

Health and Safety Policy



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1.1 Safety Policy Statement

The Managing Director of P. A. Hollingworth & Co I am committed to the implementation of this safety policy.

In fulfilling this commitment P. A Hollingworth & Co will seek through competence, co-operation and co-ordination with staff, contractors and clients to provide and maintain a safe and healthy working environment by meeting legislative standards and developing acceptable working practices.

It is P. A. Hollingworth & Co's objective to reduce to as low level as practicable, the risks from -

- Personal accident, injury or illness
- Fire
- Manual Handling
- Breaches of security
- Loss to Company or individual through failure to comply with various safety legislation, which includes the Health and Safety at Work Act 1974 other relevant Regulations in respect of health and safety.
- Other losses and damage to property and environment.

To meet these objectives adequate resources, supervision and training will be provided as identified. With the support of managers and staff P. A. Hollingworth & Co will endeavour to achieve good health and safety performance of the business, which will be monitored by supervisors and the Managing Director.

The organisation and arrangements for implementing this policy statement are set out and detailed in the safety policy.

P. A. Hollingworth & Co hope you will join and encourage the belief that safety is everyone's responsibility all the time.

P. A Hollingworth

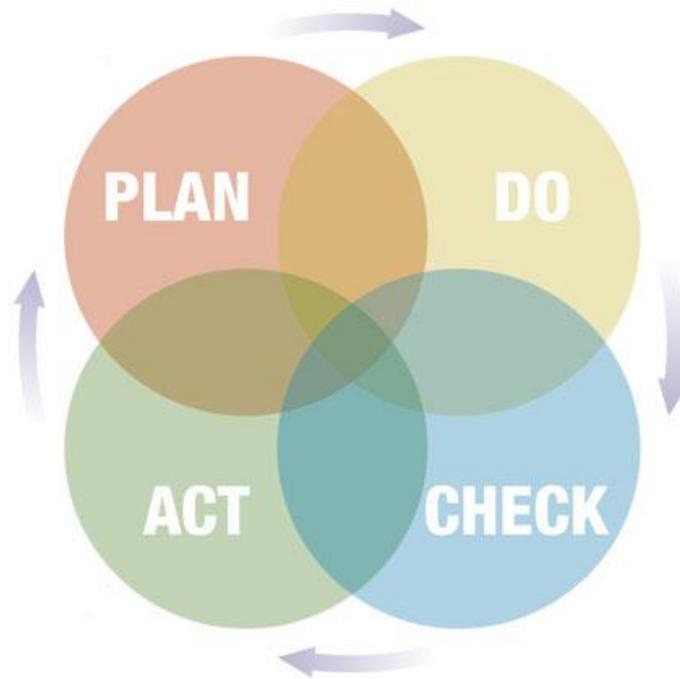
Managing Director

(Date)

Part 2 - Organisation

2.1 Introduction to HSG 65

Successful health & safety management is a vital part of any organisations management systems and P. A, Hollingworth & Co will seek, whenever possible, to follow the disciplines identified within the Health & Safety Executive (HSE) guidance “Successful health & Safety Management” (HSG 65) on how organisations can establish and maintain a successful and robust safety system. This system is summarised below. Key is the creation of a meaningful and robust safety policy, which is relevant to the organisation in which the below concept is understood and followed. The concept is based upon the principles of Plan, Do, Check, Act and throughout this policy this concept, and that of continual improvement, is considered at each stage.



Plan, Do, Check, Act model

Explanatory notes

Policy - An effective health & safety policy sets a clear direction for an organisation to follow. Such a policy contributes to all aspects of business performance as it demonstrates a commitment to continual improvement. Policies should be designed to meet legal requirements, prevent health and safety problems, and enable a relevant response where difficulties arise or new risks are introduced. A good policy for an organisation should reflect the

values and beliefs of the organisation and the commitment of senior staff, managers, supervisors and employees to create and provide a safe and healthy working environment is required.

Reviews

The safety Policy should be reviewed when

- (a) there is reason to suspect that a change has taken place or
- (b) there has been a significant change within the business activity
- (c) Where no changes have been made on a regular basis (normally after 12 months)

Plan - Effective planning is about the prevention of workplace injuries and accidents by the identification and controlling of risks present particularly when the risks are regarded as high. Planning of the policy should include steps taken to ensure legal compliance and procedures for dealing with emergency situations. Such planning should be undertaken in liaison with, and, in consultation with, staff at all levels within the organisation.

Planning for health and safety involves the design, development and implementation of appropriate management arrangements, risk identification and identification of control measures and workplace precautions which include not only the maintenance of systems introduced, but on-going improvements. Within the planning stages the whole organisation should be considered and the way in which each part links with each other.

Effective planning also requires the establishment of systems and processes to identify relevant information about the organisation, knowledge of the legal requirements around safety and the identification of action to be taken to achieve the identified policies, which includes effective communication of the requirements.

Do - For a policy to be effective there is a reliance upon an effective management system to ensure that so far as is reasonably practicable actions are taken to reduce workplace risk.

Examples of this include

- The assessment of risk and the priorities arising to reduce those risks.
- The communication processes to be utilised to ensure that all levels of the organisation are aware of the policy, its requirements and controls

- The involvement of staff to create a positive attitude and culture towards safety issues.
- The provision of suitable equipment, training and supervision
- The provision of adequate resources, including competent advice as appropriate

Check - An organisation should learn from all relevant experiences and apply any lessons learnt. This is achieved by undertaking reasonable monitoring of the policy and identified processes which may include internal and external auditing, accident investigation etc. Such a process will indicate to what extent the safety policy has been embedded and allows managers to take appropriate action in the event that a shortfall or change in working practices or procedures is identified

Act - Having identified the extent to which a safety policy is embedded within the organisation the policy and associated processes can be revisited in order that lessons learnt from accidents and incidents, ill health data, audits and inspections and other experiences, including enforcement activity can be included within the on-going development of the safety system.

2.2 ORGANISATIONAL FLOW CHART

2.1 Safety Responsibilities

The Managing Director of P.A Hollingworth (hereafter referred to as The Company) has ultimate responsibility for ensuring that the health, safety, welfare and security of all staff are achieved and that the risks and hazards are identified and reduced.

To achieve this objective specific responsibilities have been identified which are vital to the smooth running of The Company and the Managing Director will seek to ensure that these responsibilities are met utilising, where appropriate the support of contractors or other agencies. These include but are not limited to:

- Purchasing of equipment
- Management of personal & training files
- Provision of first aid & first aid equipment
- Equipment maintenance & testing (PAT tests etc)
- Personal Protective Equipment (PPE)
- Maintenance of safety systems including policy, risk assessments etc
- Accident & Injury investigation
- Permits to work/method statements
- Identification & completion of risk assessments, including COSHH
- Staff information & training including induction training

2.2 Competent Safety advisors

The appointed competent advisors for The Companies are:

Safety and Management Solutions Limited, Innovation House, Discovery
Park, Ramsgate Road, Sandwich, Kent. CT139FF

Telephone 01304 249699

info@samsltd.com

This role includes:

1. Advise the Managing Director of any new Health and Safety legislation or changes to existing legislation.
2. Provide an interpretation of Health and Safety legislation so that management fully understands the actions required in order to satisfy this legislation if requested.
3. Assist with the implementation of the changes in Safety legislation if requested.
4. Recommend to senior management ways to improve working conditions.

5. Assist with the investigation of reportable incidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), if required, and if required submit to the Managing Director a written report.
6. Work with the Health and Safety Manager, if requested, to identify and recommend training requirements.
7. Where required complete site inspections to monitor Health and Safety standards on site and provide assistance where necessary.
8. Auditing and review of safety systems

2.3 Safety Enforcement Agencies

The lead agency in respect of the company while it is engaged in construction activity is:

The Health & Safety Executive (Kent),

International House, Dover Place, Ashford, Kent. TN23 1HU.

