BCSA CORE CRITERIA FOR DEMONSTRATION OF COMPANY COMPETENCY: CONTRACTORS PAS 91 2013

**SAMPLE SECTION 4 OF THE COMMON ASSESSMENT STANDARD**

The enclosed information is intended to provide the evidence required for Section 4 of the Common Assessment Standard (CAS).

Health and Safety Core Criteria Evidence

You need to meet the standards set out in the core criteria table below, this lists the elements which should be assessed when establishing whether or not a company is competent for the work which they will be expected to do. The standards against which the assessment should be made are explained and then gives some **samples** of how a company might demonstrate that it meets these standards.

1. Health & Safety policy and organisation for Health & Safety
2. Arrangements

3. Competent advice – corporate and construction related

4. Training and information

5. Individual qualifications and experience

6. Monitoring, audit and review

7. Workforce involvement

8. Accident reporting and enforcement action; follow up investigation

9. Sub-contracting /consulting procedures (if applicable)

10. Risk assessment leading to a safe system of work

11. Cooperation with other Contractors

12. Welfare provision

**Additional Construction Sector Criteria**

13. Hazard elimination and risk control

14. Principal Designer duties

15. Supplementary Criteria (Common Assessment Standard)

Remember that assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work. Unnecessary bureaucracy associated with competency assessment obscures the real issues and diverts effort away from them.

If you employ less than 5 persons you do not have to write down your policy, organisation or arrangements under criteria 1 and 2. However, you do need to demonstrate that your policy and arrangements are adequate in relation to the type of work you do. Assessments of competence will be made easier if your procedures are clear and accessible.

***1 Health & Safety policy and organisation for Health & Safety***

***You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.***

***The policy must be relevant to the nature and scale of your work and set out the responsibilities for Health & Safety management at all levels within the organisation. A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).***

|  |  |
| --- | --- |
| Company Name: |  |

## Health and Safety Policy Statement

The company is committed to the safety and well-being of its employees, clients, subcontractors and all others that may be impacted by our operation.

The company is committed to the protection and improvement of the environment in which it operates.

The company will conduct all its work in accordance with the statutory or national requirements.

The Director(s) of the company have established policies and objectives for quality management and health and safety protection.

These objectives set by the company will be realistic goals, against which the company’s performance will be measured. The principles of continuous improvement will be applied to further improve the goals and achieve sustainable improvement.

The Director(s) require that by applying techniques of risk management and analysis of the company activities then health and safety risks are minimized and that by such efforts the efficiency and added value of our business is improved.

The company management will:

Have responsibility for the implementation of this policy;

Give equal importance to health and safety objectives as to any other business objectives;

Secure the commitment and involvement of every employee;

* Recruit and/or train personnel such that they have appropriate qualifications and experience for their work.

**Managing Director ………………………………………………….. Date…………………………**

Organisation for Health and safety:

|  |  |
| --- | --- |
| Company Name: |  |

Director (s)

Manager/Supervisor

Manager/Supervisor

Workforce

Workforce

Workforce

**Responsibilities and Duties**

* The overall responsibility for health and safety lies with the Managing Director.
* The Managing Director can appoint a Director responsible for health and safety to keep the Board of Directors (where applicable) advised as to their own health and safety responsibilities and those of the company.
* The company’s health safety and environment advise will be taken from internal and/or external advisory services from the appropriately experienced and qualified providers.
* Managers will be responsible for the organisation of health, safety and environmental obligations on their site/facility and within their departments.
* Site/facility managers and supervisors are responsible for implementing this policy and the requirements of all health and safety legislation.
* Contractors will agree that they understand the parts of this policy relevant to them, site emergency procedures, etc., and are conversant with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

**The Employers Duties**

* To observe the requirements of the Health and Safety at Work etc Act 1974.
* To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health.
* Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.
* To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required.
* To ensure that appropriate personal protective equipment (PPE) is provided.
* To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.
* To consult with the company’s employees on health and safety matters.
* To promote co-ordination and co-operation of all ‘duty holders’ involved in construction projects.
* Provide adequate first aid and welfare arrangements for employees whilst at work.
* To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).
* To ensure that all contractors comply with this policy, the construction phase plan, and method statements and risk assessments that are relevant to their work.
* To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
* To prevent any person working whilst under the influence of alcohol or drugs.
* To provide satisfactory levels of finance, human resources, time, etc to ensure health and safety of all those at work.

**The Directors Duties**

* To keep the Board of Directors (where applicable) advised as to their responsibilities.
* To ensure adequate financial arrangements are made to meet statutory requirements.
* To ensure that an effective management system is in place for the management of health and safety within the company.
* To ensure that all managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system.
* To ensure all employees receive adequate and relevant training.
* To provide a visible management commitment to higher standards of health and safety.
* To ensure all company employees are made aware of this Policy and understand their individual duties and responsibilities.
* To monitor the effectiveness of this Policy by arranging inspections or audits by internal or external competent personnel and to make revisions as necessary.
* To analyse the health and safety site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken.
* To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
* When the company is using the services of subcontractors is responsible for ensuring a system of management to effectively control and co-ordinate the activities of contractors.

**The Managers Duties**

* To monitor the implementation of this policy the statutory responsibilities and the client’s safety requirements where applicable.
* To ensure adequate financial provision is made for health and safety.
* To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work.
* To ensure co-ordination and co-operation between all parties involved in the work.
* To encourage good health and safety practises.
* To ensure supervisors are competent.
* To ensure that members of the public, affected by the company’s operations are adequately protected.
* To ensure that statutory notices are displayed.
* To liaise with visitors to the site and co-operate with statutory authorities.
* To ensure provision of adequate welfare facilities.
* To set a good personal example by wearing the appropriate personal protective equipment.
* To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded.
* To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities.
* To monitor the maintenance of all relevant accident data and safety records.
* When the company is using the services of sub-contractor, ensure the co-operation between contractors.

**The Supervisors Duties**

* To comply with this policy and enforce it in the workplace.
* To organise and co-ordinate work with minimum risk to health and safety.
* To ensure that adequate health and safety induction training is given to employees.
* To ensure that all operatives are competent to carry out the tasks given.
* To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date.
* To ensure that operatives are given precise instructions in respect of health and safety.
* To ensure that the storage of materials and substances are safe and, comply with statutory requirements.
* To maintain site accommodation and welfare facilities in a clean and hygienic state to maintain a tidy organised site.
* To ensure that all work equipment whether company owned or hired, is used for the purpose designed, properly maintained and safe to use.
* To ensure first aid provision is adequate and all first aid equipment is adequately stocked and monitored and replenished on a regular basis.
* To ensure the company rules with regard to personal protective equipment are observed and to set a good personal example.
* To implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book.
* To carry out routine/regular health and safety inspections of the work activities.
* To meet and liaise with visitors to the site and co-operate with statutory authorities.
* To rectify defects notified by health and safety inspections or audits in a timely manner.
* To closely supervise young persons and ensure risk assessments are appropriate for the tasks they carry out.

