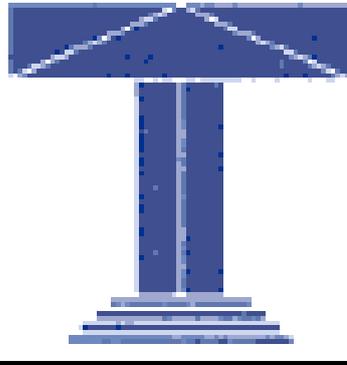


ROXWELL LTD

BUILDING CONTRACTORS

Health and Safety Policy



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Section 1
Health and Safety Policy Statement

Company Health & Safety Policy Statement

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected by our acts or omissions.

Management and Supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub contractors are expected to co-operate with the Company in the implementation of this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Directors of Roxwell Limited have appointed **Mr David Thickbroom** as having particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The operation of this Policy will be monitored by the management and staff of the Company.

This Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.

This policy shall be reviewed and amended on a regular basis to ensure it remains current.

David Thickbroom
Managing Director

Signed: *David Thickbroom*

Date: 25th May 2011

Section 2 Organisation and Responsibilities

This section of the Health and Safety Policy deals with the Company organisation for the Health and Safety of all staff and the responsibilities allocated to each member of staff, to ensure that the Company operates as effectively as possible with regard to Health and Safety.

You should not only read the section relevant to your work, but also understand the duty of others in the Company, so that you have a clear idea of how the Company Health and Safety Policy is effective only by everyone undertaking their work responsibly.

Organisation

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

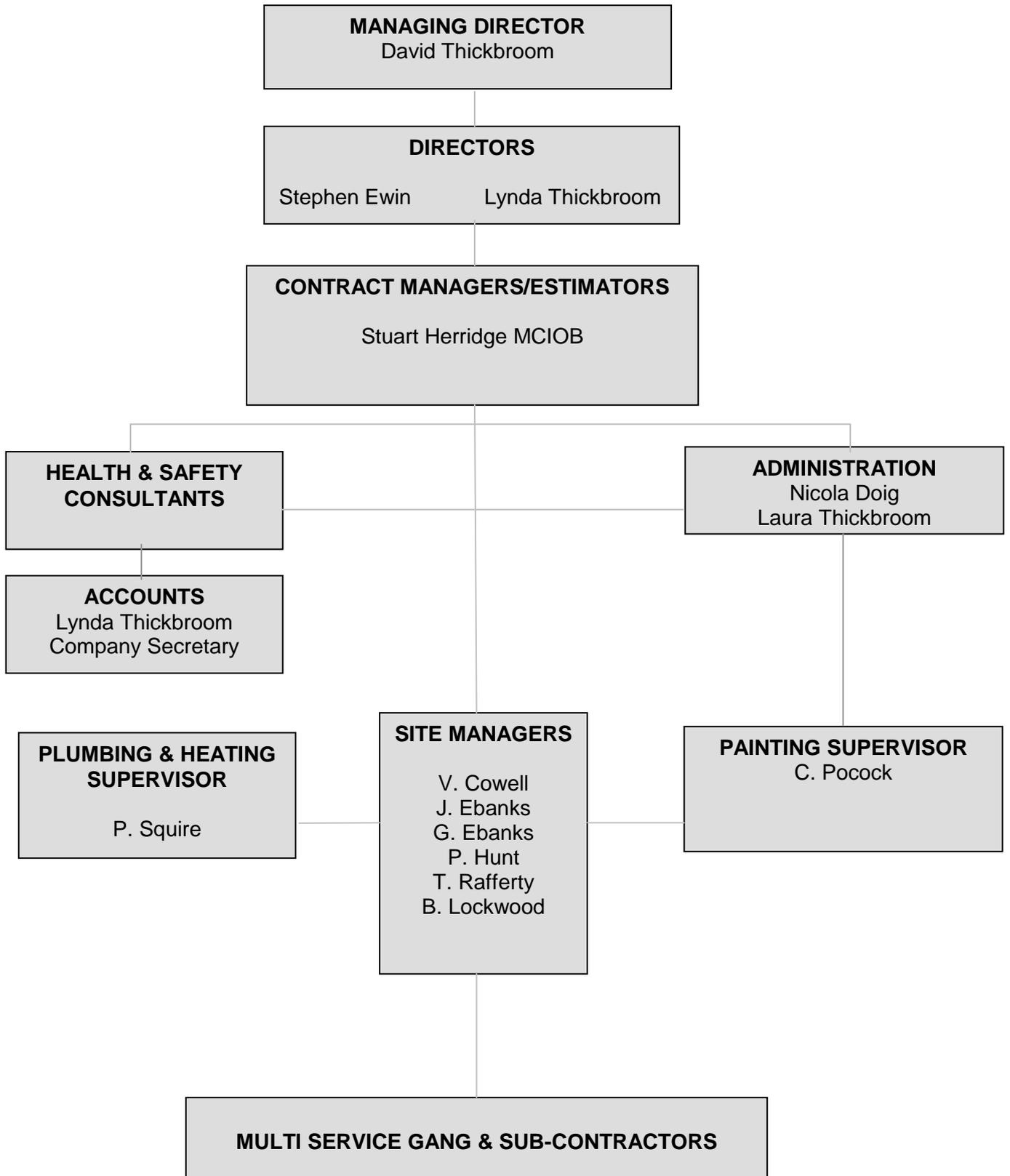
Ultimate responsibility lies with the Directors of Roxwell Limited, however, specific duties are delegated to others according to their experience and training.

The Board of Directors have appointed a Director to be the “Director Responsible for Safety”, to take charge of the day to day administration of all Health and Safety.