Telephone 0845 345 0055

www.hse.gov.uk

Or

The enforcing body within the working area as appropriate

2.4 Method statements & Permits to Work

Work undertaken which requires either a systematic approach or a range of complicated control measures (safe system of work) will be supported by means of a method of work statement or permit to work form. Both documents will be in support of, and not replace risk assessments.

2.5 Communication with employees

- Staff and, as appropriate contractors, will be informed of safety arrangements and any changes either by way of a specific briefing, company memo, information placed on notice boards, verbally, staff meetings or by training sessions undertaken as required.
- Staff will be provided with a copy of the Company Safety Handbook and free access to the Company safety Policy.
- Information in respect of legal requirements and availability of advice is displayed on the Health and Safety Poster displayed in a prominent position within the main office.
- Signage will be placed at appropriate locations throughout the work place to advise, guide and instruct staff and visitors.

- Copies of the Company Safety Policy along with generic assessments of risk are readily available at the main company office for inspection by any staff member
- In respect of the formulation of a safety committee no representations have been made to form such a meeting process and so no arrangements have been made for formulate such a process. This will be reviewed in the event that such representations are made to the Managing Director in writing.
- Staff will be consulted in a timely manner on any issue which affects Company working or safety practices with relevant guidance provided by Managers or via the company safety advisor.

2.6 Training

- Training will be provided in the following circumstances
 1. When a new member of staff is appointed, including contractors.
 2. When the need is identified by specific risk assessments or when a new working practice is introduced.
 3. To comply with a legal requirement.

Training is delivered by a variety of methods which comprises

- (a) **Formal training** – takes place when required and will be delivered by a competent training provider. Such training is delivered against a training needs analysis and will be determined on a priority basis of need.
- (b) **Operator training** – such training includes operation of specific equipment or working practice. When such training cannot be delivered in house the support of an external training provider will be sought. In all such training proof of attendance will be by way of certification.
- (c) **Induction training** – takes place when a new staff member commences work and is delivered by the section supervisor. A note of such training will be placed on the staff member's personal file.
- (d) **Team training** – is delivered when the need is identified by the section/department supervisor.
- (e) **Refresher training** - when appropriate refresher training will be provided within any identified time scales.

2.5 Reviews and Revisions of Safety Systems

(a) The Managing Director will cause the safety systems of The Company to be reviewed in the following circumstances

- When a change in senior staff takes place
- Following an accident or injury where a failure of the safety system is identified as a root cause
- Introduction of new working practices or procedure's
- When required to complete a review by an external body.
- On a regular basis when none of the above apply

2.6 Safety Inspections and Audits

Formal Audits

During the course of each 12 month period The Company may be subjected to a range of internal and external audits and inspections which includes unannounced spot checks. Part of each audit is an element of health and safety on which feedback is given to senior managers. Such checks include those from or potentially from local authorities, fire service etc.

Informal inspections

A system is in place to undertake informal spot check inspections of The Company which may include the use of the company safety advisor.

Such inspections are undertaken against identified criteria the result of which is communicated to the responsible persons.

2.7 Work Time

The Company is committed to ensuring that the requirements of the Working Time Directives are met and that no staff member works more than an average of 48 hours per week averaged over a 17 rolling week period.

A record of all hours worked by staff will be made and be available for inspection on request of the staff member affected of to any Regulatory body requiring access.

It is the right of employees to be able to opt out the Working Time Directives which has to be made in writing and signed by the worker with a copy held on file. It is policy of the Company that no staff member will be forced or coerced into opting out of the Directives.

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Part 3 – Arrangements

The following shows the practical and administrative arrangements in place for the controlling of identified hazards as well as the arrangements in place to monitor health and safety performance to assess the effectiveness of the policy and associated controls in accordance with the provisions of HSG65.

15. Control of contractors

- **Non urgent pre-planned works**

- (a) It is the Policy of The Company that a regime is in place whereby all contractors who undertake works, on a regular or irregular basis, to complete pre-planned construction or non-construction activity have been identified within The Company pre-approved control of contractors scheme and are therefore believed to be competent.
- (b) The need to deploy contractors to complete pre-planned activity is identified in advance within the planning phase of any projects or within a scheduled program of works schedule and rules surrounding established procurement protocols applied and followed as appropriate.

16. Construction activity

- (a) All staff whether directly employed by The Company or as a contractor are required to undertake construction activity in support of a project with the day to day management of such projects a key responsibility of the Director
- (b) The Director seek the advice and guidance of a range of advisors and contractors as appropriate including the safety advisor, or another competent contractor(s), to advise and guide on specific responsibilities contained within the Construction (Design and Management) Regulations 2015 especially as they concern the roles and duties of a client, Designer and the appointment of key construction roles.
- (c) The definition of what constitutes construction is wide and is shown within the Appendix

17. Use of Plant & Machinery

- (a) On a day to day basis staff are required or expected to make use of construction plant or machinery. This may include lifting equipment, scissor lifts, mobile elevating platforms, pallet trucks etc.
- (b) In the eventuality that The Company activity requires the use of such equipment then a full assessment of risk will be completed with associated controls identified.

18. Lifting Operations

- (a) Within The Company the provision and use of lifting equipment is limited and an audit of all such items has been completed.
- (b) All lifting equipment will be subject to thorough examination as identified within the Pre-Planned Maintenance schedule as required within the provisions of the Lifting Operations and Lifting Equipment Regulations and associated Approved Codes of Practice.
- (c) In support of these checks all lifting equipment has been identified and marked with a URN.

19. Pressure systems

- (a) The processes followed within section 18. above will be followed in respect of all pressure systems

20. Visual Display Units (VDU)

- (a) On a day to day basis selected staff make use of IT the use of which is covered within a specific assessment of risk

21. Fire

- (a) The responsible person for fire is The Director.
- (b) It is the policy of the responsible person that activity completed in respect of fire prevention and emergency procedures will be in line with the relevant guidance.
- (c) In delivery of the responsible person's duties a competent organisation (SAMS Ltd) has been appointed to advise and guide on all fire issues.
- (d) The responsible person will ensure that the required assessment of risk in respect of fire is completed, reviewed and revised as appropriate on a regular and scheduled basis with the findings recorded and steps taken to prevent or manage with an outbreak of fire detailed.
- (e) It is the policy of the responsible person to operate a single fire log in which all relevant activity is recorded in support of fire prevention or emergency procedures and systems.
- (f) It is the responsibility of all staff to inform their managers of any issues affecting fire related safety and ensure that any equipment supplied to prevent or manage an outbreak of fire is not damaged or misused.
- (g) Training for all staff is provided by way of a formal Tool Box Talk process covering fire prevention and emergency actions to be taken in the event of a fire with induction and refresher training provided on a regular basis and in line with the training needs analysis or

when a significant change takes place within the processes or working practices of The Company. These actions are covered within the document Fire Emergency Plan

- (h) All firefighting and fire detection alarm systems are checked and tested on an annual basis by a competent person with the record of such activity recorded within the fire log.

22 Electricity and Gas

➤ Electricity

- (a) On a day to day basis staff will make use of a range of hand held and static equipment which is powered by battery or mains supplied electricity.
- (b) All equipment will be checked by staff prior to use on a daily basis to identify any damage to the flex, covering or power unit. It is policy that if damage is identified then the item will be taken out of use.
- (c) Whenever possible use of extension cables will be kept to a minimum and where used they will be controlled by RCD power disruption plugs or switches.
- (d) Portable appliance testing will be undertaken in accordance with the findings of the relevant risk assessment with records of such checks made and retained for a period of not less than 3 years.
- (e) Contractors employed by The Company are responsible for the provision and testing of their own electrical equipment with The Company policy being that they are informed of this requirement in advance with confirmation of tests to be produced on request.
- (f) All electrical works, other than that undertaken by competent maintenance staff, will be completed by a competent person with relevant certification obtained and held on record for a period of not less than 5 years.
- (g) The Company will undertake a periodic electrical test of the main electrical systems every 5 years which will be completed by an independent external electrical contractor.

