To Be Taken
Accident resulting in death	<ol style="list-style-type: none"> 1. Notify the HSE as soon as possible by telephone. 2. Notify the Safety Director by telephone. 3. Complete F2508 and send to Safety Director. 4. Safety Director to send F2508 to HSE within ten days of the accident.
Accident resulting in major injury or admission to hospital for more than 24 hours.	As above.
A dangerous occurrence	As above.
Accident resulting in a person being incapacitated for work for more than three days.	<ol style="list-style-type: none"> 1. Notify Safety Director by telephone. 2. Complete form F2508 and send to Safety Director. 3. Safety Director to send to the HSE within ten days of the accident. (Exclude the day of the accident but include any one working day.

- Fatal accidents, major injuries and dangerous occurrences must be reported immediately to the relevant Health and Safety Executive office by the quickest practicable method. Following this initial notification a written report on the form F2508 must be sent within ten days of the incident.
- Accidents causing more than three days absence must be reported by the form F2508, but no initial notification is required.
- Records must be kept of all reportable deaths, injuries, occurrences and occupational diseases.

Note: That in calculating days of incapacity for work, the day of the accident is **not** included, but Saturdays and Sundays are.

A summary of all dangerous incidents and accidents will be reported quarterly to the Board of Directors.

HAZARD CONTROL

RISK ASSESSMENT

Suitable and sufficient Risk Assessments are carried out to assess the health and safety risks which the company employees are exposed to whilst they are at work, and also the risks to the health and safety of persons not in the company employment arising out of, or in connection with any undertaking of the company.

Appropriate arrangements will be put into place to control any risks identified. Risk assessments and control measures will be reviewed at regular intervals (at least annually) and updated where necessary. Significant findings will be recorded.

USING THE GENERIC RISK ASSESSMENTS FOR SITE OPERATIONS

The generic risk assessments cover common construction site hazards in relation to a number of tasks under normal circumstances and provide guidance on best practice in terms of reducing risks.

The generic risk assessments can be used to fulfil the following:

- 1) The development of site-specific risk assessments
- 2) The provision of risk assessments at the pre-qualification to contract stage to demonstrate provision for safety to the Planning Supervisor/ the Principal Contractor
- 3) Developing methods statements
- 4) Monitoring health and safety on site

COMPLETING THE RISK ASSESSMENT FORM

In addition to the hazards highlighted in the generic risk assessment form it is essential to take account of site-specific circumstances to ensure that assessments are legally compliant by: -

- 1) Including any other hazards and relevant control measures specific to the task being assessed on the risk assessment form under additional precautions section.
- 2) Crossing out any information that is not relevant to the task being assessed.
- 3) Adding site-specific information.

SAFE WORKING PROCEDURES

Safe working procedures identified by the risk assessments must be implemented, communicated to the personnel involved and monitored by management. The procedures will be held on file and the relevant procedures used for tasks undertaken.

Safe working procedures are under management control the appropriate contracts manager **must be** consulted and authorise any amendments for site activities.

PERMIT TO WORK

Standards required:

A Permit to Work procedure will be required as part of a safe system of work, when because of potentially hazardous circumstances, there is a need to strictly control access into areas, rooms, confined spaces, etc and/or control specific work to be carried out.

Examples are:

- Excavating in toxic ground or where there are underground services.
- Work on plant when guards have been removed.
- Work on electrical installations.
- Entry into rooms that have been fumigated.
- Entry into confined space.
- Work near overhead cranes.
- Welding or use of any tools in areas where there are flammable liquids, gases or dust.
- Breaking flanges or opening valves of pipe work etc.

In addition to the Health and Safety at Work Act 1974 overall requirements for a “safe system of work”, the Company shall also take into account the legal requirements set out under the Construction (Health, Safety and Welfare) Regulations 1996.

Health and Safety Commission Oil Industry Advisory Committee, “A Guide to the Principles and Operation of Permit to Work Procedures as applied in the UK Petroleum Industry”. The Health and Safety Executive also provide information on Permit to Work Procedures.

Copies of applicable Regulations will be kept on site. Information and advice on setting up and operating a Permit to work procedure is available from M G Health and Safety Limited.

PLANNING PROCEDURES

All work will be negotiated or tendered for taking into account the above standards.

A Permit to Work procedure may be a requirement of a client, controller of the premises or other contractor or may be set up by this Company.

In the case of the procedures operated by others, detailed discussions will be requested between the management and Supervisors from our Company involved in the Contract and the organisation of the Company operating procedure.

If the permit procedure does not cover the requirements of this Policy, improvements must be requested.

Where Permit to work procedures are set up by this Company, the Contracts Director will ensure that the procedures are clearly defined and the personnel who will be operating the system have been fully instructed.

The following check list will be used by contracts management to ensure that any permit procedure fully meets this Company's Policy.

- Does the permit procedure satisfy the legal requirements applying to the site/installation?
- Is the permit procedure recognised throughout the site/installation as being essential for certain types of work?

- Are types of work, types of jobs or areas where permits must be clearly defined, and known to all concerned?
- Does the permit procedure extend to all other contractors, client personnel, etc?
- Is it clearly laid down who may issue permits and, how permits may be obtained?
- Are personnel who issue permits properly authorised and trained to undertake the duties placed on them and have sufficient time to carry out the duties properly?
- Is the permit procedure flexible enough to allow it to be applied to other potentially hazardous work other than that for which it was originally set up?
- Is there a clear system for requiring a stoppage of work under a permit procedure if any new hazards have arisen or old hazards recurred?
- Does the permit procedure contain clear rule about how the job should be controlled or abandoned in the event of a major or general site emergency?
- Is the issue of a permit by a person to himself constrained by the procedure in force?
- Do permits specify clearly the job to be done?
- Do permits specify clearly the job to which they are issued?
- Does the recipient have to sign the permit to show that he has both read the permit and understood the conditions laid down in it?
- Does the procedure provide both for the recipient to retain the permit and for a record of live permits to be maintained at the point of issue?
- Do permits specify clearly a time limit of expiry or renewal?
- Do permits specify clearly the plant or a geographical area to which work must be limited?
- Does the permit procedure include a handover mechanism for work, which extends beyond a shift or other work period?
- Is a handbook signature required when the job is complete?
- Is there a system of spot checks to ensure that permits are being followed?
- Is there a procedure for reporting any incidents that have arisen during work carried out under a permit and for reviewing the permit procedure as necessary?
- M G Health and Safety Limited will be requested to assist in the setting up of a permit procedure or the checking of an existing procedure?

METHOD STATEMENTS

Section 2 of the Health and Safety at Work Act 1974 requires employers to ensure the provision of a safe system of work. Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires the identification of hazards, assessment of risks and the implementation of suitable and sufficient control measures.

The preparation of a method statement is an important part of planning for such a safe system of work. (See appendix 8)

In the preparation of Method Statements the standards for health and safety set in the Company Health and Safety Policy must be referred to. The generic risk assessments and COSHH assessments cover elements of the key work activities undertaken by the Company providing a basis for developing method statements.

The amount of detail in a method statement will depend on the size and/or complexity of the work, with a simple job requiring a simple statement and repetitive tasks being covered by standard sheets.