**Employees Duties**

To comply with this Policy, in particular to:

* Co-operate with management to enable all statutory duties are complied with.
* Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
* Familiarise themselves with the health and safety arrangements that apply to them and their work tasks.
* To work in compliance with risk assessments, method statements and procedures appropriate to their work.
* To comply with all signs regarding workplace health and safety and personal behaviour.
* To only use suitable work equipment for which they are trained and authorised to operate or use.
* To immediately report defects in equipment and machinery to their Supervisor.
* To wear PPE as appropriate or directed, wear it correctly and not misuse or abuse it.
* To report any accident, dangerous occurrence or near miss to their Supervisor as soon as they are able to after the incident.
* To avoid improvised arrangements and only use the correct tools for the task.
* Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose.
* To ensure that suitable guards are in position whilst plant and equipment are in use.
* To leave unattended plant safe and secure, switch off and remove keys, etc.
* To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

**Contractors and the Self Employed**

Contractors and the self-employed (where applicable) who are working for this company, will be required to agree that:

* They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
* They will conduct their activities in accordance with the requirements of this Safety Policy.
* They will where necessary observe the special requirements relating to young persons.
* They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings before their intended start date on site.
* They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
* They will provide evidence of training and certificates of competence, as required.
* No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
* Before work commences on hazardous operations a permit to work procedure will be obtained from the Employer.
* They acknowledge that the Employer has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

***2 Arrangements***

***These should set out the arrangements for Health & Safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under current Health & Safety legislation. There should be a clear indication of how these arrangements are communicated to the workforce***

***A clear explanation of the arrangement which the company has made for putting its policy into effect and for discharging its duties under current relevant Health & Safety legislation.***

**Health and Safety Arrangements**

1. The Construction (Design and Management) Regulations 2015
2. Information, Training, Consultation, Welfare, Working Time and Lone Working
3. Safe systems of Work - Risk Assessment – Method Statement
4. Safe Access, Traffic Management, Safety Signs and Signals
5. Work at Height, Scaffolds, Towers, Ladders, Roof Work; Falsework
6. Excavations, Earthworks and Confined Spaces
7. Environmental Protection
8. Work Equipment, Portable Electrical Equipment and Lifting Operations and Equipment
9. Driving Motor Vehicles on Company Business, Plant Safety
10. Personal Protection Equipment
11. COSHH
12. Health Surveillance: Noise; Dermatitis; Respiratory disorders; Vibration, Management of Stress
13. Asbestos in the Workplace
14. Working with Lead
15. First Aid
16. Fire Safety: Site Emergency Procedures, Site Safety – clients and other persons, Fire Procedures
17. DSEAR: Storage and Use of Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)
18. Office Health and Safety, Visual Display Screens,
19. Electrical Work
20. Manual Handling
21. Protection of Young Persons
22. Migrant Workers
23. Accidents/Dangerous Occurrence Procedures – Monitoring procedures
24. Smoking Policy, Drugs and Alcohol Policy
25. Misconduct Subject of Disciplinary Procedures
    1. **The Construction (Design and Management) Regulations 2015**

Depending on the size and nature of a project, either the company or individual managers may hold duties as a Client; Principal Designer; Principal Contractor; Designer; Contractor; and Worker.

The person responsible for the implementation of this policy is the Managing Director, and the co-operation of all members of management and staff is required.

The Construction (Design and Management) Regulations (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

This company will work to the guidance provided by the Health and Safety Executive and CITB which is based on sound industry practice and will particularly help small businesses and organisations deliver building and construction projects in a way that prevents injury and ill health.

There are six guides: one for each of the five duty holders under CDM and an

additional one for workers.

1. Client
2. Principal Designer
3. Principal Contractor
4. Designer
5. Contractor
6. Worker

## Information; Training, Cooperation, Consultation; Welfare; Working Time and Lone Working

### Health & Safety Information

Copies of this policy shall be available to all company employees and other interested parties.

### Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

* Aware of their health and safety duties and responsibilities.
* Competent to operate specialist tools, plant and work equipment.
* Adequately inducted.

### Training needs will be identified and provided as necessary. The training plan/matrix and programme of competency training will be maintained and implemented by the Employer.

### Recommended training (this is not a mandatory list but gives examples only)

Director(s)

* IOSH Directing Safely
* Site Management Safety Training Scheme (SMSTS)

Managers

* IOSH Managing Safety
* Site Management Safety Training Scheme (SMSTS)

Workshop Supervisor

* Manual Handling
* First Aid at Work Appointed Person
* Fire Warden
* Working at Height
* Asbestos Awareness (where applicable)
* Confined Space (where applicable)

Workshop Operative

* Manual Handling
* Abrasive Wheel
* Manual Handling
* Working at Height
* Asbestos Awareness (where applicable)
* Lifting and Positioning of loads on benches

### Cooperation

Cooperation between employers and employees and coordination of the work are key to the successful management of health and safety. The Company will arrange regular meetings that include health and safety to ensure the work is properly planned, managed and monitored. Minutes of meetings will be circulated to all relevant parties.

### Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Health and Safety meetings are held regularly and initiatives from employees for enhancing health and safety in the workplace are encouraged and made through normal management channels.

Suggested items for discussion:

* Review of H&S inspection reports
* Accidents & Incidents
* HSE Enforcement action
* Legislative changes
* Review of safe systems of work
* Training and competency
* Any other business

The health and safety meetings will comprise of representatives from within the company. Notes from these meetings will be communicated to all personnel with details of any action taken. The company operate an open-door policy which encourages all employees / staff to raise any concerns or issues with management.

### Contractors

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this Policy. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated.

### Welfare facilities:

The Company will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site that are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:

* Clean and working toilets
* Washbasins with hot and cold running water
* Soap and towels
* Sinks large enough to wash face, hands and forearms
* Facilities to change, dry and store clothing (where applicable)
* Drinking water, and cups if needed
* A rest area to sit, make hot drinks and eat food
* Welfare facilities must be kept warm and well ventilated, with appropriate lighting

### Working Time Regulations 1998:

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

**Lone Working**

The Company recognises that those working on the Company’s business may face additional occupational risks related to lone working and will ensure lone workers are provided with effective supervision and support.

* Ensuring that all staff/employees are aware of the policy
* Taking steps to ensure that lone workers are at no greater risk than other employees
* Ensuring that risk assessments are carried out and reviewed regularly
* Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone
* Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary
* Ensuring that appropriate support is given to staff involved in any incident
* Telephone contact between the lone worker and a colleague, may be advisable
* Providing personal safety equipment, a mobile phone etc where this is felt to be appropriate
* If plans change significantly, this should be communicated back to the supervisor/manager
* Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.

**Duties of Employees**

Employees will:

* Taking reasonable care of themselves and others affected by their actions
* Following guidance and procedures designed for safe working
* Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
* Taking part in training designed to meet the requirements of the policy
* Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

## Safe Systems of Work

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work should be developed by a competent person i.e. a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.

## Risk Assessment

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in carrying out the task will be involved in the risk assessment process will receive appropriate training.

### Arrangements for Securing the Health and Safety of Workers

#### Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

#### Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

Risk Assessment Pro-forma

Company Name: ………………………………………………………………………..

Title / Task ………………………………………………………………………………

Date ……………………………………….. Review Date ………………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom** | **Action by when** | **Done** |
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Prepared by: Name (Print)…………………………………………….. Signature ………………………………………………….

### Managers’ and Supervisors’ Duties

Managers or supervisors must ensure:

1. Assessments are carried out where relevant and records are kept;
2. Control measures introduced as a result of assessments are implemented and followed;
3. Employees are informed of the relevant results and provided with necessary training;
4. Any injuries or incidents lead to a review of relevant assessments;
5. Employees adhere to safe systems of work;
6. Safety arrangements are regularly monitored and reviewed;
7. Employees identified by the assessment as being at risk are subjected to appropriate health surveillance;
8. Special arrangements are made, where necessary, for vulnerable persons.

### Employees’ Duties

Employees must ensure:

1. They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
2. They comply with all instruction and training;
3. Their own health and safety is not put at risk when carrying out work activities;
4. They use equipment and machinery in accordance with instruction and training;
5. Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.
6. If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation be immediately reported to the person in charge on site.
7. The situation will then be reviewed by the person in charge on site. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and other.
8. The method statement and risk assessment will be updated for the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work.
9. The arrangements in place to implement this policy form part of the company’s day to day operational procedures and as such are reviewed on a continuous basis.
10. Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly to ensure that they are adequately dealt with, implemented and briefed to all employees

### Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

### Method Statement

The requirement for a written method statement will be dictated by the level of residual risk identified by the risk assessment.