➤ Gas

- (h) It is policy of The Director that any gas appliances held or used will be identified and tested on an annual basis by a competent person with certification obtained and held on record for a period of not less than 5 years.

23. Lighting

- (a) In normal circumstances all areas worked upon have good access to natural light. Therefore no special provisions other than normal lighting facilities are required or believed to be necessary.
- (b) When it is identified, either by the nature of the task or by an assessment of risk, including the

need for emergency lighting, that there is insufficient lighting additional temporary arrangements will be identified and placed.

24. Manual Handling

- (a) It is recognised by The Director that the majority of roles involve a degree of manual handling.
- (b) All staff receive manual handling training by way of a formal tool box talk and during all staff induction sessions.
- (c) Training may be provided within a formal training session or by way of by informal briefings completed by supervisors or managers.
- (d) Manual Handling aids are supplied for the use of staff to assist in the safe movement of equipment and persons. Staff are trained in the use of such equipment with supervision applied to ensure that such equipment is used correctly.
- (e) All risk assessments and method statements arising will make specific mention of the manual handling risk.

25. Noise

- (a) In normal work activity staff may be exposed to loud or persistent noise which could give rise to noise induced hearing loss. All equipment will be assessed for potential noise issues and whenever possible noise reduction/levels will be a consideration when purchasing such equipment. Therefore no provision is made to supply staff with hearing protection.
- (b) In line with The Company policy contracted staff will be expected to possess ear defenders which are suitable for the task being undertaken and in a state of good repair. Contractors will be requested to advise The Company of any work that they may undertake which may create a loud noise in order that an assessment can be completed and appropriate controls identified.

26. Vibration

- (a) In line with the Noise above a potential risk is present which may expose staff to vibrating equipment or tools. In the event that such work is required then a suitable and sufficient risk assessment should be carried out for the task by a competent persons.

27. Provision and use of work equipment

- (a) All work equipment is purchased by staff and contractors with larger items, which are used on an infrequent basis, purchased by PAH.
- (b) All equipment will be checked by staff prior to use to ensure it is fit for purpose and is undamaged with any defects or damage causing the withdrawal of any items. All equipment has been

assessed prior to use to ascertain any risks which may be present including noise and vibration

28. Working at Height –

➤ Scaffolding/tower units

- (a) In the day to day activity of The Company use will be made of both scaffolding and tower scaffolding.
- (b) All scaffolding is installed by a competent contractor who provides a completion certificate when erected.
- (c) In the event that scaffolding towers are used then trained staff will undertake the erection and complete a pre use check which will be repeated as need is identified and after each occasion it is moved and re-erected.

➤ Use of step ladders and ladders

- (a) A range of ladders and step ladders are in use within The Company all being marked with a URN and checked on at least a 6 monthly basis for damage, repair or other defect. A record is made of such checks with records retained for a period of not less than 12 months.
- (b) Whenever possible the use of step ladders or ladders will be avoided with alternative means of access sought in the first instance.
- (c) When the use of ladders or step ladders is deemed as appropriate then only The Company owned and identified equipment will be used.
- (d) Defective or damaged ladders will be removed from service and destroyed prior to disposal.
- (e) All staff undertake formal tool box talk training on access equipment supported with HSE guidance covering the use of such equipment.

29. Demolition Operations

- (a) While no demolition activity takes place staff are required to undertake the removal and preparation of existing wall covering.
- (b) All such activity is planned in advance and follows completion of a site survey. If there is doubt around the stability of a structure then competent advice will be sought pre works.

30. Confined space working

- (a) No staff are required to enter any area which may be regarded as confined. In the event that such work is required then a competent contractor will be employed.

31. Hidden services/Overhead services

- (a) The presence, or otherwise, of hidden services is covered within the planning and preparation of any project with appropriate surveys completed in advance of any works to discover the location and extent of such services. This includes as appropriate exploratory digging of test pits, CAT scan, liaison with client, architect etc. Staff are advised on the presence or otherwise of underground or hidden services by way of briefings and information

32. Grinding and Cutting disks

- (a) Only competent staff are authorised in the use of such equipment who are experienced in the use of such equipment and the changing of discs.
- (b) PPE is worn by all staff when using this equipment

33. Vehicles & Driver responsibilities

- (a) All staff and contractors are expected to travel to and from work in their own vehicles where a pool vehicles are allocated for their work place use.
- (b) The use and contractual conditions are covered within the Contract of Employment with all drivers expected at all times to observe the requirements of the Road Traffic Act and associated Regulations.
- (c) All vehicles are fitted with a tracker device with the information gained to establish speed and other abuses of the vehicle.

34. Security issues

It is policy of The Director that a robust and meaningful security system is in place to prevent unauthorised access to any site and access equipment with each tasked dealt with on a job by job basis.

35. Visitors (non-public)

- (a) Any visitors to site are required to sign in and out and undertake induction training as needed.

36. Purchases

- (a) The Director is committed to purchasing supplies and equipment which are safe to use and suitable for the role reasonably expected to be used.
- (b) To achieve this aim of The Director will ensure, when placing any order that suppliers are appropriate and that information relating to the safety of their product is provided on which a realistic assessment of risk and associated on-going control measures can be identified and implemented.
- (c) It is the policy of The Director that during any purchasing or procurement processes that as part

of the process factors surrounding servicing, inspections, maintenance and training are considered.

37. Control of Substances Hazardous to Health

- (a) Within day to day work, use is made of substances which may be hazardous to health (COSHH).
- (b) All such substances have been assessed making use of information contained within the relevant Material Safety Data Sheet (MSDS).
- (c) Staff will be provided with information and training on the presence and use of hazardous substances appropriate to their role within The Company. This is covered as needed within the formal toolbox talk process.
- (d) If The Director, senior managers or supervisor become aware a product has not been assessed the substance shall be removed from use and arrangements made for an assessment to be conducted.

➤ **Dust**

- (a) Given the nature of the work completed by The Company most tasks are completed within well ventilated and cleaned areas which provides good levels of dilution ventilation. In normal working activity and especially around the removal of existing wall coverings a large amounts of dust may be produced which will be subject of a site specific assessment as need is identified.

➤ **Asbestos**

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- (a) The duty holder in respect of asbestos at The Company will be The Director who will follow good practice in the on-going management of asbestos.
- (b) Given the nature of the works asbestos containing materials will need to be identified in advance either by way of the client being requested to provide relevant information, undertake a survey or by visual inspection.
- (c) It is the policy of The Company that no staff activity will take place in respect of removing asbestos and that no staff will be trained or accredited in the completion of asbestos surveys.
- (d) Surveys provided will form part of the pre works planning and preparation process with specific mention made on all task sheets on the presence or otherwise of asbestos.
- (e) All staff will be provided with ready and free access to any reports, registers or management plans relating to asbestos with training identified within The Company training needs analysis which will focus upon the level of expected exposure.