Personnel with sufficient knowledge, experience and skills to ensure that all the relevant risk assessments and identified control measures and standards for health and safety will be appointed in developing a method statement.

Method Statement Format:

Although the format of method statements may vary, they should: -

- a) Form a single document, preferably including annotated diagrams with a unique number;
- b) Be capable of being modified to cater for any planned change of system of work;
- c) Be indexed for ease of reference;
- d) Follow logical sequence, have each stage of the sequence clearly titled and be concise and unambiguous;
- e) Detail the agreed methods of working, identifying hazards arising from working procedures and the precautions required;
- f) Be clearly marked with the date of preparation and revision number, where applicable, so that the issue being used at any time can be readily identified.

Many tasks are repetitive and may be covered by standard sheets.

Activities that are critical to safety, however, should be specified in full on each new document. The text should be succinct.

When developed the method statement should be approved by the Principal Contractor and copies circulated to all organisations involved and a copy recorded on the site Health and Safety Plan.

The Contracts Manager will ensure that the plant/ equipment necessary to meet the specific requirements of the method statement is available.

The site supervisor will ensure that where work within their control is subject to a method statement that all personnel are aware and comply with the method statement requirements. Any deficiencies or unforeseen hazards that come to light during the works must be reported immediately and where necessary the work stop. The Method Statement should be reviewed and additional control measures implemented prior to the re-commencement of the works.

Personnel who do not comply with the requirements of the Method Statement will be subject to Company disciplinary procedures.

PLANT & EQUIPMENT

WORK EQUIPMENT

All plant equipment and machinery must comply with the Provision and Use of Work Equipment Regulations 1998.

Equipment for use at work will be selected and purchased by the Company to be suitable for its intended use.

All work equipment/ operations will be under the supervision of a trained competent person.

All work equipment will be subject to an appropriate planned preventative maintenance programme. This will include the proper functioning of all safety devices and guards.

Any damage or deficiency to equipment must be brought to the attention of the site supervisor so that corrective action can be taken. Faulty equipment must be taken out of service. No personnel must use work equipment that is known to be faulty.

Where risk assessment indicates that the safe operation of work equipment requires personal protective equipment this will be provided. Operatives must ensure that correct personal protective equipment is used – **failure to do so will be treated as a serious disciplinary offence.**

All operatives will be provided, with appropriate training in the use of work equipment. No person may use any work equipment unless they have had suitable and sufficient training in the safe operation of the plant/equipment/machine. All risks and hazards associated with the use of such plant/equipment/machinery will be brought to the attention of the user. The necessary safety measures to ensure the safe use of the plant/equipment/machines must be an essential and major part of the training programme.

If a piece of equipment involves specific risk to health and safety its use shall be restricted and/or the piece of equipment shall be restricted.

Specific Arrangements

ABRASIVE WHEELS

The Provision and Use of Work Equipment Regulations 1998 control the use of abrasive wheels.

Abrasive wheels must only be fitted by a competent person; someone trained, certificated and appointed by the Company for the purpose. The operator must wear suitable eye protection, and the machine and its guards must be kept properly adjusted.

References

HS(G) 17 – Safety in the Use of Abrasive Wheels.

CARTRIDGE OPERATED TOOLS

Fixing tools powered by cartridges charge must only be used by persons who have been formally trained to use that particular type of tool. If you are so trained, remember that the tool must only be used in the way in which you have been instructed. The greatest care must be exercised in the handling and storage of tools, cartridges and fixings. Eye and ear protection must be worn. Manufacturers/suppliers (*e.g., Hilti*) generally provide training.

Persons under the age of 18 are not permitted to use cartridge-operated tools.

COMPRESSED AIR POWER TOOLS

Any compressor and compressed air tools being selected either for purchase or hire will in accordance with the Company policy on noise.

The Safety Director will ensure a schedule of examination is prepared for all company compressors, fittings and plant that use air under pressure. Copies of the necessary thorough examination certificates and schedule will be maintained at the office.

Contracts Managers will ensure Hired Plant examination records are requested from the hire company at the time of the hiring of the plant.

WOODWORKING MACHINES

Woodworking machines must only be used by persons who have been formally trained to use that particular type of tool.

All guarding will be securely fixed, easily adjustable where necessary and maintained in good condition. In addition to the provision of adequate guards, push sticks, jigs, holders, automatic feed tables etc. should be used wherever possible. These will be properly formed and painted so that they are easily distinguished from scrap pieces of timber.

Any woodworking machinery being selected either for purchase or hire will in accordance with the Company policy on noise.

COSHH assessments will be conducted to the potential to exposure to hardwood and softwood dusts, each employee exposed will receive information, instruction and training in accordance with the Company policy on COSHH.

BITUMEN BOILERS

Boilers must be sited away from areas where site traffic may damage hoses or gas cylinders and isolated from the public especially children.

The LPG cylinder should be sited at least 3m away from the boiler to which it is attached and for cylinders that are not attached 6m.

All personnel will be instructed in the safe working procedures to be followed using this equipment, including lighting up, relevant fire precautions, spillage procedure and health precautions (see company policy on hazardous substances).

MOBILE PLANT OPERATORS/DRIVERS

The appointment of plant operators/drivers is the responsibility of site management. No person is permitted to drive a site vehicle or operate mobile plant unless a certificate is gained or training achieved.

Plant operators must hold a training certificate that is appropriate for the type of plant they are authorised to drive. Records should be maintained on site including a copy of the driver's certificate and to be able to provide evidence if required.

All plant must be maintained in a safe condition with all relevant examination, test and inspection records available for inspection. Where there is a risk of injury to an employee riding on mobile work equipment from its rolling over, features reducing the risk as low as practicable will be implemented e.g. suitable restraining system, roll-over bars etc.

The operator must ensure that the machine in their charge is maintained in a satisfactory condition and must notify site management of any defects.

'NO PASSENGER' signs must be displayed clearly on all dumpers, tractors, and trailers. Persons who ignore these warning signs will be subject to disciplinary action and summary dismissal.

When these machines are on any road where any members of the public have right of access, they shall be taxed, insured, and fitted with number plates, mirrors and a horn, unless the vehicle is only crossing the road at controlled point with a trained banksman.

No plant and vehicles must be overloaded, and the loads must be evenly distributed and secured.

Plant operators/drivers must *never* operate machinery while under the influence of alcohol or and drugs/medication which may effect their ability to operate it effectively.

No persons under 18 are permitted to operate plant, transport or machinery on site.

REVERSING VEHICLES

Irrespective of whose vehicles are operating on site (sub-contractors etc.), where vehicles are used to load concrete pumps, or skips, or to tip into excavations or shutters, the following procedure will be implemented, depending on circumstances.

When vehicles are being reversed, caution must always be exercised to ensue that the rear of the vehicle is clear of personnel. Reflective vests are provided and must be worn by personnel in the vicinity of moving/ reversing plant.

A vehicle stop is to be provided to prevent the vehicle from approaching too closely to the edge of excavations, etc., during tipping or pouring operations.

Where a trained banksman guides reversing vehicles to a concrete delivery point during concrete pumping operations, a stop must be provided to protect personnel operating equipment. These stops will consist of either a securely anchored bulk of timber, 300mm square x 3 meter long, or two purpose made steel angle units, or other suitable arrangements.

