Safety, Health and Environmental Policy And Management System

Abbey Construction Services Limited
SAFETY, HEALTH AND ENVIRONMENTAL POLICY
AND MANAGEMENT SYSTEM

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REVISIONS

Revision	Revision made	Date	Revised by
	Policies reviewed – no changes made	07.02.2024	A Carney

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Revision of Documents				
Policy	Policy	Status	Revision	Date
1.	Safety, Health & Environmental policy	Live		**07.02.24**
2.	Method Statements and Risk Assessments	Live		07.02.23
3.	Hazardous Substance Policy and Procedure	Live		07.02.23
4.	Personal Protective Equipment (PPE)	Live		07.02.23
5.	Accident/Incident Reporting and Investigation Policy	Live		07.02.23
6.	First Aid at Work Policy	Live		07.02.23
7.	Working at Height Policy and Procedure	Live		07.02.23
8.	Work Equipment Policy and Procedure	Live		07.02.23
9.	Lifting Equipment and Lifting Operations Policy and Procedure	Live		07.02.23
10.	Noise at Work Policy and Procedure	Live		07.02.23
11.	Vibration at Work Policy and Procedure	Live		07.11.23
12.	Manual Handling Policy and Procedure	Live		07.02.23
13.	Lone Working Policy and Procedure	Live		07.02.23
14.	Young Persons at Work Policy	Live		07.02.23
15.	Fire Precautions and Prevention Policy	Live		07.02.23
16.	Contractor / Supplier / Consultant Selection and Control Policy	Live		07.02.23
17.	Display Screen Equipment Policy and Procedure	Live		07.02.23
18.	Demolition & Dismantling Policy and Procedure	Live		07.02.23
19.	Asbestos Policy and Procedure	Live		07.02.23
20.	Confined Space Working Policy and Procedure	Live		07.02.23
21.	Health Surveillance Policy and Procedures for General Operatives & Safety Critical Workers	Live		07.02.23
22.	Storage, Handling and Disposal of Controlled Waste Policy and Procedure	Live		07.02.23
23.	Environmental Emergency Preparedness and Response	Live		07.02.23
24.	Material Buying, Storage and Handling Policy and Procedure	Live		07.02.23
25.	Fuel, Oil & Chemical Management Policy and Procedure	Live		07.02.23
26.	Nuisance – Policy and Procedure	Live		07.02.23
27.	Discharges to Water or Sewer	Live		07.02.23
28.	Consultation and Communication Policy and Procedure	Live		07.02.23
29.	Employee Induction Policy and Procedure	Live		07.02.23
30.	Compliance with the Construction (Design and Management) Regulations (CDM 2015)	Live		07.02.23
31.	Inspection and Auditing Policy and Procedure	Live		07.02.23
32.	Breaches of Health & Safety Policy and Procedures	Live		07.02.23
33.	Training of Employees Policy and Procedures	Live		07.02.23
34.	Electrical Work Policy and Procedure	Live		07.02.23
35.	Driving at Work Policy & Procedure	Live		07.02.23
36.	Propane Gas Torch Use Policy and Procedure	Live		07.02.23
37.	Excavations Policy and Procedure	Live		07.02.23
38.	Working in Public and Client areas Policy and Procedure	Live		07.02.23
39.	Control of Equipment Containing Ozone Depleting Substances and Fluorinated Gas Policy and Procedure	Live		07.02.23
40.	Respirable Crystalline Silica (RCS) Policy & Procedure	Live		07.02.23
41.	Temporary Works Policy and Procedure	Live		07.02.23
42.	Mechanical Work Policy and Procedure	Live		07.02.23
43.	Working on Gas Appliances & Equipment	Live		07.02.23
44.	New and Expectant Mothers Procedure	Live		07.02.23
45.	Fatigue Procedure	Live		07.02.23
46.	Mental Health and Wellbeing Procedure	Live		07.02.23
47.	Stress Management Procedure	Live		07.02.23

1.0 Safety, Health and Environmental Policy

1.1 Health and Safety Policy Statement

It is the policy of this Company, to provide and maintain, so far as is reasonably practicable, for all our employees and those who may be affected by our operations (including Labour only subcontractors):

- **Safe and healthy working conditions including adequate facilities and arrangements for employee's welfare.**
- **Adequate control of the health and safety risks arising from our works.**
- **Safe plant, equipment and systems of work.**
- **Safe handling, storage, transportation and use of substances.**
- **Sufficient information, instruction, training and supervision to Ensure health and safety at work of our employees.**
- **An accident reporting and investigation procedure to aid in achieving a reduction in accident rates by analysing accident root causes and trends.**
- **A system of consultation with our employees on matters affecting their health and safety, in compliance with the health and safety (Consultation with Employees) Regulations 1996.**

Employees legal duties to co-operate with Abbey Construction Services Limited and follow systems laid down to control hazards and risks, prevent accidents, to inform Abbey Construction Services Limited of any serious and imminent dangers to health and safety and any shortcomings in their health and safety arrangements are communicated to all employees.