- (f) If the presence of asbestos is confirmed within the register then the staff member or contractor shall be required to advise the Director and put in place appropriate controls to minimise exposure.
- (g) Any assessment of risk completed will make comment upon the presence of asbestos and its condition, if appropriate, within that workplace. If asbestos is present a method of work statement will be completed setting out how work will be completed, areas to be avoided with a copy of which will be passed to Director.
- (h) All staff who, as a matter of course engages in works will be trained in asbestos awareness by a training provider registered with UKATA with refresher training completed on an annual basis commensurate to their level of exposure and in line with The Company training needs analysis.
- (i) All new staff will be informed on asbestos exposure as part of their induction process with any staff member likely to work in identified asbestos areas subject of UKATA Asbestos Awareness training on appointment.
- (j) If during a task a staff member disturbs any suspected substances work then work will stop immediately and a manager informed. To this end HSE guidance will be followed.
- (k) If doubts are raised as to the presence of asbestos The Director or responsible manager will seek advice from their safety advisor prior to work commencing.
- (l) PPE of the appropriate standard is supplied to all staff appropriate to their role.

38. Personal Protective Equipment (PPE)

- (a) The Director is committed to the implementation of safe systems of work, which reduce risk to a safe level thus minimising the need for the use of personal protective equipment.
- (b) However there are working practices undertaken, or residue risks remaining, where the use of PPE is the best means of controlling any remaining risks. In normal course of work undertaken raise such requirements staff will be notified and provision made to supply the PPE.
- (c) In respect of contracted staff there is an expectation that they will provide their own PPE which is in a serviceable condition suitable for the task being performed.
- (d) Where a person is directly employed by The Company PPE will be provided to the individual free of charge, compatible for multi-use situations and which meets health and safety specification with toolbox talk training provided as necessary. A form will be completed when PPE is issued to a staff member which is located within the relevant Management Plan.

- (e) Details of when the PPE shall be worn will be recorded on risk assessments and method of work statements which will be communicated to staff.
- (f) Individuals are responsible for the correct wearing of all PPE provided and are responsible for its maintenance and storage etc. Any defects shall be reported by the staff member to their supervisor or manager where it will be replaced.

39. Smoking Policy

The Director will seek on all occasions to comply with smoke free legislation introduced on 1st July 2007. It is therefore Company Policy that no persons at The Company premise, within a The Company owned vehicle will be permitted to smoke.

40. Accidents & Injury & Reporting

- a) In all cases injuries and accidents where there may be a failure of The Company safety processes or systems will be referred to the competent safety advisor who will oversee all issues in respect of the investigation and reporting. .
- b) The responsible manager will record and investigate any incident, near miss or injury to establish the cause and measures to be taken to prevent a reoccurrence. This includes road traffic crashes. There is a single accident book which is Data Protection Act compliant. A standard operating procedure is in place covering the reporting and investigation of incidents and injuries.
- c) The investigation of accidents and injuries is covered within Standard Operating Procedure – Accident Reporting. In each case reported, and regardless of who investigates the incident, the accident book will be completed with a report compiled outlining
 - the circumstances of the injury/occurrence
 - the actual cause
 - the identified root causes
 - remedial action taken.
- d) Each report will be filed in a secure area and retained for a period of 5 years.
- e) In the event that an external organisation (e.g. Local authority safety officer) conducts an investigation the Director of The Company and staff will fully co-operate with that investigation.
- f) The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be fully complied with. (See Appendix for summary of circumstances leading to a report being made).

- g) In the event that it becomes necessary to make a report under RIDDOR relevant information and advice along with a copy of form 2508 are located at:

www.hse.gov.uk/forms/incident/index.htm

41. First Aid

- (a) The Director is committed to providing adequate first aid arrangements, which ensures that the requirements of the Health and Safety at Work (First Aid) Regulations 1981 are met.
- (b) Contractors employed by The Company are expected to make reasonable personal first aid provision. This provision will be communicated within the relevant generic risk assessment.
- (c) First aid arrangements will be subject of a specific assessment of risk.

42. Staff fitness

- (a) All persons employed by The Company, whether as an employee or contractor, are expected to maintain a reasonable level fitness to allow them to undertake their role. All persons are encouraged to report any illness or injury, which may affect their ability to work in a safe manner or the safety of others who may be affected.
- (b) This especially includes those who drive and who become aware of a medical problem which may affect their ability to drive.

43. Young Workers

- (a) Young persons employed by The Company or attached to The Company, as part of a work experience program will be subjected to a specific assessment of risk prior to commencing work or attending The Company.

44. New and expectant mothers/ Paternity/maternity Leave

- (a) In the event that a staff member becomes pregnant then a specific assessment will be completed in line with Company HR requirements.

45. Disabled Staff

- (a) In the event that an existing or prospective staff member declares a disablement a suitable and sufficient assessment of the risks will be conducted as soon as is practicable and the findings recorded and passed to that staff member.
- (b) To date it is the belief of The Director that no disabled persons are currently working within the organisation and that there is good access to work and sanitary facilities. In the event that this

changes then a specific assessment will be completed in which the control/support measures will be identified.

46. Drugs and alcohol issues

(a) This policy forms part of the HR process.

47. Staff welfare

(a) The provision and nature of welfare facilities in place or provided are in line with the primary role of The Company.

(b) This includes ensuring that staff have suitable rest areas in which breaks can be taken away from main activity, fresh drinking water and reasonable food preparation areas.

48. Staff Clothing

(a) Staff are not issued with clothing in line with any specific activity.

49. Lone working

(a) It is not expected that lone working will be undertaken by staff.

50. Mobile Telephones

(a) It is the policy of The Company that the use of mobile telephones while driving will not take place unless a hands free set is installed.

51. Violence

(a) Violence is defined by the HSE is any incident in which a person is abused, threatened or assaulted in circumstances relating their work.

(b) It is the policy of PAH that violence towards any other member of staff, contractor of client will not be tolerated with any instances reported examined in line with the Company disciplinary code.

(c) In the event that a staff member is subjected to violent behaviour there is an expectation that it will be reported at the earliest opportunity to the Managing Director or other manager.

(d) It is also policy that serious assaults will be reported to the police for investigation.

(e) Further guidance on the PAH approach to dealing with violence at work is contained within the Appendix.

52. Health Surveillance

(a) Health surveillance is normally undertaken when staff are exposed to working with chemicals and their products. Within The Company normal working activity does not involve such contact and therefore no specific arrangements are made to undertake such surveillance.

(b) In the event that working practices change or a staff member requires such surveillance then this policy will be reviewed.

53. Waste Management

An approved waste carrier attends at the premises and removes all waste products produced in normal work activity

APPENDIX

Policies

Alcohol & Drugs Policy

Violence at work

Process templates

PPE Issue and management

Ladder check form

Contractors competency form

Guidance

Asbestos

Working at Height

CDM Advice

RIDDOR

Tool Box Talk training matrix

Guidance Reference

Alcohol and Drugs Policy

At this time there is a growing concern over the number of fatal road crashes where the drivers are found to be suffering from the effects of alcohol or drugs. In addition the issue of the decriminalisation or downgrading of cannabis and increased use of other substances is a matter that the Managing Director of The Company cannot ignore, especially given the type and nature of work that is undertaken.

Like all employers, The Company have a responsibility to all employees, contracted staff and the public in general. Therefore an alcohol and drugs policy has been devised and introduced. It is the intention of this policy to give clear and open guidance to all employees and contracted staff as to the expected standard. The starting point is that all persons representing The Company are expected to report for work in a condition that will enable them to perform their identified work. Failure to do so will result in that person being sent home to recover with a continuation resulting in services being dispensed with.

Drugs on site

- Any person bringing illegal narcotics or alcohol to work, which includes their own vehicle, will be refused work and sent home.
- If an employee or contractor is taking prescribed drugs that may have a detrimental effect on their ability to undertake work (e.g. - may cause drowsiness) they must inform the Managing Director of The Company

Administering of medication

The supply of low risk drugs, including aspirin and paracetamol, by The Company will not take place with contractors expected to make suitable provision for their own requirements.