### Safe Access

So far as is reasonably practicable, the company will ensure that:

* Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely.
* Every place of work shall be made and kept safe for anyone at work there.
* No person shall be permitted to access or egress from a place of work that does not comply with these requirements.
* Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there.
* The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely.
* Traffic routes will be suitable for purpose and the vehicles authorised to use them.
* Traffic routes will be indicated by suitable signs regularly checked and properly maintained.

### Traffic Management

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health. The following arrangements will be considered when planning and designing the site set-up and logistics:

* Separation of pedestrian and vehicle traffic at or before the site entrance.
* Providing ‘delivery vehicle-only’ areas, where only designated personnel can enter.
* Providing safe pedestrian routes to and from work locations.
* Providing safe vehicle routes around the site.
* Planning and designing routes to reduce the need for reversing manoeuvres.
* Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a ‘banks man’ should be considered.
* A site traffic route plan should be made available.

### Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed the use of safety signs that comply with *The Health & Safety (Safety Signs and Signals) Regulations 1996*. Will be deployed:

* Warning signs - Yellow triangular signs
* Prohibition signs - Red round signs
* Mandatory signs- Round blue signs
* Emergency signs- Green rectangular signs
* Fire signs - Red rectangular signs

### Working at Height

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. This will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

The *Work at Height Regulations 2005* will be conformed with to ensure that:

* All work activities that involve work at height are identified.
* The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so.
* Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them.
* All the necessary equipment to allow safe access to and egress from the place of work is provided.
* All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided.
* Suitable plant, equipment and materials are used and stored as deemed necessary.
* Any working platform and its supporting structures are selected and/or designed in accordance with current standards.
* Regular inspections of all equipment required for working at height are undertaken.
* Competent persons are appointed to be responsible for the supervision of all work at height and associated activities.
* Appropriate plans for emergencies and rescue are made.

### Scaffolding and Mobile Towers

All scaffolding and towers installed and used by the company shall be constructed of materials and components which have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably qualified and experienced person.

Where we are required to use scaffolding or mobile towers the company shall ensure that:

* They are erected to recognised standards or manufacturers’ instructions by trained, competent and authorised operatives.
* A competent person will inspect them before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days.
* The results of the inspection will be recorded in a prescribed format.
* ‘Scaffold incomplete notices’ will be displayed as required.
* Ladders will be removed or secured to prevent unauthorised access after working hours.
* Scaffolding will be secured against bad weather conditions and short boards secured.
* Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired.
* No persons will be permitted to remain on mobile tower scaffolds during the moving and repositioning of them.
* The safe working load of scaffolds, loading-bays and working platforms will be established, displayed and must not be exceeded.

### Ladders: including step-ladders, podium steps and hop ups:

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the *Working at Height Regulations 2005* has demonstrated alternative methods are unsuitable, and following the guidance from the Health and Safety Executive ‘safe use of ladders and stepladders’.

When ladders are used ensure that they are:

* Used by trained and competent operatives only.
* Subject of an inspection regime with records of inspections maintained.
* Visually inspected by operatives before use.
* Marked with a means of identifying them.
* Class 1 ‘Industrial’ or EN131 ladders or stepladders for use at work and they are a suitable size for the work.
* In good condition and free from defects.
* Secured against movement.
* Pitched out to a 75º angle (4-1) with the reinforcement under the rungs.
* Rise at least 1 metre above a landing place.
* Free from obstruction at their base area.
* Used by only one person at a time.
* Overhead cables will be identified and made safe when working at height.

Operatives will:

* Maintain three points of contact at all times.
* Not use the top 3 rungs when used as a work platform.
* Not ‘over reach’ – move the ladder closer to the point of work.
* Not carry materials or tools when ascending or descending ladders.

**When ladder and, steps are used they will be:**

* Suitable and sufficient for purpose.
* Used on safe, level ground.
* Used for short duration and light work.
* Properly ‘set up’ and secure before ascending.

### Roof Working

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventative and protective measures to prevent falls of persons or materials through or from roofs.

Operatives engaged in roof work shall be trained and competent and be aware of the Health and Safety Executive document *HSG 33 'Health and Safety in Roof Work'*. Method statements will be prepared for the work and adhered to.

The company will ensure:

* That all work at height is properly assessed and planned by a competent person.
* Work at height will only be carried out by trained and competent operatives.
* That a safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means.
* A safe place of work will be provided with edge protection.
* The risks associated with fragile surfaces and falling objects are controlled.
* Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed.
* Fire extinguishers will be available where hot work takes place;
* Work at height will be only carried out if weather conditions permit it.

Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

### Confined Spaces Operations

The company recognises that health and safety hazards will arise when entry into confined spaces is required (any significantly enclosed area). The company will ensure that any risks are eliminated or reduced to a minimum that can be managed.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

The company will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

* A specific risk assessment of the work will be completed.
* Method statements or safe working procedure will be compiled and applied to the work.
* Permit to work and permit to enter system will be used.
* No entry into a confined space shall be permitted until confirmation that the entry is safe.
* Atmosphere monitoring will be continuous during the work within a confined space.
* Appropriate protective clothing and safety equipment will be provided and available before work commences.
* A sufficient supply of serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
* Training in the use of breathing apparatus will be provided, and for other safety equipment, for those employees who may be required to use such equipment when working in confined spaces.
* Only suitably fit and trained personnel will be used in these operations.
* Supervision will be provided at the scene of operations during the work.

### Environmental Policy

In recognition that some activities have an impact on the environment the company is committed to improve environmental performance and minimise harmful effects on the environment. Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

The company will:

* Appoint someone to take overall responsibility for environmental management.
* Identify the types and quantities of waste that will be produced during the work
* Work out the best options available for recycling and disposal.
* Ensure that all waste is stored and disposed of responsibly.
* Ensure a record is kept of all waste disposed of or transferred through a system of signed waste transfer notes.
* Ensure that waste contractors comply with all legal responsibilities.
* Ensure that the environmental information is made known to employees.
* Monitor and measure how well the controls for environmental management were met at regular intervals to review performance.

### Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with the *Provision and Use of Work Equipment Regulations 1998*. The company will:

* Maintain equipment in an efficient state, in efficient working order and in a good state of repair.
* Ensure that all equipment and plant shall be inspected as required with records of inspections kept.
* Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
* Ensure that persons are protected against dangerous parts of machinery.
* Ensure that equipment will only be used in a stable or stabilised condition.
* Suitable and sufficient lighting to be available if necessary.
* Ensure employees are not carried on mobile work equipment unless it is so designed and equipped.
* Where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained.
* Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts.
* Ensure appropriate personal protective equipment is provided and worn.

### Portable Electrical Equipment

Inspections of portable electrical equipment is required and where normal wear and tear is expected then at least an annual inspection is recommended, where there is less risk of wear and tear (office environment) the inspection period can be extended based on the findings of a specific risk assessment.

A competent person will be required to undertake the inspection and testing of all items of company equipment (this can be someone internally trained or an external contractors). A register will be maintained where the inspection and testing of company portable equipment is carried out.

* Visual inspections by the user: Daily or before use of all hand-held tools - including plugs and sockets cables, etc.
* Wherever possible, the use of personal electrical equipment that is brought into a company for use building or construction site should be restricted or ensure that each item is inspected and tested for electrical safety.

### Lifting Operations

The *Lifting Operations and Lifting Equipment Regulations 1998* require the following:

Factory Operations:

* All lifting operations will be planned and supervised by a competent person.
* A lift plan risk assessment will be prepared before any lifting operations are commenced.
* Lifting equipment will only be operated by competent and authorised personnel.
* Evidence of thorough examination of all lifting equipment must be provided.
* Safe working loads must be clearly displayed and not exceeded.
* Routine inspections will be carried out prior to use.
* Structures and ground surfaces from which lifting equipment will operate will be suitable for purpose.