This policy will be reviewed annually or more frequently if circumstances warrant, ensuring that standards are maintained or improved wherever possible.

It is our intention at all times to strive to better ourselves and others through training and constant personal development to make our working environment a safer place for all to work

SIGNED:  Richard Nellis

POSITION: CEO Date: 7th February 2024

1.2 Environmental Policy Statement

Abbey Construction Services Limited (the 'Company') recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all legal requirements relating to the design and construction of its projects. It is the Company's declared policy to be cooperative and maintain good relationships with all regulatory and advisory bodies.

The Company commits to the following:

- **Complying with relevant environmental legislation and regulations and with industry best practice guidance and advice wherever possible.**
- **Developing, implementing and regular reviewing the Company's Environmental Policy and procedures, ensuring that these are kept up-to-date with legislative and organisational changes and ensuring, wherever practicable, that industry best-practice is followed.**
- **Providing training, support and the required resources to employees to ensure the implementation of this Policy, as appropriate to their roles and duties.**
- **Enabling and encouraging the active involvement of all employees and any other organisational stakeholders in environmental matters related to the Company's activities.**
- **Minimising the wastage of materials, energy and water.**
- **Diverting materials from landfill wherever possible through re-use, recycling etc.**
- **Promoting the use of sustainable materials and services wherever possible.**
- **Eliminating, reducing and/ or controlling pollutants to land, water and air, and noise, dust or other nuisances arising from our activities.**
- **Continuously improving the Company's environmental performance through the regular reviewing and updating of our Environmental Policy and procedures.**

This Policy and its requirements are communicated to all employees and sub-contractors prior to any work being carried out. The Policy is made available to the public and any other interested stakeholders.

SIGNED:  Richard Nellis

POSITION: CEO Date: 7th February 2024

1.3 Directors Statement of Commitment

Abbey Electrical and Mechanical Engineering, Abbey Industrial Services, Abbey Joinery and Manufacturing and Abbey Constructions are committed in providing a total delivery experience to our clients.

It is recognised to achieve this objective that health, safety, and environmental management is the number one priority in our business to maintain, develop and improve the reputation of the business and to consistently satisfy the needs and expectations of our clients.

The below signatures are not only acknowledgement of recognising this commitment but are also an agreement to deliver a strategy to achieve this objective and provide the highest standards of risk management across our business operations. The below signatories also agree to the commitments layout in the Health and Safety Policy Statement, Environmental Policy Statement.

CEO Richard Nellis

QS Director Wayne Holmes

Site Director Devon Holmes

Finance Director Linda Goldsmith

Company Organisation

1.4 Company Organisation

Abbey Construction Services Limited operates a structure within which health and safety and environmental management is a line management function.

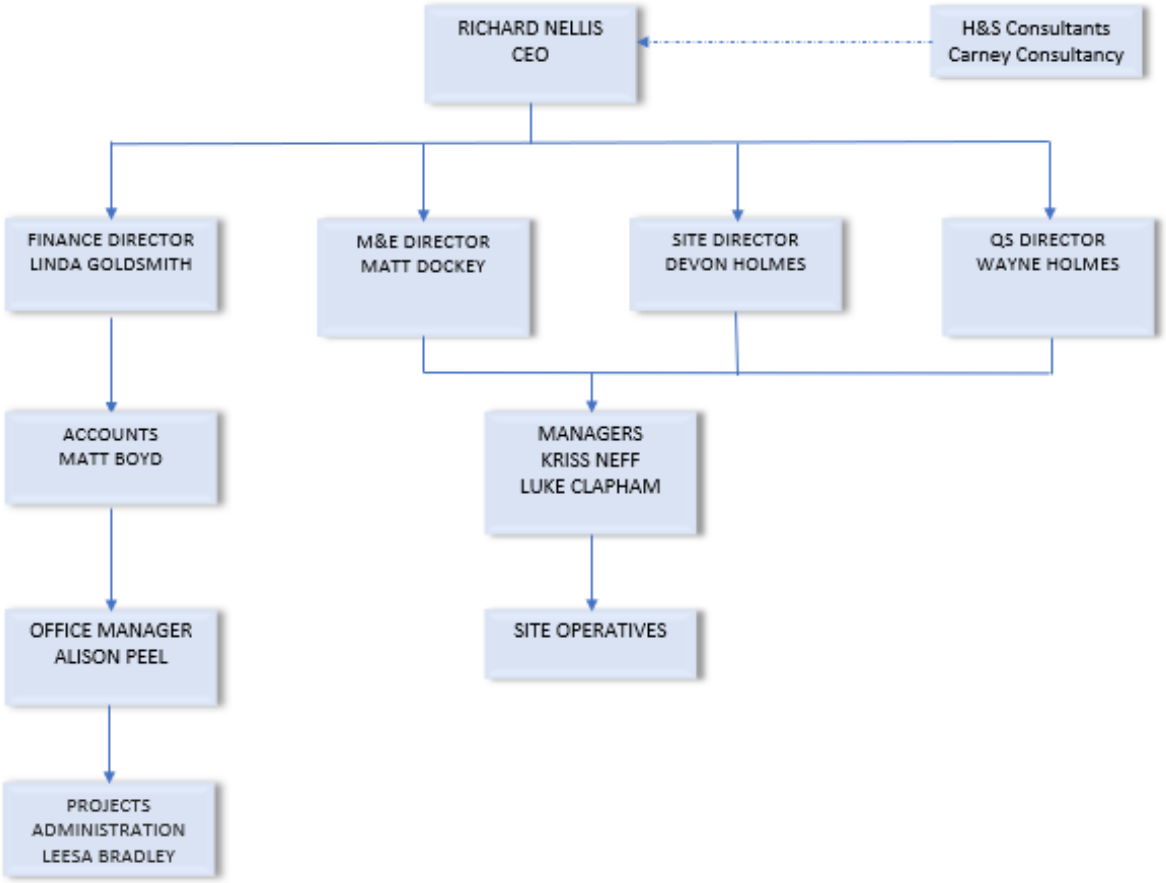
Directors and Managers all have responsibilities with regards to health and safety and environmental management, which reflect their management position.