Signed

Managing Director

Violence at workplace

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

Who is at risk?

Employees whose job requires them to deal with the public can be at risk from violence.

Most at risk are those engaged in: -

- ☒ Giving a service
- ☒ Caring
- ☒ Education
- ☒ Cash transactions
- ☒ Delivery/collection
- ☒ Controlling
- ☒ Representing authority

It is possible that violence could occur in one or other of these categories within your organisation. Is it my concern?

Both employer and employees have an interest in reducing violence at work. For employees, violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff. It can mean extra cost with absenteeism, higher insurance premiums and compensation payments. For employees, violence can cause pain (both physical and mental), distress and even disability or death.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

There are five main pieces of health and safety law that are relevant to violence

at work. These are: -

- ☒ **The Health and Safety at Work etc. Act 1974 (HSW Act)** – Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.
- ☒ **The Management of Health and Safety at Work Regulations 1999** – Employers must assess the risks to employees and make arrangements for their health and safety by effective planning, organisation, control, and monitoring and review. The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.
- ☒ **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**. – Employers must notify the enforcing authority in the event of any act of non- consensual physical violence done to a person at work.

- ☐ **Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996** – Employers must inform, and consult with, employees in good time on matters relating to their health and safety, which includes violent behaviour instances.

Effective Management of Violence: -

Stage 1 – Finding out if there is a problem. Stage 2 – Deciding what action to take. Stage 3 – Take action. Stage 4 – Check what has been done.

Stage 1: You may think violence is not a problem at your workplace or that incidents are rare.

However, your employees' may be somewhat different.

Ask your staff: do this informally through Managers, Supervisors and safety representatives or use a short questionnaire to find out whether your employees ever feel threatened. Tell them the results of your survey so they realise that you recognise the problem.

Keep detailed records: it is a good idea to record incidents, including verbal abuse and threats. The following information should be recorded: an account of what happened, details of the victim(s), the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the organisation as a whole, and details of the location of the incident.

Some employees may be reluctant to report incidents of aggressive behaviour that make them feel threatened or worried.

PPE Acknowledgement Form	
Name :	
Role:	

I hereby acknowledge receipt of the PPE issued, as detailed below:-

INDICATE PPE ISSUED BY PACING <input checked="" type="checkbox"/> BELOW THE APPROPRIATE DIAGRAM(S)						
HEAD	EYE	HEARING	FOOT	HAND/ARM	RESP	HI-VIZ
						
Date of Issue	Date of Issue	Date of Issue	Date of Issue	Date of Issue	Date of Issue	Date of Issue
Date of Return	Date of Return	Date of Return	Date of Return	Date of Return	Date of Return	Date of Return

Please ensure you read page 25 of the Health and Safety Policy

SUMMARY POLICY STATEMENT:

PPE is only effective in protecting the wearer or user where the following steps are taken:-

- Only use PPE in accordance with the employer’s and manufacturer’s instructions and for the activities during which they are designed to provide protection.
- Only use PPE if fully trained in its use.
- Store, clean, repair and maintain PPE correctly, replacing any items, which have been damaged and are no longer serviceable.

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO WEAR THE ABOVE EQUIPMENT FOR YOUR PROTECTION. IF IN DOUBT CONSULT YOUR SITE SUPERVISOR.

IS TRAINING IN THE USE OF PPE REQUIRED?						
PPE TRAINING PROVIDED <input checked="" type="checkbox"/>						
HEAD	EYE	HEARING	FOOT	HAND/ARM	RESP	HI-VIZ
						
Date of Training	Date of Training	Date of Training				

Comment on any further training requirements:

Issued By:		Received By:	
Date :		Date :	

Ladder Inspection Sheet

Name & Address for whom the Inspection is being carried out for:					
Name & Position of person carrying out the checks:					
Date & Time of Inspection:					
Location of ladder:					
Make/Type of Ladder:					
Ladder Identification Number:					
Name & Address for whom the inspection is being carried out for for:					
	Ladder Inspection Checks	Yes	No	N/A	Comments
1	General condition sound (clean, dry, free from wet paint, oil, mud etc).				
2	No cracks.				
3	No rungs missing or loose.				
4	Not painted.				
5	No stiles damaged or bent.				
6	No warping or splitting (wood).				
7	No corrosion (metal).				
8	No sharp edges or dents (metal).				
9	No rungs bent (metal).				
10	Footpads present and securely fixed.				
11	Caps/rubber fittings in good condition.				
12	Slip-resistant rubber or plastic feet present.				
13	Bracing in good condition (stepladders).				

CONTRACTORS HEALTH AND SAFETY QUESTIONNAIRE

As a service provider there is a statutory duty is present to ensure that all work contracted out on its behalf is carried out safely by competent Contractors.

The Health and Safety at Work Act (1974) & Management of Health and Safety Regulations 1999 require that all companies employing 5 or more employees prepares a written Health & Safety Policy and associated safety documentation including assessments of risk. Companies operating with less than 5 employees still have hazards/risks attached to their work activity, therefore relevant safety information is required.

The following information must be completed in full with failure to complete the required information resulting in the application being rejected.

If you have any queries regarding the questionnaire or should you need assistance with the requirements – please call us and we will help in any way we can to assist our working relationship with your company

Please provide details of 2 references for whom you have worked within the last 12 months

Reference 1

Name of Client

Address

Telephone details

E mail address

Nature of work undertaken

Reference 2

Name of Client

Address

Telephone details

E mail address

Nature of work undertaken

Subcontractor Information		
1.	Name & address of the Company/Individual	
2.	Telephone Numbers	
3.	Date of Birth	
4.	Email Address	
5.	Company Registration Number	
6.	VAT Reference number	
7.	UTR Number:	
8.	Individual NI Number if Applicable	
9.	CSCS Registration Details	
10	Bank Name	
11	Name Account Held In	
12	Sort Code	
13	Account Number	
14	Address	
15	Name of the Director, Partner or other person responsible for the implementation of the company's Health & Safety Policy if applicable.	
16	Please state the total number of employees within the company. Please specify numbers of Directors, employees, contracted staff trainees etc.	
17	Please identify the person who will ensure that your staff works safely on this project, the proposed level of supervision which will be applied and details of any safety qualifications held.	
18	Do you have access to a Health & Safety advisor?	Yes / No (delete as applicable)
19	If yes, please provide a CV or list details inc. qualifications, experience and professional membership (IOSH, OSHCR)	

HEALTH AND SAFETY INFORMATION		
1.	If applicable Please include a copy of the company's Health & Safety Policy. The Policy should include: The Statement of Intention (signed and dated by Director/Partner) The Organisation (Who is responsible for each element of Health & Safety within the company from Director to employees) The Arrangements (This section should contain all areas of risk within the company's work activities including employees, sub-contractors, third party)	
2.	How is the Health & Safety Policy brought to the attention of the company's: Employees – Sub-contractors –	
3.	Please enclose copies of any risk assessment and method statement of previous projects worked within the last 12 months which are similar this project. (please forward completed samples)	

	N.B- Successful contractors will be required to complete specific assessments in respect of this task after appointment.	
4.	Please outline details of actions taken to ensure that work equipment is safe along with copies of any supporting documentation. (e.g.: inspection, PAT testing, hierarchy of risk reduction, battery operated, 110 volt)	
5.	Please outline arrangements you have to control exposure to chemicals or substances which are considered as harmful to health.	
6.	Please indicate the number of first aid trained staff you employ along with a summary of equipment held and its location.	
7.	Please outline how you will reduce the risk of fire on this project	

TRAINING INFORMATION		
1.	Please submit details of any safety training completed by staff within the last 3 years along with supporting evidence.	
2.	Please detail staff that are to be deployed on this project and dates on which they passed the CSCS test along with copies of their CSCS card.	
3.	Please detail staff that are to be deployed on this project who have undergone asbestos awareness in the last 12 months along with proof of such training.	
4.	Confirm that all staff to be deployed are in possession of a UKATA Awareness certificate issued in the last 12 months. (See www.samslts.co.uk – asbestos awareness training)	

INSURANCE DETAILS		
	Please enclose details and copies of your Insurance for the following	
1.	Public liability	
2.	Employers liability	
3.	Professional Indemnity	
4.	If you use sub – contractors please state your system for monitoring their insurance details	
5.	Please provide brief details of any successful or ongoing insurance claims against your company for the past three years. This should include details of the type of claim and details of outcome.	