LIFTING OPERATIONS AND EQUIPMENT

All lifting equipment (works equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting equipment must be subject to the planned preventative maintenance programme. The Safety Director will ensure arrangements are in place for the carrying out of statutory inspections and the keeping of records of these. Copies of the necessary thorough test /examination certificates will be maintained at the office.

Contracts Managers will ensure that Hired Plant examination records are requested from the hire company at the time of the hiring of the plant.

All lifting equipment/ operations will be under the control of a trained competent person.

The Safe Working Load (SWL) must be specified and marked on the lifting appliances, cranes, pulley blocks, hoists and other items of lifting equipment such as slings, eye bolts, chains shackles etc. And on no account must the capacity of the equipment be exceeded.

Lifting equipment that has been subjected to an overload, or has been damaged, must be reported immediately and taken out of use pending an examination and, if necessary, repair and retest.

HOISTS

Hoist operators must be 18 years or over and competent to operate the type of hoist.

The hoistway must be totally enclosed with suitable steel or wire mesh through out its height. Gates must be fitted at all levels where access is required. All gates must be closed except for loading and unloading; where possible the gates will be interlocking.

Platforms will be sound and maintained in good working order with the safe working load clearly displayed. On goods lifts a notice prohibiting passengers must be clearly displayed.

Reference

HSE Guidance Note PM27 - Construction hoists

HSE Guidance Note PM63 - Inclined hoists used in the building and construction work.

EXCAVATORS

Any excavating machine with a SWL greater than one tonne being employed as a crane for work connected with an excavation e.g. positioning of pipes, etc., is subject to the following:

- ◆ The safe working load is clearly marked on the jib of the machine. A competent person specified by the owner must specify the safe working loads of the machine.
- ◆ A new certificate is required after any substantial alteration or repair.

Any excavator/ loader with a safe working load of more than one tonne may be used as a crane without restriction where an automatic safe load indicator of HSE approved design has been fitted. Check valves must also be fitted to the hydraulic lifting cylinders.

Excavators/ loaders which have a safe working load of one tonne or less at all operating positions may be used as cranes without restrictions imposed by the Certificate of Exemption. Such machines must be marked with their safe working load and tested in accordance with LOLER.

ELECTRICAL SAFETY

The company will provide adequate information, instruction and training and supervision as is necessary to ensure the safety of all persons involved with or near electricity.

To ensure that the correct and appropriate safety measures are employed the Electricity at Work Regulations 1989 specify that persons engaged in any work activity associated with the use of electricity are 'Competent'. This means they must possess adequate technical knowledge, experience and be familiar with the products and test equipment with which they are working.

Only authorised competent personnel are permitted to carry out installation, testing and commissioning etc. to electrical installations.

Where it cannot be avoided and work is carried out on live equipment (e.g. circuit proving) a detailed method statement must be prepared and all the necessary equipment made available before work is permitted. Qualifications for persons carrying out this work should be made available for checking.

A Permit-to-Work system **must** be adopted when a new system is made live or works are being carried out on an existing system.

SERVICES

There may be concealed electrical and other services located in floors, ceilings, partitions and walls within the scope of the works.

Services should be located before work begins. A permit must be issued confirming that services have been isolated.

OVERHEAD POWER LINES

The Company will avoid working near or under overhead power lines **unless absolutely necessary**.

The Company will carry out a risk assessment and pre-plan all works near or under overhead power lines so as to avoid possible dangers, including: -

- ◆ Liaison with the Electricity Board to agree diversions or establish safe working distances or any other steps needed.
- ◆ Plant to be used in the vicinity of the lines to be identified. Suitable plant to be selected to prevent close approach to the cables.

Barriers and solid goalposts erected and safe passageways defined, as required and agreed with the Electricity Company, complying with GS 6. Appropriate signs will be clearly displayed.

The site supervisor must ensure that all personnel on site are familiar with the location of overhead services.

PORTABLE ELECTRICAL TOOLS ON SITE

Only low voltage (110V) tools should be used and they must be supplied from a suitable transformer. Portable tools and extension leads must be fitted with proper plugs and sockets, waterproof if used outside.

Portable Electrical Appliances should be checked on a regular basis and records kept.

PORTABLE APPLIANCE TESTING FOR SITE/ WORKS

- ◆ 110V Portable and hand held tools, extension leads, site lighting etc.
 - a) Checked by user ***daily***.
 - b) Visual Inspection by competent person ***monthly***.
 - c) Inspected, tested and labelled by competent person ***before use*** on site and ***3 monthly***.

- ◆ 415V Equipment such as lifts hoists and fixed floodlighting where provided by the Company
 - a) Checked by user ***weekly***.
 - b) Visual Inspection by competent person ***monthly***.
 - c) Inspected, tested and labelled by competent person ***before use*** on site and ***12 monthly***.

- ◆ R.C.D.s (Residual Current Devices)
 - a) Checked by user ***daily/every shift***.
 - b) Visual Inspection by competent person ***weekly***.
 - c) Inspected, tested and labelled by competent person ***before use*** on site and ***monthly***.

PORTABLE APPLIANCE TESTING OFFICES

- ◆ All electrical equipment will be tested annually by a competent person and marked clearly to indicate the test. Any defective equipment must be rectified, or taken out of use and clearly labelled.

ACCESS/WORK AT HEIGHTS

When working at heights means must be provided to prevent persons from falling from their place of work and to prevent the fall of tools and materials.

GENERAL WORKING PLACES

Many accidents are caused by untidy conditions. Work places should be kept tidy whether on a working platform or generally on site. Walkways should be kept clear of materials and rubbish that could trip someone.

ROOFWORK

Standards required:

- ◆ The Construction (Health, Safety and Welfare) Regulations 1996
- ◆ HS(G) 33 – Health and Safety in Roof Work

At the tender stage, the requirements of the above standards will be allowed for.

The Contracts Manager will ensure that all roof work is properly planned, risk assessed and the proper equipment is provided. A safety method statement must be prepared before work starts on a roof, assessing the risks and specifying the appropriate controls, and included in the construction phase Health and Safety Plan.

Roof work will only be undertaken by those with knowledge, experience and training.

Safe access to the roof must be provided by suitable equipment. Appropriate precautions against falls will be determined by the type of roof and nature of the work to carry out.

Barrier or other edge protection will be provided to stop people or material falling from roofs.

Crawling boards or roof ladders will be provided and used, when the Risk Assessment shows them to be necessary.

Areas of thin or fragile material must have a warning notice prominently and permanently displayed at the approaches to the roof and should be covered or barriered off to prevent people from falling through.

If possible the area below the works will be barriered off to exclude people. If this is not possible then additional precautions must be taken.

SCAFFOLDS

All scaffolds will be planned and erected in accordance with the Construction (Health, Safety and Welfare) Regulations 1996.

Only competent persons are to erect, dismantle or alter scaffolds in any way. The site supervisor will check with the Principal Contractor that a handing-over certificate has been obtained.

Responsibility for the inspection and maintenance of scaffolding will be clearly assigned to a competent qualified person whose duty will include the completion of inspection records.

The Principal Contractor should ensure the scaffold is inspected at the beginning of each week and ensure that any defect is rectified. A written report should be kept by the Principal Contractor. A similar inspection should also be carried out after high winds or adverse weather conditions.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

MOBILE TOWER SCAFFOLDS

The platform must have a safe means of access, access must **never** be by means of a ladder leaning against the outside of the tower.

