

Health & Safety Policy  
for  
Abbott Contractors LTD

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## HEALTH AND SAFETY POLICY STATEMENT

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know.

The full Health and Safety Policy is available on request to interested parties.

Signed... D. N. Abbott .....

Date... 01/01/2024 .....

Title... DIRECTOR .....

(Director Responsible for Safety)

# **APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES**

Health and Safety Co-ordinator  
Risk Assessments and Managing Health and Safety at Work  
Consultation with Employees  
Safety Training  
Welfare  
Management of Incidents (First Aid)  
Fire and Emergency Evacuation  
Display Screen Equipment  
Electrical Safety  
Control of Smoking at Work  
Manual Handling  
Noise at Work  
Control of Vibration at Work  
Occupational Health  
Control of Asbestos  
Lone Working  
Personal Protective Equipment  
Use and Control of Contractors  
Provision and Use of Work Equipment  
Violence, Aggression & Challenging Behaviour at Work  
Work Related Stress  
Drugs & Alcohol  
Home/Remote Workers  
Construction Work Co-ordinator (CDM)  
Site Welfare  
Site Emergency Procedure for First Aid & Fire  
Site Transport  
Site Security  
Scaffolding  
Roadworks  
Excavation

**ALL THE ABOVE DUTIES WILL BE UNDERTAKEN BY  
Daniel Abbott, Director**

## 1. ORGANISATION

- 1.1 To ensure that the spirit and the letter of the law is upheld we have appointed specific people or groups of people to be responsible for the implementation of certain key aspects of our health and safety policy.
- 1.2 This list is reproduced and displayed at various points throughout the company to ensure that all employees are aware of exactly who is responsible for which aspects of our health and safety policy.
- 1.3 Those people listed as having specific health and safety duties are given a responsibility folder which contains documentation and guidance to assist them with their duties.
- 1.4 Within each of the arrangements sections of the policy there is a monitoring checklist which the appointed duty holder will complete from time to time but at least annually and return to the Health and Safety Co-ordinator to enable an action plan to be formulated and implemented.

## 2. As Director I will ensure that:

- Health and safety is on the agenda of every management meeting and Health & safety meetings are held when required.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Professional health and safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.
- Effective communication is maintained with all employees in order to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life.
- Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements
- Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.
- The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the company.
- Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.
- Health and safety training is provided for all employees.
- Health and Safety is given prime consideration in all forward planning.

- Appropriate insurance cover is in place and maintained for all aspects of company activities.

**3. Director will ensure that:**

- All employees under their direction fully understand and observe all aspects of the company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed within the health and safety policy.
- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work and they are instructed in relation to any safe system of work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.
- All employees attend health and safety meetings as and when requested.
- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.

- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work is undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

#### **4. All Employees will ensure:**

- Compliance and co-operation with any reasonable request made to permit the company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary take immediate remedial action to temporarily safe guard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.
- No new equipment, plant or substances are brought onto company premises and used before permission has been granted and any necessary assessments have been conducted.

#### **5. HEALTH AND SAFETY POLICY REVIEW**

- 5.1 To ensure continuing compliance with legislation and best practice our health and safety policy will be reviewed periodically and at least annually.
- 5.2 The Health and Safety Co-ordinator will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.
- 5.3 The Health and Safety Co-ordinator will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.

# **RISK ASSESSMENTS AND MANAGING HEALTH AND SAFETY AT WORK**

## **Policy**

We will examine all workplaces and activities under our control to assess the risks to the health and safety of employees or others who may be adversely affected by our activities. We will ensure that the significant findings of the assessments are recorded and the control measures identified are fully implemented. We will review and amend all assessments where necessary. We will apply the principals of prevention of risk detailed in the regulations to all assessments and ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures. We will ensure that health surveillance is provided for all employees where required and that procedures are in place for serious and imminent danger. We will appoint a competent person to provide health and safety assistance to enable compliance with the requirements of the Regulations and ensure that contact with external services are arranged. We will ensure that all employees are given comprehensive and relevant information on the results of the risk assessments and the requirements of the Regulations. We will ensure co-operation and co-ordination with other employers regarding the requirements of the Regulations and ensure that the employees of those employers are provided with appropriate health and safety information. We will ensure that all employees are competent to undertake their duties and are provided with appropriate information, instruction and training. We will ensure that all employees comply with their duties under the Regulations and that specific arrangements are in place to ensure the health and safety of temporary workers. Specific assessments of the risks to new and expectant mothers will be carried out where required and arrangements for the protection of young persons will be implemented as necessary.



## **1. ARRANGEMENTS FOR RISK ASSESSMENTS**

### **The Risk Assessment Co-ordinator will ensure that:**

- 1.1 An initial audit is carried out to identify significant hazards, determine the adequacy of existing control measures and highlight areas where further assessment is required.
- 1.2 Significant findings of risk assessments are recorded to show how the risks arise and how they impact on those affected, that a proper check has been made and to assist in future monitoring and review.
- 1.3 Implementation of control measures are scheduled on an action plan and sufficient time and resources allowed for their completion.
- 1.4 Sufficient guidance, training and support are given to those in charge of activities to ensure their competence to assess risk, and their awareness of the requirements of relevant legislation.
- 1.5 Information on risks and the preventative and protective measures are communicated to employees in a clear and easily understood manner, limited to what is relevant and necessary to ensure health and safety. Consideration is given to any employees with specific needs such as a language, visual impairment, hearing deficiencies or learning difficulties.
- 1.6 Co-operation and co-ordination of activities takes place where our activities and those of other people interact to ensure that respective obligations are met. Relevant information on hazards and precautionary measures are exchanged and arrangements for ensuring health and safety agreed prior to the work or activity commencing.
- 1.7 Levels of competence required for activities are identified through risk assessment and any training needs are met.
- 1.8 The control measures implemented are monitored, including fire precautions and emergency measures, to maintain their effectiveness.
- 1.9 Risk assessments are reviewed and revised at appropriate intervals.
- 1.10 Competent technical advice on health and safety matters is provided to assist in the effective management of health, safety and welfare matters.

## 2. RISK MANAGEMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Has an initial audit been carried out to identify significant hazards, determine the adequacy of existing controls and highlight areas where further assessment is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are the significant findings of the assessments recorded to show how they arise, impact on those affected? Has a proper check been made and to assist in future monitoring and review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has an action plan been scheduled that allows reasonable timescales and sufficient resources to address inadequacies and implement control measures to eliminate or reduce the risk to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is sufficient guidance, training and support in hazard identification, risk assessment and the requirements of relevant legislation provided for nominated employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the information required by employees to ensure their health and safety relevant and communicated to them in a comprehensible manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where our activities interact with others are the arrangements for co-operation and co-ordination, communication and supervision effective in controlling the risks to health and safety of all who may be affected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have levels of competence been established and training needs identified and met with records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are the implementation and the effectiveness of the control measures monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are risk assessments reviewed at appropriate intervals to ensure they remain valid and 'suitable and sufficient'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is proper use made of the specialist advice and assistance available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

### 3. RISK MANAGEMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# CONSULTATION WITH EMPLOYEES

## Policy

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace. We will allow employee representatives to consult with inspectors from the enforcing authority and ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions. We will deliver information to workers who do not speak or read English through a translator or we will use visual presentations, rather than delivering written or oral instructions. We will also make use of photographs and diagrams in our work instructions etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made where necessary.

## **1. ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES**

### **The Consultation with Employees Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to consult employees or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 1.4 Employee representatives are provided with information on reportable accidents.
- 1.5 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Employee representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.
- 1.8 Where workers do not speak or read English, effective arrangements are established, such as a translator or translated or graphic documents and signs, to successfully communicate our requirements, particularly for health and safety.

## 2. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Are arrangements in place to consult employees or their representatives on health and safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation taken place on the arrangements for appointing a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employee representatives provided with sufficient information and training to enable them to carry out their functions effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are employee representatives provided with information on reportable accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employee representatives encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are employee representatives allowed to consult with inspectors from the Enforcing Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employee representatives allowed sufficient time off from their normal work to allow them to perform their functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where workers do not speak or read English, are effective arrangements in place, such as a translator or translated or graphic documents and signs, to successfully communicate health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

### 3. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# **SAFETY TRAINING ARRANGEMENTS**

## **Policy**

We will ensure that the capabilities of our employees with regard to health and safety are taken into account when carrying out their work. We will ensure that adequate health and safety training is provided for all employees on commencement of their employment and on their being exposed to new or increased risks because of a change to their responsibilities, the introduction of new work equipment, changes to existing equipment, the introduction of new technology, changes to existing systems of work or the introduction of new ones. All training will be repeated periodically where appropriate, be adapted to take into account new or changed risks to the health and safety of the employees concerned and will take place during working hours. All training will be reviewed regularly and updated to comply with the introduction of new legal requirements as they occur. Comprehensive training records will be maintained for all employees.



## **1. ARRANGEMENTS FOR SAFETY INFORMATION, INSTRUCTION AND TRAINING**

**The Health and Safety Training Co-ordinator will ensure that:**

- 1.1 The training needs of all employees are assessed and formal training plans are documented.
- 1.2 New employees are given induction training and are issued with our Code of Conduct booklet as soon as is practicable following commencement of their employment.
- 1.3 Particular attention is given to the needs of young, inexperienced or vulnerable employees.
- 1.4 Suitable and sufficient information, instruction and training is given to temporary employees such as agency staff, those on work placement and youth training schemes.
- 1.5 Managers, supervisors and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.
- 1.6 No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.
- 1.7 Effectiveness of training is measured by continual assessment.
- 1.8 Training needs are monitored and refresher training provided periodically to maintain levels of competency.
- 1.9 Comprehensive training records are in place for all employees.

## 2. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Have the training needs of all employees been assessed and are formal training plans in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has induction training and the issue of the Code of Conduct booklets been completed satisfactorily for all new employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have appropriate arrangements been made for the specific needs of young, inexperienced or otherwise more vulnerable employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has the information provided to temporary employees been sufficient to ensure the health and safety of themselves and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have managers, supervisors and others with designated roles for health and safety had appropriate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are rules in place to prevent anyone undertaking tasks for which they have not been trained and are not competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is the effectiveness of training evaluated and monitored by continual assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are training needs being monitored and does additional or refresher training need to be organised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are comprehensive training records in place for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

**3. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# WELFARE

## Policy

We will provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum. Suitable and sufficient facilities will be provided, taking into account the number of people and the tasks or work they will be undertaking. We will ensure that all facilities provided are effectively maintained in a clean and orderly condition at all times and that they are suitable for the purpose for which they are intended. We will repair any defects or damage to welfare facilities and will provide all employees with suitable information relating to welfare facilities.

## **1. ARRANGEMENTS FOR WELFARE FACILITIES**

### **The Welfare Co-ordinator will ensure that:**

- 1.1 There are provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain).
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.
- 1.6 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 1.7 Separate changing facilities are available, where necessary, for men and women and adequate facilities for the storage of clothing is provided.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate lighting is provided and maintained throughout the premises.
- 1.10 There is sufficient room and space available for each employee to carry out their duties safely.
- 1.11 Workstations and seating are provided and arranged to allow tasks to be carried out safely and comfortably.
- 1.12 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 1.13 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

## 2. WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Are there provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there adequate numbers of tables and chairs provided for persons to rest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for adequately heating and ventilating of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are adequate arrangements in place for the cleaning and maintenance of the premises including toilets, washing, changing & drying facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are sufficient sanitary and washing facilities provided for the number of employees likely to be permanently occupying the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is separate changing facilities available where necessary for men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate lighting provided and maintained throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there sufficient room and space available for each employee to carry out their duties safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are workstations and seating provided and arranged to allow tasks to be carried out safely and comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are suitable and effective arrangements in place for the maintenance of the workplace, equipment, devices and systems provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are adequate arrangements in place for controlling the movement of vehicles and pedestrians so that both can circulate in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

### 3. WELFARE FACILITIES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# THE MANAGEMENT OF INCIDENTS

## **Policy**

We will provide sufficient numbers of qualified first aiders or appointed persons as appropriate to our undertaking. We will also provide adequate first aid facilities for the treatment of any injuries sustained by our employees. We will instigate and maintain procedures to enable the reporting and recording of incidents at work. All incidents will be investigated to determine causation. Wherever possible, improvements will be implemented to prevent a recurrence of such incidents.

For the purposes of this policy, incidents include all the following definitions:

## **Accident**

An accident is an undesired event that results in an injury to a person or damage to property.

## **Dangerous Occurrence**

Dangerous occurrences are specified RIDDOR reportable near-miss events.

## **Occupational Disease**

Certain diseases contracted by employees, where the specified disease occurs to an individual engaged in the specified work activity.

## **Near Miss**

A near miss is an event which could have resulted in injury or damage but by chance did not.



## **1. ARRANGEMENTS FOR THE MANAGEMENT OF INCIDENTS**

### **The Incident Co-ordinator will ensure that:**

- 1.1 There are sufficient numbers of trained first aiders or appointed persons within the company.
- 1.2 Adequate first aid equipment and facilities are provided and maintained at all our places of work.
- 1.3 Employees are provided with information regarding the provision of first aid, and the location of first aid equipment and facilities.
- 1.4 An accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.
- 1.5 A procedure is in place to enable the reporting of all incidents.
- 1.6 All incidents are investigated to identify causation and to enable remedial action to be taken.
- 1.7 Incident statistics are maintained to identify trends.

## 2. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Are there sufficient numbers of trained first aiders or appointed persons with the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are adequate first aid facilities provided and maintained at all our places of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employees provided with information regarding the provision of first aid and the location of first aid equipment and facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is an accident book available for recording of injuries along with an effective procedure to ensure confidentiality of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is an effective procedure in place to enable the reporting of incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are incidents investigated to identify causation and to enable remedial action to be taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are incident statistics maintained to identify trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

**3. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# FIRE AND EMERGENCY EVACUATION

## Policy

We recognise the continual risk of fire to our premises, whether caused by accident or by malicious intent. We will undertake a fire risk assessment to ensure that we provide and maintain such precautions as are necessary to safeguard those who use our workplace. We will identify those persons who might be especially at risk in case of a fire and provide information, instruction and training for all employees about the fire precautions in our workplace. We will produce an emergency plan and nominate and train specific employees to undertake special roles under the plan. We will consult our employees about all aspects of fire safety and ensure that we co-operate with other employers at our premises. We will ensure that fire detection and warning systems are installed and maintained effectively and that there is an effective system in place for contacting the emergency services.

## **1. ARRANGEMENTS FOR FIRE AND EMERGENCY EVACUATION**

### **The Fire and Emergency Evacuation Co-ordinator will ensure that:**

- 1.1 A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 1.2 A suitable system is in place to detect a fire, to warn people that there is an emergency situation and that the system is suitably tested and maintained.
- 1.3 There are suitable means of extinguishing a fire which are maintained throughout the entire company and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.
- 1.4 Fire drills are undertaken on a regular basis and ensure all records are maintained.
- 1.5 All fire escape routes are suitably maintained and kept clear of obstructions at all times.
- 1.6 Suitable waste containers are provided and waste is removed frequently.
- 1.7 Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.
- 1.8 Sources of ignition are controlled effectively.
- 1.9 Visitors to the premises are made aware of the fire rules and procedures.
- 1.10 Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.
- 1.11 Employees are trained and instructed on fire prevention and procedures.

## 2. FIRE SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Has a fire risk assessment been conducted and appropriate measures to reduce the risks implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is a suitable system in place to detect a fire, to warn people that there is an emergency situation and is the system suitably tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there suitable means of extinguishing a fire which are maintained throughout the entire company and is there a sufficient number of suitably trained persons available to tackle a fire should the need arise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are fire drills undertaken on a regular basis and are records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all fire escape routes suitably maintained and kept clear of obstructions at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are suitable waste containers provided and is waste removed frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are dangerous substances only used as set out in specific risk assessments with adequate precautions against fire and explosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are sources of ignition controlled effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are visitors to the premises made aware of the fire rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are contractors informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are employees trained and instructed on fire prevention and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

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### 3. FIRE SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....



# DISPLAY SCREEN EQUIPMENT

## Policy

We will ensure that the risks to the health and safety of our employees from the use of display screen equipment are adequately controlled. All users will be identified and workstations assessed to ensure that they meet the requirements of the Regulations. All users will take regular breaks or changes in activity to reduce their workload at display screen equipment. Eye and eyesight tests by a competent person will be provided for all users at their request and will be repeated at regular intervals. Where the results of such a test show that the user needs special corrective appliances when using display screen equipment, we will ensure that they are provided. Training and information on the use of display screen equipment, the findings of the workstation assessment, the health risks from display screen equipment, the measures taken to reduce the risks, the need to plan the work routine and to take regular short breaks and the availability of eye and eyesight tests will be provided for all users. Training will also include reference to the organisational arrangements for reporting medical symptoms or problems with equipment to management.

## **1. ARRANGEMENTS FOR DISPLAY SCREEN EQUIPMENT (DSE) SAFETY**

**The Display Screen Equipment Co-ordinator will ensure that:**

- 1.1 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.
- 1.2 Appropriate action to correct any risks highlighted as a result of the assessment are implemented.
- 1.3 Where appropriate, work routines will be modified to prevent intensive periods of DSE activity.
- 1.4 Software is suitable for the task and is not unnecessarily complicated.
- 1.5 Employees using DSE are informed of their entitlement to eye and eyesight tests and that procedures are in place for employees to avail themselves of such tests.
- 1.6 Where required specifically for working with display screen equipment, the provision of special corrective spectacles at the company's expense.
- 1.7 Employees working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.
- 1.8 Adequate information, instruction and training on all aspects of DSE work is provided.

## 2. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Has a comprehensive assessment been carried out on all workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has appropriate action been taken to control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where necessary are work routines modified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is the software suitable for the tasks being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are eye and eyesight tests offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are corrective appliances provided to users where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees advised on the risks associated with DSE and how to avoid them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees trained on all aspects of DSE work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment/further action</b>				

**3. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# ELECTRICAL SAFETY

## Policy

We will ensure that all electrical systems and equipment are provided and maintained in a safe condition. All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained. All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. All electrical equipment will be suitably insulated and protected to prevent danger. Arrangements for earthing and ensuring the integrity of referenced conductors will be made. All electrical connections will be mechanically and electrically safe. Suitable means for protecting electrical circuits from excess current and the isolation of equipment will be provided and maintained. Work on electrical systems will only be carried out by Competent Persons. Safe systems of work will be followed at all times. Live working will be subject to a Permit to Work system and only be allowed where the criteria described in the Electricity at Work Regulations are met. Safe access and adequate lighting will be provided to enable work on electrical systems to be performed safely. All portable electrical equipment will be maintained in a safe condition and inspected and tested regularly.