Eligibility of workforce to work in UK		
Please confirm that relevant and reasonable checks have been made to ensure that workers are eligible to work in the UK (See guidance below)	Yes	No

ENFORCEMENT AND ACCIDENT RECORD	
1.	Have there been any Improvement or Prohibition Notices or Prosecutions served on the company by the Health & Safety Executive or Local Authority in the last 10 years?
	Yes / No (delete as applicable) <u>If yes please provide details</u>
2.	Please provide details of your accident records for the past three years. This should include: a) Details of accidents reportable under RIDDOR b) Details of non-reportable accidents

Eligibility to work in UK – Guidance notes

An employer is excused from paying a penalty under section 15 of the 2006 Act by virtue of article 3(2)(b) and article 4(2) only if prior to the commencement of employment the employee produced to the employer any of the documents or combination of documents described in the Schedule to this Order.

You should establish a persons right to employment before they begin work. You should ask all of your potential employess to provide the following (ensuring that you keep a copy for your records)

One of the original documents listed below:

- UK passport describing them as a British Citizen or a Citizen of the UK and coloniues having the right ti abide in the UK.
- Passport with Certiicate of Entitlment, certifying the right to abide in the UK.
- Passport or National Identity Car issued by the European Economic Area Agreement.
- UK Residence permit
- Passport or travel documents issued by the home Office confirming the holder has right of residence in the UK as a family member of a named national of the State.
- Passport or travel documents endorsed to show the holder is exempt from Immigration Control.
- Registration Card shpwing the holder is entitled to take up employment in the UK or

Two of the orignal documents listed below:

- P45, P60 or National Insurance car or letter from a Government Agency
- Full Birth Certificate
- Certification of regstration of naturalisation as a British Citizen
- Letter from the Home Office showing the hodler has been granted indefinate leave to enter and remain in the UK.
- Immigration Status Dcoument
- Passport to confirm right to enter and work in the UK.

I declare that the workforce employed by PAH satisfies all requirements in respect of eligibility to work in the UK as defined within the Immigration (Restrictions on Employment) Order 2007, SI 2007/3290, the Immigration, Asylum and Nationality Act 2006(Commencement No.8 and transitional and Saving Provisoins) Order 2008, SI 2008/310 and 2007/11/22.

Signed _____

Position _____

(Director/Authorised Signatory)

Dated _____

Guidance

ASBESTOS GUIDANCE

The Control of Asbestos Regulations 2012 and associated Code of Practice issued in 2013 are detailed in content and covers many aspects of working with asbestos. In the giving of this advice the following is assumed

- Staff do not undertake hands on work with asbestos in respect of clearance etc
- That work undertaken is maintenance of buildings or systems at which asbestos may be present given their age.

This regulation also applies to a self employed person as they would an employer.

The regulation will not apply where:

- (a) **The exposure of employees is sporadic and of low intensity**
- (b) **It is clear from the risk assessment that the exposure of any employee will not exceed the control limit.**
- (c) **The work involves**
 - **Short, non continuous maintenance activities**
 - **Removal of materials in which the asbestos fibres are firmly linked in a matrix**
 - **Encapsulation of materials in which the asbestos containing materials which are in good condition or**
 - **Air monitoring and control and the collection and analysis of samples to ascertain whether material contains asbestos.**

Regulation 5 states that

An employer shall not undertake work in demolition, maintenance or any other work which exposes or is liable to expose his employees to asbestos in respect of any premises unless either

- (a) **An assessment asbestos is present, the type of asbestos, the material it is contained in and what condition it is in or**
- (b) **If there is doubt as to whether asbestos is present in those premises he**
 - i. **Assumes that asbestos is present and that it is not chrysotile alone &**
 - ii. **Observes the provisions of this regulation**

Advice

For each and every task that is now undertaken it is advised that asbestos be considered as present unless

- The employing agent states that it is not present or
- Any asbestos is identified prior to work commencing and is confirmed that it is in good condition and that staff will not be working on or otherwise disturbing it.

If either of the above are not satisfied then the contracting organisation must be asked to have a survey completed. The issue of asbestos must be included within any risk assessment or method statement.

Who is a duty holder?

Regulation 4(1)

- (a) Every persons who has, by virtue of a contract or tenancy, an obligation in relation to the maintenance or repair of non domestic premises or any means of access or egress
- (b) Where there is no contract or tenancy every person who has control of access or egress to a non domestic premises.

Advice

The way in which this is worded then all persons having a form of control over premises may be regarded as a duty holder, especially if there is a control over who can enter any areas believed to contain asbestos.

This aspect makes it vital that advice above is followed.

Risk assessment

The duty holder must complete a suitable and sufficient assessment of risk in respect of asbestos. This assessment must include:

- (a) Such steps as are reasonable in the circumstances shall be taken.

- (b) The condition of any asbestos which is, or has been assumed to be, present in the premises shall be considered.
- (c) That account is taken of building plans or other relevant information and of the age of the premises.
- (d) An inspection is made of those parts of the premises which are reasonably accessible.

This aspect of the regulation goes on to cover steps to be taken if asbestos is present.