The platform height level to least base ratio should not be greater than: -

- Static internal tower 4:1
- Static external tower 3.5:1
- Mobile internal tower 3.5:1
- Mobile external tower 3:1

The recommended maximum freestanding height for mobile towers is 9.6m and for static towers, 12m. A ladder or trestle must never be placed on the top platform to extend the height of the tower.

The brakes must be locked 'on' with the castors turned outwards when the scaffold is in use. Mobile towers should be clear of persons and materials before being moved, and should only be moved by pulling or pushing the base.

Reference

HSE Guidance Note GS 42 – Tower Scaffolds

LADDERS

All ladders will be provided and used in accordance with the Construction (Health, Safety and Welfare) Regulations 1996.

The Director responsible for safety will arrange for adequate number and type of ladders to be available.

All ladders will be kept in a good state of repair - no missing or broken rungs or stiles. Ladders will be checked by the company site supervisor before use on site and at least weekly whilst in use on site.

All operatives will be instructed and trained in the safe use of ladders.

- ◆ Ladders must be placed on firm level base and should be set at the correct angle of 1:4 - one metre out at base to every four metres rise.
- ◆ Ladders should be securely lashed to prevent movement.
- ◆ Ladders should extend at least 1.05m above landing place, to provide effective handhold.

All ladders must be removed at the end of each working day to ensure that access by children has been prevented.

Reference

HSE Guidance Note G31 – Safe Use of Ladders

STEP LADDERS, TRESTLES

Trestle scaffolds will only be used for light work. Trestle scaffold is not suitable for work at a height where a person can fall more than two metres or where there is a risk of significant injury e.g. dangerous machinery below.

A risk assessment will be carried out before the use of a trestle scaffold.

Trestle scaffolds must only be used on a firm, level base. Check the hinges, cords and restraining stays are in good order only manufacturers fittings should be used. Proprietary staging should be used for trestles, and independent access should be provided by stepladder.

HEALTH HAZARDS

HAZARDOUS SUBSTANCES

COSHH. (Control of Substances Hazardous to Health) Regulations 2003

The main requirements of the regulations

1. All construction/demolition processes must be assessed prior to the start of the work, to ensure that they are safe or that adequate precautions can be taken to protect persons.
2. Assessments must take account of the toxicity of materials used; the effect of the reaction between what may otherwise be relatively harmless substances and hazards already existing at the construction site. E.g. contaminated soil.
3. Where assessments indicate possible doubt, then monitoring should be carried out. This may mean measuring the level of contaminant in the persons breathing zone, and will need to be carried out by a competent person.
4. Where precautions need to be taken, COSHH sets a pecking order of steps, which must be considered. In principle if a substitute material is available which is equally effective and less hazardous, then this should be used.
5. The presence of toxic fumes or vapour in air does not necessarily cause a risk situation providing the concentration is very low and well below the standard set by the H.S.E. This means for example that dilution of contaminants by the provision of good general ventilation can provide a possible solution in some cases.
6. The provision of personal protection, such as protective clothing and respirators, will be necessary in many situations, but should be regarded as a last resort after other methods of control have been rejected.

OCCUPATIONAL EXPOSURE LIMITS

Occupational Exposure Limits for the quantities of substances within the workplace atmosphere are defined by the Health and Safety Commission and published by the Health and Safety Executive in document EH40 (published annually).

There are two types of Occupational Exposure Limits, Maximum Exposure Limits (MELs) and Occupational Exposure Limits (OESs). A substance is assigned either an MEL or an OES depending upon the toxicity of the materials involved. OESs represent the levels of hazardous substances at which, according to current knowledge, there is no evidence that it is likely to be injurious to employees if they are exposed by inhalation, day after day, to that concentration. If this level is exceeded, the reason must be identified and measures to reduce exposure to the OES put into action as soon as it is reasonably practicable.

MELs represent levels, which when averaged over the specified reference period should not be exceeded at any time during the course of the work, and in any case levels should be controlled to as low as is reasonably practicable.

It is recognised that a variety of different patterns of work lead to highly variable concentrations in exposure. A 15-minute reference period, short-term exposure limit (STEL) is typically used to protect against effects, which may occur rapidly such as irritation of the eyes or nose/throat. For substances given a short-term MEL (15-minute reference period), this level of exposure, averaged over the reference period should **never** be exceed.

ASSESSMENTS

FORCIA LTD must carry out COSHH assessments to quantify the risk to employees during the use of hazardous materials. Hazardous substances may be used directly in work, e.g. paints or cleaning materials; or arise from the work, e.g. dusts, fumes and waste products; or occur naturally, e.g. fungal spores in agriculture.

Site supervision must ensure that only those materials and substances assessed are used on site, and that any personal protective equipment noted in the COSHH Assessment is provided and used correctly. These assessments will consider all possible eventualities including storage and spillage.

The COSHH Assessment may also stipulate certain control measures required allowing safe use of hazardous substances. All employees will be made aware, by instruction and training, of these precautions and work accordingly.

Where sub-contractors are involved every effort should be made to obtain from them an assessment covering their work operations on site.

COSHH Assessments are to be monitored on a regular basis.

GENERIC ASSESSMENTS

As far as general building is concerned, many operations are similar whether they are carried out on a housing site or a power station site. The risk of skin contact with wet concrete is well known and depends more on the volume of work, rather than the location. This concept known as 'Generic Assessment' means that we can usually get some idea of the risk of a particular operation. This saves both money and time, but we need to ensure that local differences do not significantly change the risk.

The employment of 'Generic Assessment' can therefore help, particularly in the construction industry, but we still have to use our common sense and call for professional advice if in any doubt.

Example of typical risk process:

A small number of trades are selected below to give an idea of the types of risk to be considered.

TRADE: **Groundworkers**

JOBS: Earthmoving, foundations, roads, sewers, drives and paths.

POTENTIAL RISKS:

Earthmoving - contaminated earth - may require sampling.

Concrete - over 90% is wet and ready mixed - precautions needed against skin burning.

10% is mixed on site - done outside with 1-hour maximum exposure/day - dust is subject to the occupation standard for the total inhalable dust for 8 hours day of 10mg/cu.m. - The risk is fairly low so the use of an approved disposable respirator during mixing is acceptable.

Cutting concrete pipes - done outdoors using mechanical discing tools; work takes only minutes and disposable respirator is used.

TRADE: **Bricklayers**

MATERIALS: Cement, washed sand, fine silica sand & ready mixed mortar.

POTENTIAL RISKS:

Cement mixing – carried out in open air – risk from mixing as for GROUNDWORKERS. Washed sand – large particle size which does not become airborne and which presents no risk;

Fine silica sand – used for filling crevices between laid blocks for about 1 hour/week – large particle size presents no inhalation risk.

Ready mixed mortar – used damp/wet and presents no inhalation risk during work.

TRADE: **Carpenters**

MATERIALS: Soft woods, hard woods, fibreglass, adhesives.

POTENTIAL RISKS:

Soft Woods

Intermittent hand cutting creating little dust – dust levels within limits, risks insignificant

Provide integral exhaust system and/or approved respirators for power saw work.