## **1. ARRANGEMENTS FOR ELECTRICAL SAFETY**

### **The Electricity at Work Co-ordinator will ensure that:**

- 1.1 The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IET Wiring Regulations 18<sup>th</sup> Edition.
- 1.2 Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.
- 1.3 Work on electrical systems is only carried out by Competent Persons following safe systems.
- 1.4 Live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.
- 1.5 Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.
- 1.6 An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.
- 1.7 Portable electrical equipment is inspected for safety prior to first issue.
- 1.8 Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.
- 1.9 Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.
- 1.10 More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.
- 1.11 A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.
- 1.12 Employees are instructed to report damaged or defective equipment or dangerous conditions.
- 1.13 Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.
- 1.14 Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

## 2. ELECTRICAL SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Does the fixed mains installation comply with the requirements of the 18 <sup>th</sup> Edition of the IET Regulations and is the next periodic inspection and test planned and budgeted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are suitable means for isolating electrical equipment, including the identification of individual circuits, provided and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is work on electrical systems only carried out by competent persons following safe systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is live working only carried out where a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is safe access provided for those carrying out maintenance to all parts of the electrical installation or work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has all portable electrical equipment in all areas been individually identified and entered onto an inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is all portable electrical equipment inspected for safety prior to its first use in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is combined inspection and testing undertaken at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have employees been made aware of the risks and safe systems of work and do they check equipment before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are formal inspections undertaken by a responsible person to supplement the visual checks by users at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is a procedure in place for reporting damaged or defective equipment and for ensuring such equipment is removed from service immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Do employees report damaged or defective equipment and follow the procedures for removing such items from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do contractors provide evidence of safe electrical equipment prior to commencing work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is all personal equipment permitted in the workplace included on the inventory and inspection and testing programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment/further action**

### 3. ELECTRICAL SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....



## **CONTROL OF SMOKING AT WORK POLICY (ENGLAND)**

### **Policy**

The company recognises that it has both a moral and a legal duty to ensure, as far as is reasonably practicable, that employees, contractors, customers and visitors to the company have the right to work or visit without being exposed to tobacco smoke. Therefore smoking will be prohibited throughout the entire workplace. We will ensure that at least one legible no smoking sign is displayed. All employees and visitors to the site will be given relevant information regarding our smoking policy. Smoking will not be permitted in company vehicles, and we will ensure that at least one legible no smoking sign is displayed in each of the company vehicles. Procedures for dealing with those who do not comply with the smoking policy are in place within the normal disciplinary system. We will provide support and advice, on request, for smokers who wish to stop smoking.

## **1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK**

### **The Control of Smoking at Work Co-ordinator will ensure that:**

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 At least one legible no-smoking sign is displayed in the premises.
- 1.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have at least one legible no smoking sign within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

## 2. CONTROL OF SMOKING AT WORK POLICY MONITORING & REVIEW

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are prospective employees made aware of the smoking policy before offered a position within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is at least one legible no-smoking sign displayed in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all company vehicles display at least one legible no smoking sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are support and advice available for employees who wish to stop smoking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

**3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# MANUAL HANDLING

## Policy

We will, so far as is reasonably practicable, avoid the need for any employee to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable, we will carry out a suitable and sufficient assessment of all such operations and take appropriate steps to reduce the risk of injury to the lowest level that is reasonably practicable. We will provide information to our employees on the weight and centre of gravity of the loads they are required to handle and will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting equipment. We will ensure that all employees make full and proper use of any systems of work provided. We will review the assessments regularly and, in particular, when there is a significant change in the operations to which they relate or if there is any reason to suspect that they are no longer valid.

## **1. ARRANGEMENTS FOR MANUAL HANDLING**

### **The Manual Handling Co-ordinator will ensure that:**

- 1.1 Where manual handling activities cannot be avoided by elimination, mechanisation or automation, initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.
- 1.2 In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.
- 1.3 Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.
- 1.4 An action plan is drawn up and a budget set, where necessary, for any new measures that are required.
- 1.5 Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.
- 1.6 Assessments are recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice.
- 1.7 Loads delivered to the company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.
- 1.8 Employees are fit to undertake the work they do.
- 1.9 Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct particular tasks.
- 1.10 External competent persons are consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance.
- 1.11 Procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions.

## 2. MANUAL HANDLING POLICY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Have initial manual handling assessments been conducted to identify those areas which require further in-depth assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have in-depth assessments been undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are risks reduced by using safe systems of work for those tasks which cannot be completed without manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has an action plan been drawn up and a budget set, where necessary, for any new measures that are required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has information, practical instruction and training on safe lifting techniques been provided for all persons identified in the assessment process as potentially being at risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are assessments recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are loads delivered to the company correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees fit to undertake the work they do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate information, instruction and training provided for the use of any equipment that may be necessary to conduct particular tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are competent persons consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

### 3. MANUAL HANDLING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....



# CONTROL OF NOISE AT WORK

## Policy

We will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace wherever it is reasonably practicable to do so. We will eliminate risks from noise exposure completely and where this is not possible we will reduce risk to the lowest level reasonably practicable. We will assess risks due to noise, evaluate them and develop a plan to control them. The findings will be recorded and the assessment reviewed when necessary. We will ensure the legal limits on noise exposure are not exceeded. A formal programme of measures, including health surveillance, will be introduced whenever an employee's exposure to noise is likely to exceed the upper exposure action values. Where practicable the views of employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment. A review of the policy and arrangements will be made whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks.

## **1. ARRANGEMENTS FOR NOISE AT WORK**

### **The Control of Noise at Work Co-ordinator will ensure that:**

- 1.1 There is a written and valid noise risk assessment and action plan available.
- 1.2 Measures are in place to eliminate or control noise risks at source.
- 1.3 All management are aware of, and comply with their duties in respect of noise.
- 1.4 Adequate information, instruction and training is provided for all employees.
- 1.5 All employees and visitors/contractors are provided with suitable hearing protection where needed.
- 1.6 Noise-control equipment and hearing protection is maintained adequately.
- 1.7 Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.
- 1.8 Competent external advice is sought where necessary.
- 1.9 Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.
- 1.10 A procedure is in place to permit employees to report defects in safety equipment or arrangements.
- 1.11 Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.
- 1.12 Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

## 2. NOISE AT WORK MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Is there a written and valid noise risk assessment and action plan available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are measures in place to eliminate or control noise risks at source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are the nominated responsible persons aware of, and complying with their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has adequate information, instruction and training been given to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all employees and visitors/contractors provided with suitable hearing protection where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is noise-control equipment and hearing protection adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are there recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is competent external advice necessary and if so has it been sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to point employees to report defects in safety equipment or arrangements and are these procedures used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are facilities in place for employees identified as being at risk to have hearing checks (audiometry) conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are there any measures that can be taken to further reduce noise to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action:**

### 3. NOISE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# CONTROL OF VIBRATION AT WORK

## Policy

We will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill-health. We will ensure the Exposure Limit Value (ELV) is not exceeded. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Wherever possible we will use alternative methods of work that eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.

## **1. ARRANGEMENTS FOR THE CONTROL OF VIBRATION AT WORK**

### **The Control of Vibration at Work Co-ordinator will ensure that:**

- 1.1 All employees likely to be exposed to vibration at work are identified.
- 1.2 All equipment likely to cause ill-health through vibration is identified.
- 1.3 Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.
- 1.4 The tasks that expose employees to vibration are identified and listed.
- 1.5 The exposure of each employee to vibration is assessed as accurately as possible and the Exposure Limit Value (ELV) will not be exceeded.
- 1.6 Consultation with employees regarding the vibration levels produced by work equipment and any problems they may have when using it takes place.
- 1.7 Work activities are grouped into high, medium and low risk categories.
- 1.8 Where possible equipment is selected with the lowest vibration level or highest efficiency.
- 1.9 Adequate control measures are implemented to prevent ill-health.
- 1.10 Employees that are exposed to vibration are given adequate information, instruction and training.
- 1.11 Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).
- 1.12 Equipment is maintained in good working order in line with manufacturers' recommendations.
- 1.13 Control measures are maintained to ensure they remain effective.
- 1.14 A purchasing policy is in place to ensure that consideration is given to the vibration levels and the tasks the equipment will be used for.

## 2. VIBRATION MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Have all employees likely to be exposed to vibration at work been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has all equipment likely to cause ill-health through vibration been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has information regarding vibration levels and risks been obtained from manufacturers and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the tasks that expose employees to vibration been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has the exposure of each employee to vibration been assessed as accurately as possible, so as to ensure the Exposure Limit Value (ELV) is not exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has consultation with employees regarding vibration levels produced by equipment and any other problems they may have when using it taken place and is this on-going?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have work activities been grouped into high, medium and low risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where possible is equipment selected with the lowest vibration levels or highest efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have adequate control measures been implemented to prevent ill-health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have employees exposed to vibration been given adequate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Where necessary has health surveillance been introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is equipment maintained in good working order in line with manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are control measures monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a purchasing policy in place to ensure that consideration is given to the vibration levels and tasks the equipment will be used for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment/further action</b>				

### 3. VIBRATION ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_



# OCCUPATIONAL HEALTH

## **Policy**

Our primary concern is to achieve and maintain the overall well-being, quality of life and work performance of our employees to minimise the impact of work on their physical and mental health. We will therefore ensure that the causes of ill-health which may arise from our activities are, wherever possible identified, understood and either prevented or controlled. Where required our occupational health provision will be delivered through a number of measures ranging from regular health assessments and surveillance, medical referrals and support. Where possible we will endeavour to provide suitable and sufficient information to help employees take personal responsibility for maintaining and improving their own health. Where required we will make reasonable adjustments for people with disabilities to support them in their employment with the company.

## **1. ARRANGEMENTS FOR CONTROLLING THE RISKS TO THE HEALTH OF EMPLOYEES WHILST AT WORK**

### **The Occupational Health Co-ordinator will ensure that:**

- 1.1 Measures are in place to recognise, evaluate and control the exposure of our employees and others to health risks.
- 1.2. All employees who are identified as being at risk are provided with information, instruction and training, on associated health risks and their control.
- 1.3 Facilities are in place for employees identified as being at significant risk from physical, chemical, biological or ergonomic risks to be examined.
- 1.4 Where necessary competent external advice is sought.
- 1.5 Special measures, such as skin examinations, vaccination and immunisation, blood tests, urine analysis and lung function tests are initiated as required.
- 1.6 Long term sickness absences are reviewed and that the employees are supported during the period of sickness absence and are rehabilitated back into the workplace.
- 1.7 Where necessary supplementary information from the employee's General Practitioner or Hospital Consultant is obtained and in such cases the written permission under the Access to Medical Reports Act is obtained from the employee.
- 1.8. Workplace exposure monitoring and health surveillance are carried out when required.

## 2. OCCUPATIONAL HEALTH MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Are measures in place to recognise, evaluate and control any health risks to the employees and others from their working environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is sufficient information and where required training on the associated health risks and controls provided for all relevant employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are suitable facilities in place for employees' health to be examined where it has been identified that they are at significant risk from exposure to physical, chemical, biological or ergonomic stressors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is competent external advice necessary and has it been sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	If required are special measures, such as skin examinations, vaccinations and immunisations etc. initiated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is long term sickness absence reviewed, are employees supported during the sickness absence, and are they rehabilitated back into their workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where required is supplementary information from General Practitioners or Hospital Consultants obtained with written permission from the employees sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is workplace monitoring of exposure or health surveillance required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment/further action**

### 3. OCCUPATIONAL HEALTH ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# CONTROL OF ASBESTOS

## Policy

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our or our client activities so far as is reasonably practicable. With regard to employees and other people who are likely to come into contact or disturb any asbestos containing materials, we will ascertain if our client premises have any asbestos containing materials (ACMS) within or on them and minimise any potential exposure through effective management procedures.

In order to fulfil our statutory duties under the Control of Asbestos Regulations 2012 and Health and Safety legislation we will ensure risk assessments are undertaken and suitable steps are taken to ascertain whether the premises contain any ACMs prior to the commencement of any work undertaken.

The risk assessment will include details of the asbestos register and or plan including the location and condition of asbestos, including presumed ACMs, and assess the risk of the likelihood of anyone being exposed to asbestos fibres during the course of their work activities.

For non-licensed work, the risk assessment shall include a statement of the reasons why the work with asbestos will not require a licence. A detailed plan of works will be made to supplement the risk assessment. For any notifiable non-licensed work the relevant enforcing authority will be notified as necessary and records will be kept.

For any licensed work, which includes working with asbestos insulation, asbestos coating or asbestos insulating board we acknowledge the need to hold a current and relevant licence issued by the Asbestos Licensing Unit.

## 1. ARRANGEMENTS FOR ASBESTOS

### The Asbestos Co-ordinator will ensure that:

- 1.1 An asbestos survey has been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found.
- 1.2 There is a written management plan which details the actions and measures necessary to manage the risk from asbestos.
- 1.3 Action has been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres.
- 1.4 Arrangements are in place to ensure the ongoing monitoring and review of any ACMs
- 1.5 A risk assessment will be undertaken prior to the commencement of any work which may be undertaken on business properties to ascertain where asbestos is present and determine its condition and location and likely exposure to asbestos fibres.
- 1.6 Prior to commencement of work, notifiable non-licensed work will be notified to the relevant enforcing authority. Brief written records will also be kept regarding this work.
- 1.7 Prior to the commencement of work, all work is checked to ensure the work is non-licensed and documented on the risk assessment.
- 1.8 Any employees who undertake non-licensed work must be suitably trained and instructed on the task involved and plan of work.
- 1.9 Prior to work starting, a plan of work will be made which details what the work will involve, location, duration, procedures to reduce exposure, equipment and PPE required, decontamination procedures, waste disposal and emergency procedures.
- 1.10 A written record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs is kept up to date, held on site and readily available.
- 1.11 Safe systems of work are introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products.
- 1.12 Procedures are in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with.
- 1.13 All employees who may come into contact or disturb asbestos are suitably trained and have received asbestos awareness training annually.
- 1.14 A register of notifiable non-licensed work for each employee exposed to asbestos is kept up to date and readily available.

- 1.15 Any work that requires a license will be undertaken by licensed specialist asbestos contractors.
- 1.16 All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.

## 2. ASBESTOS POLICY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Has an asbestos survey been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Do you have a written management plan which details the actions and measures necessary to manage the risk from asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to ensure the ongoing monitoring and review of any ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has an initial risk assessment been undertaken prior to the commencement of work to identify the presence of any ACMs, their condition and likely exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Prior to commencement of work, has all notifiable non-licensed work been notified to the relevant enforcing authority and are brief written records of the work made and kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Prior to the commencement of work, has all work been checked to ensure the work is non-licensed and documented on the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees who undertake non-licensed work suitably trained and instructed on the task involved and plan of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Prior to work starting has a detailed plan of work been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there a written up to date record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs and is this readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Have safe systems of work been introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are procedures in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Have all employees who may come into contact or disturb asbestos received asbestos awareness training annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a register of notifiable non-licensed work for each employee exposed to asbestos kept up to date and readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Yes</b>	<b>No</b>	<b>n/a</b>
1.15	Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1.16	All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Comments/further action</b>		

### 3. ASBESTOS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed:

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# LONE WORKING

## Policy

We recognise the importance of ensuring that all lone working activities are managed appropriately to minimise risk. The safety of workers will always be carefully considered in lone working situations and we will ensure they are capable of responding correctly to emergencies. Such emergencies may arise due to fire, equipment failure, illness, accidents and unauthorised intruders. We will assess the potential hazards from lone working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will take into account not only the task but also the abilities and experiences of those who may be undertaking the work. The findings of the risk assessments will determine the level of supervision required. To ensure that lone workers are not at more risk than other employees we will provide adequate training on understanding the risks and avoiding panic reactions to unusual situations. Checks will be made to ensure that any lone workers have no medical condition which makes them unsuitable for lone working. We will not permit lone working where risks cannot be controlled to an acceptable level. Procedures will be put in place to monitor lone workers to see they remain safe. We will regularly review and, where necessary, modify our assessments, especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

## 1. ARRANGEMENTS FOR LONE WORKING

### **The Lone Working Co-ordinator will ensure that:**

- 1.1 All employees likely to work alone are identified.
- 1.2 Consultation with employees regarding lone working takes place.
- 1.3 The tasks which expose employees to lone working are identified and listed.
- 1.4 The hazards to which employees may be exposed are suitably and sufficiently assessed.
- 1.5 Adequate control measures are implemented to prevent ill health and accidents.
- 1.6 A decision based on the risk assessment findings is made to determine the level of supervision required.
- 1.7 Activities requiring special arrangements in order to monitor the safety of lone workers are identified.
- 1.8 Activities which must not be performed by lone workers are identified and brought to the attention of all relevant persons.
- 1.9 Employees that work alone are given adequate information, instruction and training.
- 1.10 Checks are made to ensure that any lone workers are medically fit for the tasks.
- 1.11 Control measures are regularly monitored maintained to ensure they remain effective.

## 2. LONE WORKING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Have all employees likely to work alone been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation with employees regarding lone working taken place and is this ongoing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have the tasks which expose employees to lone working been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the hazards to which employees may be exposed been suitably and sufficiently assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have adequate control measures been implemented to prevent ill health and accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the level of supervision been decided for the lone working activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have special arrangements for monitoring lone workers been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have prohibited lone working activities being brought to the attention of all relevant persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have lone working tasks been adequately risk assessed and documented and the findings regularly monitored and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have checks been made to ensure the lone workers are medically fit for the tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are control measures regularly monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment/further action</b>				

### 3. LONE WORKING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# PERSONAL PROTECTIVE EQUIPMENT

## Policy

We will identify and assess all activities our employees may be required to undertake during the course of their employment with us. We will only specify personal protective equipment as the last means of defence should we be unable to otherwise eliminate the risk to our employees. We will, as far as is reasonably practicable, implement the hierarchy of control measures. Personal protective equipment will only be provided if the risk to our employees cannot be adequately controlled after the hierarchy of control measures has been exhausted. If and when we do provide personal protective equipment, we will ensure it is fit for the purpose and environment it is to be used in and that it fits the wearer correctly to give the level of protection the equipment was so designed for. We will ensure employees are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction and guidance on the use, storage and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to our employees as may be necessary and that such equipment will be free of charge. Where it is identified that an employee's well-being may be affected due to exposure to a specific hazard or hazards, a medical questionnaire will be completed. We will ensure where necessary that regular health surveillance is provided where the risk of harm to our employees is controlled by the use of personal protective equipment.



## 1. ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

### **The Personal Protective Equipment Co-ordinator will ensure that:**

- 1.1 All activities our employees may be required to undertake during the course of their employment are identified and assessed to determine the need for Personal Protective Equipment (PPE).
- 1.2 As far as is reasonably practicable, the hierarchy of control measures i.e. elimination, reduction, substitution, isolation or engineering controls, is followed to control the hazards that have been identified.
- 1.3 PPE is specified as a last form of defence only when the hierarchy of controls has been exhausted.
- 1.4 Where PPE is provided, it is fit for the purpose and the environment it is to be used in and it fits the wearer correctly.
- 1.5 Individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire is completed prior to any person commencing work in such an environment which may present a risk to them.
- 1.6 Where identified by the medical questionnaire, or where necessary due to the identification that the risk of harm is controlled by the use of PPE, health surveillance is provided at regular intervals.
- 1.7 Where PPE is required, it is provided free of charge.
- 1.8 Employees are consulted on the type of PPE to be used.
- 1.9 All employees required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.
- 1.10 A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.
- 1.11 Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.
- 1.12 Where necessary, suitable and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing.