Advice

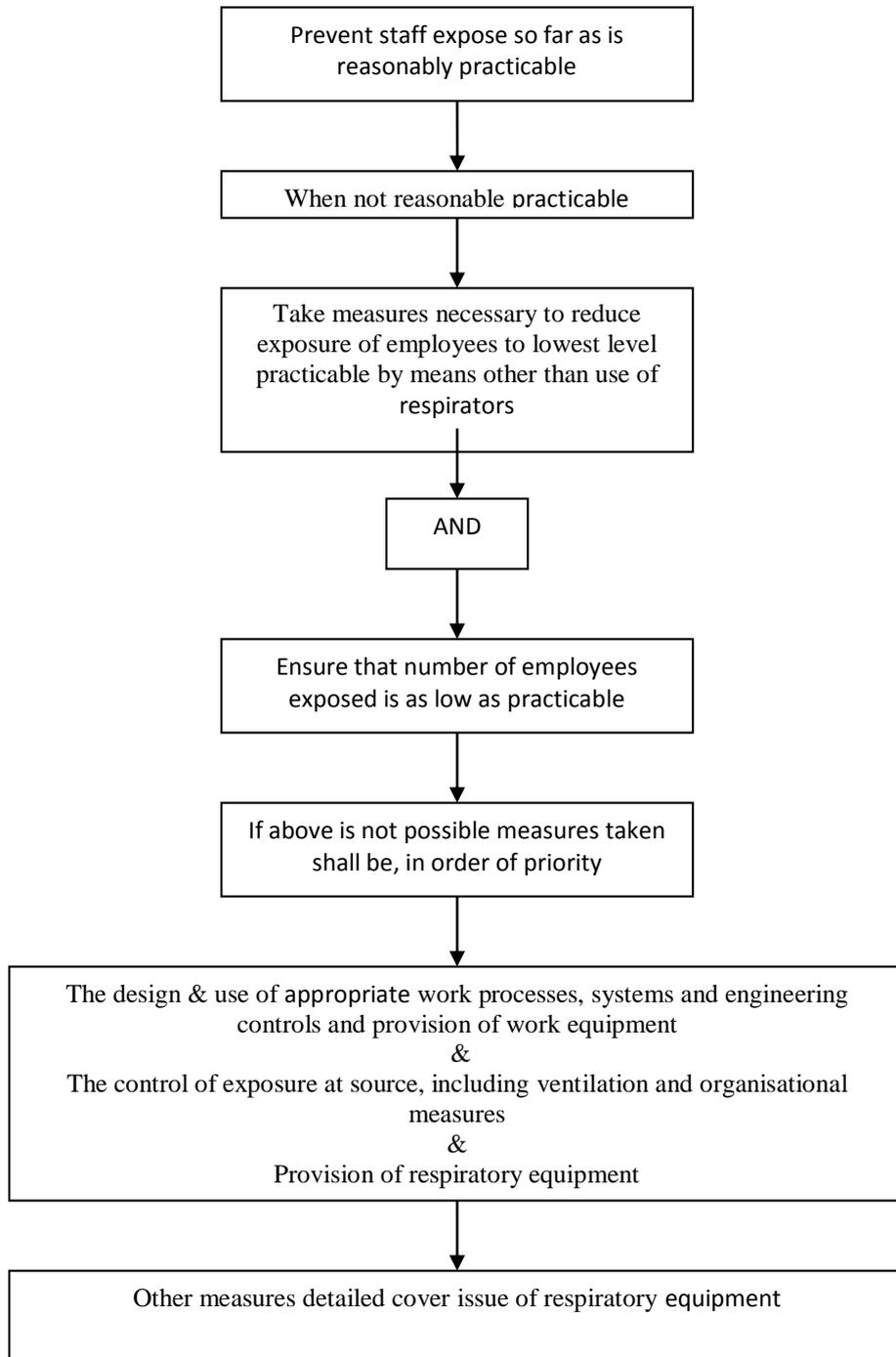
The regulation is seeking to ensure that any employer takes reasonable steps to research the building prior to work and makes use of any available records.

Further Information

- Asbestos essentials
<http://www.hse.gov.uk/ASBESTOS/essentials/index.htm>
- Managing asbestos, your new legal duties
<http://www.hse.gov.uk/pubns/manageasbestos.pdf>
- Managing asbestos in buildings: a short guide
<http://www.hse.gov.uk/pubns/indg223.pdf>

Regulation 11

Hierarchy of Control - Prevent the exposure of staff to asbestos



Work at Height Regulations 2005.

Research from the HSE indicates that deaths due to falls from height increased in 2003/04 by 34% from 50 to 67.

In 2005 the Work at Height Regulations came into force putting in which Regulation 6 put in place a hierarchy of control.

In summary regulation 6 requires that:

1. Working at height should be avoided. If there is a practicable method to complete the work avoiding the need to work at height then it should be done that way.
2. If unavoidable then a method should be sought which allows the work to be completed making use of an existing place of work. If an item has to be added or removed to such a place then it should not be considered as an existing place of work. (EG During the course of a building demolition this factor would come into place when a window was removed thereby increasing the risk of a fall.
3. If this is not possible then equipment will be required to protect against a fall. The guidance provided within the regulation is as follows and should be considered as steps as opposed to a choice
 - (a) Use equipment /methods that will prevent a fall
 - (b) If (a) not possible use equipment/methods to minimise height and consequences of a fall
 - (c) When (b) not possible use equipment/methods that minimise the consequence of a fall
 - (d) When (c) not possible minimise the risk of a fall through instruction, training and supervision
4. At each stage work equipment/methods must be selected with due regard paid to installation/dismantling and rescue with priority given to the collective before the personal. (e.g. guard rails, netting etc.)

This Regulation allows for the first time:

The appropriate use of work equipment that does not provide any protection against a fall but which, on reasonably practicable grounds, may be justified to use (e.g. ladders, stepladders, stilts etc)

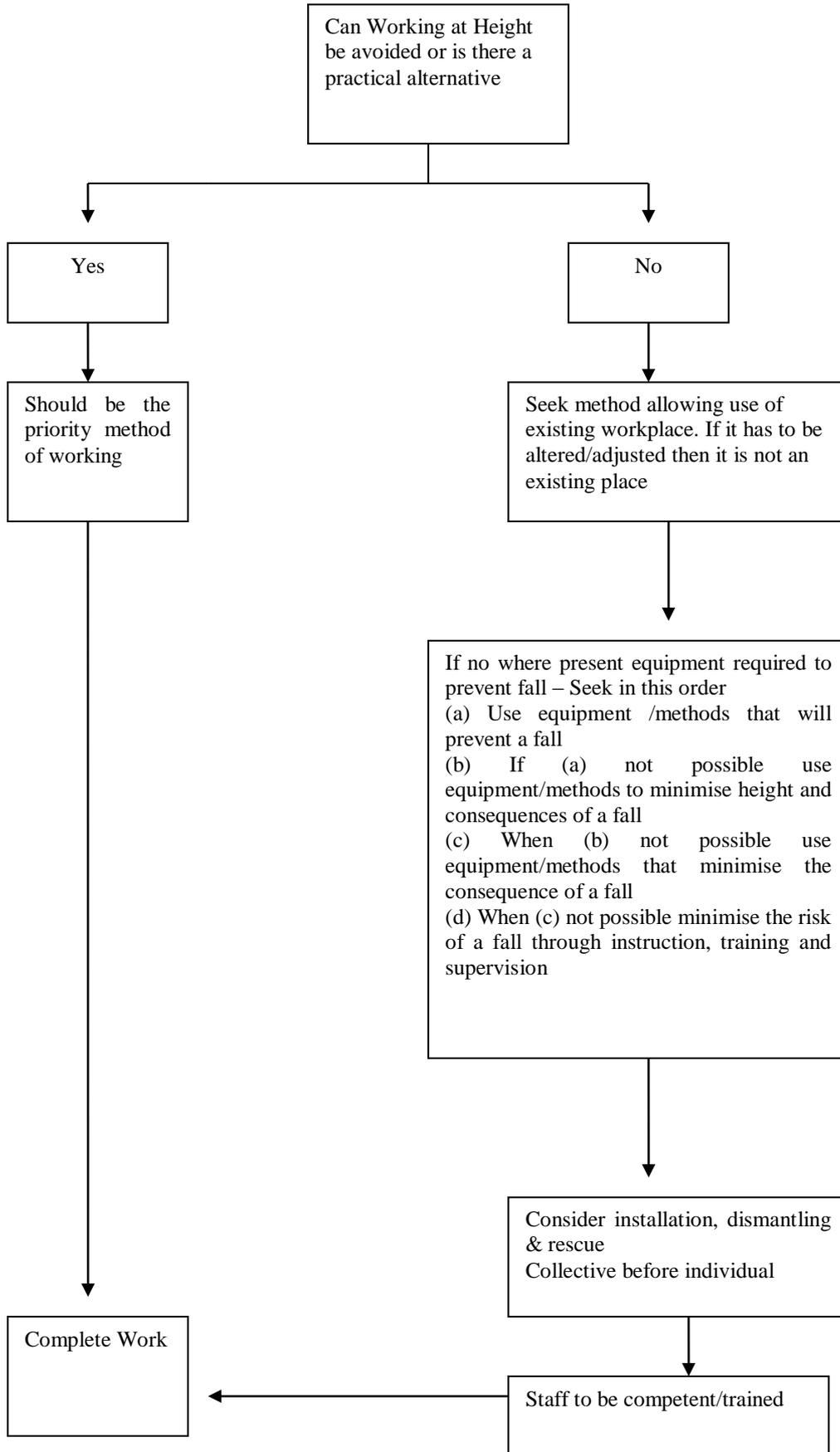
5. The use of work equipment selected would need to be justified against the hierarchy outlined in regulation 6.
6. Staff must be competent which is defined within the Regulation
7. A responsibility is placed upon managers etc. to be able to
 - (a) Demonstrate knowledge of the Regulations and the equipment being used.
 - (b) How the equipment is to be used, maintained and stored
 - (c) That safe and unsafe situation can be recognised.