In addition, there is a Safety Committee whose job it is to monitor, on a regular basis, the working of the Safety Policy. This committee will act as a means of consultation for all employees and those who sit on the committee may be varied from time to time to meet the general, or specific requirements of the business. As Health and Safety is a matter of concern for all company employees, it is the company's aim to encourage employees to participate, not only in the proper implementation of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development.

All members of the Safety Committee must be fully aware of the provisions of the relevant legislation.

Management Team



Safety Committee

There is a Roxwell Limited Safety Committee whose job it is to monitor and review, on a regular basis, the working of the Safety Policy. This committee will act as a means of consultation for all employees and those who sit on the committee may be varied from time to time to meet the general, or specific requirements of the business.

As Health and Safety is a matter of concern for all company employees, it is the company's aim to encourage employees to participate, not only in the proper implementation of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development. All members of the Safety Committee must be fully aware of the provisions of the relevant legislation.

Meetings will be held on a quarterly basis and the minutes of the meetings will be distributed to all employees.

The composition of the Safety Committee will be as follows:-

Composition

Director Responsible for Safety
Senior Manager
Contract Manager

Other representatives will be invited to attend these meetings.

The purpose of the committee is to:-

The Purpose

- Discuss safety reports from site; highlight faults common to most sites and take steps to prevent re-occurrence of these breaches of regulations;
- Monitor and review the effectiveness of the Safety Policy;
- Discuss any accidents or incidents that have occurred since the last meeting, investigate any common factors and instigate procedures to prevent a recurrence;
- Consider amendments to working practices in the light of changing methods or requirements of legislation;
- Receive and consider any reasonable request, recommendation or report on matters of health and safety from any employee and advise on any decision made.

The aim of these meetings is to involve personnel at all levels and to highlight the necessity of understanding legal requirements and the steps necessary to carry out the company's responsibilities.

The Aim

Responsibilities

Managing Director

The Managing Director shall initiate the company's policy for Health and Safety to prevent injury, ill health, damage and wastage and set targets for the reduction of accidents.

Ensure that Roxwell Limited Senior Managers are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Administer the Policy throughout Roxwell Limited by appointing an individual Director to be responsible for Health, Safety and Welfare.

Encourage training for all levels of employees. Ensure that induction training is arranged for new staff as soon as possible after commencement date of staff member. Maintain training records for all staff.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site.

Sanction the necessary resources for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the company policy.

Set a personal example when visiting sites by wearing the appropriate protective clothing.

Director

All Directors within the organisation shall know the appropriate statutory requirements affecting the Company's operations. Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees. Ensure that appropriate training is given to all staff as necessary.

Ensure that tenders are adequate to allow for proper Welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.

Promote the liaison on Health and Safety matters between the Company and others working on the site.

Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.

Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.

Insist that sound working practices are observed throughout all company activities, as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.

Support arrangements for resources and facilities to meet requirements of the Company Policy.

Set a personal example when visiting sites by wearing the appropriate protective clothing.

Director Responsible for Safety

The Director responsible for safety shall monitor the effectiveness of the company's Health and Safety Policy and initiate any changes, developments and amendments to the Policy as and when necessary.

Ensure that Company Directors, Managers and employees are aware of their responsibilities and that each administers the requirements of this Policy within their department and with due regard to all other departments.

Report to the Roxwell Limited Board on all matters relating to health and safety and training, new safety directives and legislation and seek to establish the Company's response. As a result instigate the necessary changes throughout the company.

Arrange and chair the safety committee meetings.

Set a personal example when visiting sites by wearing the appropriate protective clothing.

Promote and develop a safety culture throughout the company and foster an understanding that health and safety, injury prevention and occupational hygiene are an integral part of business and operational efficiency.

Assist with the implementation of all relevant legislation by:

1. Obtaining copies of the legislation and any codes of practice for issue to senior management;
2. Arranging training for all levels of employees including induction training for new employees;
3. Obtain posters, slides, films to promote awareness of injury prevention and hazards to health;
4. Ensure that regular site inspections are carried out to see that only safe and healthy methods of working are in operation and that all Regulations are being observed.

Ensure that all sub contractors employed by the company produce their own Health and Safety Policies (where applicable) and agree to conform with this Company's Health and Safety Policy and Safety Management Rules and Requirements whilst on company sites.

Ensure all sub contractors are appraised and approved before they are first appointed and ensure their performance/competency is monitored on an ongoing basis.

Obtain relevant information from official and professional bodies e.g. HSE, Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents, British Safety Council, Institution of Occupational Safety and Health etc.

Inform the HSE of all notifiable accidents. Investigate notifiable accidents or dangerous occurrences (obtain assistance where required) and recommend means of preventing reoccurrence. Supervise the recording and analysis of information on injuries and ill-health, assess accident trends and review overall safety performance.

Contracts Managers

Contracts Managers shall understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all works in accordance with its requirements and ensure that it is regularly examined to established if improvements or additions should be made. Broadly know the requirements of relevant legislation. Determine at the planning stage:-

- The most appropriate order and method of working;
- The allocation of responsibilities to each level of staff;
- The welfare facilities and fire precautions required;
- Any particular training or instruction required for personnel.

Provide written instructions in unusual situations not covered by Company Policy, to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the Control of Substances Hazardous to Health Regulations 2002, The Control of Noise at Work Regulations 2005, the Manual Handling Operations Regulations 1992 and the Management of Health and Safety at Work Regulations 1999. Make them available to the Site Foreman and discuss them fully. Ensure, so far as is reasonably practicable, that work, once started:

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds. and update the written assessments as necessary;
- Is carried out in accordance with appropriate statutory requirements.