Construction Site Operations:

* A method statement will be prepared before any lifting operations are commenced.
* All lifting operations will be planned and supervised by a competent person;
* Slingers and signallers will be trained and authorised.
* Areas of operation will be controlled to protect others during lifting operations.
* Safe working loads must be clearly displayed and not exceeded.
* Routine inspections will be carried out prior to use.

### Company Cars, Vans and Lorries

* Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
* Only persons with full driving licences will be permitted to drive that class of vehicle.
* All employees are required to report any driving convictions or points on their licence.
* A system of recording accidents/incidents will be established to identify training needs.
* Training will be provided where a need is identified.
* All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
* Vehicles and trailers will be visually inspected daily.
* No vehicles or trailer will be used in an un-roadworthy condition.
* All vehicle defects will be reported immediately.
* Mobile telephones will not be used whilst driving.
* No one will drink alcohol; take drugs or medication which could affect their ability to drive.
* Drivers and passengers will not smoke in company vehicles.
* Where supplied the driver will be responsible for the inspection and re stocking of the First Aid kit.
* In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency vehicle arrives.

### Plant / equipment Safety

* Plant operations will comply with the Lifting Operations and Lifting Equipment Regulations 1998.
* Plant will be selected that are suitable for purpose.
* Plant will only be operated by trained, competent and authorised persons.
* Where the Plant has seat belts fitted they must be worn.
* Operatives will only operate forklift trucks of the type that they have been trained to use.
* Plant will be immobilised, and keys removed from the ignition when unattended.
* All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
* Operators will ensure the machine limits are not exceeded.
* Loading will only be permitted onto structures or vehicles designed to accept such loads.
* Access to all loading points will be level and clear of obstructions.
* Ensure a safe system of refuelling forklift trucks is in place at all times.
* During refuelling and maintenance, operatives will wear personal protective equipment as specified.
* Operators are responsible for daily inspections, routine maintenance, reporting of defects etc., to the appropriate supervisor.
* All incidents or accidents involving plant will be reported to the supervisor.

## Personal Protective Equipment

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The company’s policy is to provide suitable PPE as appropriate (CE marked and comply with the *Personal Protective Equipment Regulations 2002*), to ensure it is properly maintained and that employees are provided with adequate information, instruction and training.

This policy requires the co-operation of all employees, management and staff. The company will, in consultation with employees:

* Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
* Ensure PPE requirements is identified when carrying out risk assessments.
* Carry out an assessment to identify suitable PPE.
* Inform those at risk of exposure of the risks their work involves and why PPE is required.
* Train staff in the safe use and maintenance of PPE.
* Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately.
* Ensure PPE is available to all staff who need to use it.
* Where disposable PPE is used, ensure regular changes and safe disposal.
* Provide adequate accommodation for correct storage of PPE.
* Provide adequate maintenance, cleaning and repair of PPE.
* Review assessments and reassess the need for PPE and its suitability whenever any significant changes take place or at least annually.

Employees are responsible for safe use and maintenance of their PPE and must report any defects and use the equipment as instructed / trained.

## Control of Substances Hazardous to Health Regulations (COSHH) 2002

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances include:

* Adhesives,
* Paints,
* Cleaning agents
* Fumes or
* Dust

The procedure for using substances is as follows:

# Consult the material safety data sheet or safety label, carry out a COSHH risk assessment for any substance to be used in workplace activities.

# Decide what precautions are needed. Do not carry out work which could expose employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.

# Prevent or control exposure. Where preventing exposure is not reasonably practicable, then adequate controls will be introduced.

# Ensure that control measures are used and maintained properly and that safe working procedures are followed.

# Carry out appropriate health surveillance where the assessment has shown this is necessary or where COSHH sets specific requirements.

# Monitor the exposure of employees to hazardous substances, if necessary.

# Prepare plans and procedures to deal with accidents, incidents and emergencies involving the hazardous substances.

# Ensure employees are properly informed, trained and supervised.

### Health Surveillance

The company recognises its duty to make arrangements for health protection and surveillance to be conducted and employees are required to co-operate.

The company will:

* Carry out risk assessments under the *Management of Health and Safety at Work Regulations* and any other applicable Regulations in order to decide if health surveillance is appropriate.
* Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
* Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
* Inform affected employees, and where applicable safety representatives, of the health risks and of the health surveillance procedure.
* Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
* Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
* Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
* Treat an individual's health surveillance records as confidential information.
* Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
* Ensuring that health surveillance records are retained for statutory retention periods.

### Noise

The *Noise at Work Regulations 2005* will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary. Wherever practicable the company will attempt to reduce noise levels and exposure to noise. Hearing protection should be used where other means of controlling noise cannot be achieved.

The company will assess noise levels, reduce noise and exposure to noise and provide employees with information about the risk of noise, their responsibilities and how to obtain and look after ear protectors provided for their use.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of personal ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, warning signs will be posted to identify that ear protection is necessary to prevent damage to hearing. The two main types of hearing protection are disposable or re-usable ear plugs and ear-muffs. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

### Dermatitis

Contact dermatitis is inflammation of the skin caused by contact with a range of materials. It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

* Irritant contact dermatitis:
* Allergic contact dermatitis:
* Contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, epoxy resins and some foods.

The signs and symptoms of the different types of dermatitis are; dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

To prevent dermatitis:

* + Avoid contact with materials that cause dermatitis. Adequate Information, instruction, training and supervision will be provided.
  + Protect the skin, select suitable hand protection (barrier creams), suitable welfare facilities and appropriate PPE.
  + Check for early signs of dermatitis. Any symptoms or signs of dermatitis should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

### Welding Fumes

Local exhaust ventilation (LEV) should be used to remove weld fume at source and where additional protection is required respiratory protective equipment (RPE) will need to be worn by those exposed to welding fumes.

### Occupational Asthma

Breathing in substances called respiratory sensitiser’s at work can cause occupational asthma.

A respiratory sensitiser is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system.

The symptoms are:

* asthma - attacks of coughing, wheezing and chest tightness
* rhinitis and conjunctivitis - runny or stuffy nose and watery or prickly eyes

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

To prevent respiratory problems:

* Avoid long term contact with substances or tasks that would cause Asthma.
* Adequate Information, instruction, training and supervision will be provided.
* Suitable dust suppression should be provided with the machinery where necessary.
* Employees must report any concerns or conditions to their supervisor.
* Select the correct type of respiratory equipment
* Wear the appropriate PPE as identified for the activity.
* Use additional protection, such as gloves, goggles and overalls as necessary

### Vibration

#### Whole body vibration

Vibration transmitted through the seat or feet (known as whole-body vibration or WBV). Drivers of some mobile machines, including certain tractors, forklift trucks and quarrying or earth-moving machinery, may be exposed to WBV

#### Hand-arm vibration

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as grinders and drills

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

To prevent HAVS:

* Avoid long term contact with tolls and equipment that would cause HAVS.
* Adequate Information, instruction, training and supervision will be provided.
* Select suitable vibration dampened equipment.
* The provision of suitable welfare facilities for warmth.
* Select the appropriate PPE e.g. gloves to keep the hands warm (not anti-vibration gloves).

Check for early signs of HAVS and report any symptoms or signs of HAVS/ white finger to the management. Specialist advice will be sought from an occupational health professional as necessary.

### Management of Stress

The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

* Job content.
* Working environment.
* Relationship with others at work.
* Excessive workload or working hours.
* Inadequate training.
* Personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

# Asbestos Containing Materials

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

A register of all the areas where ACMs will be made available to any party that is employed to work on the premises where ACMs are present, or presumed present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work to prevent exposure to ACMs. Where necessary, ACMs will be removed prior to commencing any work.

#### Exposed or damage asbestos materials

If suspect materials are discovered then:

* Stop work immediately.
* Decide who must do the work - this may need a licensed contractor.
* Minimise the spread of contamination to other areas.
* Clean up the contamination

Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.