References

Safety and Health Practitioner – *Above and Beyond*. June 2005. Vol. 23. No 6 pg 58 to 61.

The Work at Height Regulations 2005

www.legislation.hms.gov.uk/si/si2005/2005735.htm



Summary – Construction (Design & Management) Regulations 2015

Reference source

Full details of the various roles and functions can be obtained via Draft Guidance on the Construction (Design and Management) Regulations 2015 <http://www.hse.gov.uk/pubns/books/l153.htm>

Introduction

On 6th April the Construction, Design and Management Regulations 2015 will replace the 2007 Regulations which redefines a number of roles, clarifies the issue around domestic work and replaces the CDMC role with a Principal Designer role.

In addition the Notification of Projects to HSE has also been changed.

For all projects commencing after 6th April 2015 the new roles and guidance must be followed but where a project has commenced before that date then in the interim the CDM 2007 Regulations should be followed for a period not exceeding 6 months.

CDM Regulations 2015 - Aims of the Regulation

The key aims of the CDM Regulations 2015 are to secure construction health and safety by:

- (a) Managing the risk to health and safety by applying the general principles of prevention. (See below)
- (b) Appointing the right people and organisations at the right time
- (c) Ensuring that all persons have the right information, instruction, training and supervision
- (d) Duty holders cooperate and communicate with each other
- (e) Consultation with and engaging the workforce
- (f) The promotion and development of effective measures to secure health, safety and welfare.

The Principles of Prevention are:

The principles duty holders should use to direct their approach to identifying the measures necessary to control the risk to health and safety in a particular project. The general principles of prevention can be summarised as:

- a) Avoiding risks where possible;
- b) Evaluating those risks that cannot be avoided and
- c) Putting in place proportionate measures that control them at source.

Notifiable Projects

When work is completed for

- (a) more than 500 person days or
- (b) work will last for more than 30 days and more than 20 persons will be working simultaneously

The proposed works will be a notifiable under the terms of the CDM Regulations

Roles under CDM

CDM Regulations have identified a number of roles and functions

Client

Clients can be organisations or individuals for whom a construction project is carried out.

Clients must make suitable arrangements for managing a project. This includes making sure:

- Other duty holders are appointed including Principal Contractor and Principal Designer;
- Sufficient time is allocated
- Sufficient resources are allocated.

Clients to make sure that:

- Relevant information is prepared and provided to other duty holders
- The principal designer and principal contractor carry out their duties
- Welfare arrangements are provided
- Ensure all parties co-operate and co-ordinate with other parties
- Ensure that management structures are in place to ensure project is completed safely

Designer

Designers are those who as part of a business, prepare or modify design for a building relating to construction work.

When preparing or modifying designs, designers must eliminate, reduce or control foreseeable risks that may arise during:

- Construction and
- The maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

Principal Designers (New role effectively replacing the role of CDMC)

Principal Designers are designers appointed by the client in projects involving more than once contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

It is the duty of the Principal Designer to:

- (a) Plan, manage, monitor and coordinate the construction phase of a project. This includes:
- (b) Liaising with the client and principal designer;
- (c) Preparing the construction phase plan

- (d) Organising cooperation between contractors and coordinating their work.
- (e) Complete the health and safety file for passing onto the Client at the end of a project

The Principal Designer must ensure that

- (a) Suitable site inductions are provided;
- (b) Reasonable steps are taken to prevent unauthorised access;
- (c) Workers are consulted and engaged in securing their health and safety; and
- (d) Welfare facilities are provided

Principal Contractor

The Principal Contractor is the person or organisation that coordinate the work of the Construction Phase of a project involving more than one contractor so that it is carried out in a way that secures health, safety

They must:

- a) Make and maintain arrangements which will enable the Principal Contractor, Contractors and workers to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers.
- b) Consult those workers or their representatives.
- c) Ensure that those workers or their representatives can inspect and take copies of any information.

Contractors

Contractors are those who do the actual construction work and can be either an individual or a company. In this capacity they must:

- (a) Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;
- (b) For projects involving more than once contractors, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;

Workers

Workers are those who work for or under the control of contractors on a construction site

They must:

- (a) Be consulted about matters which affect their health, safety and welfare;
- (b) Take care of their own health and safety and others who may be affected by their actions

- (c) Report anything they see which is likely to endanger either their own or others health and safety;
- (d) Cooperate with their employer, fellow workers, contractor and other duty holders

Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)

Under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 any work related which results in death or injury, disease or other dangerous occurrence will be reported to the Environmental Health Department.

See also <http://www.hse.gov.uk/riddor/>

Guidance Notes

a) Accident -

- To be reported when a staff or member of the public is killed or suffers a reportable injury that requires hospital treatment or reports sick for a period greater than 7 days as a result of the incident.

Reportable injuries include - Fractures (other than to fingers, thumbs or toes), amputation, dislocation of arms, hip, knee or spine, loss of sight, chemical or hot metal burns to eyes, electrical shock which led to unconsciousness, hypothermia or heat induced illness, unconsciousness from asphyxia or other harmful substance, exposure to biological agents.

A full list is shown in the booklet entitled RIDDOR Explained that is contained in the appendix

- The Environmental Health Department must be reported without delay
- A form F2508 to be submitted within 15 days of the incident.

b) Disease

- Form F2508A to be submitted

Reportable diseases include - certain poisonings, skin diseases including dermatitis, skin cancer, chrome ulcer, lung disease including occupational asthma, TB, anthrax, infections including hepatitis, TB, other cancers, certain musculoskeletal disorders.

A full list is shown in the booklet entitled RIDDOR Explained that is contained in the appendix

c) Other dangerous occurrence.

A full list is shown in the booklet entitled RIDDOR Explained that is contained in the appendix

Toolbox talks/CITB DVD's - 2015

Topic	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Asbestos Essentials PowerPoint												
COSHH PowerPoint												
Manual Handling PowerPoint												
Mobile Scaffolding tower PowerPoint												
Safe working on roofs PowerPoint												
PPE PowerPoint												
Noise + Vibration PowerPoint												
Accident Prevention PowerPoint												
H&S at work/HSE PowerPoint												
Fire Prevention PowerPoint												
Environmental Awareness PowerPoint												
DVD Shattered Lives – Consequences of not doing H&S												
DVD Don't become a statistic – Employee resp. Re H&S												
DVD If only I'd known. – Avoiding ill health												
DVD Asbestos alert												
DVD Alright at heights												
DVD Dead simple – 7 steps – mobile towers												
DVD It's your choice – Manual Handling												

External Training – TBC

Policy Ref	Subject	Ref
21	Fire Safety Risk Assessment – Small & Medium Places of assembly	ISBN 13:978 1 851128204
33	Drivers authorisation	SOP 01
28	Access equipment check list	SOP 02
28	HSE working at height guidance	INDG 401 INDG 455
32	Safety in the use of abrasive wheels	HSG 17
37	What to do if you uncover or damage materials that may contain asbestos	Asbestos Essentials EM1
37	A Short Guide to Managing Asbestos in premises	INDG 233
37	L143 (2 nd Edition) Managing and working with asbestos	L143
38	Personal Protective Equipment issue form	
40	A Guide to Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995	L73
40	Accident investigation guidance	SOP 03