Ensure the compliance with this Policy of all personnel or organisations not directly employed by the company but who attend company premises and sites.

Implement disciplinary procedures against any member of site supervisory staff and sub contractors for failing to discharge safety responsibilities satisfactorily.

Ensure that a construction Phase Health & Safety Plan is available and maintained up to date on each site and that applicable statutory notices are displayed on site.

Set a personal example when visiting site by wearing appropriate protective clothing.

Site Manager

All site Managers shall as the appointed site safety supervisor, read and understand the Company Safety Policy for Health & Safety and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which are considered necessary. Know the requirements of relevant legislation and ensure that they are observed on site.

Additionally all Site Managers shall:

Organise sites so that work is carried out to the required standards with minimum risk to employees, sub contractors and the public.

Implement arrangements with sub contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.

Ensure everyone on site is inducted when they first attend the site and then updated on a regular basis as conditions on site change.

Regularly carry out toolbox talks for employees and sub-contractors on site.

Plan for and maintain a tidy site and ensure that all means of access are free from obstruction and that all operatives use the designated access ways.

Ensure as far as possible the exclusion of children and other unauthorised persons from site.

Ensure that registers, records and reports are properly completed and maintained up to date and that they are kept in a safe place. Ensure that copies of regulations are available on site and that statutory notices are prominently displayed.

Where necessary, issue written instructions setting out the method of work.

Refer regularly to the prepared written assessments and add to or update these as required under relevant legislation and make them available to all operatives, including sub contractors and discuss them fully.

Ensure that all hazardous materials on site are properly marked, used and stored, as outlined in the COSHH assessments.

Satisfy yourself that "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant, etc., have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

Ensure that sub contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. **Stop any work if you consider that there is an imminent risk of serious injury to any person.**

Arrange delivery and safe stacking of materials to avoid or reduce double handling and ensure that off-loading and stacking is carried out in a safe manner.

Ensure that all information available relating to underground services on the site is obtained and is available on site and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the services authority and Company Policy.

Protect all overhead services in accordance with the service authorities recommendations and Company Policy before work starts.

Where required produce a site waste management plan.

Ensure that all plant and machinery has been tested at the statutory intervals and is not brought onto site, by anyone, including sub contractors, without the appropriate certificated proof of testing.

Ensure that only trained operatives are allowed to use items of plant or machinery on site. Ensure that every operative using such machinery holds an appropriate valid certificate of competence.

Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not generated at more than 110 volts.

Ensure that any electricity supply is installed and maintained in a safe and proper manner.

Ensure that all portable electrical equipment is tested and tagged, by a competent person and that no electrical equipment is brought onto site, by anyone, including sub contractors, without the appropriate proof of testing.

Ensure that adequate and suitable supplies of protective clothing and equipment are maintained on site, and that it is issued when required and that a register of the PPE issued is maintained.

Ensure that appropriate and adequate safety notices are displayed on site.

Set a personal example by wearing appropriate protective clothing on site.

Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by Health and Safety (First Aid) Regulations 1981, are on site and that all persons on site are advised of their location and procedure for receiving treatment for injuries.

Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant, equipment or premises is reported in accordance with Company Policy. Ensure that details of emergency services and the nearest hospital are available and displayed on site.

Accompany H.M. Inspector of Health and Safety on any site visit and act on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Contracts Manager immediately after complying with, any requirements to stop work.

Ensure that adequate fire precautions and equipment are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely. Liaise when necessary with the Fire Brigade on fire prevention.

Surveyors

All Surveyors shall read and understand the Policy for Health Safety and Welfare and ensure that it is brought to the attention of any employees under their control.

Assess sub contractors ability to comply with current legislation as well as in house safety management rules and requirements. Obtain from all sub contractors who employ five or more staff a copy of their own Health and Safety Policy for checking and verification.

Ensure that Sub contractors are provided with a copy of the Safety Management Rules and Requirements. The Company will make available to any sub contractor a copy of the Company Health and Safety Policy should it be requested.

Ensure that contractors provide a detailed written Safety Method Statement as and when requested by the Company.

Ensure that all sub contractors are asked to provide full information on any hazards associated with the equipment or materials supplied by them, together with any precautions required in their use and that this information is passed to the relevant Site Foreman.

Ensure that information affecting the Health & Safety of any person on a proposed site is brought to the attention of the Contracts Manager, in particular:-

- The existence of overhead electricity cables
- Underground services
- Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.)

Establish records of any existing underground services laid on site and ensure that these are passed to the Site Manager.

Report to the Site Manager any unsafe situation observed whilst on site. Carry out your own work in a safe manner and set a personal example when visiting site by wearing any necessary protective clothing or equipment.

Set a personal example by wearing the appropriate protective clothing if required to visit sites

Estimators

Estimators shall read and understand the Policy for Health Safety and Welfare and ensure that it is brought to the notice of any employees under your control.

Ensure that all equipment or materials purchased by the Company are to the Standards Required by Company Policy and appropriate legislation.

Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Contracts Manager and Site Manager.

Ensure that suppliers are informed of the safe working load of plant used for handling materials on site so that materials are delivered in suitable size loads.

Ensure that Test Certificates and records are provided with any Plant and Machinery hired for use.

Set a personal example by wearing the appropriate protective clothing if required to visit sites.

Site Employees and Labour only Contractors

All site employees and labour only contractors shall read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.

Use the correct tools and equipment for the job.

Wear safety footwear at all times and use, where necessary all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.

Keep tools in good condition.

