

GC Roofing & Cladding

HEALTH AND SAFETY POLICY

DECEMBER 2014

GC Roofing & Cladding

HEALTH AND SAFETY POLICY

PART 1 - GENERAL STATEMENT AND POLICY OBJECTIVES

The Managing Director (Bryan Foley) and the Board of Directors of GC Roofing Ltd are committed to discharging their obligations under the ***Health & Safety at Work etc. Act 1974; The Management of Health & Safety Work Regulations 1999*** and all relevant statutory provisions.

They will seek to provide a healthy and safe working environment for their Employees and will endeavour to ensure the safety and health of all others that could foreseeably be affected by activities under their control.

The health, safety and welfare of employees is of prime importance to the Company and is essential to the efficient operation of its undertaking.

All employees have a duty to take reasonable care for both their own health & safety and that of other persons. The Company will ensure that this policy is pursued through the organisation. The Company will take all reasonable practicable precautions to ensure the health, safety and welfare at work of its employees and also that of any other person not employed by the Company but who is affected by the operation of the Company.

Hi-Clad Roofing's statement of general policy is as follows:-

1. To provide adequate control of the health and safety risks arising from our work activities.
2. To consult with our employees on matters affecting their health and safety.
3. To provide and maintain safe plant, equipment and working conditions.
4. To ensure safe handling and use of substances.
5. To provide information, instructions and supervision for employees.
6. To ensure all employees are competent to do their tasks, and to give them adequate training.
7. To prevent accident and cases of work-related ill health.
8. To provide adequate welfare facilities both at premises and on site where practicable.
9. Allocate adequate resources to enable the policy to function effectively.
10. To review this policy at regular intervals in our commitment to continuous improvement.

To achieve a high standard of health and safety, the active co-operation of all . Employees is required and, it is important that our employees are reminded of their duties under the **Health & Safety at Work Act 1974** as well as the **Management of Health & Safety at Work Regulations 1999**. It is vital that when employed at the various project sites, our employees take care of their own safety, the safety of other persons and, to co-operate with the Employer, so as to enable him to carry out his responsibilities effectively.

The Organisation, Responsibilities and Arrangements enabling this Health & Safety Policy to be effective are contained in the attached documents.

This policy and the accompanying documents are revised annually, or as and when required to improve our safety efforts. To ensure the Company Health and Safety Policy is known, it will be publicised within the company.

Signed.....

(Managing Director)

PART 2 - ORGANISATIONAL RESPONSIBILITIES

1.0 Managing Director –

The Managing Director carries overall responsibility for ensuring that his policy is carried out and for monitoring the results of this policy.

In particular he is responsible for ensuring:-

1. The Health & Safety Policy is updated as and when required and is made known to the Employees of the Company.
2. The Policy, Arrangements & Codes of Practice as written are implemented and receive regular reports on the performance of same.
3. Adequate financial provision is made for the foreseeable items of expenditure associated with Health & Safety.
4. Waste is properly controlled and any adverse affects on the environment through Company activities are minimised as far as is reasonably practicable.
5. Health & Safety is promoted throughout the Company and features prominently at all Board Meeting.
6. Matters requiring professional advice and assistance are refereed to suitably qualified persons.
i.e. Health & Safety Consultants.
7. Setting a personal example, by wearing appropriate PPE when visiting sites.

In practice David Grant, the Managing Director will normally delegate responsibilities to line management as follows:-

2.0 Contracts Directors –

They shall ensure:-

1. They are familiar with the Company Health & Safety Policy, and Arrangements for Health & Safety.
2. The company Site Rules are fully understood & implemented on all sites.
3. Adequate resources are provided for foreseeable Health & Safety requirements.