<sup>1</sup> Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

## 2. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Have all activities our employees may be required to undertake during the course of their employment been identified and assessed to determine the need for PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the hierarchy of control measures been followed and exhausted to control the hazards that have been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is PPE specified as a last form of defence only when the hierarchy of controls has been exhausted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where PPE is provided is it fit for the purpose and the environments it is used in and does it fit the wearer correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards been identified and have medical questionnaires been completed prior to those persons commencing work in such environments which may present a risk to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where necessary, is health surveillance provided at regular intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where PPE is provided, is it free of charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees consulted on the type of PPE to be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are employees who are required to wear PPE given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to permit the maintenance or replacement of PPE as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are suitable facilities provided to enable employees to store their PPE when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Where necessary have suitable and sufficient facilities been provided to permit employees to change and store their normal clothing to specified personal protective clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

<sup>1</sup> Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

### 3. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# USE AND CONTROL OF CONTRACTORS

## Policy

From time to time it will be necessary for us to employ contractors to carry out work on our premises. We will ensure that only those contractors who are deemed competent to undertake such work will be engaged to do so. All contractors will be assessed to ensure that they are able to allocate sufficient resources to ensure that all works are completed safely and will be provided with and agree to comply with our company code of practice. Contractors will only be able to subcontract any part of the works to a third party with the express permission of the company and will ensure that all such sub-contractors are suitably competent. Risk assessments and method statements will be prepared where necessary and the control measures identified will be monitored to ensure that they are being complied with. Certain high risk tasks will be controlled by the use of a permit to work system administered by the company. All contractor employees will be provided with induction training on first arrival at our site and will be adequately supervised throughout the duration of the contract. First aid and accident investigation arrangements will be made with the contractor. Non-compliance with agreed standards will result in suspension of the work and may result in removal from the approved contractor list. Continuous improvement in the management of contractors on our site will be achieved by reviewing the performance of each contractor at the end of the job and ensuring that poor practice is eliminated and good practice repeated.

## **1. ARRANGEMENTS FOR THE USE AND CONTROL OF CONTRACTORS**

### **The Contractor's Co-ordinator will ensure that:**

- 1.1 All contractors and sub contractors are competent to carry out the work they have been appointed to do.
- 1.2 All contractors and sub contractors are provided with an up to date copy of the company code of practice and have completed and returned the contractor certificate contained in the rear of the code of practice prior to work commencing on site.
- 1.3 No contractor appoints a sub contractor without express authorisation.
- 1.4 Assessments of the risks both created by the work carried out by the contractor and by our activities on site are carried out and agreed prior to work commencing.
- 1.5 Where required method statements based on the control measures identified by the risk assessment are in place prior to work commencing.
- 1.6 The Permit to Work (Contractors) has been completed.
- 1.7 A Permit to Work system is in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc.
- 1.8 Arrangements are in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site.
- 1.9 The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.
- 1.10 Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.
- 1.11 Arrangements are in place for the provision of first aid for all contractors when on site.
- 1.12 Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.
- 1.13 Contractor review meetings are held at the end of the work to ensure that good performance is repeated and poor performance is improved.

## 2. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Are all contractors and sub contractors competent to carry out the work they have been appointed to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are all contractors and sub contractors provided with an up to date copy of the company code of practice and have they completed and returned the certificate prior to work commencing on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are contractors only allowed to appoint sub contractors following express authorisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are assessments of the risks both created by the work carried out by the contractor and by our activities on site carried out and agreed prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are method statements based on the control measures identified by the risk assessment in place prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the Permit to Work (Contractors) been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is a Permit to Work system in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are the activities of all contractors effectively monitored to ensure they are complying with the risk assessments and method statements provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are procedures in place to suspend the activities of contractors if unsafe working practices are observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are arrangements in place for the provision of first aid for all contractors when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are arrangements in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are contractor review meetings held at the end of the work to ensure that good performance is repeated and poor performance is improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

**3. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **HEALTH AND SAFETY**

## **CODE OF PRACTICE FOR CONTRACTORS AND SUB-CONTRACTORS**



## **Code of Practice for Contractors and Sub-Contractors**

### **1. Introduction**

It is the company's policy to secure a high standard of safety in all areas. All contractors/sub-contractors **MUST** conduct their activities so the conditions and methods of work are safe for their own and the company's employees, and others who may be affected by their undertakings whether employed or not. Procedures and requirements to achieve this are set out in this document. All contractors/sub-contractors will:

- 1.1 Comply with the requirements stated in this document.
- 1.2 Observe their obligations under statute and common law.
- 1.3 Employ on site only such persons who are competent.

To assure ourselves the contractors/sub-contractors understand their obligations they should read this Code of Practice and sign and return the certificate attached. This Code of Practice shall be incorporated into and form part of the contract between ourselves and the contractor/sub-contractor.

### **2. Definitions**

Throughout this document the following words/titles have the meaning given below:

#### **Company**

Any trade, business or other undertaking (whether for profit or not).

#### **Contractor**

Any organisation, firm or person who has agreed to carry out defined work for the company on our premises.

#### **Sub-Contractor**

Any organisation, firm or person who has agreed to carry out defined work for any appointed contractor or has been directly appointed by the company to carry out work on our premises and is acting under the control of an appointed contractor.

## **Initiator of the Contract**

The authorised representative of the company who leads negotiations of the contract on behalf of the company or the person named in the contract to whom all queries are notified.

### **3. Insurance**

The contractor/sub-contractor shall indemnify the company against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or in connection with or as a consequence of carrying out any of the works or which may arise from a breach by the contractor/sub-contractor, his servants or agents of any of the provisions laid out in this document. Nothing herein shall impose any liability upon the contractor/sub-contractor for negligence on the part of the company, its servants or agents.

The contractor/sub-contractor shall be liable for loss and/or damage to the site (which shall include work executed and all material intended for, delivered to and placed on or near to the site) from any cause whatsoever.

The contractor/sub-contractor shall insure his liabilities under the clauses above by the provision of:

Employers' Liability Insurance;

Public Liability (Third Party) Insurance for a minimum of £2 million. Contract Works or Contractors' (All Risk) Insurance for the full value of the contract works and such insurances shall include an indemnity from the insurer to this company.

We may from time to time request details of such insurances.

### **4. Consultation prior to commencement of Contract**

Before any work is begun a responsible official representing the contractor/sub-contractor must discuss with the company or its representatives, the safety precautions required by these rules and any other precautions, which they deem necessary.

The contractor/sub-contractor should that ensure that he:

- 4.1 Has the site of the operations defined.
- 4.2 Is informed of the arrangements regarding the provision of suitable welfare facilities, first aid and fire safety, engineering services and any other relevant information required to ensure the safety of his employees.

- 4.3 Obtains any special information concerning the company's processes which may affect or involve the contract work.
- 4.4 Collects additional copies of the Code of Practice for contractors'/sub-contractors' booklets for distribution to his staff.

The precautions required by this Code and any further precautions which the contractor/sub-contractor or his representative is instructed by the company to take, must be fully observed and performed.

If during the course of work, a representative of the company observes any disregard to this Code or of his instructions, or observes any circumstances which may give rise to an accident or fire, he will inform the contractor/sub-contractor or his representative who must then cease work until he is able to comply with this Code and other safety instructions issued by the company.

The contractor/sub-contractor or his authorised representative will be required to sign a certificate to the effect that the Code of Conduct for contractors'/sub-contractors' document has been received and the conditions are accepted and understood.

The completed certificate will be applicable to any work carried out on the company's site and the undertaking will apply until the conditions contained in the booklet are withdrawn or revised. Receipt by the company of a completed certificate does not imply that a contract will be offered to the contractor/sub-contractor.

## **5. Construction Design and Management Regulations**

It is the intention of the company to comply with the requirements of the Construction (Design and Management) Regulations as and when they are applicable to our undertakings.

The company Health and Safety Co-ordinator will ensure with the assistance of other appropriate company management members, that the requirements of the Construction Design and Management Regulations are met prior to the commencement of any project to which these regulations apply.

The Health and Safety Co-ordinator will ensure that a pre-tender Health and Safety plan is obtained from the CDM Principal Designer to enable the company to tender for the contract having allowed adequate provisions to fulfil the requirements of the contract in a safe and competent manner.

The Health and Safety plan will illustrate how Health and Safety will be managed during the construction phase and will give details of how information and instruction will be passed to and received from all persons affected by the works.

Information received from the company's Contractors' Co-ordinator will be included in the Construction Phase Health and Safety plan to enable site management to plan and monitor works being undertaken by any contractor/sub-contractor we may use.

Information will also be included regarding welfare arrangements and emergency procedures.

Site health and safety rules and relevant health and safety standards where appropriate will also be included particularly where standards above the minimum statutory requirement are deemed necessary by the company.

The plan will also identify the necessary levels of health and safety training required for those working on the project and arrangements for project specific awareness training where necessary.

The arrangements for monitoring compliance with all current health and safety legislation will also be an integral part of the Construction Phase Health and Safety plan, along with details of how the views of workers on health and safety issues relating to the project will be co-ordinated.

In the majority of circumstances the company will not be deemed to be Principal Contractor. The company will through its managers provide all the necessary information required by the Principal Contractor to assist him in fulfilling his role.

The site manager will be responsible for ensuring that all the relevant information required by the CDM Principal Designer is made available to him to permit the Health and Safety file to be compiled.

## **6. Training and Competence**

It is our responsibility to ensure that any person who carries out work for/or on behalf of this company is competent to do so. In order to ensure the competency of contractor/sub-contractor employees it will be necessary for us to examine relevant training records. We will, from time to time request copies of such records for our examination. Failure to provide adequate records may result in a cessation of the contract and will result in a suspension of future contracts.

Contractors/sub-contractors are required to ensure that their employees are competent to carry out work on our behalf. In order to ensure this you will be required to ensure your employees receive any training which the company feels is necessary for the satisfactory performance of their duties.

Where specialist training is required to comply with specific regulations it will be the responsibility of the contractor/sub-contractor to ensure that this is carried out and documentary evidence is provided. For example, forklift truck driver training.

## **7. Risk Assessments and Method Statements**

Prior to the commencement of any work on our premises we will in consultation with the contractor/sub-contractor ensure that suitable risk assessments are prepared. Where necessary we will ensure that method statements are also prepared.

It will be the responsibility of the contractor/sub-contractor to ensure that the control measures identified by the risk assessment and method statements are implemented.

Notwithstanding the generality of the paragraphs above specific control measures will be required for the following:

## **8. Equipment and Tools**

The contractor/sub-contractor is responsible for the condition of the equipment and tools used by him. In particular, he is responsible for:

The adequacy and safe condition of all access equipment including scaffolding, ladders, steps, trestles and mobile elevated working platforms, whether or not these are provided by him.

The proper and safe use of all equipment and tools. Any equipment or tools loaned by the company must be returned for any necessary servicing, maintenance or repairs.

Ensuring that all equipment is maintained in a safe condition.

From time to time it will be necessary for the company to inspect and examine the equipment used by the contractor/sub-contractor to ensure its safety. Copies of inspection reports for any such equipment may be requested at any time. If any equipment is found to be in an unsafe condition or if the contractor/sub-contractor fails to provide the relevant inspection reports this may result in a cessation of the contract and will result in a suspension of future contracts.

## **9. Electrical Equipment**

The contractor/sub-contractor is required to use low voltage equipment. Unless otherwise stated in the contract the contractor/sub-contractor should use 110 volt equipment supplied from a suitable transformer operating at 50Hz with the centre tap or midpoint earthed.

In all cases the metal work of portable equipment and any flexible metallic covering of conductors must be earthed and in all other respects constructed and maintained in compliance with the Electricity at Work Regulation 1989.

Cables supplying portable apparatus must be of the correct number of cores and properly connected to standard plugs and sockets.

## **10. Fire**

Contractors/sub-contractors should ensure suitable measures are taken to reduce the risk of fire. Any activities which are likely to increase the risk should be thoroughly assessed prior to the start of the work and the appropriate control measures implemented. Copies of the assessment should be passed to the company for approval.

All contractors'/sub-contractors' employees must be conversant with the nature of the fire warning system in use at the premises. Instructions on action to be taken in the event of a fire must be obtained unless they are clearly exhibited at the place of work, and are fully understood. In the case of a fire all persons at the site should follow the procedure laid down. In the absence of such a procedure all persons should evacuate the premises to a point of safety and report to site management.

Contractors/sub-contractors should ensure that their employees observe strictly any No Smoking restrictions.

Whenever work is carried out which causes obstruction to, or renders inaccessible, any fire exit or stairway leading to any fire exit, written permission should be obtained from the initiator of the contract prior to such work being carried out. Where temporary alternative arrangements are approved and implemented the facilities shall be accompanied by suitable signs and adequate lighting.

All operations involving HOT WORK (cutting and welding etc.) or use of open flames (blow lamps, gas appliances etc.) may be subject to a written permit to work system administered by the company.

All contractors/sub-contractors are responsible for the safe use, storage and transportation of any gas cylinders. All cylinders containing highly flammable liquids or liquefied petroleum gasses should be stored in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

All stocks of combustible materials including any Highly Flammable Liquids should be stored in appropriate containers and should be removed from the premises at the end of each day.

## **11. Building Operations including Installation Repair and Demolition**

The contractor/sub-contractor is responsible for ensuring that all building operations are carried out in a safe manner and in accordance with relevant legislation.

Particular attention must be paid to the provision of guard rails and toe boards at working platforms and other workplaces and gangways etc. to prevent, as far as is reasonably practicable, the fall of persons, tools and materials.

Articles must not be thrown or dropped from heights under any circumstances. Where reasonably practicable all equipment and waste materials must be properly lowered by hand. If necessary a waste disposal chute should be used which delivers the waste into a suitably covered skip.

Timber with projecting nails must not be left where it could pose a risk to any person. All such timbers should be removed immediately to a safe place.

## **12. Entry Into Confined Spaces**

It is unlikely that there will ever be the need for any employee of either the company or any contractor/sub-contractor appointed by the company to enter into any confined space.

Where such work is considered all efforts will be made to prevent the need for such work to be carried out. Where confined space entry cannot be prevented all steps will be taken to minimise the need for such entry so far as is reasonably practicable. Where there is still a need for such entry all work will be subject to a permit to work system implemented by the company.

A specific risk assessment will be prepared by the contractor/sub-contractor in consultation with the company prior to any work carried out in a confined space

## **13. Work on or With Asbestos Products**

Every attempt will be made to determine the location and nature of any asbestos containing material prior to the start of any work at site. Where such materials are identified the risks to the contractor/sub-contractor's employees will be assessed. The results of the company's asbestos survey will be made available to the contractor/sub-contractor prior to the start of any work where there is the potential for exposure to such material.

No work will be carried out to which the Control of Asbestos Regulations 2012 apply. All such work will only be carried out by an approved asbestos removal contractor/sub-contractor.

No work will be carried out on materials known to contain asbestos which is likely to release asbestos fibres into the atmosphere. In particular no cutting, machining, hammering or other mechanical modification of asbestos cement sheets will be carried out unless suitable control measures are in place.

#### **14. Control of Substances Hazardous to Health**

A suitable and sufficient assessment of the risks to the health of the employees of the contractor/sub-contractor and others that may be affected must be completed prior to commencement of work on site.

The creation of dust and fume must be effectively controlled.

Hazard data sheets for all hazardous substances must be obtained from the supplier and be available for inspection at any time. Exposure to such substances must be controlled to below the relevant occupational exposure limit.

#### **15. Manual Handling**

A suitable and sufficient assessment of all manual handling activities for which there is a foreseeable risk of injury should be carried out prior to commencement of work at site.

Suitable steps should be taken to minimise the amount of manual handling required by the provision of mechanical assistance such as fork lift trucks, pallet trucks, hoists and other lifting appliances.

All employees of contractors/sub-contractors should be trained in safe methods of lifting and handling.

#### **16. Vehicle Movements**

All contractors'/sub-contractors' vehicles are required to comply with any traffic restrictions imposed within the boundary of the property.

The contractor/sub-contractor shall ensure that all loads are properly secured during transportation.

#### **17. Overhead Work**

No work may be carried out above head height or over gangways or roads until adequate precautions have been taken to ensure the safety of persons below. Where necessary barriers should be erected to prevent access by unauthorised persons.



## **18. Excavations**

All work requiring excavations may be subject to a permit to work system administered by the company, in particular before any excavation is commenced the contractor/sub-contractor shall determine the existence and route of any services in the area which are likely to be affected by the work.

## **19. Cranes, Hoists and Lifting Tackle**

Where such equipment is provided by the company the relevant inspection certificates will be made available at site.

Where the contractor/sub-contractor provides his own equipment (whether owned or hired) the relevant inspection certificate should be forwarded to the company prior to the commencement of work. A copy of the certificate should also be available at site.

Any person operating such equipment should be competent to do so. It will be necessary from time to time to inspect relevant training records. A copy of the training certificate/licence should be held by the person operating the equipment.

## **20. Noise**

The noise levels generated by our activities have been assessed prior to the start of work at site. Where noise levels are above the lower exposure action value of 80dB (A) the contractor/sub-contractor should ensure that his employees are provided with suitable hearing protection. Where noise levels are above 85dB(A) he should ensure that hearing protection is worn at all times.

Contractors/sub-contractors are required to carry out their operations in such a way that the levels of noise generated are kept to a minimum. Where the noise generated by such activities results in noise levels above those stated similar action should be taken. The contractor/sub-contractor should inform the initiator of the contract and ensure that suitable warning signs are displayed.

## **21. Disposal of Waste**

All waste materials should be disposed of in line with the Collection and Disposal of Waste Regulations and the Control of Pollution Act and other statutory special requirements governing the disposal of any toxic waste or effluent. It is essential that clearance is first obtained from the initiator of the contract before materials and substances are disposed of.

Drains and sewers must not be used to dispose of any chemicals, substances or liquids other than water and normal effluent. Care must be taken by the

contractor/sub-contractor to prevent spillage or leakage into drains or sewers. Should an accident occur the company must be contacted immediately.

## **22. Machinery**

The contractor/sub-contractor must not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery or from any place where safety equipment has been provided except with the permission of the initiator of the contract. Advice will, if necessary, be sought from the department manager.

Where permission is granted any additional specific precautions must be observed. Guards, fencing and safety equipment must be replaced as soon as the work has been completed and their replacement checked by the initiator of the contract. The contractor/sub-contractor must take steps to ensure that no machinery is set in motion without such replacement.

No work may be started near or above machinery in motion without the permission of the company.

The contractor/sub-contractor may not set in motion or use any power driven machinery in connection with work in or about the premises unless all legislative requirements have been met especially in respect of guards and fencing and persons employed to operate them.

## **23. Security**

The contractor/sub-contractor must conform to any security arrangements that apply to our premises. Where necessary contractors/sub-contractors should ensure that the company is provided with a list of all employees working on the premises.

The contractor/sub-contractor must ensure that all vehicle movement and parking regulations are strictly observed.

The company reserves the right to refuse entry to its premises by any person or vehicle.

The company's regulations covering the conduct of its employees will be applicable to contractors/sub-contractors and their employees. The company accepts no responsibility for the safety of vehicles, tools or equipment used by contractors/sub-contractors or their employees. The company will not be liable for the loss or damage, however caused, to vehicles and property of the contractor/sub-contractor or their employees whilst on our premises.