Report immediately to your Supervisor any defects in plant or equipment.

Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.

Take particular care not to create unsafe conditions in occupied buildings which could cause injuries to the occupants e.g.,:-

- trailing electrical leads across stairways
- materials left on stairways or in doorways
- sharp tools left on floors
- working behind a closed door

Do not use plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it.

Warn other employees, particularly new employees and young people, of particular known hazards.

Do not play dangerous practical jokes or "horseplay" on site.

Report to your Supervisor any person seen abusing welfare facilities.

Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.

Suggest safer methods of working.

Ensure that others cannot be harmed by your actions or omissions.

If you are required to work at height ensure that all correct access equipment is available and used carefully.

If any potentially hazardous materials are being used, refer to the COSHH assessment and take particular care with ventilation requirements and ensure that the occupants are not adversely affected by the substance.

Use the appropriate protective equipment for the work involved and ensure that the working area is kept clean and all debris is cleared away regularly, at the end of each working session and on completion of the work.

Sub Contractors

All sub contractors are required to comply with this Company's Policy for Health, Safety and Welfare. Sub contractors will receive a copy of this Company's Management Safety Rules and Requirements and their operatives will be expected to be fully aware of them and comply with them whilst working on company sites.

Each sub contractor with more than five employees, shall submit their, up to date, Health and Safety Policy to the Company for verification.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public. Sub contractors employees must comply with any safety instruction given to them by the Site Manager and/or any authorised persons.

Sub contractors will provide the Site Manager with the name of the person they have appointed as Safety Supervisor.

All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary test/compliance certificates available for checking.

All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.

Sub contractors employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where sub contractors are required to hire or erect scaffolding they shall ensure that it is inspected by a suitably trained and certificated person and the appropriate report compiled.

No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the statutory requirements.

Any injury sustained or damage caused by sub contractors employees must be reported immediately to the Site Manager.

The Company's Health and Safety Consultant has this Company's authority to stop work when he considers that there is an imminent risk of serious injury. Sub contractors informed of any hazards or defects will be required to take immediate action.

Suitable welfare facilities and first-aid equipment in accordance with the relevant Regulations must be provided by sub contractors for their employees, unless arrangements have been made for sub contractors' employees to have the use of this Company's facilities. Sub contractors will be required to prove, when appropriate, that at least one of their workforce on site is a suitably trained first aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with Regulations and current recommendations, and that information must be provided to the Site Manager and other persons who may be affected on site.

Sub contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

It is the policy of this Company that all sub contractors on the Company's sites will wear appropriate personal protective equipment at all times. Sub contractors will be required to provide and wear and/or use all appropriate items of protective clothing and equipment required for the process in which they are engaged.

Office Management

All office managers shall read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under their control. Ensure that all relevant legislation is complied with.

Ensure that offices are laid out and maintained to ensure safety of staff and visitors. Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.

Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised.

Ensure all portable electrical equipment is regularly tested and tagged for safe working by competent electricians with adequate records maintained.

Arrange all necessary insurances and carry out any necessary reporting of incidents to insurers. Provide accident investigation report to insurers where appropriate.

Ensure that a current and adequate fire risk assessment is available for the offices, if necessary, and that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised and recorded on a regular basis.

Ensure that suitably trained first aiders and the appropriate first aid facilities are provided as outlined in this policy.

Ensure all staff work safely and do not take unnecessary risks. In the event of an accident it is reported in accordance with Company Policy. Set a personal example.

Office Staff

Office staff shall read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor.

Find out from your Manager the position of the First Aid Box.

Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to your Supervisor.

Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstructions.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.

Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

Section 3 Arrangements

This section of the Health and Safety Policy deals with how the responsibilities allocated to each member of staff will be carried out.

It makes provision for both internal and external lines of communication, enabling staff to discharge their duties under the Policy in an effective manner.

The overall aim of the Policy is to bring about and maintain a safe and healthy working environment for all persons concerned with the company's operations.

Therefore it is not enough that staff know what their responsibilities are. Those responsibilities need to be translated into action at every procedural stage.

Procedural stages are set out clearly in order that the necessary provisions relating to health, safety and welfare can be included in proposed operational costs.

General Arrangements

At planning stage the requirements of this Company Policy must be taken into account.

Tendering
And Planning

Any aspects of work not covered by this Policy must be identified and planned by the Company in conjunction with advice from the Company's Health and Safety Consultant and written procedures defined. If necessary pre-contract meetings will be held and any specific Safety matters discussed.

Written method statements and programmes will be prepared taking into account Health & Safety requirements and defining specific procedures as necessary.

All staff shall receive training in their responsibilities as defined in this Policy, training will be repeated at regular intervals and whenever changing legislation or working methods require.

Training

Where operatives are required to carry out key tasks (e.g. forklift Truck operation, timbering excavations, scaffolding, abrasive wheel mounting, etc.) they will be provided with the necessary certificated training. Sub contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

The company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

All sub contractors will receive a copy of the Company's Safety Management Rules and Requirements with every contract placed. A copy of the Company Health and Safety Policy is available from the Company's offices, for reference by any sub contractor as may be required.

Contractors

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

Suppliers

"This order is conditional on the Supplier complying with the duties imposed on it by the Health & Safety at Work etc. Act 1974 (in particular reference to Section 6) and all applicable product safety regulations. Test certificates in relation to any test or examination carried out in respect of goods supplied and full instructions for the safe use of the article or substance must provided by you to this Company."

The Company will inform the Health and Safety Executive of all sites that are notifiable under the Construction (Design and Management) Regulations 2007

Notification

The Company will make any necessary notifications to the Fire Service, Ambulance Authority.