4. Matters relating to Health & Safety brought to their attention are dealt with, and where they do not have resources or full authority, the matter is discussed at a board meeting and resolved.
5. Employees are given information, instruction and training as necessary and are adequately supervised to enable them to carry out their work without risk to their Health & Safety.
6. All accidents are reported, investigated and action taken to prevent a recurrence.
7. First Aid & Fire procedure are implemented.
8. Waste Management procedures are implemented and Environmental concerns are addressed.
9. Plant, Machinery and other Equipment purchased comply with European, UK and all other statutory legislation.
10. Suitable risk assessments and method statements are prepared for all work and for ensuring site operatives are made aware of the risk involved in their activities.
11. Goods, materials and other substances purchased for use at work, shall comply with relevant standards and are safe and without risk when used correctly by Employees.
12. Personal Protective Equipment (PPE) is provided as appropriate to comply with perceived risks as identified by assessments.
13. Monitor and review by means of site inspections, that work is being undertaken and conducted in a safe manner.
14. Identifying and providing suitable welfare and site facilities.
15. Safe systems of work are developed and where work of a hazardous nature is identified, suitable method statements and other control measures are adopted to reduce any risk.
16. Adequate arrangements are in place to ensure a suitable level of monitoring of the work is being undertaken
17. He sets a personal example on site visits by wearing appropriate protective clothing and/or safety equipment.
18. They receive regular reports from Supervisors/Site Foremen and instigate disciplinary procedures when appropriate.

3.0 Supervisors/Site Foremen

All Supervisors/Site Foremen shall ensure:-

1. They are familiar with the company Health & Safety Policy, the Organisation & the Arrangements for Health & Safety.
2. The company Code of Practice is fully understood and implemented within their particular areas of responsibility.
3. Work undertaken by those they supervise is fully carried out in accordance with the established systems of work, the company Codes of Practices and any other guidance or control measures issued to them.
4. Matters relating to Health & Safety brought to their attention are dealt with, and where they do not have the authority, the matter is referred to their Contracts Manager/Director.
5. They are satisfied with the standard of training and where necessary, identify further training where it might be necessary.
6. Following an accident or incident action is taken as necessary to make safe and immediately notification is made to the Management.
7. Personal Protective Equipment (PPE) provided for use at work is being worn as necessary and maintained in good order.
8. Plant and Machinery is being used properly and all guards and safety devices are fitted and fully functional.
9. Appropriate barriers, signs and warning notices are displayed at locations where hazards are created or works are taking place.
10. Fire extinguishers are properly maintained.
11. Fire escape routes are not obstructed.
12. Near Miss reporting procedures are complied with.

4.0 Employees

All employees within the Company will:-

1. Familiarise themselves with the Company's health and safety policy.
2. Acting in the course of their employment with due care for the health, safety and welfare of themselves, their colleagues and other persons.

3. Comply with the instructions and procedure issued from time to time for safe working practices, and making proper use of protective clothing and safety equipment provided, together with reporting of loss or defect of such equipment.
4. Report to their Supervisor any incidents which have led, or might have led to injury, or damage, and co-operating with any investigation which may be undertaken with the object of preventing accidents or their reoccurrence.
5. Use any plant, equipment or substance in accordance with any information, instruction or training provided by the Company.
6. Proactively suggest any improvements that may be able to be made to safe working practices.
7. Understand the importance that any breaches of health and safety will be treated seriously, and individual employees may be disciplined due to their welfare neglect.

5.0 Health & Safety Consultants – Wilson Associates

Wilson Associates are required to:-

1. Provide technical, legal and other advice and assistance to Management in order that the Company can comply with its statutory obligations.
2. Liaise with the Enforcing Authorities on health and safety matters brought to the Company's attention.
3. Assist Management in the development of safe systems of work.
4. Periodically monitoring the activities of site works carried out by the Company, by carrying out site safety inspections.
5. Monitor the introduction of new health and safety legislation that is applicable to the Company and advise accordingly.
6. Advise Management on the requirements of health and safety training required within the Company and assist with the implementation when necessary.
7. Attend Management meetings, as and when required, for the purpose of raising and advising of current issues on health and safety.
8. Produce a six monthly report to the Managing Director reflecting the performance of the Company's health and safety management system.