# First Aid

First Aid arrangements shall be in compliance with *First Aid Regulations 1981(amended 2008)* and the Approved Code of Practice.

First aid kits will be located at appropriate points around the facilities and the identity of the first aider will be displayed on notice boards.

The first aid kit will contain (at least) the equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process.

The First Aid Needs Assessment will evaluate the following points:

* The nature of the work, the hazards and the risks
* The nature of the workforce
* The needs of travelling, remote and lone workers
* Work patterns such as shift work
* The distribution of the workforce
* The remoteness of the site from emergency medical services
* Employees working on shared or multi-occupied sites
* Annual leave and other absences of first aiders
* First-aid provision for non-employees

# Fire Prevention

A fire risk assessment which includes identifying the risk of fire causes and to reduce the risks. This must be completed in accordance with the Fire Safety Order (Regulatory Reform) 2005 requirements.

A Fire Plan will be based on the findings of the risk to ensure that fire risks are eliminated or reduced. In the event that a fire does occur, everyone on the premises is able to escape to a place of safety.

The Fire Risk Assessment and Plan will ensure that the fire safety procedures, fire prevention measures, and fire precautions are all in place and working properly, and the risk assessment should identify any issues that need attention.

* Emergency response plans and procedures are established and made known.
* Personnel with emergency response roles and responsibilities are competent.
* Appropriate emergency response facilities and equipment are provided.
* Interface arrangements with facility management include emergency response responsibilities.
* Emergency response drills and exercises are undertaken.

1. **Dangerous Substances and Explosive Atmosphere Regulations** **(DSEAR)**

**Storage and Use of Highly Flammable Liquids (HFL)**

* Containers of all HFL’s will be identified and properly marked.
* Quantities of HFL’s, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
* Bulk storage (more than 50 litres) of HFL’s will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
* Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
* HFL fumes and vapours will be dispersed by adequate ventilation.
* A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
* Manufacturers or suppliers data sheets and COSHH assessments will be provided.
* Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

### Storage and Use of Liquefied Petroleum Gases (LPG)

L P G s (acetylene and propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. To comply with the *Dangerous Substances and Explosive Atmospheres Regulations 2002.*

To ensure the safe use of LPG:

* LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
* Signs will be displayed indicating the presence of LPG and prohibiting smoking.
* LPG cylinders will always be used and stored upright.
* After use, all LPG cylinders will be returned to the store.
* When stored, used and full LPG cylinders will be stored separately and segregated from oxygen cylinders.
* Suitable fire extinguishers shall be in place.
* When being transported cylinders will be kept upright and secured.
* Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage using leak detection fluid only (not soap and water).
* Under no circumstance will heat be applied to any LPG cylinder.
* When not in use the gas will be turned off at the cylinder valve.

Where there is evidence of an LPG leakage the following action will be taken:

* Gas turned off at cylinder valve.
* Leak detection fluid to be used to locate the cause.
* Repairs will be carried out by trained/competent personnel only.
* In the event a cylinder catches fire, the area must be cleared and the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

### Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:

* Properly storing materials.
* Protecting against or eliminating trailing electrical cables.
* Closing filing cabinet drawers.
* Keeping staircases and fire exits clear and unobstructed.
* First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals.
* Training for manual handling will be carried out where deemed necessary.
* Chemical hazards will be subject of COSHH assessments.
* Electrical hazards will be minimised by ensuring that all cables and connections are maintained in good condition.
* Sockets are not overloaded.
* Water kept away from electrical installations.
* Electrical equipment shall be subject to regular checking.

### Visual Display Screens

Risk Assessments will be completed and should cover the following points:

* Work station must have adequate lighting without glare or distracting reflections;
* Adequate space to be provided to allow postural changes and leg room;
* All work stations should be tailored to suit individual operators and records of training kept;
* Equipment provided must be appropriate to the task;
* Work surfaces must allow for flexible arrangements;
* Work chair to be adjustable and have 5 points of contact with the floor;
* Footrest to be provided if required;
* User to take frequent short breaks away from the screen area;
* Eye sight test to be provided at request of user;
* Damaged or faulty equipment will be taken out of use and reported to management.

## Electrical Work

The *Electricity at Work Regulations 1989*, applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

The company shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

### Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

* Practical experience in working with electricity and an adequate knowledge of hazards.
* Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
* The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

### General Safety Precautions

The risk of sustaining an electric shock can be reduced by adopting the following practices:

* A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
* Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
* Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
* Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
* The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
* On no account must a three-phase socket outlet be used to supply single-phase apparatus.
* Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).
* If it is possible to do so, we shall always use low voltage equipment.
* The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

### Underground power cables

The company always assume cables will be present when digging in the street, pavement or near buildings. When necessary the company will use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

### Overhead power lines

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, the company shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, *’Avoidance of danger from overhead electrical lines - GS6’*.

## Manual Handling

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the *Manual Handling Regulations 1992*. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

* Avoid hazardous manual handling activities so far as is reasonably practicable.
* Assess any hazardous manual handling activities that cannot be avoided.
* Reduce the risk of injury, so far as is reasonably practicable.
* Provide or obtain information on the load to be handled.
* Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
* Inform a supervisor immediately of any injury incurred through manual handling.

## Protection of Young Persons

A ‘young person’ is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A ‘child’ is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a ‘relevant’ scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

* Press brake, Punch & guillotine machinery.
* Mobile plant.
* Lifting equipment and accessories.
* Acting as Slinger/Signaller/Banksman in lifting operations.

## Migrant Workers

The company recognises that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK’s health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

* The worker’s language and literacy skills, their ability to communicate and understand information (written and oral) about the work activities and general work environment health and safety;
* The level of information, instruction, training and supervision required in relation to the work;
* Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken;
* Perception of risk and the extent to which this may differ due to experience of another country’s health and safety workplace culture;
* Interrelationships between migrant workers and UK workers and the potential impact this could have on health and safety.

The company will implement and monitor any additional control measures identified under the risk assessment.

These may include:

* Ensuring each individual’s competency matches as closely as possible the required competency for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
* Appropriate levels of information, instruction and training in their own language.

1. **Accident, Injury Dangerous Occurrences**

### RlDDOR Guidelines

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 came into force on the 1st April 1996 and requires the following to be reported to an enforcing authority, usually the HSE: -

RIDDOR places a legal duty on:

* Employers
* Self-employed people
* People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public.

The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

**Death or Major Injury**

If there is an accident connected with work and:

* Your employee, or a self employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
* A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately by the quickest practical method, usually telephone.

**Over Seven Day Injury**

If there is an accident connected with work (including an act of physical violence) and:

Your employee, or self employed person on your premises, suffers an over Seven day injury; An over Seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than Seven days (including non work days).

* You must notify the enforcing authority within Fifteen days.

**Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

**Dangerous Occurrence**

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

**Near Misses**

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

* The date when the report is made
* The method of reporting
* The date, time and place of the event
* Personal details of those involved
* A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

### Accident Reporting and Investigation Guidelines

* Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.
* In the case of a major accident or dangerous occurrence the Site Manager will telephone Contract Manager, or, if not available, the Safety Director to discuss the action to be taken.
* Details of any reportable injury, dangerous occurrence or disease will be reported to the Health and Safety Executive All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:
  1. Minor accidents or incidents should be investigated by Site Manager
  2. Arrangements should be made, if necessary, for a Safety Adviser to visit the scene of reportable major injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

### Reporting procedures

This *'Report of an injury or dangerous occurrence'* form F2508 should be completed when making a written notification of an injury or dangerous occurrence to the Health & Safety Executive:

Fax: 0845 300 9924

E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Telephone: 0845 300 9923

Internet: www.riddor.gov.uk

When making a telephone notification, the Accident Contact Centre will allocate an ‘Incident Reference Number’ for future reference. The questions asked will be based upon the content of the form. The Accident Contact Centre will subsequently forward a written confirmation of the notification for checking and amendment as necessary.