The Company will notify relevant authorities as required by specific Policy Sections, e.g. Underground and Overhead Services, Explosives, Demolition, etc.

All necessary measures required for the protection of the public will be allowed for and planned, taking into account the requirements of the Health and Safety at Work etc. Act 1974 all related legislation and guidance.

Protection of
Public

Consideration will be given at the planning stage to any operation for the protection of the public. Where possible, barriers, fencing, screens, etc shall be erected to prevent access by the public or visitors unless accompanied by an authorised person.

The Contracts Manager will ensure that, where appropriate a complete copy of the Company Health and Safety Policy is made available to the Site/Workplace for reference and that a copy of the current Employers' Liability Insurance Certificate is issued for display.

Documentation

All necessary Statutory Notices, Regulations and Registers and Accident Report Forms will be issued to site.

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to Health and Safety are returned to the company office for safe keeping at the completion of the contract and the Managing Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of 3 years.

In accordance with the Safety Representatives and Safety Committees Regulations 1997 and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety Representatives and Committees.

Joint Consultation

Employees are encouraged to bring to the attention of their immediate Manager, any areas where in their opinion, this policy appears inadequate. All such comments will be passed to the directors for their consideration and review.

Monitoring Policy

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Construction (Design and Management) Regulations 2007

The Managing Director will:-

Ensure the company meets its responsibilities where employed as Principal Contractor as defined by **The Construction (Design and Management) Regulations 2007**. These are summarised as follows:-

- develop and implement the pre construction information to form the outline Construction Phase Plan;
- Be reasonably satisfied that when selecting and appointing a contractor to carry out construction work, they are competent and have made adequate provision for health and safety;
- Obtain and check risk assessments and safety method statements from contractors;
- Ensure the co-ordination and co-operation of contractors (particularly under the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998;
- Ensure training for health and safety is carried out;
- Have appropriate communication arrangements for health and safety between contractors on site;
- Allow only authorised people onto site;
- Display notification details;
- Monitor health and safety performance;
- Pass information on to the CDM Coordinator for the health and safety file.

Ensure the company meets its responsibilities when it undertakes design work for any project. These as defined by **The Construction Design and Management Regulations 2007** as:-

- Make the client aware of their duties;
- Identify the significant health and safety hazards and risks of any design work;
- Give adequate regard to the hierarchy of risk control;
- Provide adequate information on health and safety to those who need it;
- Co-operate with the CDM Coordinator and, where appropriate, other designers involved in the project.

Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. Fire precautions shall be provided and maintained following a fire risk assessment by a competent person in accordance with The Regulatory Reform (Fire Safety) Order 2005.

A nominated person will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at regular intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer. Where installed, all fire alarms will be checked monthly and tests recorded. All fire exits will be checked at the start of each day by the nominated person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Offices layouts will be planned to avoid trailing cables on floors to office equipment. All points of access, stairways, fire exits, etc. will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

Site Offices

Where applicable, Site Offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Fire precautions shall be provided and maintained following a fire risk assessment by a competent person in accordance with The Regulatory Reform (Fire Safety) Order 2005.

A nominated person will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at regular intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer.

All site offices must be cleaned out daily and waste paper not allowed to accumulate.

Any liquefied petroleum gas heating appliance shall be used in accordance with the requirements of Company Policy. Reference should be made to the relevant section on LPG in this Policy.

Any electrical installation shall be to the requirements of the I.E.E. Regulations and shall be installed, tested, altered and maintained by qualified electricians only.

Fire Precautions

A fire risk assessment shall be carried out by a competent person in compliance with the Regulatory Reform (Fire Safety) Orderr 2005. Fire precautions will be provided and maintained in accordance with the fire risk assessment.

Standards
Required

In accordance with the fire risk assessment fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of extinguishers in order that they may use them safely and effectively.

Planning
Procedures

The company will ensure that all portable extinguishers are inspected and maintained. The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Where hot work is to be carried out a permit to work system will be implemented for the control of these works.

Office

The person responsible for the office will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

Safe System
of Work

- Instigate procedures for the safe evacuation of all offices in the event of emergency;
- Ensure this procedure is executed in such an event;
- Ensure the emergency services are summoned when an incident is reported;
- Check all emergency exits daily to ensure they are free from obstructions;
- Check fire alarms weekly and record the results;
- Check the emergency lighting monthly to ensure it is functioning correctly;
- Ensure access and egress are kept free of obstruction;
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Site

The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

-
- Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency
 - Ensure this procedure is executed in such an event
 - Summon the emergency services when an incident is reported
 - Ensure that when conditions require, fire extinguishers of a suitable type, are kept on site and adjacent to any activity which may lead to the outbreak of fire.
 - Instruct site staff in the use of portable fire extinguishers
 - Ensure fire extinguishers under go periodic testing and inspection by a qualified engineer
 - Hot works shall be completed one hour before close of site.

On all sites a means of warning of fire must be established. Manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all on site. The Fire Orders will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times. Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

All outbreaks of fire, however small, must be notified to the Site manager or Office Manager as appropriate.

Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by Site Management on the Accident Report Form. The Site Manager will send copies to the Company Insurers. This applies to injuries received by members of the public, visitors, etc. as well as Company employees.

In the event of a fatal or major injury to any person, or a dangerous occurrence as defined by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Health & Safety Executive and the Company's Health and Safety Consultant must be notified by telephone immediately by the Site Manager (or Office Manager).