Hard Woods

As with soft woods.

Fibre Glass

Dust created during insulation of lofts – it is essential that approved dust respirator be worn because of heavy exposure to dust.

Adhesives

Used for gluing edges of chipboard – use is intermittent and exposure small over working day, so risk from solvent is low in this situation.

TRADE: **Roofers**

MATERIALS: Standard roof tiles and cell cured woods.

POTENTIAL RISKS:

Tile cutting

Involves no more than 2 hours/week. Dust risk is similar to concrete dust and this is quickly ventilated away at roof level – dust exposure is not significant.

Cell cured wood

Contains traces of copper, chromates and arsenates, so risk is greater than either soft or hard wood. Deal with as for wood but a high standard of personal cleanliness is necessary, i.e. wash well before eating.

BIOLOGICAL HAZARDS

COSHH assessments will be carried out to identify biological hazards and control measures required e.g. tetanus, leptospirosis, and hepatitis.

NEEDLESTICK INJURIES

COSHH applies to the risks of infection from needlestick injuries at work. Staff must adopt a safe system of work and use appropriate equipment.

- (i) Staff should ***never*** use their bare hands to clear rubbish and unblock toilets. Use appropriate protective gloves.
- (ii) Clearing rubbish must include inspection for hazards.
- (iii) This procedure ***must*** be adopted to all void property inspections.

Needle finds - What to do: -

- (i) Any needles found during a void inspection must be cleared by a clinical waste team.
- (ii) Operatives should cease working and notify the Site Supervisor immediately.
- (iii) No further inspection or work should continue or re-commence until the clinical waste cleansing process is complete.
- (iv) Clinical Waste clearance is currently arranged by:

First Aid for Needlestick Injuries: -

- a) Encourage the puncture wound to bleed.
- b) Wash well under cold running water without soap and cover with a dry dressing.
- c) Seek medical advice as soon as possible.
- d) Record the incident and action taken as soon as possible.

(A protection injection against Hepatitis B (but not HIV) can be given, but need to be done within 48 hours).

ASBESTOS

If asbestos is discovered during the work on site, the operatives must stop work and the finding reported to the Site Manager immediately who must seek advice from a competent person.

All work with Asbestos will be carried out in accordance with The Control of Asbestos at Work Regulations 2002

Work involving asbestos materials will be carried out under strictly controlled conditions by a licensed contractor in accordance with the current approved code of practice.

Disposal of waste containing asbestos will be carried out in accordance with the Special Waste Regulations 1996.

LEAD

Where there is any possibility that persons may be exposed to lead, a suitable assessment as required by the *Control of Lead at Work Regulations 2002* must be carried out.

Exposure to lead will be determined by a **competent** person to determine if the exposure to lead is significant.

Where exposure is significant, FORCIA LTD will provide adequate control measures, and medical surveillance, to bring the exposure level down so far as is reasonably practicable. A method statement will be developed for this work.

Employees will be given adequate information, instruction and training to understand the associated risks and necessary precautions. Adequate welfare provisions, i.e. washing, eating/drinking and changing facilities, and clothing accommodation, will be made available.

NOISE

When noise is identified as a hazard, such as in a pre-tender Health and Safety Plan, a specific noise assessment will be carried out as required by the Noise at Work Regulations 1989 to assess whether any of the action levels are exceeded. The Noise at Work Regulations requires employers to reduce the risk to workers from exposure to noise.

The regulations define measures to be taken where the daily personal noise level LEP,d exceeds two thresholds: 85dB(A) & 90dB(A). The LEP,d is the total exposure to noise over the working day, taking into the varying noise levels and how long a person nearby is exposed to them.

Firstly, a noise assessment has to be made if an employee's exposure is likely to reach one of the action thresholds. Records of the assessments have to be kept.

If the LEP,d exceeds 85dB(A): -

Noise surveys have to be made so that noisy work areas and persons at risk are identified. Those at risk are provided with ear protection and given information and training on their correct fitting and use. Workers are given training on the risk of noise and are kept informed of any developments in noise reduction.

If the LEP,d exceeds 90dB(A) the employer, in addition to the above, must ensure that:-

The work areas involved are designated noise hazard areas (and ear protection areas), warning signs are erected and access is restricted. Every one in those areas wears the ear protection provided.

A long-term policy is formed to reduce the noise levels at a source, i.e. reduce the noise emanating from machinery or processes, to the lowest level practicable.

Regular monitoring of noise levels will have to be undertaken and noise assessments reviewed when they are no longer valid or when there has been a change in machinery or work processes. These assessments must be carried out by a competent person with the appropriate equipment and knowledge so that results may be interpreted properly.

Details and instructions for safe guarding hearing will be given to employees at their place of work.

VIBRATION

The risk assessment required under the Management of Health and Safety at Work Regulations 1999 will include assessment of the risks of work activities that may lead to exposure to vibration e.g. the use of pneumatic drills. Appropriate control measures will be identified and implemented.

Personnel working with tools that vibrate will be informed of Vibration White Finger and its symptoms.

MANUAL HANDLING

The Company will assess its lifting operations and as far as is reasonably practicable, change work methods to avoid risk of injury or replace manual handling by mechanical means in accordance with the Manual Handling Operations Regulations 1992.

When manual handling assessments are carried out assessors should:

- Observe and appreciate factors
- Obtain information
- Assess systematically
- Draw conclusions
- Record details
- Communicate findings
- Recognise Limitations

The assessment will be reviewed if significant changes occur.

Employees must make proper use of systems of work provided. Employees must also inform the Site Supervisor of any physical condition that might affect their ability to manually handle loads e.g. Back strain.

Control Measures: -

1. Wherever possible use mechanical means to lift and transport items.
2. Where use of mechanical means is impractical, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment e.g. floor conditions, lighting, access etc.
3. If possible, break the load down into smaller items. Secure items, which are loose to prevent load shifting when being carried.
4. Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other. Keep the load close to your body. Avoid twisting, stooping, or reaching to lift or deposit the load.
5. Ensure that access/ egress routes are clean and clear and the lighting is adequate. For long distances arrange supports to allow the load to be placed for brief breaks. Avoid carrying up and down steps.
6. If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc. Wear gloves and other Personal Protective Equipment relevant to the working environment. Protect sharp edges.

7. Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range.
8. During repetitive work, ensure sufficient time for resting.
9. If more than one person is involved then a competent person must be nominated to control the handling activities.

The Safety Advisor can arrange suitable training, if requested.

DISPLAY SCREEN EQUIPMENT

Display Screen Equipment Regulations 1992

The Company recognises its duties under the regulations and will carry out the following: -

1. Carry out suitable and sufficient assessment of the risk for each workstation and make sure arrangements are made to reduce significant risks identified. All workstations have adjustable chairs and equipment. Foot rests, wrist rests and anti screen glare frames are available upon request.
2. Make sure arrangements, as may be necessary, are made to reduce significant risks found during the risk assessment programme.
3. Provide an appropriate "sight test" as defined in Sight Testing Examination and Prescription (No. 2) Regulations 1989 for all regular users of display screen equipment.
4. Encourage and advise users to take regular breaks from operating display screen equipment.

HEALTH SURVEILLANCE

The company will undertake such health surveillance, as is appropriate regarding the risks to employees' health and safety identified in risk assessments. Details of any health surveillance, medical or biological monitoring carried out should be retained in confidentiality for 40 years.