PART 3 - HEALTH AND SAFETY ARRANGEMENTS

On Site

Access onto Site - Registration of Personnel and Visitors

All site operatives will report their presence on site by signing in on arrival, and signing out when leaving site. Visitors must be intercepted before entering the site so that relevant rules and hazards can be communicated to them and to ensure that other controls are enforced, for example making sure visitors are accompanied on site.

These are essential control requirements, introduced in order to confirm that:

- (a) The premises are clear when the site is locked up
- (b) All personnel may be accounted for in the event of an emergency evacuation
- (c) Only authorised personnel are allowed to enter the site

Injury, Ill-Health and/or Damage Incidents

1. All injuries shall be reported to the project first-aid point, regardless of how minor.
2. Any incident which causes, or is suspected of causing, acute or chronic ill health must be notified without delay to the project supervisor.
3. Any incident which results to damage to plant, equipment or property must be notified to the project supervisor who will record the details as required by company procedures.
4. Any incident which occurs on site and which falls within the remit of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), may be investigated by the Director or another authorised individual. In order to assist in establishing the chain of incident causation, the full co-operation of all organisations and personnel is expected and required. (This may be in addition to any other investigation conducted by statutory enforcement agencies or other involved parties). The Client or any other contractor who may be affected on site should be notified of any accident or near-miss.

In the case of more than three days off work accidents (over 3 day injury) or a more serious incident, then the event must be reported to the Incident Contact Centre on **Tel: 0845 300 9923. Fax: 0845 300 9924**

The following should be reported to the Incident Contact Centre:

- Deaths
- Over 3 day injuries
- Dangerous occurrences
- Major injuries
- Diseases
- Gas incidents

Specific definitions of these incidences can be found on www.riddor.gov.uk As of 1st January 2004 the new Accident Book complying with the **Data Protection Act 1998** shall be used.

Near Miss Incidents

In order to assist in developing a profile of events which have the potential to cause injury or damage, 'near miss' incidents should be notified to the Contracts Manager.

Major Incidents

In the event of a major incident on site, dial 999, request an ambulance, and report the matter to the police.

If it is appropriate, make the injured person as comfortable as possible without moving them and wait for the emergency services to arrive. Disturb the scene of incident as little as possible in order to assist the subsequent investigation into the cause of the incident.

Report the incident to the Director as soon as practical. Check that they have the contact details so that the injured person's family can be notified.

The Director should report the incident to the local HSE.

First Aid

The company have arranged for personnel to undergo first aid training in accordance with the ***Health and Safety (First Aid) Regulations 1981***.

Appointed persons are available to provide and ensure the contents of First Aid Kits are satisfactory and to assist in the event of an injury. In the case of a serious injury or illness employees are to be taken to the nearest hospital or medical help sought with the minimum delay. For employees working on sites, a First Aid Kit will be carried in company vehicles.

Waste Management Control and Safe Access

All contractors and personnel working under their control shall be required to:

- (a) Clear waste/debris generated by their task(s) as their work progresses
- (b) Maintain a clear access/egress route along dedicated/nominated evacuation routes
- (c) Report any circumstances where preceding or adjacent trades are compromising the maintenance of safe access/egress routes
- (d) Transfer classified waste to the designated holding area on site (this may be special waste, subject to legislative controls, or controls imposed by site rules).

Public Safety and Vehicular Access to Site

Any activity or task progressed on or over any area, which is dedicated to public use, whether pedestrian or vehicular, shall be subject to project-specific controls which will be detailed within the method statement.

Vehicles allowed onto site shall be restricted to a maximum speed of 5mph. Vehicles shall be subject to the limitations and controls specified within method statements.

Under no circumstances may vehicles reverse out of a site onto areas dedicated to public use unless such manoeuvre is directed and guided by a traffic controller (banksman).

In so far as is practical, Hi Clad management and Supervisors shall communicate with all 3rd Parties who may be affected by vehicular access operations, this may take place verbally, telephonically, by Fax, Notice or Notification or, via a third party communication i.e. owner/ employer/council etc.

Material Management and Co-ordination

Deliveries of materials and components to site shall be co-ordinated to complement the overall project programme. Materials and components shall be off-loaded at designated areas and locations which shall initially be notified in the method statement, and thereafter formally revised as work progresses.