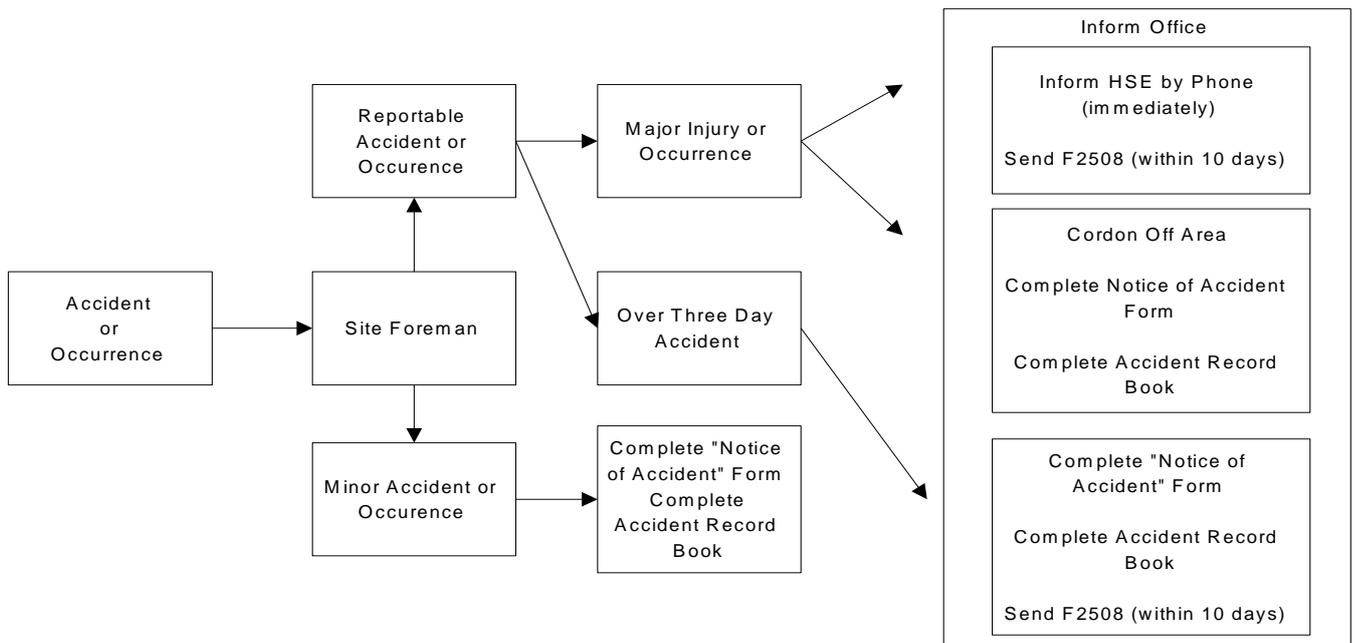
A Form 2508 should then be completed by the Site Manager or Contracts Manager and forwarded to the Company office. The office will maintain a file copy and forward the original to the Health & Safety Executive within the required timescale.

An accident book will be available at each site and office.

All fatalities, major injuries, dangerous occurrences and other notifiable accidents will be recorded, reported and investigated. The Managing Director will arrange for these records to be kept on file. The Company will investigate all reportable accidents and when relevant, forward a copy of the Investigation Report to the Company's Insurers or legal advisers with any photographs, statements or other relevant material. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers or legal advisers.

All accidents resulting in damage on site must be investigated by the Site Manager and details reported to Company Office.

Accident Reporting - Procedure



Welfare and First Aid

The Construction (Design and Management) Regulations 2007 specify the minimum requirements for welfare facilities on construction sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

Standards
Required

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will take into account the requirements of the above regulations.

Planning
Procedure

The Contracts Manager will ensure the establishment of suitable and sufficient welfare and first aid requirements before work starts on site.

The Contracts Manager will ensure that a qualified First Aider is available on site.

The Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

Supervision

Site facilities must be maintained to the required standards. To assist in this, all employees, sub contractors, operatives and visitors using the site facilities are required to clean up after them and inform the Site Manager of any facility found not to be up to the required standards.

Safe System
of Work

A qualified First Aider or Appointed Person should always be available on site.

The Workplace (Health Safety & Welfare) Regulations 1992

These regulations do not apply to construction sites, reference should be made to the Construction (Design and Management) Regulations 2007 already referred to within this Policy. They do however apply to all other work places.

The Workplace (Health, Safety and Welfare) Regulations 1992 cover the working environment, general safety, facilities for washing, eating and changing and good housekeeping.

Standards
Required

All work will take into account the requirements of the above regulations.

Planning
Procedures

The Office Manager, or person responsible for the offices, will ensure that the applicable Welfare and First Aid requirements are provided.

The Office Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

Supervision

The Company will provide working conditions in accordance with the regulations, in particular:

Safe System
of Work

Temperature

All internal workplaces will be maintained at a minimum temperature of 16°C. Workrooms will be maintained at a minimum temperature of 13°C where strenuous physical work is carried out.

Ventilation

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

Suitable and sufficient lighting will be provided and where possible this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working space

Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved.

Floors and traffic routes will be kept free from obstructions at all times. Wherever possible files, boxes etc. will not be stored at high level.

Effective measures will be taken to prevent persons being struck by falling objects etc. All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Management of Health & Safety At Work

The management of Health and Safety is covered by **The Management of Health and Safety at Work Regulations 1999**.

Standards
Required

Further information is contained in the **Approved Code of Practice L21** obtainable from HMSO Number ISBN 0 11 886330 4

The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Planning
Procedures

Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. This is so the necessary preventive and protective measures identified by the assessment can be taken.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace.

The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in written risk assessments.

Supervision

The Site Manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessments.