## **24. Accidents**

A responsible official of the contractor/sub-contractor must make himself aware of:

- a) The location of any Medical Centre (Surgery) or First Aid provision on site; and
- b) The services provided by the company in the event of accident or injury.

He must ensure his site employees are aware of these arrangements.

All accidents must be reported to the initiator of the contract, investigated by the contractor/sub-contractor and steps taken to prevent recurrence. Suitable measures must be taken to make any danger areas safe as soon as possible after the accident.

## **25. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The attention of contractors/sub-contractors is drawn to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) regarding accidents and dangerous occurrences on site. All such incidents must be reported to the enforcing authority within the appropriate time scales. A written copy of the report must also be forwarded to the company.

## **26. Work at Height**

The attention of contractors/sub-contractors is drawn to the provisions of the Work at Height Regulations whilst working on site. Contractors/sub-contractors will so far as is reasonably practicable, avoid the need to work at heights by effective planning of works. Where this is not reasonably practicable contractors/sub-contractors will carry out suitable and sufficient assessments of all such tasks and take appropriate steps to reduce the risk of injury. All works at height will be properly planned and appropriately supervised. The most suitable methods of work will be selected along with the most suitable work equipment. Contractors/sub-contractors will ensure that all employees are competent to undertake their duties and are provided with appropriate instruction, information and training and ensure that all equipment provided for working at height is properly maintained.

## CONTRACTOR/SUB-CONTRACTORS' CERTIFICATE

We/I ..... acknowledge that we/I have received a copy of Code of Practice for contractors/sub-contractors and have read and understood them.

We/I guarantee that we/I will distribute one copy to each of our/my supervisory staff engage on contract work for the company. We/I understand that my/our employees will be instructed to observe these rules throughout any contract. We/I further undertake that no work will be done until this certificate is COMPLETED AND RETURNED.

We/I apply for ..... initial copies of the rules for distribution to our/my supervisory staff whose names appear on the attached list. We/I undertake to notify the company in writing of any change in the names on the attached list and to apply for additional copies of the rules corresponding to any additions to the attached list.

CONTRACTOR/SUB-CONTRACTOR'S NAME

ADDRESS

TELEPHONE NO.

EMERGENCY NO.

COMPANY OFFICIAL SIGNATURE

SITE SUPERVISOR RESPONSIBLE FOR SAFETY

DATE

## SUB - CONTRACTORS' HEALTH AND SAFETY ASSESSMENT FORM

To be considered for work for this company the attached questionnaire must be completed and returned with all appropriate documents.

Name of company:

Address:

Telephone No:

E Mail:

Contact Name:

Type of work being tendered for:

1. If you employ five or more persons, please forward a copy of your Health and Safety Policy documentation.
2. If you employ fewer than five people how do you effectively manage health and safety within your company?

3. Please provide copies of your Employers' Liability Insurance Certificate Public Liability Certificate and Product Liability Certificate. Check where appropriate:

Employers' Certificate:

Public Certificate:

Product Liability

4. Are you accredited by any third party organisations, e.g. CHAS, SafeContractor, Gas Safe Register, CSCS Cards, Industry specific bodies? Please provide details:

5. What training has been given to your employees? Please list details and enclose documentary evidence i.e. training certificates, induction training records etc.

6. Please forward copies of risk assessments, method statements, COSHH assessments, manual handling assessments etc for works completed previously of a similar nature.

7. Please provide details of accidents in the last 3 years.

YEAR	FATALITIES	MAJOR INJURIES	DANGEROUS OCCURRENCES	MINOR INJURIES (REPORTABLE)	NEAR MISSES	NON REPORTABLE INJURIES

8. Has any prosecution past or pending been brought against your company within the last five years by any enforcing authority in relation to any breach of health and safety legislation?

If so, what for?

9. Is your organisation Covid Secure?      YES       NO

**NB:** If you have answered YES attach your Covid 19 Risk assessment – If you have answered NO you will not be considered for work for our company.

Signed on behalf of company: .....Date: .....

Assessed by: .....Date: .....

Approved    YES   
              NO     Give brief reason for declining approval

## PROVISION AND USE OF WORK EQUIPMENT

### Policy

We will ensure that all work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available. We will ensure that all work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained. Where the use of work equipment is likely to involve a specific risk to health and safety we will ensure that the equipment is only used, repaired, modified maintained and serviced by authorised competent persons. Appropriate health and safety information, instruction and training will be provided for all employees who either use or manage the use of work equipment. We will ensure that all work equipment provided for use after 31<sup>st</sup> December 1992 complies with the appropriate EU directives. Access to dangerous parts of machinery will be effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. We will take all necessary measures to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures. We will ensure that all work equipment is provided with suitable controls and control systems for starting stopping and changing operating conditions, including those for use in an emergency situation. Where appropriate all work equipment will be provided with suitable means to isolate it from its sources of energy. All work equipment will be stable, adequately lit, clearly marked for reasons of health and safety and incorporate appropriate warnings or warning devices. Maintenance of work equipment will only be carried out where suitable measures have been taken to effectively control the risks.



## **1. ARRANGEMENTS FOR THE PROVISION AND USE OF WORK EQUIPMENT**

**The Provision and Use of Work Equipment Co-ordinator will ensure that:**

- 1.1 All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.
- 1.2 All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.
- 1.3 Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.
- 1.4 Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.
- 1.5 All work equipment provided for use after 31<sup>st</sup> December 1992 complies with the appropriate EU directives.
- 1.6 Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.
- 1.7 All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.
- 1.8 All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation.
- 1.9 Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.
- 1.10 All work equipment is stable, adequately lit, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices.
- 1.11 Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.

## 2. PROVISION AND USE OF WORK EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Is all work equipment suitable for the purpose for which it is used, and maintained in good working order and where necessary is an up to date maintenance log available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is all work equipment installed correctly and inspected at suitable intervals to ensure it remains safe and are appropriate records of inspection maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where the use of work equipment is likely to involve a specific risk to health and safety is the equipment only used, repaired, modified, maintained and serviced by authorised competent persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is appropriate health and safety information, instruction and training provided for all employees who either use or manage the use of work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Does all work equipment provided for use after 31 <sup>st</sup> December 1992 comply with the appropriate EU directives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is access to dangerous parts of machinery effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are all necessary measures taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is all work equipment provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is all work equipment stable, adequately lit, clearly marked for reasons of health and safety and does it incorporate appropriate warnings or warning devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is maintenance of work equipment only carried out where suitable measures have been taken to effectively control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment/further action</b>				

### 3. PROVISION AND USE OF WORK EQUIPMENT ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# **VIOLENCE, AGGRESSION AND CHALLENGING BEHAVIOUR AT WORK**

## **Policy**

We will identify all situations which may expose our employees to violence or challenging behaviour and also identify those employees who may be at greater risk of such circumstances occurring or developing. We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Company. We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time. Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees.

## **1. ARRANGEMENTS FOR VIOLENCE & AGGRESSION AT WORK**

### **The Violence at Work Co-ordinator will ensure that:**

- 1.1 All persons who may be at risk from violence or challenging behaviour are identified and receive appropriate training to deal with such situations.
- 1.2 All situations which may expose our employees to violence at work are assessed and appropriate measures to protect those employees are implemented.
- 1.3 Action on reports of violence at work is taken immediately.
- 1.4 Where appropriate, support/counselling is offered to any employee who is subjected to violence at work.
- 1.5 Procedures are in place to deal with emergency situations.
- 1.6 A formal system for reporting incidents is initiated and maintained.
- 1.7 All employees are aware of the procedure for reporting violent or potentially violent incidents.

## 2. VIOLENCE & AGGRESSION AT WORK MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Have all persons who may be at risk from violence at work been identified and given appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have assessments been carried out covering all the situations which may expose our employees to violence at work, with appropriate procedures and measures implemented to protect those employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is action on reports of violence at work immediately taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to offer support or counselling, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are procedures in place to deal with emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is there a formal reporting procedure in place for reporting any acts of violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees aware of the procedure for reporting violent or potentially violent incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

### 3. VIOLENCE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# WORK RELATED STRESS

## Policy

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with all employees and their representatives based on openness, honesty and trust. Systems will be in place locally to encourage managers to support their staff and colleagues. We recognise that non-work problems can make it difficult for people to cope with the pressures of work. Employees are encouraged to discuss any matters that may affect their work with their manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.



## 1. ARRANGEMENTS FOR WORK RELATED STRESS

### **The Work Related Stress Co-ordinator will ensure that:**

- 1.1 The risks from stress are effectively controlled by the identification and assessment of all potential work related stressors.
- 1.2 Effective communication takes place between management and employees particularly where there are organisational and/or procedural changes.
- 1.3 Training and guidance is provided to all managers and employees in good management practice.
- 1.4 Employees are adequately trained, understand their roles and responsibilities and have sufficient information for the tasks they are to undertake.
- 1.5 Encourage employees to use their skills and initiative and where possible to develop new skills.
- 1.6 Employees are given adequate and achievable demands in relation to agreed hours of work.
- 1.7 Employees are consulted on work patterns, the work environment and on all proposed action relating to the prevention of work related stress.
- 1.8 Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected.
- 1.9 Individuals who have been absent with stress are supported and consulted on a planned return to work.
- 1.10 The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.
- 1.11 Positive behaviours to avoid conflict and ensure fairness are promoted.

## 2. WORK RELATED STRESS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Have risk assessments been undertaken to identify potential areas of work-related stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is there effective two-way communication, including feedback, between management and employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are all managers competent to supervise employees reporting to them and applying good management practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do employees have sufficient information and are they adequately trained for their tasks, fully understanding their roles and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employees encouraged to use their skills and initiative and provided with opportunities to develop new skills where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are demands placed on employees both adequate and achievable within the agreed hours of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees consulted on work patterns, the work environment and their suggestions considered in relation to the prevention of work-related stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have employees affected by stress been treated sensitively, been consulted and informed of action to be taken and their confidentiality maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Has anyone absent with stress been consulted on a planned return to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are the measures implemented to address the sources of stress monitored to ensure their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is positive behaviour promoted at all levels to avoid conflict and ensure fairness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

### 3. WORK RELATED STRESS, MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# DRUGS AND ALCOHOL

## Policy

Substance abuse, or impairment due to drugs and/or alcohol, is a major factor in causing accidents at work and we aim to eliminate that factor, which can only be achieved with everyone's co-operation. This need to work without impairment is equally important whether working within the Company's own premises or on a client's site, and includes travelling between the two.

No employee should consume alcohol or take drugs, other than on medical advice and in accordance with such advice, or use any other inhibiting substance during working hours. This will include any breaks that are allowed unless there are good business reasons or express permission has been granted by the managing director. Being apparently under the influence of drink or carrying, supplying or taking illegal drugs is classified as gross misconduct under the Company Disciplinary Policy. Such employees will be excluded from work until suspicion is cleared, during which time there will be no entitlement to pay.

If any type of drug - medication is used at work or prior to commencing work and it is believed that the negative effects of the drug - medication could still present themselves, employees must make a member of management aware of this fact.

We recognise that there are certain locations and work environments that can be considered as having a higher risk potential so stricter rules that go beyond those given in the subsequent sections of this policy may apply. Examples of such locations might be those where the work process involves the production or storage of highly volatile chemicals, liquids or gas.

In the event of our employees visiting or working at any location, including customer sites that has an established policy which exceeds this document, all persons there must comply with its requirements, in addition to those given here.

The taking of drugs and alcohol over an extended period can be habit forming and lead to dependence. Dependence is recognised as an illness by the Company and any employee who believes that he or she may have, or potentially have, such a problem, is encouraged to discuss it with a person in authority with whom the individual feels comfortable, who will provide support and advice on obtaining treatment. The employee is expected to meet the cost of any treatment but the Company will be supportive and understanding during treatment.

This Policy will be reviewed following any changes to working practices or applicable legislation, or at least annually.

Employees are provided with the necessary information and training with regards to this Policy, which includes their duty to notify management if they suspect that they or another employee has an alcohol or drugs problem.

## **1. ARRANGEMENTS FOR DRUGS AND ALCOHOL**

### **The Drugs and Alcohol Co-ordinator will ensure that:**

- 1.1 Substance abuse or impairment is eliminated, whether at our premises, during travelling or at client sites and disciplinary action will be taken to ensure this, where necessary.
- 1.2 Higher risk locations and work environments will be identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary.
- 1.3 When employees visit any other location any established policy will be complied with, in addition to our own.
- 1.4 Employees will not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours.
- 1.5 Employees will advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves.
- 1.6 The Company will recognise drug or alcohol dependence; will encourage employees to discuss such issues in confidence and will provide advice and support on obtaining treatment.
- 1.7 Employees will be provided with the necessary information, instruction and training regarding the Company policy regarding drugs and alcohol including their duty to report any suspected problems.
- 1.8 Random drug and alcohol screening or random tests will be carried out as necessary. The Company's disciplinary procedure will be adhered to so as to ensure this policy is enforced.
- 1.9 This policy will be subject to the necessary timely review.

## 2. DRUGS AND ALCOHOL MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Is substance abuse or impairment eliminated, whether at our premises, during travelling or at client sites and disciplinary action is taken where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have higher risk locations and work environments been identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	When employee's visit any other location is any established policy complied with, in addition to our own?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do we ensure employees do not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do employees advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Does the Company recognise drug or alcohol dependence, encourage employees to discuss such issues in confidence and provide advice and support on obtaining treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees provided with the necessary information, instruction and training regarding Company policy regarding drugs and alcohol including their duty to report any suspected problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are random drug and alcohol screening or random tests carried out as necessary? Is the Company's disciplinary procedure adhered too so as to ensure this policy is enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is this policy subject to the necessary timely review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment/further action</b>				

### 3. DRUGS AND ALCOHOL MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# HOME/REMOTE WORKING

## Policy

We recognise the importance of ensuring that all home and remote working activities are identified and managed appropriately to minimise the risks to both the employer and employee. The health, safety and welfare of home and remote workers will always be carefully considered with the aim to provide the same levels of protection as employees who work on-site so far as reasonably practicable. Home working and remote working offers many advantages to both the employer and employee, but it also brings its own health and safety hazards. Common hazards associated with home/remote workers include working in isolation, stress and mental well-being, lone working, use of computers/work equipment, fire, manual handling, travelling and a lack of control over the working environment. Due to the many activities and hazards which may arise from home/remote working, this policy should not be read and acted upon in isolation, but cross referenced to other relevant sections and guidance within the companies health and safety policy.

We will assess the potential work activities and hazards from home/remote working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will take into account not only the task but also the abilities and experiences of those who may be undertaking the work. The findings of the risk assessments will determine the level of supervision required. To ensure that home/remote workers are not put at more risk than other employees we will provide adequate training and information on understanding the risks and controls measures required in order to reduce the risk associated with home/remote working and the tasks undertaken.

Checks will be made to ensure that any home/remote workers have no medical condition which makes them unsuitable for home or remote working. We will not permit home or remote working where risks cannot be controlled to an acceptable level. Procedures will be put in place to monitor home and remote workers to ensure they remain safe. We will regularly review and, where necessary, modify our assessments, especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.



## **1. ARRANGEMENTS FOR HOME/REMOTE WORKING**

### **The Home/Remote Working Co-ordinator will ensure that:**

- 1.1 All employees likely to work from home or remotely are identified.
- 1.2 Consultation with employees regarding home and remote working takes place and Home Working Checklist have been completed by the employee and signed by the line manager.
- 1.3 The tasks and work activities which will be undertaken by home/remote workers are identified and listed.
- 1.4 The hazards to which employees may be exposed during home/remote working are suitably and sufficiently assessed.
- 1.5 Adequate control measures are implemented to prevent ill health and accidents.
- 1.6 A decision based on the risk assessment findings is made to determine the level of supervision and frequency required.
- 1.7 Activities requiring special arrangements in order to monitor the safety of home/remote workers are identified.
- 1.8 Activities which must not be performed by home/remote workers are identified and brought to the attention of all relevant persons.
- 1.9 Employees that work from home or remotely are given adequate information, instruction and training in order to perform the task safely and effectively.
- 1.10 Checks are made to ensure that any home/remote workers are medically fit for the tasks where necessary.
- 1.11 Control measures and risk assessments are regularly monitored and maintained to ensure they remain effective.

## 2. HOME/REMOTE WORKING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Have all employees likely to work from home or remotely been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation with employees regarding lone working taken place, homeworkers checklist completed, and is this ongoing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have the tasks which expose employees to home/remote working been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the hazards to which employees may be exposed been suitably and sufficiently assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have adequate control measures been implemented to prevent ill health and accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the level of supervision and frequency been decided for home and remote working activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have special arrangements for monitoring home/remote workers been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have prohibited home/remote working activities being brought to the attention of all relevant persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have employees that work from home or remotely been given adequate information, instruction and training in order to perform the task safely and effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have checks been made to ensure the home/remote workers are medically fit for the tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are risk assessments and control measures regularly monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comment/further action**

### 3. HOME/REMOTE WORKING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **CONSTRUCTION (DESIGN AND MANAGEMENT)**

### **Policy**

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations 2015 are met.

We will satisfy ourselves that any contractors or designers we engage have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety and if an organisation, that they have the appropriate organisational capability.

We will ensure co-operation with any other person working on or in relation to the project to the extent necessary to enable them to fulfil their duties or functions under the regulations.

We will ensure that as a 'duty holder' under the regulations we will comply with the general duties contained under regulation 8 and any other applicable duties as necessary for clients, principal designers, designers, principal contractors or contractors.

## **1. ARRANGEMENTS FOR CONSTRUCTION (DESIGN AND MANAGEMENT)**

### **The Construction Work Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to ensure that any contractors or designers engaged have the necessary skills, knowledge and experience and, if they are an organisation, the organisational capability, that secures the health and safety of any person affected by the project.
- 1.2 Arrangements are in place so that co-operation takes place between all members of the project team as necessary.
- 1.3 Arrangements are in place so that construction work is planned, managed and monitored to ensure work is carried out safely.
- 1.4 Arrangements are in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared as required.
- 1.5 Arrangements are in place for relevant information is distributed to all relevant parties about the health and safety risks created by the works.
- 1.6 Arrangements are in place for relevant information and training is provided to employees, including site induction training.
- 1.7 Arrangements are in place for relevant information to be provided to the principal designer and/or contractors e.g. pre-construction information.
- 1.8 Arrangements are in place to ensure that a construction phase health and safety plan is developed in good time before the commencement of construction work.
- 1.9 Arrangements are in place for the appointment of a principal designer and principal contractor when more than one contractor will be working on the site at the same time.
- 1.10 Arrangements are in place to notify the HSE of the work if the relevant thresholds are met.
- 1.11 Arrangements are in place for the production and handing over to the client of a health and safety file (as required)
- 1.12 Arrangements are in place for the provision of suitable and adequate welfare facilities throughout the construction phase.