Method Statements and Risk Assessments will be drawn up for each project which requires that a mobile crane or other mechanical means for the lifting of roofing materials.

Welfare facilities on site

Where applicable, a formal shared welfare arrangement shall be agreed with the main contractor (toilets, drying rooms, canteen, stores etc.), including procedures for the cleaning of the facilities and the standard of hygiene required.

Where applicable, the Clients existing welfare facilities will be used, with their permission.

The Contracts Manager or Director shall ensure; that the welfare facilities for company employees comply with the requirements of the ***Construction (Design and Management) Regulations 2007***.

Fire Prevention Management Controls

Each project under the control of the company shall be subject to fire prevention management control procedures for that site. Subcontractors and personnel are required to fully comply with and implement the procedures. The following will be considered for fire prevention:

- (a) Arrangements for the identification, storage and use of designated 'flammable' and 'highly flammable' materials and containers
- (b) Special arrangements for the import and use of materials and containers which are assigned the risk phrases 'Highly flammable' (R11) or 'Extremely flammable' (R12) ***Chemicals (Hazard information and Packaging for Supply) Amendment Regulations 2002***.
- (c) Selection and provision of fire fighting equipment
- (d) The issue of hot-working permits for assessed safety critical tasks and operations, and locations

- (e) The means of ensuring all workers are aware of what to do if they discover a fire.
- (f) NEVER store damp or wet sheets as they may gradually become hot due to internal combustion and, are liable to ignite
- (g) NEVER use wire brushes on steel work near petrol tanks or in the vicinity of flammable liquids or gases
- (h) NEVER put a cigarette out on the floor of a wooden cabin or site hut
- (i) NEVER allow rubbish, oily rags, stripped wallpaper etc. to accumulate
- (j) NEVER dry clothes too close to heat.
- (k) NEVER leave appliances on when cabins or site huts are not in use and also extinguish before work ceases for the day
- (l) ONLY use a burning torch when absolutely necessary and always have a fire extinguisher by your side
- (m) Always cease burning operations at a MINIMUM of one hour before finishing time and check thoroughly before leaving

Electricity

Portable hand tools and plant

1. All electrically powered portable hand tools and plant should be rated at 110V, or be battery operated.
2. All electrically powered hand tools will be marked with the date of their last test and inspection.
3. All connections and leads shall be subject to daily visual inspection for defects, and shall be subject to nominated detailed inspection frequencies. No out of date equipment shall be used.
4. Any item of defective or suspect plant shall be tagged with a "Danger - Do Not Use" sign.
5. Where authorised to be on site, portable generators shall be earth bonded as specified by the manufacturer.

Commissioning and de-commissioning electrical services

Contractors involved with commissioning and de-commissioning of electrical services or appliances capable of being energised, shall have in place an approved format permit-to-work including isolation control.

Site-specific controls

Detailed site-specific controls for electrical safety shall be included within each construction phase health and safety plan.

Safe Work at Height

Hi Clad Roofing Ltd. shall utilise the services of professional scaffolding companies to warrant that the equipment utilised for work at height by Hi Clad operatives; complies with the ***Work at Height Regulations 2005***.

The Hi Clad Roofing Supervisor and employees shall not use scaffolding that is potentially inadequate for the purpose of personal safety and, shall bring this immediately to the attention of the scaffolding company.

Scaffolding Operative's Safety:

Leading edge protection shall be established and maintained at points and locations where it is foreseeable that personnel, or materials, may fall from one level to another.

The barrier shall be sufficiently substantial to resist the force or impact of an individual, and shall incorporate a secured toe-board, kicker-board and an intermediate barrier to prevent an individual slipping under the barrier, or materials from being kicked or knocked from one level to another.

*In any event, leading edge protection shall be maintained at any point where a risk assessment has established that it is necessary to be in accordance with the; **Work at Height Regulations 2005.***

Scaffolding (tubular steel or proprietary system) access and working scaffolding schedules shall be allocated to each project, and shall be recorded in the method statement.