Supervisors should notify the Contracts Director of the identities of employees exposed to significant occupational risk.

Site Supervisors should ensure that operatives receive instruction about the nature of the risks, the means of protection and the symptoms, which the disease might produce. Operatives should be instructed to report any relevant symptoms immediately to their own doctor and to the site supervisor.

SMOKING POLICY

In an effort to consider the concerns of non-smokers and to provide a more healthy and comfortable working environment, the health and safety recommendation is that Employees have a duty to protect non-smoking employees from 'passive smoking'.

As a result of this recommendation the smoking will only be permitted on Company controlled premises in designated 'smoking' areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) should be regarded as a last resort after other methods of control have been rejected. All employees will be issued with suitable and sufficient PPE where the risk assessments identify it as necessary.

The Contracts Manager will: -

1. Ensure adequate supplies of all necessary protective clothing or equipment are available on site for issue as required and that when issued to employees, a record should be kept in a Safety Equipment and Protective Clothing Issue Register.
2. Before employees are set to work ensure that signs are erected for machinery requiring eye protection, ear defenders etc.

All personnel will be provided with instruction, information and training in the correct use, maintenance and storage of any PPE issued and the hazards it provides protection against, and any limitations.

In addition, the Company encourages its employees to wear any items that will protect them against injury. If any item of PPE becomes damaged the employee must request a replacement. *Failure to wear protective clothing supplied where deemed to be necessary would be considered by the Company as an act of serious misconduct and subject to disciplinary action.*

The Construction (Head Protection) Regulations 1989

Under the regulations, it is now mandatory to designate “Hard Hat” sites where there is a risk of head injury.

The Contracts Manager will: -

1. Before employees are set to work ensure that signs are erected for wearing of Safety Helmets where necessary.
2. Ensure that Safety Helmets are available and are worn in all areas unless specifically designated otherwise.
3. Personnel are informed of the areas where helmets need to be worn and instructed in their use and maintenance. Vehicle drivers and plant operators must wear safety helmets when out of their cabs.

All employees will be provided with Hard Hats and these must be worn where designated necessary on site.

GROUND WORK

BURIED SERVICES

Steps will be taken to identify risks from underground services and, the risk of injury must be prevented prior to excavation work commencing. Public and local utilities will be requested to provide information of the services in the ground. However plans must be interpreted with care - reference points may have moved and/or the services themselves may have been moved without permission and private services may not be shown.

Where services are believed to be present, trained competent operatives appointed by the Company will establish exact positions and routes will be identified and clearly marked with paint or markers, not with metal spikes. *Note:* Never assume that services run in straight lines. (Electric cables often zigzag). The site supervisor must ensure that all personnel on site are familiar with the location of underground cables.

When carrying out emergency work, extra care must be taken. Locating devices must be used and trial holes dug.

Once the approximate location of a service has been found then trial holes must be dug by hand to establish the exact location and depth.

A permit to work system will be issued when excavators are working within 0.5m vicinity of a buried service.

On commencement of the contract, the address and telephone number of the local gas, electrical and water board offices will be ascertained and posted on the site office notice board.

GAS MAINS: In the event of the presence of gas being detected during the site operations, either as a result of damage to gas mains or for any other reason, the following action must be taken: -

- (i) Site Supervisors must order complete stop of all works and clear all personnel from the vicinity to a safe distance.
- (ii) Warn against the danger of ignition sources and smoking. All machines, excavators, compressors etc., in the area must be switched off immediately.
- (iii) Notification of escaped gas, and precise details of the location, must be conveyed immediately to the Safety Officer in charge of the contract, who will arrange for the Gas Board to be informed.
- (iv) The Site Supervisor should remain on the scene to ensure that the area is kept clear until the arrival of the gas board.

EXCAVATIONS

An experienced competent person appointed by the Company will closely supervise all excavating. Where it is necessary to support an excavation, suitable and sufficient materials will be provided. Support systems will only be installed, altered and removed if supervised by a competent person.

Steps will be taken to prevent the fall of persons, vehicles, plant, equipment or materials into the excavation. The excavation should be marked with tape, and a rigid barrier installed.

All excavations, which require support, will be inspected before work commences at the start of a shift, after an event likely to affect strength or stability, after the accidental fall of any material. (Records should be kept of the latter two types of inspection). Where an excavation is open for 7 days it must be examined/recorded by a competent person.

The company recognises their duties under the Confined Space Regulations 1997 and will carry out a risk assessment prior to entry into excavations to identify and implement appropriate control measures.

SAFETY CHECK LIST

Before Work Starts: -

1. Site Security – particularly does it stop children from getting in?
2. Consultation with safety officer.
3. Appointment of “competent person”.
4. Adequate supply of sufficient strength support materials.
5. Location of all public services, i.e., gas, water, electricity, BT, sewers etc., expose and mark.
6. Identify what type of plant is to be used.
7. Provision of adequate manoeuvring space.
8. Material for barriers and authorised traffic routes.
9. Provision of adequate lighting.
10. Position of the soil heap from the edge of the excavation.
11. Provision of protective clothing and equipment.
12. Provision of sufficient ladders, of suitable length, strength and type.
13. Is there an necessity for bridges or gangways.

Whilst work is in progress: -

1. Are all working faces secured?
2. Is all timbering secure? Wedges tight? No damages from skips etc.,
3. Timber condition; signs of rot.
4. Soil seeping through sheeting?
5. Signs of peeling on unsheeted face?
6. All examinations properly recorded?
7. Ladders – sufficient and secure?
8. Are men working too close together – injury from pick swings etc?
9. Are spoil heaps far enough back and are they being worked on whilst men are working in excavation below?
10. Are pipes, bricks, stones or tools so near the edge that they might fall in? Are these or anything else, causing extra stress on the timbering?
11. Is the work fenced off and warning signs posted during the daytime?
12. Is the work property guarded and lit at night?
13. Are gangways with toeboards and guardrails provided where necessary?
14. Are proper sumps installed? Is pumping drawing soil from behind timber?
15. Is regular testing for harmful gas being carried out?
16. Are stops provided for dumpers tipping?
17. Is passing traffic kept far enough back?
18. Are existing structures sufficiently protected?
19. Is protective clothing and equipment in use?
20. Do operatives know what to do if evacuation is necessary?
21. Is proposed method of withdrawing timber prior to and during back fill a safe one?
22. Is the site tidy?

SPECIAL HAZARDS

CONFINED SPACES

The Company recognises its duties under The Confined Spaces Regulations 1997.

A confined space is any enclosed space, above or below ground, where the air may be made unbreathable either by poisonous gases/fumes or by lack of oxygen.

If it is not reasonably practicable to prevent work in a confined space a **competent** person will conduct a risk assessment and identify a safe system of work. Constant supervision by a competent person coupled with the use of a Permit to Work procedure must be used.

Suitable and sufficient arrangements for the rescue of persons in the event of an emergency must be in place before any person enters or works in a confined space.

All personnel entering/ working in a confined space will be trained and competent in the tasks they have to carry out and the safe system of work.