## 2. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Are arrangements in place to ensure the necessary skills, knowledge and experience of any contractors or designers engaged and that they have adequate organisational capability with regard to health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are procedures in place to ensure that co-operation takes place between all members of the project team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are arrangements in place to ensure construction work is planned, managed and monitored so as to ensure work is carried out safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is information distributed to all relevant parties about the risks created by the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is information and training, including induction training, provided to site employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are arrangements in place for relevant information to be provided to the principal designer and contractors as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is the construction phase health and safety plan developed in good time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have the principal designer and principal contractor been appointed in writing (as necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have the works been notified to the HSE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are arrangements in place for producing and handing over a health and safety file to the client? (as required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are arrangements in place for the provision of suitable welfare facilities throughout the construction phase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

**3. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

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# CDM CLIENT RESPONSIBILITIES

## Introduction

The client is an organisation or individual for whom construction work is being carried out. Clients have significant influence over the way projects are managed. Under the CDM Regulations clients are accountable for the impact their approach has on the health and safety of those working on or affected by the project. It is recognised that not all clients will have sufficient construction knowledge to effectively identify and manage all the potential risks. Subsequently their duty is to ensure that various measures are in place but not necessarily to implement them themselves.

## Definition of Clients

“Client” means any person for whom a project is carried out.

“Project” means a project which includes or is intended to include construction work and includes all planning, design, management or other work involved in a project until the end of the construction phase.

CDM 2015 defines a client as anyone for whom a construction project is carried out (see regulation 2(1)). This definition includes both **non-domestic** (or ‘commercial’) clients and ‘**domestic**’ clients (i.e. clients for whom a construction project is carried out which is not done in connection with a business).

The Regulations apply in full to commercial clients, but do not for domestic clients - regulation 7 passes the domestic client duties on to other dutyholders e.g. Principal Contractor, Contractor or Principal Designer.

In some circumstances it may not be clear who the client is under CDM 2015. In this case, any uncertainty should be resolved as early as possible by considering who:

- ultimately decides what is to be constructed, where, when and by whom;
- commissions the design and construction work (the employer in contract terminology);
- initiates the work;
- is at the head of the procurement chain; and
- appoints contractors (including the principal contractor) and designers (including the principal designer).



If there is still doubt as to who the client is, regulation 4(8) allows all the possible clients to agree that one or more of them is treated as the client for the purposes of CDM 2015. It is in the interests of all those involved to identify and agree who should be the client. If not, they may all be considered to have client duties under CDM 2015.

## **Client duties**

Clients are obliged to ensure that adequate arrangements are in place to ensure that:

- Suitable arrangements for managing a project are in place, including the allocation of sufficient time and other resources.
- Ensure that the people and organisations they appoint have the necessary skills, knowledge, experience
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- Before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor;
- Where appointed, the principal designer prepares a health and safety file for the project
- Where necessary, the health and safety file is revised from time to time as appropriate to incorporate any relevant new information; and is kept available for inspection by any person who may need it to comply with the relevant legal requirements.
- If a client disposes of their interest in the structure, the client provides the health and safety file to the person who acquires the structure and ensures that that person is aware of the nature and purpose of the file.
- The client is required to appoint, in writing, a principal designer and a principal contractor for projects involving more than one contractor.
- The appointments must be made as soon as is practicable, and in any event, before the construction phase begins. If the client fails to appoint, then client must fulfil the duties of the principal contractor.

## **Client obligations for notifiable projects**

For notifiable projects, those lasting more than 30 days and having more than 20 workers working simultaneously at any point in the project or involving more than 500 person days of work, the following duties apply,

- Where a construction project must be notified, the client must submit a notice in writing to the relevant enforcing authority (HSE, Office of Rail Regulation (ORR) or Office for Nuclear Regulation (ONR)) (regulation 6(2), (4) and (5) respectively).
- The client must submit the notice as soon as practicable before the construction phase begins. The client can request someone else do this on

their behalf. Any modifications or updates to the notification should be sent making clear that they relate to an earlier notification.

- The client must ensure that an up-to-date copy of the notice is displayed in the construction site office so that it is accessible to anyone working on the site and in a form that can be easily understood. The client can either do this themselves, or ask the principal contractor or contractor to do so.

### **Making suitable arrangements for managing a project**

Most clients, particularly those who only occasionally commission construction work, will not be experts in the construction process and for this reason they are not required to take an active role in managing the work. However, the client is required to make suitable arrangements for managing the project so that health, safety and welfare is secured.

To be suitable, the arrangements should focus on the needs of the particular project and be proportionate to the size of the project and risks arising from the work. Arrangements should include:

- assembling the project team - appointing designers (including a principal designer) and contractors (including a principal contractor);
- ensuring the roles, functions and responsibilities of the project team are clear;
- ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion;
- ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities;
- how the client will take reasonable steps to ensure that any appointed principal designer and principal contractor comply with their separate duties. This could take place at project progress meetings or via written updates;
- setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout;
- ensuring that workers are provided with suitable welfare facilities for the duration of construction work.

### **Appointing principal designers and principal contractors**

The principal designer should be appointed as early as possible in the design process, if practicable at the concept stage. Appointing the principal designer early will provide the client with help in matters such as pulling together the pre-construction information and giving the principal designer enough time to carry out their duties.

The duration of the principal designer's appointment should take into account any design work which may continue into the construction phase or any issues that may arise during construction involving the need to make suitable modifications to the designs.

The principal contractor should be appointed early enough in the pre-construction phase to help the client meet their duty to ensure a construction phase plan is drawn up before the construction phase starts. An early appointment also gives the

principal contractor time to carry out their duties such as preparing the construction phase plan and to liaise with the principal designer in sharing any information that may be relevant for health and safety.

Where a principal designer's appointment finishes before the end of the project, the client should ensure that the principal contractor is fully briefed on any matters arising from designs relevant to any subsequent construction work. The client should also make sure that the principal designer passes the health and safety file to the principal contractor so that it can be revised during the remainder of the project if necessary.

If a client fails to appoint either the principal designer or principal contractor, then the client must carry out their duties.

### **Checking capabilities of duty holders appointed**

The extent of the checks a client must make into the capabilities of dutyholders they appoint will depend on the complexity of the project and the range and nature of risks to health and safety involved.

Anyone appointing a designer or a contractor to work on a project must take reasonable steps to satisfy themselves that those who will carry out the work have the necessary skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety.

This means a designer or contractor should be capable of understanding how to:

- identify the significant risks likely to arise during either the design process or construction work; and
- prevent those risks or manage or control them to acceptable levels.

Organisational capability is effectively the policies and systems that an organisation has in place to set acceptable health and safety standards which comply with the law, and the resources and people to ensure the standards are delivered.

When looking to appoint a designer or a contractor, sensible enquiries should be made about their organisational capability to carry out the work involved. Those making appointments will find the questions that are incorporated in Publicly Available Specification 91, 2013: Construction related procurement - Prequalification Questionnaires (PAS 91) a useful aid. PAS 91 sets out standardised pre-qualification questions that include health and safety questions along with other question sets on matters such as financial information. This is one way of assessing organisational capability.

In addition to carrying out pre-qualification checks on organisations, those responsible for making appointments should also check that the designer or contractor has sufficient experience and a good track record in managing the health and safety risks involved in the project. These checks are ideally carried out at the final stage after pre-qualification checks have been completed and before appointments are made.

When considering the requirements for designers, architects and other construction professionals, due weight should also be given to membership of an established professional institution or body. For example, bodies that have arrangements in place which provide some reassurance that health and safety has formed part of their route to membership of their profession. However, questions should be asked of individuals to ensure that they have sufficient skills, knowledge, and experience to carry out the work involved, and how they keep those capabilities up to date.

### **Pre-Construction Information**

Pre-construction information is information which is already in the client's possession (such as any existing health and safety file, an asbestos survey, structural drawing etc.) or which is reasonable to obtain through sensible enquiry (regulation 2(1)).

The information must be relevant to the project, have an appropriate level of detail and be proportionate given the nature of the health or safety risks.

The client has the main duty for providing pre-construction information. This must be provided as soon as practicable to each designer (including the principal designer) and contractor (including the principal contractor) who is bidding for work on the project or has already been appointed (regulation 4(4)).

For projects involving more than one contractor, the client should expect the principal designer to help in bringing the pre-construction information together and provide it to the designers and contractors involved.

### **Construction Phase Plans**

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins (regulation 4(5)(a)).

The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks listed in Schedule 3 of CDM 2015.

For single-contractor projects, the contractor must ensure the plan is prepared. For projects involving more than one contractor, it is the principal contractor's duty.

### **Health & Safety File**

A health and safety file is only required for projects involving more than one contractor.

The client must ensure that the principal designer prepares a health and safety file for their project. Its purpose is to ensure that, at the end of the project, the client has information about health and safety risks that anyone carrying out subsequent construction work on the building will need to know about.

In order to ensure that an appropriate health and safety file is produced at the end of the project, the client must:

- provide the principal designer with any existing file produced as part of an earlier project to enable the information it contains to be used to plan the pre-construction phase of the current project;
- ensure the principal designer prepares a new file (or revises any existing one);
- ensure the principal designer reviews and revises the file at sufficiently regular intervals and passes the completed file back at the end of the project;
- if the principal designer's appointment finishes before the end of the project, the client should ensure the file is handed to the principal contractor;
- ensure the file is kept available for anyone who needs it to enable them to comply with relevant legal requirements; and
- pass the file to whoever takes over the building and takes on the client duties should the client decide to dispose of their interest in it

# CDM PRINCIPAL CONTRACTOR RESPONSIBILITIES

## Introduction

The principal contractor is responsible for coordinating and managing the construction phase to ensure the health and safety of all those affected by the project. Early appointment allows the principal contractor and other specialists to contribute to ensuring that construction and long-term maintenance is adequately considered.

The principal contractor should be afforded sufficient time to develop the construction phase health and safety plan and to arrange the necessary resources. As part of the pre-construction information they should be informed of the minimum period given for planning and preparation before commencing works on site.

The client may only appoint one principal contractor at any given time. To help ensure continuity clients should try to retain the same principal contractor for the whole project.

## Principal contractor obligations

Principal contractors should ensure that:

- Clients are aware of their duties, that a Principal Designer has been appointed and that the project has been notified to the HSE where necessary.
- They are competent and adequately resourced to address the health and safety aspects of the project.
- The construction phase is appropriately planned, managed and monitored, with adequate resources and competent site management.
- Sufficient time is allocated and notified to sub contractors to allow them to plan and prepare prior to commencement of work on site.
- Sub contractors are provided with relevant health and safety information with sufficient time plan and to enable them to carry out their work safely and without risk.

- There is coordination and cooperation between contractors.
- The construction phase health and safety plan is prepared before work commences, developed in conjunction with designers and contractors, implemented and updated as work progresses.
- Contractors and designers they employ are competent and adequately resourced.
- Adequate welfare arrangements are available for the duration of construction works.
- All reasonable steps are taken to prevent unauthorised access to site.
- Site rules are prepared and enforced.
- The Principal Designer is involved in design decisions of either temporary or permanent nature throughout the construction phase.
- The Principal Designer is provided with relevant information for inclusion in the health and safety file in the agreed format.
- All workers on the site have received appropriate health and safety induction, information and training.
- The workforce is consulted on health and safety matters.
- The HSE project notification is displayed.

### **Construction phase health and safety plan**

The construction phase health and safety plan should set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it. It should deal with:

- The arrangements for the management of health and safety of the construction work.
- The monitoring systems for checking that the health and safety plan is being followed.
- Health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.

The plan must be site specific and should not contain generic risk assessments, record how decisions have been made or detailed method statements. Documents of a generic nature do not add value and are unlikely to satisfy the requirements of the Regulations.

Not all information relating to the project may be available to fully develop the health and safety plan before the start of construction. The initial draft of the health and safety plan should incorporate all information relevant to the start of construction and outline activities that will require careful consideration at later stages.

### **Implementing and monitoring the health and safety plan**

The construction phase health and safety plan should not be treated as a paper exercise but a practical tool for the management of health and safety on site. Principal contractors are tasked with monitoring application of the plan to ensure that the document works in practice. Monitoring arrangements need to be established and agreed with the client.

Where application of the plan is not practical or being applied principal contractors are obliged to take appropriate action to deal with the risk. Principal contractors are responsible for ensuring the health and safety of all those working on site. Everyone on site has an obligation to cooperate with the main contractor in discharging this duty. Where plans are found to be inadequate and subsequently revised the principal contractor must ensure such changes are brought to the attention of those affected.

### **Site rules**

Rules deemed necessary by the principal contractor should be incorporated into the health and safety plan. Site rules may address specific risks and working restrictions as identified by the client, designers or other contractors. The rules should be written, understandable, brought to the attention of those working on the site, and enforced.

Copies should be displayed in appropriate locations on the site.

### **Controlling access**

The Regulations stipulate that principal contractors must take reasonable steps to prevent access by unauthorised persons to site. The level of control and arrangements should be relevant to the risks and location of the work. The effectiveness of the arrangements should be assessed and reviewed as works progress.

### **Induction, information and training**

Principal contractors are obliged to ensure, so far as is reasonably practicable, that every worker has suitable and relevant induction and any additional training and instruction needed for the site and activities.

Principal contractors are not obliged to train every person that attends site; this duty rests with individual contractors.



Inductions should not simply provide general health and safety information but provide those working on projects with specific information relating to risks, control measures and site rules.

### **Involving the workforce**

Worker engagement and communication is essential to help manage, reduce and control risks. Consultation and worker engagement will help the project delivery team determine effective and efficient methods of working, improve controls and manage site risks. Principal contractors have specific duties to establish arrangements for effective cooperation and consultation between contractors and workers. Effective participation relies on the workforce having sufficient knowledge and confidence to provide feedback. Active participation can be encouraged by:

- effective training, such as safety representative training, toolbox talks, etc
- knowledge of reporting procedures and evidence of prompt action following feedback
- open review of relevant method statements prior to work commencement
- management commitment to provide resources, set targets, etc
- management facilitating communication and cooperation
- evidence that mechanisms are effective and cooperation successful.

### **Worker information**

All those controlling construction works are required to provide workers with information required to complete work safely without risk to health, site specific induction, site rules, and details of the individual with overall responsibility for safety and health.

Workers should be reminded of their duty to report any activity that is likely to endanger the health and safety of themselves or others.

Special provision will be required for workers who have little or no understanding of English. Information may need to be presented in alternative formats such as pictograms or translated. Interpreters may be required for verbal instruction.

# CDM CONTRACTOR RESPONSIBILITIES

## Introduction

Contractors means any person (including a non-domestic client) who, in the course or furtherance of a business, carries out, manages or controls construction work; they can be organisations or self-employed individuals that engage workers to coordinate or complete construction work and can also be organisations that use their own workforce to complete construction work on their own premises.

## Contractor obligations

Contractors must ensure:

- They do not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
- They do not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- They plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- They comply with any directions given by the principal designer or the principal contractor (where appointed)
- Where a Principal Contractor is appointed, they comply with the parts of the construction phase plan that are relevant to that contractor's work on the project.
- They take account of the general principles of prevention when planning and estimating the amount of time required to complete the work or work stages;
- If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase

plan to be drawn up, as soon as is practicable prior to setting up a construction site.

- They provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.

This must include providing workers with:

- a suitable site induction, where not already provided by the principal contractor;
  - the procedures to be followed in the event of serious and imminent danger to health and safety;
  - information on risks to health and safety identified by risk assessment, arising out of the conduct of another contractor's undertaking any other information necessary to enable the worker to comply with the relevant statutory provisions
- They do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
  - That the requirements of Schedule 2 (welfare provisions) are complied with so far as they affect the contractor or any worker under that contractor's control.

### **Making clients aware of their duties**

Contractors must not carry out any construction work on a project unless they are satisfied that the client is aware of the duties the client has under CDM 2015 (regulation 15(1)).

In cases where the contractor is the only one involved, they must liaise directly with the client to establish this. Liaison can be done as part of routine business during early meetings with the client to discuss the project. Contractors should make sure they have a sufficient knowledge of client duties as they affect the project so they can give proper advice. The level of advice will depend on the knowledge and experience of the client and the complexities of the project.

### **Planning, managing and monitoring construction work**

Contractors are required to plan, manage and monitor the construction work under their control so that it is carried out in a way that controls the risks to health and safety (regulation 15(2)). The effort devoted to planning, managing and monitoring should be proportionate to the size and complexity of the project and the nature of risks involved.

On projects involving more than one contractor, this will involve the contractor co-ordinating the planning, management and monitoring of their own work with that of the principal contractor and other contractors, and where appropriate the principal designer. Such coordination could involve regular progress meetings with other dutyholders to ensure that the contractor's arrangements for planning, managing and

monitoring their own work can feed into, and remain consistent with, the project-wide arrangements. For single contractor projects, the arrangements to plan, manage and monitor the construction phase will normally be simpler.

## **Planning**

In planning the work, the contractor must take into account the risks to those who may be affected e.g. members of the public, and those carrying out the construction work.

On projects involving more than one contractor, each contractor must plan their own work so that it is consistent with the project-wide arrangements. Contractors should expect help from other dutyholders, for example the client who must provide the pre-construction information.

On single contractor projects, the contractor is responsible for planning the construction phase and for drawing up the construction phase plan before setting up the construction site. The client must provide any relevant pre-construction information they possess and the time and other resources to help the contractor do this.

## **Managing**

To manage the construction phase, contractors must ensure that:

- those engaged to carry out the work are capable of doing so;
- effective, preventative and protective measures are put in place to control the risks; and
- the right plant, equipment and tools are provided to carry out the work involved.

## **Monitoring**

Standards should be checked regularly given the rapidly changing nature of a construction site. Effective monitoring involves:

- time and effort (with sufficient resource having been set aside for this at the planning stage);
- treating health and safety in the same way as other important aspects of the business;
- taking prompt action where necessary; and
- using a mix of performance measures - both active and reactive in nature such as:

**Active** - routine checks of site access and work areas and plant and equipment, or health risk management to prevent harm;

**Reactive** – investigating near-miss incidents and injuries as well as monitoring cases of ill-health.

On projects involving more than one contractor, as part of the duty to cooperate with other dutyholders, the contractor should provide the principal contractor with any relevant information that stems from their own monitoring so that the principal contractor can monitor the management of health and safety at a project-wide level.

### **Complying with directions and construction phase plan**

For projects involving more than one contractor, the contractor is required to comply with any directions to secure health and safety given to them by the principal designer or principal contractor (regulation 15(3)(a)).

They are also required to comply with the parts of the construction phase plan that are relevant to their work (regulation 15(3)(b)), including the site rules.

### **Drawing up a construction phase plan**

For single contractor projects, the contractor must ensure a construction phase plan is drawn up as soon as practicable before the construction site is set up (regulation 15(5)).

### **Construction phase health and safety plan**

The construction phase health and safety plan should set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it. It should deal with:

- The arrangements for the management of health and safety of the construction work.
- The monitoring systems for checking that the health and safety plan is being followed.
- Health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.

The plan must be site specific. Documents of a generic nature do not add any real value and are unlikely to satisfy the requirements of the Regulations.

Not all information relating to the project may be available to fully develop the health and safety plan before the start of construction. The initial draft of the health and safety plan should incorporate all information relevant to the start of construction and outline activities that will require careful consideration at later stages.

A construction phase plan must ideally record the following:

- health and safety arrangements for the construction phase;
- site rules; and
- where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3.