Contracts Managers shall ensure that mobile scaffold towers are erected by competent personnel, that it is used within its limitations and, inspected at prescribed frequencies.

Where mobile elevating work platforms (MEWP,s), or similar plant, are used, or where man-riding cages/skips are authorised, full procedures must be identified for operator competence, inspection arrangements and certification.

Note: Where fall-arrest devices or safety harnesses are to be used to augment safe working procedures, rescue strategies must be clearly stated.

Occupational Health

Noise levels; Any noise-generating plant used on a site, will require an assessment of the area where the plant will be used, to be carried out, and will confirm the sound levels for the location(s) in accordance with the **Noise at Work Regulations 2005**. This new legislation means that the First Action Level is now 80DbA, the Second Action Level is 85DbA and there is a Limit Value of 87DbA. Significantly, the Limit Value takes into account any reduction due to hearing protection. All high noise frequency areas should be cordoned off with the appropriate warning signs displayed. Hearing Protection should be provided where appropriate.

All personnel working on site will, where necessary, wear adequate hearing protection when there is excess noise being emitted from any work activity. *Hearing protection shall be provided by the company and, will be issued to all employees when identified that hearing protection should be worn or, on request.* This will be in compliance with the new **Noise at Work Regulations 2005**.

Manual handling An assessment of manual handling requirements, and the methods or controls to assist in reducing the potential for injury from manual handling operations, will be identified within each site method statement.

Hand Arm Vibration All employees will be made aware of the risks of hand arm vibration (vibration white finger). The Company will assess the risk to the health of their employees and plan for its control. All equipment will be made suitable for employees use and will be maintained on a regular basis by a competent person. Employees will be informed of the hazards whilst working with vibratory equipment and time spent using each piece of equipment will be minimized for compliance with the **Provision and Use of Work Equipment Regulations (PUWER) 1998** and the **Control of Vibration at Work regulations 2005**.

Hazardous substances Any manufactured or process-generated substance which is either imported onto site or occurs on site and, which has been assigned a Maximum Exposure Limit (MEL) within the current edition of the Health and Safety Executive's Guidance Note *EH40 Occupational Exposure Limits*, available from HSE Books, shall be subject to a site-specific assessment under the **Control of Substances Hazardous to Health Regulations 2002**. The result of such an assessment shall be issued to the personnel involved with the task, and to the project safety management co-ordinator.

Substances which have been assigned an Occupational Exposure Standard (OES) within the current edition of EH40 (available from HSE Books) may, unless otherwise instructed, be subject to generic assessments.

Note: Any product which is assigned the risk phrases under the **Chemicals (Hazard Information and Packaging for Supply) (Amendments) Regulations 2002** -

R45 - "May cause cancer"
R49 - "May cause cancer by inhalation"
R40/R39 - "Irreversible effects"
R46 - "Genetic damage"
R62 R60 - "Impair fertility"
R61 - "Unborn child"

- may not be imported onto site without the formal authority of the company.

Asbestos & lead; Suitable precautions should be taken while dealing with these substances, as directed in the **Control of Asbestos at Work Regulations 2002** and the **Control of Lead at Work Regulations 2002**. Company employees shall receive Asbestos Awareness Training to support them in the identification of, and the potential sources of ACM's. Should asbestos or potential ACM's be identified, employees shall inform the Company Supervisor, the Principal Contractor on site and/or refer to the company's Asbestos Policy for guidance.

Alcohol and drugs; Individuals found to be consuming or, under the influence of, drugs or alcohol will not be allowed to remain on site.

Specialist tasks; Tasks or operations requiring extensive welding, radiography or lasers shall be subject to site-specific controls.

Work Equipment

All work equipment such as steps, ladders, trestles, scaffolding, portable electrical equipment etc. shall be maintained in a safe working condition and good repair, in accordance with the **Provision and Use of Work Equipment Regulations 1998**.

Risk Assessments and Method Statements shall be available at each worksite for discussion and communicating with the operatives.