**Accident Book**

The Accident Book used by the Company complies with the requirements of the Data Protection Act. For that reason it is set out in two parts.

* The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the Contract Manager for information purposes and subsequent filing.
* The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.

**Measuring Performance**

Measurement is essential to maintain and improve health and safety performance. There are two ways the Company generate information on performance:

**Active Monitoring**

This allows for feedback on site performance before an accident, incident or ill health. The data recorded during the h&s inspection allows a bank of non- compliance issues to develop for trends and patterns to then be identified for management action.

**Reactive Monitoring**

Is after an event and includes identifying and reporting.

## Inspection

A completed h&s inspection report form will be completed for each inspection and used by management for to consider any changes to policy, procedures or behaviours.

The Company will ensure any h&s infringements are rectified or seek confirmation of any action taken by the relevant management. The supervisor will ensure all non‑conformities are addressed.

**Site Inspection**

* The site supervisor will carry out regular inspections and report any findings to management.
* Identified unsafe working practices must be remedied before work proceeds.
* Any external reports on health and safety issues must be actioned immediately.
* The site supervisor is responsible for ensuring all statutory records are maintained.

## Smoking Policy

The company will conform to the requirements of the *Public Health, Smoke-free (Premises and Enforcement) Regulations 2006*. Smoking will not be permitted in the company’s’ offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

**Drugs and Alcohol**

This policy applies to all employees and to everyone employed at its premises, including any contractors working on the premises.

The main principles are:

* To ensure that the use of drugs or alcohol does not affect the health and safety of the individuals themselves, their fellow workers or others with whom they come into contact in the course of their work.
* To ensure that the use of drugs or alcohol does not affect the efficient and effective operation of the Company’s business.
* To set out the Company’s rules on drugs, alcohol and substance abuse.
* To provide a procedure whereby employees who have a problem of drug or alcohol misuse or substance abuse can seek and be offered help in confidence.
* To provide guidance on the effects of drugs and alcohol and the symptoms of drug and alcohol misuse and substance abuse.

**Responsibilities of Employees**

Employees have a responsibility for ensuring that their actions do not compromise the safety and health of themselves and colleagues under the Health and Safety at Work Act 1974. This includes the misuse of substances, which could lead to an increased risk of accidents to themselves, work colleagues and members of the general population.

**Support for Employees**

Early identification and treatment is essential if problems for the employee and for the company are to be avoided. Employees who feel they have a problem are encouraged to come forward and seek assistance.The company will be as helpful as is practically possible in supporting anyone who has such a problem.

Where an employee, having received treatment, suffers a relapse the company will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation time is likely to be required for a full recovery. At the company’s discretion more treatment or rehabilitation time may be given in order to help the employee fully recover.

If, after employees have received treatment, recovery seems unlikely the company may be unable to continue holding a post open. In such cases dismissal may result, but a clear warning should be given to the employee and full medical investigation will need to be undertaken.

## Misconduct Subject of Disciplinary Procedures:

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:

* Demonstrates symptoms of drug or alcohol abuse.
* Smoking in our buildings, offices and vehicles whilst at work.
* Drives vehicles or operates plant and machinery when not authorised / trained.
* Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
* Damage to, or abuse of, safety equipment.
* Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
* Smokes or uses naked lights in prohibited places.
* Abuse of welfare amenities.
* Removal of materials and equipment from site without authority.
* Overloading plant, equipment and structures beyond safe limits.
* Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
* Failure to report defective equipment or hazardous situations and operations.
* Failure or refusal to wear personal protective equipment.

***3 Competent advice – corporate and construction related***

***Your organisation, and your employees, must have ready access to competent Health & Safety advice, preferably from within your own organisation. The advisor must be able to provide general Health & Safety advice, and also (from the same source or elsewhere) advice relating to sector specific (non-construction) or construction Health & Safety issues.***

***Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides Health & Safety information and advice. An example from the last 12 months of advice given and action taken.***

Evidence required to be provided by Company:

* H&S Practitioner - Current CV
* Copy of Certificate, NEBOSH, IOSH Managing Safely, Directing Safely, etc.
* Copy of Memo from BCSA in the last 12 Months and what has been implemented as a result. Any action taken as a result of H&S Guidance or recent changes.
* Other evidence could be the ‘Sample Risk Assessments’ provided by BCSA for weld Fume or Electromagnetic fields having been modified by the Company and reviewed annually.

***4 Training and information***

***You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties. For construction sector organisations this will include duties as principal contractors, contractors, designers or principal designers. You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good Health & Safety practice. This applies throughout the organisation from board or equivalent, to trainees.***

***Headline training records. Evidence of a Health & Safety training culture including records, certificates of attendance and adequate Health & Safety induction training. Evidence of an active CPD programme. Sample of ‘toolbox talk’ type training. Evidence of relevant training as required by Health & Safety legislation or approved code of practice e.g. asbestos awareness training.***

Evidence required to be provided by Company:

* Training Matrix (where applicable)
* Toolbox Talks signed and dated by those receiving the talk.(samples below)
* Trades – specific to roles e.g. Slinging, MEWPs, Grinding, etc
* Trade specific CSCS Cards

**TOOLBOX TALK - HOUSEKEEPING**

Poor housekeeping injures and kills people every year.

Each trade has its own particular “Trade Mark” problem but in general always tidy up as you go,

**some old sayings that still hold true:**

“You can tell a good tradesman’s done the job because you can’t tell he’s been there”

“The tradesman’s highest standard is the lowest standard of his supervisor”

“The jobs not finished until the housekeeping is done”

**General Rules**

• Never block walkways (they may be needed in an emergency).

• Work areas **must** be cleaned at the end of each working period.

• If tools and equipment are to be left on the job, suitable facilities must be provided (i.e. bolt boxes, bags, toolboxes etc.).

• Remove all rubbish and scrap immediately.

• Hose and cable routes must be controlled. Good practice says they should run clipped to the bottom of a handrail, overhead or on “goal post” erected for them, if they must run over walkways they must take the shortest possible route and be highly visible.

• Sufficient bins and skips should be provided for disposal of rubbish.

• The last period of every shift should be spent on housekeeping.

• Scrap material should be disposed of as it is created.

• Laydown areas should be designated and barriered off for items to be stored in.

**Names of those attending the toolbox talk: Date**

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**TOOLBOX TALK - MANUAL HANDLING**

Manual Handling is not just about lifting things; it’s about any operation that involves an individual exerting physical effort to move an object. Push, pull, lift, twist and grab all come under Manual Handling.

When Manual Handling is to take place 3 main things must be considered:

1. Can we do without this operation?

2. Can we use mechanical aids (crane, chain block)?

3. Can we make the load smaller?

Other things to consider are:

• Route to be travelled - is it clear, level, even etc.

• Physical capacity of individual

• Duration of job (work rest regime).

• Repetition, a job with small weight but twisting can be a problem.

• Shape of load.

• Size of load.

• Surface finish of load.

• Weight distribution of load.

• Can we use more than 1 person to lift?

If we have no option but to do the individual lifting, pushing or pulling then Kinetic Handling techniques should be used:

* Keep your back straight
* Bend your knees
* Lift with your legs not your back
* Carry out a test lift to ensure you know the Centre of Gravity.

**N.B.** Light but large items can cause problems if they are “caught” by the wind!

**Names of those attending the toolbox talk: Date:**

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**TOOLBOX TALK - BURNING/HEATING EQUIPMENT**

Oxy acetylene or oxy propane or just propane is the common gas systems used in our industry. People are injured and even killed by this equipment every year. The most common cause of injury is leaking joints in hose connections which can force either a flammable gas or pure oxygen into clothing or surrounding atmosphere.

Leaks at the torch normally force gas into the gloves or clothing. If fuel gas enters clothing it will burn possibly setting fire to the clothing if however oxygen leaks into the clothing it causes all your clothing to burn when a spark touches it and can lead to far greater injury.