The Company will make arrangements for putting into practice the health and safety measures that follow from the risk assessment.

Safe system
of work

Health surveillance of employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other sub contractors sharing the work site and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Noise

Noise is covered by The Control of Noise At Work Regulations 2005, The Environmental protection Act 1990 and also the Health and Safety At Work etc. Act 1974 and the Provision and Use of Work Equipment Regulations 1998.

Standards
Required

At the pre-planning stage, the above standards will be taken into account.

Planning
Procedure

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place and in conjunction with the Sub Contractor or Supplier, will ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the Sub Contractor or Hire Company immediately.

Supervision

The Site Manager will ensure that supplies of appropriate ear defenders or other hearing protection, is made available on site for any operations, where it is not practicable to reduce the noise level to a safe limit.

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery,
- Regularly monitor noise levels and frequencies,
- Give advice on noise control measures,
- Issue as required, supplies of ear defenders or other hearing protection.

Safe System
of Work

Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health e.g.:

Standards
Required

The Control of Asbestos at Work Regulations 2002

The Control of Lead at Work Regulations 2002

The Personal Protective Equipment at Work Regulations 2002

The Construction (Design and Management) Regulations 2007 - Requirements for ensuring hygiene measures are provided on site.

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

All work will be planned to take into account the above standards.

Planning
Procedure

The Contracts Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Site Manager must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The Site Manager will ensure that protective clothing and equipment is issued to operatives and that hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substance. All measures necessary to protect other workers and the general public from such substances or procedures will be provided and maintained.

Supervision

Any necessary air sampling, medical examinations, testing etc. will be carried out, as required, and records will be kept on site during the operations.

Health hazards from substances can be divided into the following categories:

Safe System
of Work

- External contact - corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.);
- Inhalation - gases, fumes, dusts, vapours;
- Ingestion - swallowing.

This section covers health hazards generally, other sections of the policy deals with specific health hazards.

Control of Substances Hazardous to Health

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the **Control of Substances Hazardous to Health Regulations 2002**

Standards
Required

General Guidelines to be applied are covered in the HSE Guidance Notes of which there are a great variety published.

Other information is contained in the Construction Industry advisory committee publications and the Construction Summary/Information Sheets (HSE).

All work will be planned in accordance with the above standards.

Planning
Procedures

The company will provide written assessments for all those products which have been assessed as hazardous to health.

Before work starts, the Contracts Manager will ensure that any special protective clothing or equipment required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they will be instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Supervision

Managing hazardous substances, and complying with the COSHH Regulations, requires the Company to take the following steps to comply with the regulations:-

Safe System
of Work

- 1) Identify the problem;
- 2) Assess it, measure it, get some idea of the scale;
- 3) Decide on the method of solving the problem;
- 4) Implement the chosen method of solving the problem;
- 5) Check that the method is being implemented properly and monitor the outcome.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

The Company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The Management will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:-

Standards
Required

The Personal Protective Equipment at Work (PPE) Regulations 2002

The Control of Asbestos at Work Regulations 2002

The Control of Noise at Work Regulations 2005

The Work at Height Regulations 2005

Provision and Use of Work Equipment Regulations 1998 , - Provision of Ear Defenders.

Control of Lead at Work Regulations 2002 - Provision of Protective Overalls, Respirators, Breathing Apparatus etc.

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British/European Standard.

All work will be planned in accordance with the above standards.

Planning
Procedures

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept.

Supervision

The Site Manager will ensure that Sub contractors' employees have been provided by their employer with any necessary protective clothing.

Any person on site observed carrying out any process without the use of suitable protective clothing, or equipment, will be informed of the statutory or Company Policy requirements and instructed to stop working until such protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by the Company's nominated Safety Consultants., as required.

All Supervisory and Management Staff will set a good example by wearing safety helmets, protective footwear, etc. and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting Company Sites.

Safe System
of Work

All persons issued with protective clothing, or equipment, must immediately report to the Supervisor any loss or defect in the equipment.

Safety Helmets

The **Construction (Head Protection) Regulations 1989** require the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are exempt from these regulations.

Standards
Required

Safety helmets provided must be to B.S. 5240: 1975 (Bump Caps must not be used in areas where there is a risk of falling objects).

All work will be planned in accordance with the above standards.

Planning
Procedure

The Contracts Manager will ensure that Site Managers and Sub contractors are aware of Company Policy and the requirements on the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets must be worn will be made available for display at access points to working areas.

The Contracts Manager will ensure that it is a condition of the sub contract agreement that all sub contractors will provide safety helmets to all their employees and instruct them in the requirements of this Company's Policy.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Site Manager will ensure that warning signs and helmets for visitors are available and that sub contractors are aware of Company Policy. The Site Manager will ensure that other company staff visiting sites wear a safety helmet at all times on site.

Supervision

The Site Manager will report any disregard of this policy by Sub contractors' employees to the Contractor concerned. The Contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets will be worn by all staff, Sub contractors, employees, visitors, purchasers etc. at all times and in all areas of the site.

Safe System
of Work

Helmets need not be worn in the following areas if construction operations are not taking place:

- ◆ Site Office and Welfare Facilities.
- ◆ Sales Area.
- ◆ Areas where houses are occupied.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than 3 years, must be replaced. Certain helmets have an indefinite life-span and need not be replaced in this period (seek manufacturers advice).

Manual Handling & Lifting

The Manual Handling Operations Regulations 1992 apply to the manual handling or lifting of materials:-

Standards
Required

The current Regulations require the following three steps:-

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck.
2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed.
3. The General Guidance will include some simple guidelines to help with the Assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

All work will be planned in accordance with the above standards.