Personal Protective Equipment

All projects and developments under the control of the company shall be subject to the following minimum requirements for personal protective equipment (PPE):

- (a) The wearing of head protection
- (b) The wearing of industrial footwear
- (c) The wearing of overalls
- (d) Other items as may be determined by risk assessments.

Other PPE requirements shall be subject to assessment by each individual contractor in accordance with the **Personal Protective Equipment At Work Regulations 1992**.

Note: PPE shall always be considered a last resort not as an alternative to a safe system of work.

Environmental Controls

Each project shall be subject to appraisal of environmental controls, particularly in respect of *weather conditions*, noise levels and dust generation.

Third Party and Public Safety

The *Contracts Directors* shall be required to appraise and record their controls for assisting in securing the safety of personnel not in their employment or working under their control, and to maintain the safety and protection of members of the public and authorised visitors to site. (This will apply to trades working above other trades, mobile plant operators, and to the movement of traffic on or near areas dedicated to public use).

Where the company risk assessment identifies safety critical overlaps, e.g. scaffolding, steel erection, etc, these will be recorded in the risk assessments and method statements and will be subject to on-going review.

Hi-Clad Roofing Ltd will maintain an adequate insurance policy to cover the risks from works they are to undertake.

Young Persons

Where young persons (under 18 years) of age are employed, risk assessments will be carried out which take into account the young person's inexperience and immaturity and lack of awareness of existing or possible risks. The physiological differences between a young person and adult should also be considered where stature, strength and reach are a major factor in the activity being considered. Should any work experience positions be offered, the work should be risk assessed prior to employment and the school or parents advised as to any risks and control measures identified.

New or Expectant Mothers

Once notified in writing by an employee, suitable risk assessments on the activities performed by the new or expectant mother must be carried out to ensure there is no risk to her or her unborn child. (Regulation 18 of the MHSW 1999)

Risk Assessments

The Company will carry out risk assessments as required by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 on every project. The purpose of the risk assessments are-

- (a) To identify operations which may cause harm to employees or others including members of the public.
- (b) To identify the potential hazard being realised and the potential consequences i.e. the risk.
- (c) To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the site operatives etc. to the risk.

Safety Method Statements

Each project shall formally nominate those tasks, processes and operations for which contractors or subcontractors are required to include safety management details within their work method statement.

The following processes shall always require formalised method statements:

- (a) Any work involving asbestos
- (b) Work in confined spaces
- (c) Tasks requiring nightwork
- (d) Work on or near water
- (e) Tasks allocated to lone workers
- (g) Work at height

Health and safety plans, or the safety management element of a method statement, may incorporate references to and details of permit-to-work control and procedures and risk assessments, task safety analyses or safety critical events.

Use of Subcontractors

Prior to any subcontractor being employed by the company a suitable and sufficient assessment will be undertaken to ensure that the subcontractor is competent for health and safety.

All subcontractors will be required to:-

- (a) Complete and submit a Hi Clad Roofing Sub Contractor Questionnaire
- (b) Submit a copy (where applicable) of their policy for health and safety
- (c) Disclose to the Company any prohibition or improvement notice that may have been served on them by the Enforcing Authority.
- (d) Disclose any prosecution or intended prosecution in relation to health and safety.
- (e) Demonstrate how they effectively manage health and safety within their organisation, and means for obtaining competent advice on health and safety.
- (f) Periodically liaise with the Company Health and Safety Advisor, together with reporting of all accidents and dangerous occurrences that occur on Clients premises.
- (g) Be able to demonstrate to the Company methods of selecting and monitoring of sub-contractors
- (h) To comply with all safe working practices and risk assessments produced by the Company for working on Clients premises.
- (i) To comply with the safe working practices that are issued to them by Clients or Principal Contractors.
- (j) Provide evidence that they maintain adequate insurance to cover the risks arising from the work of the subcontractor.

Monitoring of Health and Safety

Hi Clad Roofing recognises that the success of its safety management system needs to be monitored against its established predetermined standards and procedures.

Management and Supervisors within the Company have personal responsibility to proactively monitor the health and safety standards of both the Company activities and those services provided by contractors.