If gases leak into the atmosphere fuel gases can “pool” in low points such as drains and explode if ignited and if oxygen enriches the air in a confined space the resultant fire can be very intense (some metals will burn in an oxygen enriched atmosphere).

So you must:

1. Check cylinder connection threads for damage

2. Turn cylinder on for a short blast to clear threads. (NB not hydrogen as it may auto ignite)

3. Connect cylinder gauges (pressure spring relaxed) only hand tight and a “nip”. Over tightening can cause leaks.

4. Connect hoses hand tight and nip.

5. Connect the torch with correct size nozzle last

6. Turn on cylinder, check for leaks (leak detector only) on bottles

7. Open fuel valve on torch and set pressure. Turn torch valve off.

8. Open oxy valve on torch and set pressure. Turn torch valve off.

9. Check for leaks at every connection with leak detector

1. If a leak is discovered turn off bottles, bleed down pipes, remake joint. NB Never use joint compound or tape on joints. If it won’t seal, replace it.

**Do not use soapy water as leak detection fluid – it may contain oil.**

**Names of those attending the toolbox talk: Date**

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***5 Individual qualifications and experience***

***Employees are expected to have the appropriate qualifications and experience of the assigned tasks, unless they are under controlled and competent supervision.***

***Details of qualifications and/or experience of specific corporate post holders for example board members, Health & Safety advisor etc. relevant for the industry sector for both construction and non-construction activities. Other key roles should be named or identified and details of relevant qualifications and experience provided. Additionally, for construction sector organisations: For principal contractors and contractors: Details of number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent. For site managers, details of any specific training such as the Construction Skills CITB ‘Site Management Safety Training Scheme’ certificate or equivalent. For professionals, details of qualifications and/or professional institution membership. For site workers, details of any relevant qualifications or training such as S/NVQ certificates. Evidence of a company-based training programme suitable for the work to be carried out. For Design Organisations: Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc. Details of professional institution membership such as RiBA, ICE, APS, RiAS, CIAT, ARB, IstructE etc. Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety. For Principal Designers: Details of qualifications, to confirm the organisations operational capability to manage construction Health & Safety which may include NEBOSH Construction, NVQ in Occupational Health & Safety or NCRQ in applied Health & Safety etc. Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc. Details of relevant professional institution membership such as member of the registers administered by the APS or ICS (formerly known as the CDM co-ordinators' registers), or the ICE construction Health & Safety register etc. Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety.***

Evidence required to be provided by Company:

* Training Certificates for:
  + Managers / Supervisors (e.g City and Guilds, NVQ)
  + Technical / Professional Certificates and Continued Professional Development (CPD) evidence
  + Safety Passport Scheme e.g. -CCNSG
  + Skills Cards e.g. - CSCS

***6 Monitoring, audit and review***

***You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.***

***Could be through formal audit or discussions/reports to senior managers. Evidence of recent monitoring and management response. Copies of workplace / site inspection reports.***

Evidence required to be provided by Company. Example H&S Inspection sheets need to be completed, signed and dated:

WORKPLACE HEALTH AND SAFETY CHECKLIST - Housekeeping

|  |  |
| --- | --- |
| **Company:** |  |
| **Inspected by:** | **Date:** |

1. Is light eye protection being worn at all times (if workplace requirement)? Y/N
2. Is correct eye protection being worn when grinding, e.g. goggles? Y/N
3. When welding operation take place, is the fume control being used? Y/N
4. Are those welding using respirators (appropriate dust masks)? Y/N
5. Are workers wearing suitable ear protection in areas demarked for protection? Y/N
6. Are all walkways free from obstructions such as stored material and waste? Y/N
7. Is there adequate lighting for access and tasks? Y/N
8. Is the work area tidy, and are materials stored safely? Y/N
9. Are the emergency exits and fire points clear of obstructions? Y/N
10. Fire extinguishers are in place and inspected regularly? Y/N
11. Are electric cables and hoses, routed so as to keep access routes clear? Y/N
12. Is the welfare facility/mess room kept in a good clean condition? Y/N
13. Machine guards are in place and functional? Y/N
14. Gas cylinders are stored and secured safely? Y/N
15. Lifting Accessories are stored safely and secure when not in use? Y/N

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| Comments/ Actions: |

Signed ……………………………………….. Date………………….

WORKPLACE HEALTH AND SAFETY CHECKLIST – personal Protective Equipment (PPE)

|  |  |
| --- | --- |
| **Company:** |  |
| **Inspected by:** | **Date:** |

1. Is a safety helmet being worn or used correctly? Y/N
2. When welding operation take place, is the fume control being used? Y/N
3. Are those affected by noise levels above 85 dBA wearing suitable ear protection? Y/N
4. Is appropriate eye protection worn when grinding, i.e. goggles or full face visor? Y/N
5. Is light eye protection being worn at all times (if workplace requirement)? Y/N
6. Is appropriate Respiratory Protective Equipment being worn? (dust masks) Y/N
7. Are gloves being worn during grinding (to keep hands warm)? Y/N
8. If it is a welding or burning operation, are gauntlets used by operative? Y/N
9. Are gloves being worn that are appropriate for the task? Y/N
10. Is the correct footwear being worn for the conditions? Y/N

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| Comments/ Actions: |

Signed ……………………………………….. Date………………….

WORKPLACE HEALTH AND SAFETY CHECKLIST – Safe Access

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| **Company:** |  |
| **Inspected by:** | **Date:** |

1. Can everyone reach their place of work safely (are there good roads, gangways, passageways, passenger hoists, staircases, ladders and scaffolds)? Y/N
2. Are all walkways level and free from obstructions such as stored material and waste? Y/N
3. Are there adequate barriers or other edge protection to prevent falls from open edges? Y/N
4. If temporary scaffold towers are used are they properly erected and guarded? Y/N
5. Check all areas for any holes in the ground, roofs and floors. Are they securely fenced or provided with fixed clearly marked covers of sufficient strength, to prevent all falls? Y/N
6. Is there adequate lighting for access and tasks? Y/N
7. When there is danger from overhead working, or unauthorised access to confined spaces, are barriers and signs established to prevent access? Y/N
8. Is the work area tidy, and are materials stored safely? Y/N
9. Are there proper arrangements for collection and disposal of scrap? Y/N
10. Is the workplace perimeter clearly signed as a private property and securely fenced? Y/N

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| Comments/ Actions: |

Signed ……………………………………….. Date………………….

***7 Workforce involvement You should have, and implement, an established means of consulting with your workforce on Health & Safety matters.***

***Evidence showing how consultation is carried out. Records of Health & Safety committees. Names of appointed safety representatives (trade union or other). For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.***

**HEALTH AND SAFETY MEETING**

Record of meeting: Date: …………………… .……… Time: ……………

Those present:

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Topics discussed (and comments):

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| --- |
| 1. Welfare facilities: 2. Housekeeping: 3. Personal protective Equipment (PPE): 4. Tools: 5. Equipment: 6. Risk Assessments: 7. Safe Working Procedures: 8. Near Miss Incidents: 9. Accidents and Injuries: 10. Noise and Vibration: 11. Hot Work – Fire Risks: 12. Moving Loads: 13. Lifting Operations: |

Signed:…………………………………………. Date………………………….

***8 Accident reporting and enforcement action; follow up investigation***

***You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result. You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.***

***Evidence showing the way in which you record and investigate accidents and incidents. Records of the last two accidents/incidents and action taken to prevent recurrence. Records of any enforcement action taken over the last five years, and what action was taken to put matters right (information on enforcement taken by HSE over the last five years is available on the HSE website). For larger companies, simple statistics showing incidence rates of major injuries, over seven-day injuries, reportable cases of ill health and dangerous occurrences for the last three years. Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or sub-contractors.***

Evidence required to be provided by Company:

* Section 22 from the Part 2 Arrangements copied below
* Copy of an accident / incident report (redacted) to be included
* Copy of any Enforcement Notices (redacted) to be included.