Basic Guides for entry into a confined space:

1. Have a safe method of work (Method Statement).
2. Use a permit to work system.
3. Only allow entry to trained/competent, physically and medically fit persons.
4. Ensure isolation of services.
5. Clean and purge area prior to work commencing.
6. Check that there is no inward leakage of gas, steam, liquids etc.
7. Test atmosphere for oxygen, flammable gases, and toxic gases.
8. Check any sludge or deposit that may harbour gas etc.
9. Remember that welds can act as sponges and retain many times their own volume of flammable or toxic gases.
10. Ensure that all tools and equipment are safe have a service and maintenance history to use in the area. Do they have to be electrically intrinsically safe?
11. Check protective equipment and lifeline.
12. Ensure that rescue personnel are trained in the use of rescue equipment and are capable of using it. Check breathing apparatus.
13. Ensure that everyone knows how to communicate in the event of an emergency and that they know exactly what to do.
14. Constantly monitor working conditions and communications.

If Using Breathing Apparatus

All as above.

Decide type of breathing apparatus to be used.

Ensure that everyone required to use breathing apparatus has been trained in its use and limitations. Ensure that personnel have current valid certificate for type and use of equipment.

Further instruction, training and information must be given to all persons involved in confined space work.

The company expects all its employees to be fully conversant with all health and safety requirements and to comply with them.

MEMBERS OF THE PUBLIC /CHILDREN

The Contracts Manager will make contact with persons in the vicinity who are likely to be affected by the construction activities/works.

Warning signs will be clearly displayed where identified as necessary by the risk assessments.

Steps to prevent access to site by children must be taken.

As a general policy where *reasonably practicable* sites will be enclosed by a 6ft fence and closed by gates which can be secured when the site is unattended.

In the event that such a perimeter fence cannot be provided, excavations must be fenced, vehicles and plant immobilised, stores of materials stabilised, electricity, gas and other fuels isolated and secured, access to elevated areas removed and secured.

Further Reference

Health and Safety Booklet HS(G) 151, Protecting the Public Your Next Move.

ROADWORKS

The Contracts Manager is responsible for giving the highways authority seven working days notice where work involves breaking up any street, sewer or drain under it.

All work will be planned in advance and a method statement developed by a competent person in accordance with the New Roads and Street Works Act 1991.

Supervisors and operatives will be competent and certificated as required by the Street Works (Qualification of Supervisors and Operatives) Regulations 1999.

All employees must be aware that they are expected to make correct use of the signs and guarding equipment supplied by the company.

All personnel, whether on site or just visiting, must wear a high visibility jacket.

All signs and guarding equipment must be so secured that they cannot be blown over or dislodged by passing traffic. All signs must be reflectorised or adequately lit after dark.

On two-way roads, signs should be set out in both directions.

Basic warnings and information must be provided on all roadworks whether they are short or long term.

Remove immediately all signs on completion of work.

All employees must make themselves aware of the basic principals needed for safe working at roadwork. A copy of the department of Transport Booklet "Safer Roadworks Ahead" is available for reference. Supervisors and Managers will be provided with their own copy. Attention is drawn to the basic requirements on page 12 of the booklet.

LONE WORKING

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons.

E.g. Construction Regulations - footing of ladders where necessary, entry into confined spaces.

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned: -

- (i) Periodic supervisory checks,
- (ii) Periodic contact by telephone or radio,
- (iii) Automatic warning devices if not periodically cancelled by the lone worker,
- (iv) Emergency alarms operated manually or in the absence of any activity.

In certain circumstances, lone working is not permissible and the worker will be physically supervised e.g., young undergoing training.

Lone working will be avoided as far as practicable, where necessary the Contract Managers must ensure that the hazards are identified and the risk assessed. Devising safe working arrangements for solitary workers will be no different from organising the safety of other employees.

The following list is by no means exhaustive but gives a guide to what types of hazard to be considered.

- Fire
- Equipment failure
- Accidents
- Is there any special risk?
- Safe access/exit for one person?
- Manual handling of access equipment e.g., ladders and trestles
- Handling of plant, substances and goods i.e., weight considerations
- Medical condition of employee
- Lack of suitable training

MAIN OFFICE PREMISES SAFETY ARRANGEMENTS

Risk assessments in accordance with The Management of Health and Safety at Work Regulations 1999 will be completed for the office activities.

Fire precautions shall be provided and maintained in accordance with any Fire Certificate issued or where no fire certificate is required; fire precautions shall be provided and maintained in accordance with the findings of a risk assessment conducted as required by the Workplace (Fire Precautions) Regulations 1997.

The Safety Director will ensure that an evacuation procedure up to be followed in the event of a fire is drawn up and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at 6 monthly intervals, with the date of drill and comments recorded.

All fire extinguishers will be provided in accordance with the latest British Standard and serviced by a competent person at regular intervals as recommended by the manufacturer (at least annually).

All portable appliances will be visually inspected on a regular basis and subject to regular testing and inspection by a competent person.

Adequate first aid facilities will be provided for the offices with a person appointed to be responsible for maintaining the first aid equipment. First aid arrangements will be communicated to all employees and visitors with reference to the emergency plan set in place for fire and evacuations.

Office furniture layout will be planned to avoid trailing cables and obstruction of access routes. Good housekeeping must be practised. Employees must keep their work areas clean and tidy and not allow rubbish and scrap, etc., to accumulate.

All operatives required to use work equipment will be given training and instruction in its use.

No hazardous substances are currently used in the offices. Prior to any such substances being introduced into the office premises a COSHH assessment will be conducted.

Maintenance

Any employee discovering a defect in buildings or equipment must report it the Safety Director.

Only designated trained operatives are permitted to carry out maintenance work. Safe systems of work must be followed and all work equipment isolated from its power source prior to maintenance works being carried out.

Only registered electricians are allowed to work on any electrical equipment or supplies.

Only CORGI registered plumbers are allowed to work on any gas appliances or installation.

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Health & Safety Policy

Part Four

Review and Monitoring

MONITORING AND REVIEW OF COMPANY HEALTH AND SAFETY POLICY

To ensure the effectiveness of the safety policy in providing and maintaining environments and systems of work, which are safe, and without risk to health, procedures for monitoring will be established:

1. All supervisors (gangers) are required to routinely and regularly inspect their areas within their control and carry out operational risk assessments on the risks identified.
2. Regular health and safety inspections whilst work is underway on site will be conducted. Written reports will be provided.
3. A number of selected activities will be reviewed from time to time to confirm that senior staff and supervisors are satisfying their responsibilities and duties.
4. Records of accidents and incidents will be reviewed to assist in the risk assessment process and in the setting of priorities.
5. All employees are required to bring to the attention of a senior member of staff any areas of the companies Policy for Health, Safety and Welfare that appears to be inadequate.

At regular intervals senior management will meet to discuss any accident reports and the performance of the company in compliance with the Health and safety policy, to establish areas where improvements in procedures and training could be made and review where necessary and revise the Company health and safety policy.

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Health & Safety Policy

Appendix One

Contractors Questionnaire

CONTRACTORS QUESTIONNAIRE

CONTRACTOR:

ADDRESS:

TELEPHONE:

ONCE COMPLETED PLEASE RETURN THE QUESTIONNAIRE TO:
FORCIA LTD

SAFETY POLICY

Name of Director/Partner who has signed the policy.	
Name of Director/Partner who has overall responsibility for Health & Safety.	
Name of Supervisor who will have special Safety responsibilities for the works.	
Name of person responsible for safety Training.	
Name of person responsible for safety Inspections.	