In order to achieve the above, Management and Supervisors will periodically report to the Company Health and Safety Consultant, their established method for measuring safety performance, and to seek information and guidance to assist them in the performance of the task.

Consultation with Employees on Health and Safety

Hi Clad Roofing will ensure that effective consultation is provided by management with employees on all matters relating to their health and safety and that of others who may be affected by Hi Clad Roofing operations.

The method of implementing the above may be subject to change and revision, taking into account, any new health and safety legislation.

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

The above Regulations impose a duty on an employer to ensure an employee does not carry out any work which is liable to expose them to a substance hazardous to health, unless a suitable and sufficient assessment has been made of the risks to health created by the substance and of the measures necessary to control exposure to it, and those steps have been implemented. It is important to realise that collection of supplier's material safety data sheets does not constitute making a risk assessment, but rather the gathering of data to assist in making it.

All employees who may be exposed to substances, which could be hazardous to health, will be provided with such information, instruction, and training required to make them aware of any potential risk to which they may be exposed and to reduce that risk to a minimum. Every effort will be made to reduce levels of exposure as far as reasonably practical and in any case below Maximum Exposure Limits (MELs).

The main routes of entry of hazardous substances to the body are by inhalation, ingestion and absorption.

Where control of exposure cannot be achieved by substitution or source control, suitable and appropriate PPE will be issued and all employees have a duty to wear and use the equipment and measures provided.

Asbestos

Exposure to asbestos containing materials must be prevented as much as possible by adopting the following procedures;

1. Making enquiries to the Client or Principal Contractor at the pre-tender stage regarding the presence of asbestos in existing building structures or plant.
2. Arranging for an asbestos survey to be carried out if there is likely to be asbestos containing materials present. If asbestos is suspected assume 'worst case scenario' until results of analysis are known.
3. Provide employees who may be at risk of unintentional exposure with asbestos recognition and awareness training.
4. If there is any doubt about work to be carried out seek advice from the HSE, Health and Safety Advisers Wilson Associates, or licensed asbestos removal contractors.

This will be in accordance with the **Asbestos at Work Regulations 2006**.

Lead

Suitable precautions must be taken while dealing with possible exposure to lead at work. **The Control of Lead at Work Regulations 2002** make provision for protecting persons exposed to lead at work, whether working directly with lead or lead products or indirectly through cleaning and maintenance operations. The Regulations require an assessment to be made, and revised is necessary to determine whether the exposure is significant. If exposure is significant, appropriate control measures must be provided to prevent or control exposure. Personal protective equipment should only be provided to employees if the exposure to lead cannot be controlled by other means. If exposure is significant, medical surveillance will be available to the employees concerned.

Office

Risk Assessments

The Company will carry out risk assessments as required by the **Health and Safety at Work etc. Act 1974** and, the **Management of Health and Safety at Work Regulations 1999**, on anything that poses an identifiable hazard. The purpose of the risk assessments are:

- (a) To identify operations which may cause harm to employees or others including members of the public.
- (b) To identify the potential hazard being realised and the potential consequences i.e. the risk.
- (c) To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the employees etc. to the risk.

Workplace Health & Safety

- The premises will be maintained to so as to remove the risk of injury, so far as is reasonably practicable.
- The buildings shall be maintained to ensure there are safe means for access and egress.
- Employees should be aware that good housekeeping can prevent accidents and that carelessness which may result in a slip, trip or fall should be avoided.
- The storage, use or handling of hazardous or flammable substances will be done in a manner which does not compromise the health and safety of employees.

Workplace Transport

The risks posed by workplace transport must be identified, minimised and controlled. Measures that can be taken to reduce the inherent risks posed by workplace transport are outlined in the ***Workplace (Health, Safety and Welfare) Regulations 1992***, further information is available in the HSE book '*Workplace Transport Safety*', HS(G) 136.

Road Transport

Company vehicle must be kept clean and tidy at all times. Light maintenance duties such as checking oil levels and tyre pressures should be carried out on a weekly basis. The carrying of any individuals in the back of works vans or while carrying out company business is strictly prohibited.