**Accident, Injury Dangerous Occurrences**

### RlDDOR Guidelines

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 came into force on the 1st April 1996 and requires the following to be reported to an enforcing authority, usually the HSE: -

RIDDOR places a legal duty on:

* Employers
* Self-employed people
* People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public.

The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

**Death or Major Injury**

If there is an accident connected with work and:

* Your employee, or a self employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
* A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately by the quickest practical method, usually telephone.

**Over Seven Day Injury**

If there is an accident connected with work (including an act of physical violence) and:

Your employee, or self employed person on your premises, suffers an over Seven day injury; An over Seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than Seven days (including non work days).

* You must notify the enforcing authority within Fifteen days.

**Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

**Dangerous Occurrence**

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

**Near Misses**

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

* The date when the report is made
* The method of reporting
* The date, time and place of the event
* Personal details of those involved
* A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

### Accident Reporting and Investigation Guidelines

* Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.
* In the case of a major accident or dangerous occurrence the Site Manager will telephone Contract Manager, or, if not available, the Safety Director to discuss the action to be taken.
* Details of any reportable injury, dangerous occurrence or disease will be reported to the Health and Safety Executive All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:
  1. Minor accidents or incidents should be investigated by Site Manager
  2. Arrangements should be made, if necessary, for a Safety Adviser to visit the scene of reportable major injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

### Reporting procedures

This *'Report of an injury or dangerous occurrence'* form F2508 should be completed when making a written notification of an injury or dangerous occurrence to the Health & Safety Executive:

Fax: 0845 300 9924

E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Telephone: 0845 300 9923

Internet: www.riddor.gov.uk

When making a telephone notification, the Accident Contact Centre will allocate an ‘Incident Reference Number’ for future reference. The questions asked will be based upon the content of the form. The Accident Contact Centre will subsequently forward a written confirmation of the notification for checking and amendment as necessary.

**Accident Book**

The Accident Book used by the Company complies with the requirements of the Data Protection Act. For that reason it is set out in two parts.

* The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the Contract Manager for information purposes and subsequent filing.
* The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.

***9 Sub-contracting /consulting procedures (if applicable)***

***You should have arrangements in place for appointing competent subcontractors/consultants. You should be able to demonstrate how you ensure that sub-contractors/consultants will also have arrangements for appointing competent sub-contractors or consultants. You should have arrangements for monitoring sub-contractor/consultant performance.***

***Evidence showing how you ensure sub-contractors/consultants are competent. Examples of sub-contractor/consultant assessments you have carried out. Evidence showing how you required similar standards of competence assessment from sub-contractors/consultants. Evidence showing how you monitor sub-contractor/consultant performance.***

Evidence required to be provided by Company (if applicable):

* Sub Contractor assessment process copied below

**Sub-Contractor selection Process:**

To ensure the highest standard of safety are maintained all sub-contractors are required to complete the following questionnaire and provide the supporting documentation identified.

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| --- | --- |
| Company Name:  Address:  Contact Details: | Description of work to be carried out: |

Information requested Yes / No / NA Comments

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Provide a copy of your company health and safety policy statement. |  |  |
| 2 | Provide a copy of your organisation chart with those with health and safety responsibilities. |  |  |
| 3 | Provide details of the company competent person for health and safety advice. |  |  |
| 4 | Provide evidence that employees are appropriately trained for their tasks, including Managers and supervision. |  |  |
| 5 | Provide where appropriate the relevant risk assessments for the tasks to be carried out. |  |  |
| 6 | Provide details of how tasks are managed safely by detailed method statements. |  |  |
| 7 | Provide details of the environmental controls to be adopted for waste control, etc. |  |  |
| 8 | Provide details of how health and safety will be monitored during the period. |  |  |
| 9 | Provide details of how accident and incidents will be managed, measured and reported. |  |  |
| 10 | Provide details of certification and examination of any plant and equipment to be used. |  |  |
| 11 | Provide details of any health, safety or environmental notices issued in the last 5 years. |  |  |

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| --- | --- |
| Name (Print) ……………………………………………  Signed ………………………………………………………… | Date …………………………. |

***10 Risk assessment leading to a safe system of work***

***You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements The identification of occupational health issues is expected to feature prominently in this system. For construction sector principal contractor organisations: You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works***

***Evidence showing how the company will identify significant Health & Safety hazards and how the assessed risks will be controlled. Sample risk assessments/safe systems of work/method statements. If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above. For construction sector principal contractor organisations or, where relevant, construction contractors: Sample construction phase plans. The plan should be: • proportionate to the size and nature of the work, and the risks involved • workable and realistic • sufficiently developed to allow work to start on site • regularly reviewed and added to as new trades start.***

Evidence required to be provided by Company:

* Provide completed examples of risk Assessments.
* Section 3 from the H&S Arrangements are copied below.
* Sample Risk Assessments pro-forma included

## Safe Systems of Work

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work should be developed by a competent person i.e. a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.

## Risk Assessment

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in carrying out the task will be involved in the risk assessment process will receive appropriate training.

### Arrangements for Securing the Health and Safety of Workers

#### Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

#### Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

Risk Assessment Pro-forma:

Company Name: ………………………………………………………………………..

Title / Task ………………………………………………………………………………

Date ……………………………………….. Review Date ………………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom** | **Action by when** | **Done** |
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Prepared by: Name (Print)…………………………………………….. Signature ………………………………………………….

### Managers’ and Supervisors’ Duties

Managers or supervisors must ensure:

* Assessments are carried out where relevant and records are kept;
* Control measures introduced as a result of assessments are implemented and followed;
* Employees are informed of the relevant results and provided with necessary training;
* Any injuries or incidents lead to a review of relevant assessments;
* Employees adhere to safe systems of work;
* Safety arrangements are regularly monitored and reviewed;
* Employees identified by the assessment as being at risk are subjected to appropriate health surveillance;
* Special arrangements are made, where necessary, for vulnerable persons.

### Employees’ Duties

Employees must ensure:

* They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
* They comply with all instruction and training;
* Their own health and safety is not put at risk when carrying out work activities;
* They use equipment and machinery in accordance with instruction and training;
* Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.
* If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation be immediately reported to the person in charge on site.
* The situation will then be reviewed by the person in charge on site. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and other.
* The method statement and risk assessment will be updated for the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work.
* The arrangements in place to implement this policy form part of the company’s day to day operational procedures and as such are reviewed on a continuous basis.
* Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly to ensure that they are adequately dealt with, implemented and briefed to all employees

### Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

***11 Cooperating with others and coordinating your work with that of other contractors***

***You should be able to illustrate how cooperation and coordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work.***

***Evidence could include sample risk assessments, procedural arrangements, project team meeting notes***

***Evidence of how the company coordinates its work with other trades.***

Evidence required to be provided by Company:

* Provide samples of communications between you and the main contractor, this could be site meeting notes or email exchanges.
* Provide copies of issues raised by the operatives and how they were resolved.

***12 Welfare provision***

***‘Welfare facilities’ are those that are necessary for the well-being of employees and/or those under the control of the organisation, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks. For construction sector principal contractor organisations: You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.***

Evidence required to be provided by Company:

* This is included in the health and safety meeting agenda so can be referenced to the completed record.
* Often commented on in H&S Inspections which can be referenced as evidence.
* Often commented on in Method Statements which can be referenced as evidence.

**Additional Construction Sector Criteria**

13 Designers and Principal Designers Only:

Evidence required to demonstrate how you cooperate and coordinate design with others.

14 Principal Designers Only:

Evidence of your communications with clients and overseeing design decisions.

15 Alignment with Common Assessment Standard:

Details of the Director responsible for H&S, Self Employed workers, Fleet Operations and Drug and Alcohol Policy.