The following list of topics should be considered when drawing up the plan:

- a description of the project such as key dates and details of key members of the project team;
- the health and safety aims for the project;
- the site rules;
- arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;
- arrangements for involving workers;
- site induction;
- welfare facilities; and
- fire and emergency procedures;
- the control of any of the specific site risks listed in Schedule 3 below where they are relevant to the work involved.
  1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;
  2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring;
  3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999;
  4. Work near high voltage power lines;
  5. Work exposing workers to the risk of drowning;
  6. Work on wells, underground earthworks and tunnels;
  7. Work carried out by divers having a system of air supply;
  8. Work carried out by workers in caissons with a compressed air atmosphere;
  9. Work involving the use of explosives;

10. Work involving the assembly or dismantling of heavy prefabricated components.

Further guidance, including a template for a construction phase plan, is provided for contractors working on small scale, routine and domestic projects on HSE's website. A smartphone "app" providing a template for a construction phase plan is also available from the Construction Industry Training Board website.

## **Appointing and employing workers**

### **Appointing workers**

When a contractor employs or appoints an individual to work on a construction site, they should make enquiries that the individual:

- has the necessary skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site; or
- are in the process of obtaining them.

Reliance should not be placed solely on an industry certification card or similar being presented to them as evidence that a worker has the necessary qualities. Nationally recognised qualifications (such as NVQs and SVQs) will provide contractors with assurance that the holder has the necessary skills, knowledge, training and experience to carry out a task in such a way.

Contractors should recognise that training on its own is not enough. Newly trained individuals need to be supervised and given the opportunity to gain positive experience of working in a range of conditions.

### **Training**

Assessing training needs should be an on-going process throughout the duration of the project. Further training may be required if:

- the risks to which people are exposed alter due to a change in their working tasks;
- new technology or equipment is introduced; or
- the system of work changes.

Skills can also decline if they are not used regularly. Particular attention should be paid to people who deputise for others on an occasional basis – they may need more frequent further training, than those who do the work regularly.

This assessment should take account of the training required by other health and safety legislation as well as that needed to meet the requirements of CDM 2015.

## **Providing supervision**

A contractor who employs workers or manages workers under their control must ensure that appropriate supervision is provided (regulation 15(8)).

The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.

## **Providing information and instructions**

Contractors should provide their employees and workers under their control, the information and instructions they need to carry out their work without risk to health and safety (regulation 15(9)).

This must include:

- suitable site induction where this has not been provided by the principal contractor;
- the procedures to be followed in the event of serious and imminent danger to health and safety. These should make clear that any worker exposed to any such danger should stop work immediately, report it to the contractor and go to a place of safety.
- information on the hazards present on the site that are relevant to their work (e.g. site traffic), the risks associated with those hazards and the control measures put in place (e.g. the arrangements for managing site traffic).

## **Preventing unauthorised access to the site**

A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent unauthorised access to the site (regulation 15(10)).

On projects involving more than one contractor, carrying out this duty must involve the contractors liaising with the principal contractor who is required to ensure reasonable steps are taken in this respect. This can be done via a phone call before the contractor starts work on site or at an early meeting.

For projects involving only one contractor, the contractor must do whatever is proportionate to prevent unauthorised access before starting work on the site.

## **Providing welfare facilities**

Contractors are required to provide welfare facilities which meet the minimum requirements set out in Schedule 2 (regulation 15(11)).

This duty only extends to the provision of welfare facilities for the contractor's own employees who are working on a construction site or anyone else working under their control.



Guidance on what is proportionate in providing welfare facilities on construction sites is contained in HSE's Construction Information Sheet – Provision of welfare facilities during construction work (CIS 59)4.

On projects involving more than one contractor, meeting this duty will involve discussing and agreeing with the principal contractor who has a similar duty to provide welfare facilities. For projects involving only one contractor, the contractor themselves must ensure that suitable welfare facilities are available.

# **CDM HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES**

## **Introduction**

Every contractor carrying out construction work is required to comply with the provisions set out within part 4 and schedule 2 of the CDM 2015 regulations so far as they affect the contractor, or any worker under the control of the contractor or relate to matters within the contractors control. These are as follows:

### **Safe place of work**

Suitable and sufficient safe access and egress shall be provided to and from every place of work and to any other place provided for the use of any person while at work. The access and egress shall be without risks to health and properly maintained. Every place of work shall be made and kept safe for, and without risks to health to, any person at work there.

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that no person gains access to any place that does not comply with these requirements.

Every place of work shall have sufficient working space and be so arranged that it is suitable for any person who is working or who is likely to work there.

### **Good order and security**

Every part of a construction site shall be kept in good order and every part of a construction site that is used as a place of work shall be kept in a reasonable state of cleanliness.

Where necessary and in the interests of health and safety every construction site shall either have its perimeter identified by suitable signs and be arranged so its extent is clearly identified, or be fenced.

No timber or other material with projecting nails shall be used in any work or be allowed to remain in place if the protrusions are a source of danger to any person.

### **Stability of structures**

All practicable steps shall be taken, where necessary to prevent danger to any person, to ensure that any new or existing structure or any part of such structure that may become unstable or in a temporary state of weakness or instability due to the

carrying out of construction work (including any excavation work) does not collapse accidentally.

Any buttress, temporary support or temporary structure must be designed, installed and maintained to withstand foreseeable loads and must only be used for its intended purpose.

No part of any structure may be loaded to render itself unsafe to any person.

### **Demolition or dismantling**

The demolition or dismantling of any structure should be planned and undertaken to prevent or reduce danger to as low a level as reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing before work commences.

### **Explosives**

Explosives should be stored, transported and used safely and securely and an explosive charge shall be used or fired only if suitable and sufficient steps have been taken to ensure that no person is exposed to risk of injury from the explosion or from projected or flying material.

### **Excavations**

All practicable steps shall be taken to prevent danger to any person including the provision of supports or battering to ensure that:

- any part of an excavation does not collapse.
- no adjacent material or structure is dislodged and subsequently falls.
- no person may be trapped or buried if material is dislodged or falls.

Control measures shall be taken to prevent any person, vehicle or plant and equipment, or any accumulation of earth or other material, from falling into any excavation.

Suitable and sufficient controls should be established to prevent and part of an excavation or adjacent ground from being overloaded by work equipment.

Construction work may not be carried out within a supported excavation unless work equipment and materials that may affect its safety have been inspected by a competent person at the start of the shift, or after any event likely to effect stability or after any unintentional fall of material and the competent person is satisfied that work can be completed safely.

Where the competent person has identified matters of concern, no work may be carried out until the matters have been satisfactorily remedied.

## **Cofferdams and caissons**

Every cofferdam or caisson shall be of suitable design and construction, of suitable and sound material and of sufficient strength and capacity for the purpose for which it is used, and shall be properly maintained.

The construction, installation, alteration or dismantling of a cofferdam or caisson shall only take place under the supervision of a competent person.

## **Inspections and reports**

Excavations, cofferdams and caissons shall be inspected before any person carries out work at the start of every shift and after any event likely to have affected strength or stability or any part of it.

If the person who has carried out an inspection is not satisfied that work can safely be carried out he must inform the site manager. The place of work shall not be used until the matters identified have been satisfactorily remedied.

The person who carries out inspections shall, before the end of the shift within which the inspection is completed, prepare a report which shall include:

- Name and address of the person on whose behalf the inspection was carried out.
- Location of the place of work inspected.
- Description of the place of work or part of that place inspected (including any plant and equipment and materials, if any).
- Date and time of the inspection.
- Details of any matter identified that could give rise to a risk to the health or safety of any person.
- Details of any action taken as a result of any matter identified.
- Details of any further action considered necessary.
- Name and position of the person making report.

The person undertaking the inspection must provide the site manager a report within 24 hours of completing the inspection.

A copy of the report shall be kept at the site where the inspection was carried out until the works are completed. Once that work is completed a copy of the report shall be retained for a period of three months and be available for inspection by any enforcement officer.

Reports must be produced at intervals not exceeding seven days.

## **Energy distribution installations**

In order to prevent danger, energy distribution installations shall be located, checked and indicated.

Where there is risk from electricity supply cables they should be relocated or made safe. If this is not reasonably practicable then suitable warning notices should be erected and:

- barriers erected to exclude work equipment.
- suspended protection in areas where vehicles need to pass beneath overhead supplies.
- alternative measures providing an equal level of protection.

No construction work shall be carried out unless suitable and sufficient steps have been taken to identify and, so far as is reasonably practicable, prevent any risk of injury, damage or disturbance of or from any underground service.

## **Prevention of drowning**

Where any person is liable to fall into water or other liquid with a risk of drowning, suitable and sufficient steps shall be taken:

- to prevent the person falling.
- to minimise the risk of drowning in the event of a fall.
- to ensure that suitable rescue equipment is provided, maintained and, when necessary, used so that the person may be promptly rescued.

Suitable and sufficient steps shall be taken to ensure the safe transport of any person conveyed by water to or from any place of work. Any vessel used to convey any person by water to or from a place of work shall not be overcrowded or overloaded.

## **Traffic routes**

Every construction site shall be organised in such a way that pedestrians and vehicles can move safely and without risks to health. Traffic routes shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size and shall not satisfy these requirements unless suitable and sufficient steps are taken to ensure that:

- pedestrians or vehicles may use a traffic route without causing danger to the health or safety of persons near it.
- any door or gate used or intended to be used by pedestrians and which leads onto a traffic route is sufficiently separated to enable them to see any approaching vehicle.

- there is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable there are provided other means for the protection of pedestrians, and there are effective arrangements for warning any person liable to be crushed or trapped of its approach.
- any loading bay has at least one exit point for the exclusive use of pedestrians.
- where it is unsafe for pedestrians to use any gate intended primarily for vehicles, one or more doors for pedestrians is provided in the immediate vicinity of any such gate, and shall be clearly marked and kept free from obstruction.

Where necessary for health or safety every traffic route shall be indicated by suitable signs, regularly checked and properly maintained.

## **Vehicles**

Suitable and sufficient steps shall be taken to prevent or control the unintended movement of any vehicle and where any person may be endangered by the movement of any vehicle, the person having effective control of the vehicle shall give warning to any person who is liable to be at risk from the movement of the vehicle.

Any vehicle being used for the purposes of construction work shall, when being driven, operated or towed be driven, operated or towed in such a manner as is safe in the circumstances, and be loaded in such a way that it can be driven, operated or towed safely.

No person shall ride on any vehicle being used for the purposes of construction work unless in a safe place provided for that purpose and no person shall remain on any vehicle during the loading or unloading of any loose material unless a safe place of work is provided and maintained.

Where any vehicle is used for excavating or handling (including tipping) materials, suitable and sufficient measures shall be taken to prevent the vehicle from falling into any excavation or pit, or into water, or overrunning the edge of any embankment or earthwork.

## **Prevention of risk from fire**

Suitable and sufficient steps shall be taken to prevent the risk of injury to any person from fire or explosion, flooding or any substance liable to cause asphyxiation.

## **Emergency procedures**

Suitable and sufficient arrangements shall be prepared and, when necessary, implemented for dealing with any foreseeable emergency including fire. The arrangements shall include procedures for any necessary evacuation of the site. Emergency arrangements should take account of the type of work, the characteristics and size of the site, number and type of items of work equipment in use, the number of people working on the site and the physical properties of any substance or material being used on the site. All persons who may be affected by the arrangements need to be made familiar with them and the effectiveness of the arrangements needs to be tested at suitable intervals and properly maintained.

## **Emergency routes and exits**

Where necessary in the interests of the health and safety of any person on a construction site, a sufficient number of suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger. Such routes shall lead as directly as possible to the safe area, shall be indicated by suitable signs and shall be kept clear and free from obstruction, and, where necessary, provided with emergency lighting so they may be used at any time.

## **Fire detection and fire fighting**

Where necessary in the interests of health and safety there shall be appropriately located suitable and sufficient fire fighting equipment, fire detection and alarm systems. All fire fighting equipment and systems shall be suitably inspected and maintained. Every person at work on the site shall be instructed in the correct operation and use of the fire fighting equipment. Signs should suitably indicate the location of fire fighting equipment.

Where a work activity may increase the risk of fire persons should be suitably instructed in safe working methods.

## **Fresh air**

Suitable and sufficient steps shall be taken to ensure that every workplace or approach to it has sufficient fresh or purified air to ensure there are no risks to health. Any plant used to comply with this requirement shall, where necessary for reasons of health or safety, include an effective device to give visible or audible warning of any failure of the plant.

## **Temperature and weather protection**

Suitable and sufficient steps shall be taken to ensure that during working hours the temperature at any indoor place of work is reasonable having regard to the purpose for which that place is used.

Every place of work outdoors shall be so arranged that, so far as is reasonably practicable and having regard to the purpose for which that place is used and any protective clothing or equipment provided for the use of any person at work there, it provides protection from adverse weather.

## **Lighting**

There shall be suitable and sufficient lighting in respect of every place of work and approach to it and every traffic route, preferably natural light.

The colour of any artificial lighting provided shall not adversely affect or change the perception of any sign or signal provided for health and safety.

Suitable and sufficient secondary lighting shall be provided where there would be a risk to the health or safety in the event of failure of primary artificial lighting.

## **Sanitary conveniences**

Rooms containing sanitary conveniences shall be adequately ventilated and lit and shall be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences shall be provided for men and women, except where each convenience is in a separate room and the door is capable of being secured from the inside.

## **Washing facilities**

Suitable and sufficient washing facilities, including showers if required by the nature of work, shall be provided or made available at readily accessible places.

Washing facilities shall be provided in the immediate vicinity of every sanitary convenience and changing room, whether or not provided elsewhere, and shall include:

- a supply of clean hot and cold or warm water.
- soap or other suitable means of cleaning.
- towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit, and washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Unless washing facilities are provided for washing hands, forearms and face only then separate washing facilities shall be provided for men and women except where they are provided in a room where the door is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.

## **Drinking water**

A suitable and sufficient supply of wholesome drinking water shall be provided or made available at readily accessible places. An appropriate sign shall conspicuously mark every supply of drinking water, where necessary for reasons of health and safety.

Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

## **Changing rooms and lockers**

Suitable and sufficient accommodation shall be provided or made available for the clothing of any person at work on a construction site and which is not worn during working hours and for special clothing which is worn but which is not taken home.

Suitable and sufficient facilities shall be provided or made available to change clothing where a person has to wear special clothing for the purpose of his work and cannot, for reasons of health or propriety, be expected to change elsewhere.



Accommodation for clothing shall include or allow for facilities for drying clothing.

Facilities for changing clothing shall be separate for men and women where necessary for reasons of propriety.

### **Facilities for rest**

Suitable and sufficient facilities for rest shall be provided or made available at readily accessible places and shall:

- include rest rooms or rest areas with suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke.
- be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at one time.
- include suitable arrangements to ensure that meals can be prepared and eaten.
- include rest facilities provided in one or more rest rooms or rest areas.
- where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down.
- include the means for boiling water.
- be maintained at an appropriate temperature.

# **SITE WELFARE**

## **Policy**

We will provide welfare facilities in accordance with the requirements of the Construction (Design and Management) Regulations, Schedule 2 as a minimum. Suitable and sufficient facilities will be provided dependent upon the nature and size of project/task being undertaken and the number of people on site. We will ensure that all welfare facilities provided are maintained in a clean and orderly condition during the construction work. We will repair any defects or damage to welfare facilities and will provide all persons on site with suitable information relating to welfare facilities.

## **1. ARRANGEMENTS FOR SITE WELFARE FACILITIES**

### **The Site Welfare Co-ordinator will ensure that:**

- 1.1 There are provisions for drinking water and a means of consuming it (cups or drinking fountain) on site.
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest including the preparing and eating of meals.
- 1.4 Arrangements are in place for heating and ventilation of welfare facilities.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of welfare facilities, toilets, washing, changing and drying facilities.
- 1.6 Arrangements are provided for the number of people working on site, taking account of the types of activity being undertaken.
- 1.7 Separate changing facilities are available for men and women.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate supplies of toilet paper are always available.
- 1.10 Arrangements are available for washing facilities, with basins or sinks being large enough to wash faces, hands and forearms.
- 1.11 Hot and cold running water is provided.
- 1.12 Adequate supplies of soap and towels are always available.
- 1.13 Arrangements are provided for the secure storage of clothing not worn on site and site protective clothing.
- 1.14 All necessary and appropriate facilities and arrangements are available and in place from day one.

## 2. SITE WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Are there provisions for drinking water and a means of consuming it (cups or drinking fountain) on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there adequate numbers of tables and chairs provided for persons to rest and prepare and eat meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for heating and ventilation of welfare facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are adequate arrangements in place for the cleaning and maintenance of welfare facilities, toilets, washing, changing and drying facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are arrangements provided for the number of people working on site, taking account of the types of activity being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are separate changing facilities available for men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is there always an adequate supply of toilet paper available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are arrangements available for washing with basins or sinks being large enough to wash faces, hands and forearms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is hot and cold running water provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is there an adequate supply of soap and towels always available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are arrangements provided for the secure storage of clothing not worn on site and site protective clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Are all necessary and appropriate facilities and arrangements available and in place from day one?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

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### 3. SITE WELFARE FACILITIES MONITORING AND REVIEW

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

## **SITE EMERGENCY PROCEDURES FOR FIRST AID AND FIRE**

### **Policy**

We will provide suitable emergency procedures for first aid and fire to ensure that in the event of an emergency, everyone (including visitors and other contractors etc) are sufficiently aware of the actions that should be taken to ensure the safe evacuation of the workplace. We will carry out a fire risk assessment of the workplace and complete an emergency procedure plan for the site. We will provide suitable first aid facilities, fire and emergency provisions on site to deal with emergencies and we will display suitable first aid and fire signage. We will provide all persons on site with suitable information relating to emergency procedures.

## 1. ARRANGEMENTS FOR SITE EMERGENCIES

### **The Site Emergency Co-ordinator will ensure that:**

- 1.1 Adequate provisions for a first aid box are available on site.
- 1.2 Arrangements are in place to ensure the first aid box is adequately stocked and contents sterile.
- 1.3 Arrangements are in place to ensure that there is a suitably trained first aider available on site.
- 1.4 Everyone knows who this is and how to contact them in an emergency.
- 1.5 Arrangements are in place for reporting and recording accidents on site.
- 1.6 Arrangements are in place for a fire risk assessment to be completed for the site.
- 1.7 The Emergency Procedure Plan is completed and displayed in a prominent position on site and communicated to everyone.
- 1.8 Arrangements are in place for raising the alarm in an emergency.
- 1.9 Suitable and sufficient fire extinguishers are provided around site.
- 1.10 Suitable and sufficient fire exit signs are displayed on site.
- 1.11 The fire muster assembly point is clearly identified.
- 1.12 A suitable number of persons are trained in the use of fire extinguishers.