Visual Display Units

In accordance with the requirements of the ***Health and Safety (Display Screen Equipment) Regulations 1992***, the following will be implemented by the Company:-

- (a) All workstations will be assessed in order to reduce risks to users.
- (b) The Company will ensure that appropriate training will be given in the use of display screen equipment.
- (c) Users of display screen equipment will be entitled upon their request to have eye and eye sight tests when they first become a user and at regular intervals thereafter, and also when the user may experience visual difficulties which may be considered associated to working with display screen equipment.
If as a result of eye and eye sight tests spectacles are required solely for the use when using display screen equipment, the Company will pay for basic lenses and frames.
- (d) All employees must report to the Director any adverse health problems as a result of using display screen equipment and associated equipment. All such investigations, made will be treated as medically confidential between employee and the Director.

Work Equipment

All work equipment provided by the company will be maintained in an efficient state, working order and good repair, all in accordance with the ***Provision and Use of Work Equipment Regulations 1998***. This will be achieved by means of regular inspection and testing. This relates to most workplace items

includes tools, machinery and VDU systems. Employees have a duty to take reasonable care of work equipment, use it in the correct manner and to report any faults.

Injury, Ill-Health and/or Damage Incidents

All injuries shall be reported to the management, regardless of their seriousness.

Any incident which causes, or is suspected of causing, acute or chronic ill health must be notified without delay to management and the details recorded. Any incident which occurs in the workplace and which falls within the remit of the ***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)***, will be investigated by the Director or other authorised individual. In order to assist in establishing the chain of incident causation, the full co-operation of all organisations and personnel is expected and required. (This may be in addition to any other investigation conducted by statutory enforcement agencies or other involved parties.)

In the case of more than 3 days off work accidents (over 3 day injury), then a written report on the form F2508 must be submitted to the local authority within 10 days of the date of accident. In the case of more serious accidents the local authority should be informed immediately by telephone and the form F2508 forwarded within ten days, as before.

Reports can also be made to the HSE Accident Hotline (**Tel. 0845 3009923**). This satisfies the notification requirements in full for all notifiable injuries, diseases, and dangerous occurrences. Those using this reporting facility are sent a copy of the report generated for record purposes.

From 1 January 2004 a new Accident Book complying with the ***Data Protection Act 1998*** must be used.

Near Miss Incidents

In order to assist in developing a profile of events which have the potential to cause injury or damage, 'near miss' incidents should be notified to management, and the co-operation of employees is requested in this respect.

Fire Procedures

All employees will be made aware of the company's Fire Plan, escape routes and signage will be posted at intervals along the routes.

First Aid

The company have arranged for personnel to undergo first aid training in accordance with the ***Health and Safety (First Aid) Regulations 1981***.

Appointed persons are available to provide and ensure the contents of First Aid Kits are satisfactory and to assist in the event of injury. In the case of serious injury or illness, employees are to be taken to the nearest hospital or medical help sought with the minimum of delay.

A First Aid Box and equipment is provided for the office and warehouse.

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

The above Regulations imposes a duty on an employer to ensure an employee does not carry out any work which is liable to expose them to a substance hazardous to health, unless a suitable and sufficient assessment has been made of the risk to health created by the substance and of the measures necessary to control exposure to it, and those steps have been implemented.

It is important to realise that collection of suppliers material safety data sheets does not constitute making a COSHH assessment, but rather the gathering of data to assist in making it.

All employees who may be exposed to substances, which could be hazardous to health, will be provided with such information, instruction, and training required to make them aware of any potential risk to which they may be exposed and to reduce that risk to a minimum. Every effort will be made to reduce levels of exposure as far as reasonably practical and in any case below Maximum Exposure Limits (MELs)

The main routes of entry of hazardous to the body are by inhalation, ingestion and absorption.

Where control of exposure cannot be achieved by substitution or source control, suitable and appropriate PPE will be issued and all employees have a duty to wear and use the equipment and measures provided.