TRAINING

Please give details and enclose copies of Certificates of Health & Safety Training for all personnel who would be on site or otherwise involved with the works.	
---	--

Please give qualifications and Experience of Safety Staff.

Please supply copies of certificates

How often do you hold Safety Meetings?

Who attend?

COSHH

<p>Please send examples of COSHH Assessments. How is COSHH training conducted and Who is responsible for organising it?</p>	
---	--

SITE MONITORING

<p>How often does your Safety Officer visit? Site to establish that safety policies and Procedures are being adhered to?</p>	
<p>Please give details of all incentive and Disciplinary procedures.</p>	

PERSONAL PROTECTIVE EQUIPMENT

What procedures are established to? Ensure that the correct PPE is provided and used on site?	
---	--

ARE YOU AWARE OF YOUR DUTIES UNDER: -

	YES	NO
Health & Safety At Work Etc. Act 1974	<input type="checkbox"/>	<input type="checkbox"/>
Management of Health & Safety At Work Reg. 1999	<input type="checkbox"/>	<input type="checkbox"/>
The Provision & Use of Work Equipment Regs. 1998	<input type="checkbox"/>	<input type="checkbox"/>
The Construction (Design & Management) Regs. 1994	<input type="checkbox"/>	<input type="checkbox"/>
The Construction (Health, Safety & Welfare) Regs. 1996	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix Two

Typical Risk Assessment Form

SITE LOCATION :

THIS FORM IS TO BE COMPLETED FOR EACH RISK IDENTIFIED

Operation: Electric Tools Electric Tools either mains voltage (220/240 V), 110 voltage or battery Operated
--

Hazard(s):

- Electric Shock
- Hair or Clothing becoming entangled in moving tool parts.
- Eye injuries from flying particles/ fragments
- Musculoskeletal injuries from tool jarring
- Vibration
- Noise
- Trailing cables

Who would be affected by the Risk: Employers Employees Contractors Public

What is the likelihood: High Medium Low

Severity of Risk: High Medium Low

Frequency of Risk: Hourly Daily Weekly

Control Measures:

- On site only 110 voltage tools with power supplied through a transformer centre tapped to earth will be used.
- Where the use of mains voltage tools is **unavoidable** a residual current device (RCD) or an earth leakage circuit breaker (ELCB) protection device must be used.
- All portable equipment will be identified individually and subject to planned maintenance and inspection by a competent person. Records of all maintenance and inspection will be kept.
- Operator to inspect equipment, cables and plugs before use for damage - equipment found to be defective **must be** removed from the site and reported immediately to management.
- The electric tools must be isolated from the power supply prior to making changes and/or adjustments to tools.
- Eye protection to BS EN 166 will be worn where risk assessments identify a risk of flying particles – *such as* grinding tools.
- Suitable respiratory protection will be worn where risk assessments identify harmful airborne dust.
- Gloves will be provided and are advisable when using tools generating hand arm vibration.
- Hearing protection should be worn when noise levels of 85 dB(A) identified.
- Trailing cables will be routed safely, away from pedestrian routes.
- Operatives will be given training/ instruction in inspection, storage and use of electric tools.

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Appendix Three

Typical COSHH Assessment Form

Location:

Process/ Activity:	Record No:
Substance in Use: Aggregates: Sand; Gravel; Crushed rock (general construction materials)	
Hazards: May contain Silica, a toxic mineral dust.	Occupational Exposure Standards: MEL: 0.3 mg m ⁻³ (8 hour TWA) for crystalline silica (respirable dust).
Exposure Frequency and Duration: Periodic / 8 hours per day	
Assessment of Exposure: Less than Occupational Exposure Standard. Note control measures.	
Control Measures: <ul style="list-style-type: none"> • Do Not inhale dust. Good ventilation should be provided. Use a suitable Dust Mask. • Practice good personal hygiene. • In dry weather damp down before tipping and sweeping. 	
Personal Protective Equipment (PPE): Dust Mask meeting European Standard EN 149 requirements.	
Spillage Procedure: Avoid dry sweeping. Dampen down before sweeping.	
First Aid: <i>Respiratory Tract</i> - Remove to fresh air. Seek medical attention if necessary. <i>Skin</i> - Wash with clean water. If irritation persists after washing seek medical attention.	
Action Required:	Responsibility: Site Supervisor

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Appendix Four

Typical Manual Handling Assessment Form

MANUAL HANDLING ASSESSMENT

CAN THE TASK BE MECHANISED BEFORE THIS ASSESSMENT IS COMPLETED

YES / NO

If **NO** proceed with the Manual Handling

Assessment

OPERATION

1. TASK

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Does the task involve:						
i. excessive lifting or long distances?						
ii. bending the body sideways?						
iii. reaching above shoulder height?						
iv. twisting the body sideways?						
v. involving awkward movements?						
vi. stooping over?						
vii. pushing?						
viii. pulling?						
ix. long periods of standing?						
Is it necessary for the task to:						
i. change grip?						
ii. use jerky actions?						
iii. use only one hand?						
iv. involve team handling?						
v. work under time constraints?						
vi. work in restricted spaces?						
vii. to use ladders or stairs?						
ix. work at heights?						

2. THE LOAD

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Is the load:						
i. heavy?						
ii. bulky and awkward?						
iii. unstable?						
iv. likely to shift centre of gravity?						
v. difficult to grip?						
vi. hot						
vii. cold						
ix. likely to obscure handlers vision?						
x. sharp?						
xi. liquid substance?						
xiii. fragile i.e. glass?						

3. THE ENVIRONMENT

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Is the working environment:						
i. too hot?						
ii. too cold?						
iii. too humid?						
iv. dusty?						
v. too noisy?						
vi. poorly lit?						
viii. uneven ground conditions?						
ix. free of tripping hazards?						
x. slippery i.e. polish?						
xi. windy?						
xii. wet?						

4. INDIVIDUALS

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Is the operation harmful to those:						
i. less than 18 years?						
ii. greater than 50 years?						
iii. is there any passed records of health problems?						
iv. does the operation require unusual strength?						
v. is the operation likely to cause harm to tall workers?						
vi. is the operation likely to cause harm to short workers?						
vii. has the individual received training?						
viii. is it necessary for the individual to wear personal protective equipment?						
ix. would personal protective equipment hinder the handler/s?						
x. would the operation be made easier by dual handling?						

RISK MANAGEMENT: IMPLEMENTING DECISIONS TO REDUCE RISK OR FIND AN ALTERNATIVE PROCEDURE, COMPLEMENTARY TO FREQUENCY AND SEVERITY OF THE ESTIMATION.

1. TASK
2. THE LOAD
3. THE ENVIRONMENT
4. INDIVIDUALS

Signed by Assessor **Date:**

Signed by Manager **Date:**

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Appendix Five

RIDDOR F2508 Forms

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Appendix Six

Permit to Work Forms

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Appendix Seven

Method Statement Questionnaire

POLICY REVIEW RECORD

FORCIA LTD Policy for Health and Safety was first issued in this format on
***** and will be revised annually.

Revision No	Date	Details
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