## 2. SITE EMERGENCIES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Are there adequate first aid boxes available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is the first aid box adequately stocked and contents sterile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is there a suitably trained first aider available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Does everyone know who this is and how to contact them in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is there a procedure in place on site for reporting and recording accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has a fire risk assessment been completed for all site works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is the Emergency Procedure Plan completed and displayed in a prominent position on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for raising the alarm in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are suitable fire extinguishers provided around the site. Is the amount provided sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are suitable fire exit signs displayed on site, Is the amount provided sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are the fire muster assembly points clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are persons trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				



### 3. SITE EMERGENCIES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# SITE TRANSPORT

## Policy

We will deal with site transport in accordance with the requirements of the Construction (Design and Management) Regulations, various Schedules. We are aware of the hazards and risks associated with site transport and will therefore apply the principles of risk assessment are conducted for all envisaged on site vehicles and ensure that suitable and sufficient control measures are implemented. We will plan and manage the site so as to minimise the number of vehicles and vehicle movements. Consideration will be given to delivery vehicles, employees' vehicles, Company vehicles and mobile plant including dumper truck, telehandlers, fork lift trucks, excavators, road rollers etc. We will as far as is reasonably practicable segregate pedestrian traffic from vehicular traffic. Where segregation cannot be achieved in totality we will introduce adequate control measures and may include warning signs, speed restrictions, restricted operation times, one way systems, pedestrian walkways/crossings, high viz clothing, banksmen, sufficient space, permit to work systems etc. Mobile plant will only be operated by trained competent persons who hold a current operator's licence for the type of plant to be operated. All vehicles and plant under our control will be maintained in good working order and in conjunction with manufacturers' recommendations and guidelines.

## 1. ARRANGEMENTS FOR SITE TRANSPORT

### **The Site Transport Co-ordinator will ensure that:**

- 1.1 All site transport activities are risk assessed prior to the commencement of the project, giving consideration to limiting the number of vehicles on site as far as possible.
- 1.2 Suitable and sufficient control measures are implemented on every project.
- 1.3 So far as is reasonably practicable pedestrian traffic is segregated from vehicular traffic.
- 1.4 Mobile plant is only operated by trained competent persons who hold current operator licences for the type of plant to be operated.
- 1.5 All vehicles and plant under our control are maintained in good working order and in conjunction with manufacturers' recommendations and guidelines.
- 1.6 All site transport activities are constantly monitored and re-assessed as the project develops.
- 1.7 Site rules illustrate clearly the safe operating procedures for construction traffic. This is also included in the site induction.

## 2. SITE TRANSPORT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Are all site transport activities risk assessed prior to the commencement of projects, giving consideration to limiting the number of vehicles on site as far as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are suitable and sufficient control measures implemented on every project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is pedestrian traffic and vehicular traffic segregated as far as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is mobile plant only operated by trained competent persons who hold current operator licences for the type of plant to be operated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all vehicles under our control maintained in good working order in conjunction with manufacturers' recommendations and guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are all site transport activities constantly monitored and re-assessed as projects develop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Do site rules clearly illustrate the safe operating procedures for construction traffic and are they included in the site induction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

### 3. SITE TRANSPORT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# **SITE SECURITY**

## **Policy**

We will provide site security in accordance with the requirements of The Construction (Design and Management) Regulations, Schedule 27. It is our policy that all persons entering and leaving site are required to sign in and out on a daily basis. We will provide security staff to control deliveries and access to site where appropriate. We will assess the impact of the project on the surrounding environment and will liaise with local residents, schools and shops etc to advise of the health and safety procedures in place. We will display suitable warning signs and ensure vehicle and pedestrian segregation. We will provide all persons on site with suitable information relating to security procedures.

## 1. ARRANGEMENTS FOR SITE SECURITY

### **The Site Security Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to provide safe and suitable vehicle and pedestrian access onto site for those authorised to enter.
- 1.2 Arrangements are provided to control access to the site and prevent unauthorised access, such as suitable fences, hording and gates.
- 1.3 Additional security measures such as lighting, CCTV, alarms and security guards are provided when deemed necessary.
- 1.4 The facility has been provided for all persons entering and leaving site to sign in and out.
- 1.5 Adequate and appropriate safety and security signage is displayed on site and includes a notice board displaying up-to-date safety and other important information.
- 1.6 Due consideration has been given to the protection of the public, with particular regard for children.
- 1.7 Safe and unobstructed access is available and maintained around the site for unauthorised vehicles and pedestrians
- 1.8 An up to date record of all items of plant and equipment is kept off site. Steps are taken to identify and conspicuously mark Company owned-items.
- 1.9 The movement of plant equipment and materials is monitored and documented, including the issue and return of high-security-risk items.
- 1.10 Security devices (locks, grilles, immobilisers, trackers, etc) are fitted to buildings, plant and equipment as appropriate and are being used.
- 1.11 Site security arrangements are outlined in pre-construction information and in the Construction Phase Plan where applicable.
- 1.12 Site security arrangements are brought to workers and visitors attentions as part of the site induction process.
- 1.13 Regular documents checks are made of the site security arrangements, which includes identifying keys left in ignitions, unsecured items, lapses in signing in/out procedures, and checks on the integrity of security fencing and other measures.

## 2. SITE SECURITY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	N/A
1.1	Is safe and adequate vehicle access onto site provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have the measures been provided to control access to site and prevent unauthorised access, such as fences and gates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are additional security measures such as lighting, CCTV, alarms and security guards provided when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are all persons entering and leaving site required to sign in and out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is adequate and appropriate site signage displayed and does this include a notice board displaying up-to-date safety and other important information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the effect of the site on the public and children been considered and addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is safe and unobstructed access available around the site for authorised vehicles and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is an up to date record of all items of plant and equipment kept off site and have steps been taken to identify and conspicuously mark Company-owned items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is the movement of plant, equipment and materials monitored and documented, including the issue and return of high-security risk items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are security devises (locks, grills, immobilisers, trackers, etc) fitted to buildings, plant and equipment as appropriate and being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are site security arrangements outlined in pre-construction information and in the Construction Phase Plan where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are site security arrangements brought workers' and visitors' attentions as part of the site induction process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are regular documented checks being made of the site security arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				



### 3. SITE SECURITY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

# SCAFFOLD

## Policy

Where we deem it necessary to work at height using scaffold we will ensure that only trained competent persons are permitted to erect, dismantle or otherwise alter any scaffolding. We will ensure that the scaffold is correctly designed and erected for the purposes for which it is to be used. Inspections of scaffold will be carried out in their locations before use of the working platforms except for mobile working platforms that will be inspected within every seven day period. More detailed inspections by a competent person will be carried out at suitable intervals or after exceptional circumstances that may have jeopardised the safety and integrity of the scaffold. We will ensure records of any such inspections are maintained with a copy of that report being provided to a designated person. We will ensure that such reports are available at site for inspection throughout the term of the project and then thereafter be retained at our offices for a period of at least three months after the project completion.

## **1. ARRANGEMENTS FOR SCAFFOLDING**

### **The Scaffolding Co-ordinator will ensure that:**

- 1.1 Only trained competent persons are permitted to erect, dismantle or otherwise alter any scaffolding.
- 1.2 Scaffolding is designed and erected for the purpose or purposes for which it is to be used for.
- 1.3 All fixed scaffolding is inspected by a competent person in its location prior to use of the working platforms.
- 1.4 Mobile working platforms are inspected by a competent person at site within every seven day period.
- 1.5 More detailed inspection of scaffolding will be carried out by a competent person at suitable intervals or after exceptional circumstances which may have jeopardised the safety and integrity of the scaffold.
- 1.6 Records of scaffold inspections are maintained and a copy of the report provided to a designated person within 24 hours.
- 1.7 Reports are available at site for inspection throughout the term of the project and thereafter that a copy is retained at our offices for a period of at least three months after the project completion.

## 2. SCAFFOLD MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		Yes	No	n/a
1.1	Are persons who erect, dismantle or otherwise alter any scaffolding trained and competent to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is all scaffolding designed and erected for the purpose or purposes for which it is to be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is all fixed scaffolding inspected by a competent person in its location prior to use of the working platforms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are mobile working platforms inspected at site within every seven day period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are more detailed inspections of scaffold carried out by a competent person at suitable intervals or after exceptional circumstances which may have jeopardised the safety and integrity of the scaffold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are records of scaffold inspections maintained and is a copy of the report provided to a designated person within 24 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are reports available at site for inspection throughout the term on the project with a copy retained at our offices for a period of at least three months after project completion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments/further action</b>				

### 3. SCAFFOLD MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

When using system scaffolds, reference must be made to manufactures and suppliers information for guidance on safe anchorage points.

### **4.3 Harnesses**

1. All those involved in scaffolding operations (independent tied scaffolds) must wear and use a full body harness fitted with a lanyard, shock absorber and a scaffold hook for one handed operation. They must receive appropriate training in the use, inspection and maintenance of such equipment.
2. When clipping on a suitable anchor point must be used.
3. Adequate and suitable measures must be taken to prevent scaffolds from falling from their place of work. For example installation of a single guardrail to all lifts at locations where falls could occur.
4. Scaffolders must clip on to the first suitable anchor point which is at 4m or above ground level when: a) not working within a protected area b) moving their working platform e.g. when raising or lowering boards c) climbing up or down the scaffolding structure) working directly off the scaffolding structure.
5. Anchor points should ideally be above waist height, when this is not possible anchor points below waist level should be used.
6. Scaffolders must adopt a method of work that will limit traversing at an exposed edge to a maximum of the length of the material used.
7. When raising or lowering materials scaffolders should be clipped on at all times or work within a safe handling platform with a double guardrail.

### **4.4 Anchor Points**

It has been established that tube and fitting steel scaffolds should normally provide a safe anchor point for any scaffolder wearing a full body harness and attached by a lanyard with shock absorber but only under the following conditions:

1. The scaffold to be suitably tied to a sound structure, all ties must be inserted as each required level and spacing is reached.
2. Attachment must be horizontal scaffold tubes (ledgers, transoms or guardrails) only and must be made using an appropriate lanyard hook.
3. The following gives a preferred hierarchy for attachment points:
  - Ledgers supported with load bearing couplers
  - Transoms supported by the ledgers in the lift above fixed at both ends by single couplers
  - Guardrails supported with load bearing couplers

Note: Harness lanyards should never be connected to any ledger in a bay where it has a joint. This can always be avoided if the joints on the inside and outside ledgers are correctly staggered.

#### **4.5 Decking**

1. Scaffolders should use as a minimum a 600mm wide platform placed centrally (e.g. 3 x 225mm scaffold boards).
2. On wider scaffolding structures, scaffolders should utilise additional scaffold boards allowing sufficient space to clip on to the ledger at platform level.
3. Standard boards used for decking should generally be adequately supported by transoms and bearers at 1.2m as appropriate.

#### **4.6 Ladder Access**

1. Temporary stairs or ladders for use by scaffolders should be included as early as possible in to the erection process and removed as late as possible during dismantling, removing the need for scaffolders to climb the scaffold structure. These temporary accesses for erection may be used as a more permanent access during the construction phase.
2. If stairs cannot be used, it is recommended that a ladder bay is constructed for the scaffolders to remove ladder openings from the scaffold working platform and that ladders are incorporated from top to bottom of the scaffolding structure.
3. The opening for ladders should be as small as is commensurate with easy access with a recommended minimum of 450mm width and 600mm long. If it is not possible to provide a trapdoor, double guardrails should be provided adjacent to the opening.

#### **4.7 Independent Tied Scaffolds**

All scaffolds and ties must be constructed to an approved design to take account of proposed use, loadings, width of work platforms and other factors including required adaptations, which could affect strength or stability. The following is included as an indication of good practice.

This type of scaffold is not completely independent of the building.

Although the scaffold structure carries its own weight and all applied loads - men, materials and wind loads - placed upon it down to the ground, the ties to the building must be designed to obtain stability and to prevent any possible movement of the scaffold towards or away from the building.

## **4.8 Foundations**

A good foundation is essential. On hard surfaces such as hard asphalt, timber and flooring the use of a base plate under the standard should be sufficient. Otherwise, ground should be levelled and rammed to give a firm surface and timber sole plates, at least 219mm wide and 35mm thick, should be laid to support the base plates for standards. The sole plate area should generally be not less than 1,000cm<sup>2</sup>, or 1,700cm<sup>2</sup> on softer ground. Wherever possible, a sole plate should support at least two standards. This will ensure that the load carried by each standard is distributed over a fairly large area and prevent the standard from sinking into the ground and distributing the overall balance of the scaffold.

Bricks, broken paving stones and similar loose materials are dangerous as supports for standards as they can easily shatter or become displaced under the weight involved. Where the ground conditions are unusual or there is a slope of over 1 in 10 then special checks will have to be made to ensure the stability of the scaffold.

## **4.9 Standards**

The Independent Tied Scaffold generally has two vertical rows of standards: an inner row about 325mm from the building, to allow the use of one 225mm wide board and give working clearance near the wall, and an outer row, in line with the inner standards to provide a platform. Any joints necessary in standards to reach the required height should be staggered and occur near ledgers. Joints in adjacent standards should not occur in the same lift. The maximum bay length and width will be determined by the likely use and loading of the scaffold.

## **4.10 Ledgers**

The standards in each row are kept equidistant and strengthened by ledgers fixed horizontally on the inside of standards with right angle couplers. Joints in ledgers should also be staggered, i.e. joints in adjacent ledgers should not occur in the same bay. These joints should preferably be made with sleeve couplers and be at not more than one-third of the distance between two standards.

## **4.11 Transoms**

Transoms, keeping the inner and outer rows of standards evenly apart, are set on top of ledgers at right angles to them and to the building. Horizontal distance between transoms at working platform level is determined by the thickness of boards to be used. For 38mm boards, transoms must be spaced so that no board overhangs by more than 150mm or less than 50mm.

Transoms should be fixed to ledgers or standards with right angle or putlog couplers. Where transoms are not required to support boards, a transom must occur within 300mm of each pair of standards.



#### **4.12 Bracing**

Bracing is essential to stiffen the structure and the extent of the bracing will be determined by the designer.

The plane to be braced should where possible be divided into a complete set of triangles by braces with braces fixed as close as possible to intersections. Where a brace has to be omitted (for example ledger bracing to allow access) or cannot be fixed within 300mm or an intersection, a check should be made on the reduction of strength and a method and procedure agreed to manage this process. Use right angle couplers wherever possible; failing that, swivel couplers.

#### **4.13 Ties**

Resistance to the inward and outward movement of a scaffold is normally achieved with ties to a frame or façade at a number of points. In addition, the presence of ties limits the effective length of the standard and will optimise its capacity.

The primary load on ties is either tension or compression but some horizontal shear loads may be present. All tie connections must be made with right angle couplers. Whatever type of tie is used, it should be established that the strength and configuration of the building structure is adequate to sustain the loads that will be transferred to it. Where ties are not possible, other types of restraint such as rakers, buttresses and additional plan bracing may be required.

#### **4.14 Movable and non-movable ties**

Ties, wherever practicable should be left undisturbed until the scaffold is dismantled. This can normally be achieved by selecting appropriate types of tie and their positions. Such ties are referred to as "non-movable". Sometimes, however, it may be necessary to remove a tie that is an obstruction to work. This will make the scaffold less secure and more ties will be needed to compensate. Ties that it may be necessary to remove temporarily are referred to as "movable". It is important that a method statement and/or procedure is produced and clearly understood by scaffolders when ties are required to be movable.

#### **4.15 Spacing**

The spacing of lines of ties should comply with the requirements of the designer who will take into account loadings, tie strengths and local conditions.

However, ties should be reasonably evenly distributed over the scaffold both horizontally and vertically. Vertical tie spacing would generally be a maximum of 4m. Horizontal ties would generally be provided to alternate standards with sheeted or netted scaffold also tied at the top platform level.

#### **4.16 Working platforms**

All boards should be marked with their maximum span. The majority of 38mm boards should conform to BS 2482: part 1 and should be supported at 1.20m intervals with a tolerance of + 100mm, depending on the load conditions for which the platform is designed.

All boards that make up a working platform should rest squarely and evenly on correctly spaced transoms. Where reasonably practicable, overlapping boards should be avoided. Where boards, transoms must be doubled and spaced so that no board overhangs by more than four times its thickness.

Too much overhang will cause a board to tip if someone treads on the end: too little will make it unsafe - i.e. a small movement would cause it to drop through. No boards should overhang its support by more than four times its thickness, i.e. 150mm when 38mm thick. The overhang should not be less than 50mm. The surface of the working platform should be even to prevent anyone tripping. All boards should lay closely together along their length.

If, for any reason, a platform has to be completed at the end with short boards, they must be battened together to prevent any one board from tipping. Every possible precaution must be taken to prevent boards from lifting in high winds by using straps or purpose-made metal clamps. Probably the simplest method is to use straps at the end of each run, anchored to the transoms with wire or hook bolts.

The Work at Height Regulations require there to be no gap through which a person or any material or objects could fall. Gaps between boards should be as small as is reasonably practicable but BS EN 12811 Part 1 states that they should not exceed 25mm.

#### **4.17 Platform width**

Platforms should always be wide enough to permit freedom of movement and, as necessary to accommodate whatever materials need to be stored for short periods.

Platform widths of independent tied scaffolds in general terms are:

- Boards (600mm) - when used only as a footing (600mm is the minimum width of a working platform under the BS EN 12811 Part 1).
- 4 boards - when used as a footing and for stacking materials.
- Boards - where the support of a trestle or higher platform is necessary, or when working with stacked materials to allow 600mm clear for barrows.
- Boards - when used by masons for dressing or shaping stone.
- 7 boards - when used by masons and to support their trestle platforms.
- A free walking space of 500mm is required but wherever the passage of materials is necessary or work takes place without materials, a clearway of at least 600mm should always be maintained.

The space between the edge of the working platform and the face of the building must always be as small as possible. If men are required to sit on the edge of the platform to do their work, the gap must not exceed 300mm but an assessment must be made of possible risks and protection required.

#### **4.18 Toeboards and guardrails**

Guardrails and toeboards are required at the outsides and ends of all working platforms from which men and materials are at risk of falling.

Toeboards and guardrails should be fitted on the inside of standards to prevent outward movement. Toeboards must rise at least 150mm above the working platform. The primary guardrail must be at least 950mm above the working platform.

There must not be an unprotected gap greater than 470mm in height in the means of protection against a fall of a person from the working platform. In practice, either an intermediate guardrail, or other form of effective barrier must be fitted. Where materials need to be stored above toeboard height, additional boards, brickguards or similar mesh must be fitted to prevent the fall of such material. If guardrails, toeboards, etc are removed to permit loading of materials, they must be replaced as soon as possible afterwards.

#### **4.19 Means of access**

The Work at Height Regulations require employers to use existing structures for access to work at height where reasonably practicable. Therefore the early provision of stairs within a building can reduce the need to construct and use a temporary stair tower or ladders within a scaffold.

The Work at Height Regulations require a risk assessment to be made to justify the use of ladders for short risk and duration work as opposed to other access equipment.

Access to and from scaffolding should follow the hierarchy of:

1. Permanent staircases
2. Temporary stair towers
3. Ladder access bays with single lift ladders
4. Ladder access bays with multiple ladders
5. External ladder access using a safety gate

Ladders provided for access purpose must be supported by the stiles resting on a firm, even base. The stiles should be securely lashed or fixed with a ladder clamp to the ledger or transom near the top to prevent slipping both sideways and outwards.

Ladders should be set at a working angle of 75° to the horizontal, i.e. one metre out for every four metres of height, and extend at least 1.05m (5 rungs) above platform level to provide adequate handhold at all stepping-off points. Rungs at stepping-off points should be level with or slightly above the working platform.

Ladders required to rise more than 9m of vertical height should have an intermediate landing place provided. Stairs should be provided with handrails and, where persons are at risk of fall, these must be guardrails, the principal guardrail being at a height of at least 950mm above the centre of each step. An intermediate guardrail must also be fitted so that there is an unprotected gap of more than 470mm. Handrails and guardrails should be continued beyond the end of the stairs if additional handhold is necessary to prevent danger.