Planning
Procedures

The company will provide written assessments for all lifting processes which have been assessed as potentially hazardous to health.

Before work starts, the Contracts Manager will ensure that any special lifting equipment required is available for use on site.

The Site Manager will ensure that operatives are instructed in the correct handling and lifting of loads, as required.

Supervision

The Site Manager must ensure that a supply of suitable gloves and equipment is available for use, as required, for the handling of materials which could cause injuries.

The Company will insist that all operatives on site wear safety footwear and the Site Manager will caution any Sub Contractor's employee wearing unsuitable footwear.

The Company must not require any operative, particularly a young person, to lift, without assistance, a load which is likely to cause injury.

The main injuries associated with manual handling and lifting are:-

- ◆ Back strain, slipped disc.
- ◆ Hernias.
- ◆ Lacerations, crushing of hands or fingers.
- ◆ Tenosynovitis, Bursitis.
- ◆ Bruised or broken toes or feet.
- ◆ Various sprains, strains, etc.

Safe System
of Work

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that points of access are safe, is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Visual Display Units

The safe use of Visual Display Units are covered in **The Health and Safety (Display Screen Equipment) Regulations 1992**. Further information is contained in the **Guidance on Regulations L26 obtainable from HMSO**.

Standards
Required.

Plan display screen equipment work so that there are breaks or changes of activity.

Planning
procedures

Assess all display equipment workstations and reduce risks which are discovered.

Ensure that workstations satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

The person responsible for office staff will ensure that the requirements are adhered to.

Supervision

The company will provide all information and training necessary to comply with the relevant regulations

Safe System
of Work

The Company will provide appropriate eye and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

Work Equipment

The following regulation specifically covers the use of work equipment, **The Provision & Use of Work Equipment Regulations 1998**. These regulations cover the use of all kinds of work equipment from a hand tool to a complete plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

Standards
required

The specific requirements of this legislation cover the following:

The guarding of dangerous parts of machinery. Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements will also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.

Planning
Procedures

The company will provide adequate information, instruction and training, and will provide equipment that conforms with EC product safety directive.

Supervision

The company will ensure that equipment is used only for operations for which it is suitable, and under conditions for which it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

Safe System
of Work

Site Tidiness

A number of regulations deal with the need for work places and points of access to be kept clear of debris and other materials, some examples are:

Standards
Required

Construction (Design and Management) Regulations 2007

Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 - Reg 7 and 8 require that cylinders and containers be properly stored and removed from work places, when not in use, to storage.

Provision and Use of Work Equipment Regulations 1998 - A clear working space must be provided round each machine.

Provision and Use of Work Equipment Regulations 1998 - - Floors must be in good condition and kept clear from offcuts, chips and other materials.

The Health and Safety at Work etc. Act 1974 requires that employers shall ensure that a safe working place and safe access is provided for their employees, so far as is reasonably practicable (**Section 2**). Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable (**Section 3**), and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises (**Section 4**).

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on Company sites.

All work will be planned in accordance with the above standards.

Planning
Procedure

The Contracts Manager will ensure that, before the site commences, access routes are planned, deliveries are programmed, to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

The Site Manager will ensure that all sub contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Supervision

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, sub-contractor's operatives and occasional visitors to site will be disciplined by the Site Manager in the event of them causing harm to the welfare of those around them.

Particular emphasis is to be placed on instructions to all employees and sub contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

Safe System
of Work

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

All materials delivered to site will be stored safely, ensuring that points of access are not obstructed.

The Site Manager will ensure that all waste materials are cleared and disposed of safely as work proceeds.

Waste materials and debris will be deposited into rubbish skips where provided.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

The Site Manager will arrange for sufficient labour and plant to enable clearing up and the maintenance of safe access, the cleaning of welfare facilities etc, to be carried out in accordance with these standards.

Hours of Work

The Company has a general duty under s.2(1) of the **Health and Safety at Work Act etc.1974**, to ensure "so far as reasonably practicable" the safety of its employees. This implies a restriction on the employment of any employee for excessively long hours, or on unsuitable shifts likely to cause physical or mental ill health, or precipitate fatigue induced accidents.

Standards
Required

Specific requirements concerning hours of work are contained in the **Working Time Regulations 1998**.

The Working Time Regulations 1998 gives employees an entitlement for their working time not to exceed an average of 48 hours in every 7 days. Night workers are entitled to not have their working hours exceed an average of 8 hours for each 24 hours and are entitled to a health assessment. The Regulations also specify employees entitlement for rest breaks, daily and weekly breaks and annual leave. Working time should not be determined only by the legislative constraints of the Regulations. Length of work and breaks should be considered in the risk assessments carried out in accordance with regulation 3 of the **Management of Health and Safety at Work Regulations 1999**, particularly where the work involves mental strain and/or heavy physical work. Similarly the effects of night work on the individual should be considered.

All work will be planned in accordance with the above standards.

Planning
Procedure

The Contracts Manager will ensure that, before the site commences, assessments are carried out and works are adequately resourced and programmed to ensure they are carried out in accordance with relevant legislation

The Site Manager will ensure that all sub contractors and operatives are aware of the above standards. Sub Contractor's supervisors are required to ensure that their personnel comply with these standards.

Supervision

The company will keep the following records

Safe System
of Work

- ◆ Records to show compliance with the weekly working or night working limits of the Working Time Regulations.
- ◆ The number of hours worked by an employee who has agreed to work an excess of the 48 hour weekly limit of the Working Time Regulations.
- ◆ Records to show compliance with the requirements of the Working Time Regulations for health surveillance for night workers.