Stairs must be kept free from all obstructions - materials and rubbish - and if they become slippery should be cleaned or sanded as quickly as possible. Ladders should be boarded to prevent unauthorised access after working hours; stairs should be barred.

#### **4.20 Landing places**

Where a ladder rises more than 9mm in vertical height, an intermediate landing place, properly protected with guardrails, etc as described above, must be provided. Toeboards are not required unless the landing place is used for the storage of materials. All openings through which ladders and staircases pass should be at least 450mm wide, measured across the platform and the opening length should be 600mm long. Should it not be possible to close the opening by means of a trapdoor, it should be possible to install a protective railing.

#### **4.21 Scaffold Towers**

#### **4.22 General**

Tower scaffolds are frequently constructed from either tube or fitting or proprietary components. These towers are self-supporting and can be either static or mounted on wheels to allow movement to adjacent places of work. The design will have to take into account whether they are used internally or externally.

#### **4.23 Foundation**

Towers should be erected and used on firm and level ground. Static towers should have metal base plates and, unless the foundation is concrete or other solid material, the load should be spread by timber sole plates.

Mobile towers must be used only on hard, level surfaces. Wheels, or castors, should be not less than 125mm in diameter. Castors should be locked into the base of standards and be fitted with brakes that cannot accidentally be released. The maximum permitted load should be stamped on the castors.

#### **4.24 Stability**

The factor of safety against overturning for freestanding towers should be at least 1.5. Special circumstances such as wind forces and sheeting must be considered in the design.

Where a tower is likely to be exposed to significant wind loading, or where the maximum recommended height to least base ratio needs to be exceeded, the scaffold should be tied to the structure it is serving, or be designed to ensure stability by means of ground anchors etc.

#### **4.25 Bracing**

Towers should be adequately stiffened and plan braced where appropriate.

#### **4.26 Working platforms**

Platforms must be fully boarded and be at least 600mm wide. They should be at least 800mm wide when used for the deposit of materials. They must be protected from tipping or sliding by being properly supported and by the use of cleats or other proprietary fittings. Where 38mm timber scaffold boards are used, they should be supported at least every 1.2m. Loads on the platform should be evenly distributed. Any trap door or hatch on the platform should be closed when the platform is in use.

#### **4.27 Guardrails and toeboards**

Guardrails and toeboards must be fitted on all four sides of the platform. Toeboards must rise at least 150mm and the main guardrail must be at least 950mm above platform level.

There must not be an unprotected gap of more than 470mm in height in the means of protection against a person's fall. An intermediate guardrail or other form of effective barrier must therefore also be fitted. Where materials need to be stored above toeboard height, additional boards or suitable mesh barriers must be fitted to prevent the fall of such material.

#### **4.28 Access**

The platform must have a means of access, always on the narrowest side of the tower and inside the base of the tower. Access should never be by means of a ladder leaning against the outside of a tower.

#### **4.29 Use of scaffold towers**

A ladder or trestle must never be placed on the top platform to extend the height of the tower as this will cause instability.

Mobile towers should have their castors turned outwards to provide maximum base dimensions and the brakes locked "on" when the scaffold is in use. Working platforms should be clear of persons and materials before towers are moved. Mobile towers should be moved only by pulling or pushing at the base. Horizontal forces should never be applied at any of the working or intermediate decks. Mobile towers should never be used on a slope sufficient to allow them to run away or overbalance.

### **4.30 Height and base limitations**

The least base dimension should not be less than 1.2m. The height to least base ratio should be not greater than the following:

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

The height to be measured in the above ratios is that from the floor to platform level, ignoring the height of the guardrail.

The recommended maximum free-standing height for mobile towers is 9.6m and for static towers, 12m.

### **4.31 Access**

A ladder for access purposes can be lashed vertically to one of the narrow sides, inside the base area, with the foot resting on an additional transom. The ladder must extend sufficiently above platform level to provide handhold at the stepping-off point; a distance of 1.05m (5 rungs) is recommended.

### **4.32 Prefabricated towers Information**

Different types of prefabricated towers are erected in different ways and suitable for various maximum permitted loads. Manufacturers, suppliers and hirers should provide adequate instructions for their erection, which must be available to and followed by users. Erection must always be supervised by a competent person.

### **4.33 Structure**

Vertical members are normally joined by means of socket and spigot connections. These must be engaged correctly.

The delivered components should be checked for compatibility and completeness. All components must be inspected before use for damage, cracks, broken welds, or any defect which might affect their load-carrying ability. Where members are connected by latching hooks, these should be inspected to ensure that the spring and the release trigger are operative.

### **4.34 Stability**

Manufacturers' recommendations will specify either the maximum height to which a tower should be erected, or the maximum height to least base ratio for free-standing towers. In each case, the height of a tower is that to platform level. For aluminium alloy towers, recommendations for maximum height to least base ratio are normally:

- Internal towers 3.5:1
- External towers 3:1

Stabilisers, with pad feet, or outriggers, with castors, may be used to increase the effective base size. These should be positioned to make the effective least base dimension as large as possible.

Towers with stabilisers or outriggers should be moved only after any necessary dismantling to ensure that the height, to platform level, is not more than 2.5 times the effective least base dimension.

#### **4.35 Access**

Climbing, using the horizontal members of end frames must not be permitted. Access must be provided by:

- vertical ladders attached internally to the narrow side,
- internal inclined ladders, or an inclined stairway, or
- ladder sections, integral with frame members, as illustrated. These should be climbed from the inside. The rungs should be no more 300mm apart and the tiles not more than 480mm apart.

# **ROADWORKS, INCLUDING THE USE OF SKIPS ON THE PUBLIC HIGHWAY**

## **Policy**

We appreciate that roadworks are hazardous operations not only for our employees engaged on such works but for vehicle occupants and pedestrians who may be affected by our operations. We will therefore ensure that all roadworks are assessed well in advance of taking place. We will where deemed necessary inform the Street Authority, Highways Agency and Police and will implement any special requirements each of these authorities may impose. All works will be undertaken by trained competent persons and will be supervised by a person, or as the case may be persons, having prescribed qualifications. All works will be suitably signed, coned, barriered and where necessary illuminated. We will take into consideration the use of the highway by pedestrians and will cater for the needs of blind, elderly or disabled persons or for those persons with prams. Signage, cones, barriers and lighting will be maintained in good clean working order.



## **1. ARRANGEMENTS FOR ROADWORKS**

### **The Roadworks Co-ordinator will ensure that:**

- 1.1 A thorough risk assessment of all roadworks is undertaken well in advance of any roadworks taking place.
- 1.2 Where required, due notice is given to the Street Authority, Highways Agency and Police.
- 1.3 Any special requirements the above authorities may have are included in our method statement.
- 1.4 Only operatives who fulfil the requirements of the Street Works (Qualification of Supervision and Operatives) Regulations are permitted to undertake roadworks.
- 1.5 All roadworks are supervised by an adequate number of persons commensurate with the works who have a prescribed qualification.
- 1.6 All works are suitably signed, coned, barriered and where necessary illuminated in compliance with the New Road and Street Works Act and associated Code of Practice and Chapter 8 (Traffic safety measures for roadworks).
- 1.7 The needs of pedestrians are catered for in particular blind, elderly or disabled persons or for those persons with prams.
- 1.8 All signage, cones, barriers and lighting deployed on our roadworks are maintained in good clean working order.
- 1.9 All persons working on roadworks are equipped with and wear the correct high viz clothing and other relevant PPE.
- 1.10 All mobile plant and vehicles are painted a conspicuous colour and be equipped with rotating amber flashing beacons.
- 1.11 All skip use will comply with local Highway Authorities requirements (where required) as per the Highways Act 1980, section 139.

## 2. ROADWORKS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Is a thorough risk assessment of all roadworks undertaken well in advance of any roadworks taking place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is due notice given to the Street Authority, Highways Agency and Police when required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are any special requirements by the Street Authorities, Highways Agency and Police included in method statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are only operatives who fulfil the requirements of the Street Works (Qualifications of supervisors and operatives) Regulations permitted to undertake roadworks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are roadworks supervised by an adequate number of persons who have a prescribed qualification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are all roadworks signed, coned, barriered and where necessary illuminated in compliance with the New Road and Street Works Act and associated Code of Practice and Chapter 8 (Traffic Safety Measures for Roadworks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are the needs of blind, elderly or disabled persons or for those persons with prams catered for effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are signs, cones, barriers and lighting deployed on our roadworks maintained in good working order throughout the duration of the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are all persons working on roadworks equipped with and wear the correct high viz clothing and other relevant PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is all mobile plant and vehicles painted a conspicuous colour and equipped with rotating amber flashing beacons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	If using skips on the public highway, does it comply with local highway authority requirement (Highways Act 1980, section 139)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

### 3. ROADWORKS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: .....

Completed by: .....

Signed: .....

# EXCAVATION

## Policy

We will ensure that any excavation works are conducted safely and without risks to our employees or others that may be affected by such works and as such we will conduct a risk assessment and method statement prior to commencing any excavation works and agree upon adequate control measures for executing such works. We will ensure that only trained competent persons undertake excavation works and that any excavation is maintained in a safe condition to prevent a risk of injury. We will ensure that spoil, materials and vehicles are maintained at a safe distance from any excavation to ensure they do not pose a risk to the stability of an excavation. We will ensure safe access and egress to all excavation works that we may undertake. The stability of any excavation will be monitored throughout the works to ensure any deterioration is effectively managed.

## **1. ARRANGEMENTS FOR EXCAVATION**

### **The Excavation Co-ordinator will ensure that:**

- 1.1 Any excavation works are carried out by trained competent persons.
- 1.2 Before any works commence a risk assessment and method statement must be carried out and control measures agreed and communicated to all persons involved with the excavation. This should also include obtaining information on the presence and location of services and utility apparatus.
- 1.3 Suitable distances and location are agreed for the safe deposit of spoil, storage of materials and control of vehicles.
- 1.4 Safe access and egress to and from excavations are maintained at all times.
- 1.5 Ground conditions are regularly monitored and recorded to ensure the stability of any excavation is maintained and effectively managed.
- 1.6 Any materials used for shoring purposes are suitable and sufficient for the conditions on site and that there is an adequate supply.
- 1.7 Adequate arrangements are in place to prevent the falls of persons into any excavation.
- 1.8 All excavations are inspected by a competent person at the start of every shift.

## 2. EXCAVATION MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	N/A
1.1	Are excavation works carried out by trained competent persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is a risk assessment and method statement conducted with control measures agreed prior to any excavation works commencing and are these communicated to all persons involved in the work? (This should also include obtaining information on the presence and location of services and utility apparatus.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are suitable distances and locations agreed for the safe deposit of spoil, storage of materials and control of vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are safe means of access and egress maintained at all times to and from any excavation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are ground conditions regularly monitored for stability and managed and are records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are materials used for shoring purpose suitable and sufficient for the conditions on site and is there an adequate supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are adequate arrangements in place to prevent the falls of persons into any excavation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are all excavations inspected by a competent person at the start of every shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/further action**

### 3. EXCAVATION MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

**HEALTH AND SAFETY**

**CODE OF CONDUCT**

**AND**

**EMERGENCY PROCEDURES**



## HEALTH AND SAFETY POLICY STATEMENT

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know. The full Health and Safety Policy is available on request to interested parties.

## COMMUNICATING THE HEALTH AND SAFETY POLICY

The company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management have general and where applicable, specific responsibilities to enable the company to comply with its legal obligations. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

On the preceding page and on official notice boards you will see displayed our general Health and Safety Policy Statement. This statement is based on accident prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the company to fulfil our legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

- Co-operate with the company on all health and safety related issues.
- Ensure your health and safety and that of others, and be accountable for your actions.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow this code of conduct. Any deviation from it may lead to personal or the company's prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the company.

To implement the Health and Safety Policy, we are required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this. You should not carry out any task which means deviating from the agreed methods of work.

Finally, please follow the guidance provided within this booklet and advise your Line Manager of any health and safety problems.

# CODE OF CONDUCT AND EMERGENCY PROCEDURES

## **Please Report:**

- Anything which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any fire extinguisher.
- Any medical condition which may affect your or others safety at work.
- All accidents no matter how small and ensure they are recorded in the accident book.
- All incidents including near-misses regardless of any lack of damage or injury.
- Any damaged equipment which you become aware of.

## **General**

### **Please ensure that you:**

- Comply with safety signs and follow any warnings which may be given.
- Keep your work place clean and tidy.
- Mop up or report spillages.

### **Please Don't**

- Leave equipment in a condition or position where it may later injure you or someone else.
- Let any person operate work equipment for which you are responsible unless they are competent to do so.

## **Hygiene**

### **Please ensure that you:**

- Wash your hands before and after using the toilet.
- Wash your hands and remove all safety equipment before eating.

### **Please Don't**

- Eat or drink in any area where dust, dirt or fumes are present.
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

## **Electrical**

### **Please ensure that you:**

- Know the location of your equipment's electrical switches.
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use.
- Unplug/switch off electrical equipment when not in use.

### **Please Don't**

- Bring any personal electrical equipment onto the premises unless authorisation has been given by company management.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment outside or in wet environments.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and competent to do so.

## **Work Equipment**

### **Please Don't**

- Drive or operate any vehicle unless you are competent and have been authorised to do so.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent and authorised to do so.
- Wear gloves when using machinery with exposed rotating parts.
- Use tools that are damaged or incorrect for the task.
- Operate any work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or co-ordination i.e. drowsiness.
- Use any equipment without wearing the appropriate specified personal protective equipment.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

## **First Aid**

### **Please ensure that you:**

- Know who the first aiders are.
- Report any accident to the first aider who will record it in the accident book.
- Report to the first aider anything used from the first aid kits.

### **Please Don't:**

- Use the first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

## **Substances**

### **Please ensure that you:**

- Return left over or unused substances to their correct and safe storage area.
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you.
- Report all faults with extraction and personal protective equipment.
- Do not empty any hazardous substance down the drains.

## **Personal Protective Equipment**

### **Please ensure that you:**

- Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties.
- Maintain all protective clothing and equipment properly and inform the company of any loss or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

## **Safe Access**

### **Please Don't:**

- Work at height unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.

## Fire

### Please ensure that you:

- Know your fire escape routes and the relevant evacuation procedures.
- Know where the extinguishers are and how to use them.
- Raise the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire!'
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Fire Safety Co-ordinator.
- Know your Fire Wardens.

### Please Don't

- Smoke in unauthorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are trained and confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.

**Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the company**

If you do not understand any part of this health and safety code of conduct, please contact the Health and Safety Co-ordinator.

**This Code of Conduct booklet is to be kept at work for your reference**

## **FURTHER INFORMATION**

### **Stress**

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage Managers to support their staff and to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All employees are encouraged to discuss any matters that may affect their work with their Manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

### **Violence at work**

The company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the company but most importantly to take care of their own health and safety and that of others.

Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or person's visiting/working on our premises.

If you feel you are being subjected to any such treatment you should contact any Manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.




### **Ideas and Suggestions**

You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the company







## CHEMICAL HAZARD CLASSIFICATION SYMBOLS






These are the older hazard symbols that are being replaced. You may still see these on older product labels for the next few years

	<p><b>TOXIC/VERY TOXIC</b></p> <p>May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin</p>
	<p><b>CORROSIVE</b></p> <p>May on contact cause destruction of living tissue or burns</p>
	<p><b>HARMFUL</b></p> <p>May cause limited health risk if inhaled or ingested or if it penetrates the skin</p>
	<p><b>IRRITANT</b></p> <p>May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled</p>

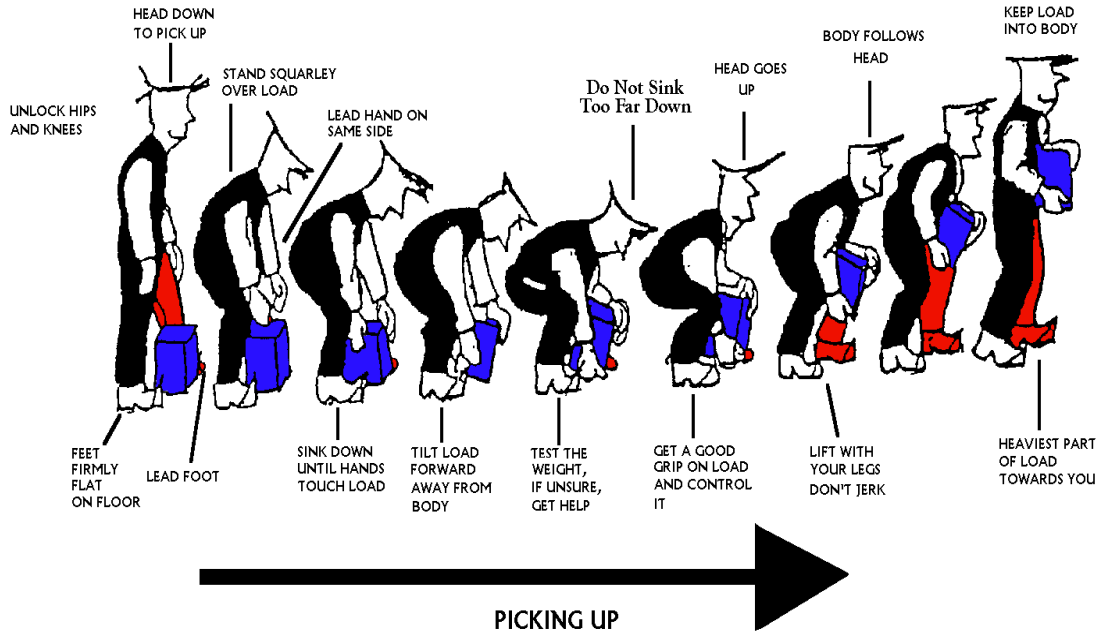
These are the new symbols that will be appearing on product labels and will replace the older symbols completely within the next few years

	<p><b>ACUTE LETHAL TOXICITY</b></p> <p>Materials which in low quantities may cause death or serious damage to health</p>
	<p><b>CHRONIC TOXICITY</b></p> <p>Chronic health effects. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity. Aspiration hazard. Respiratory sensitisation</p>
	<p><b>CORROSIVE EFFECTS</b></p> <p>Materials which on contact with living tissues may destroy them</p>
	<p><b>OTHER HEALTH EFFECTS</b></p> <p>Lower level acute toxicity. Skin, respiratory and eye irritation. Skin sensitisation</p>

Other new hazard symbols unrelated to COSHH are as follows:

				
<p>Self Reactives. Organic peroxides</p>	<p>Oxidising gases. Liquids and solids</p>	<p>Flammable gases, aerosols, liquids or solids</p>	<p>Compressed gasses</p>	<p>Hazardous to the Aquatic environment</p>

**DO YOU NEED TO LIFT?  
CAN YOU USE MECHANICAL MEANS?  
IF YOU ARE IN DOUBT GET HELP!  
CONTROL THE LOAD, DO NOT LET IT CONTROL YOU!**



**IT IS YOUR RESPONSIBILITY TO LIFT CORRECTLY  
AND TO SEEK ASSISTANCE IF IN DOUBT**