Regulation 7 of the Management of Health and Safety at Work Regulations 1999 requires competent persons to be appointed to assist employers to undertake the measures necessary to ensure they fulfil their obligations under health and safety law.

Within Abbey Construction Services Limited the CEO Richard Nellis is appointed as the “Competent Person”, and “Management Representative” in relation to the Environmental Management System.
Advice will be sought as necessary from the external Safety Consultant, Carney Consultancy Ltd.

Abbey Construction Services Limited

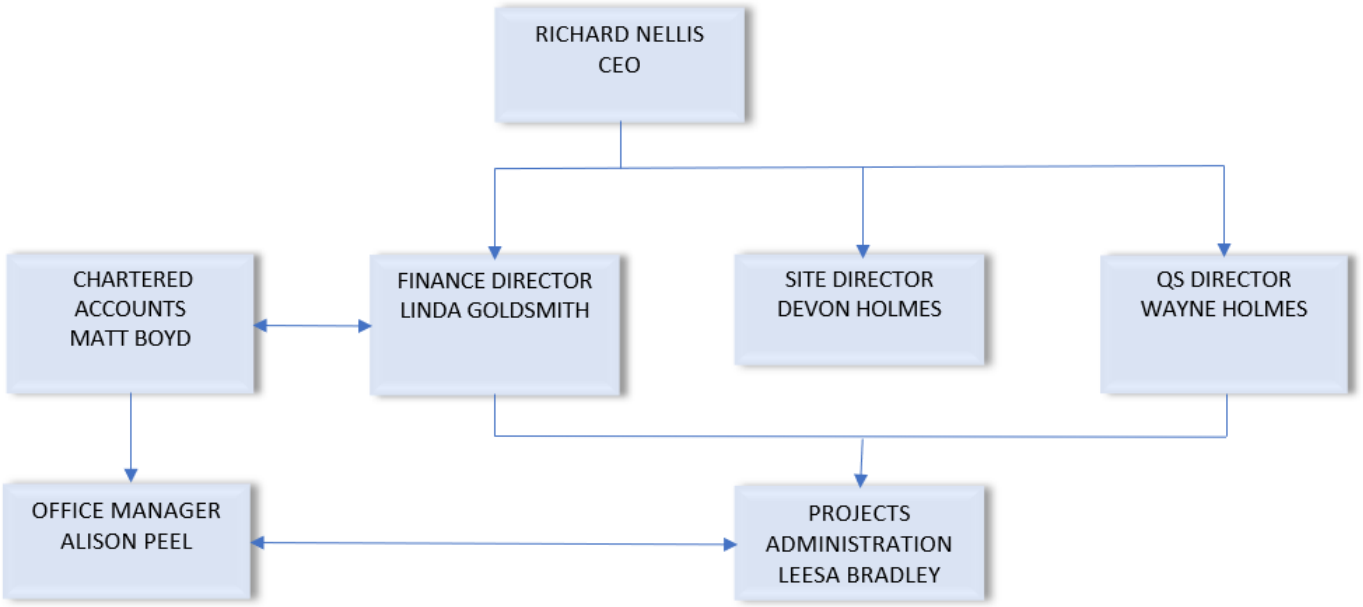
HEALTH & SAFETY/ ENVIRONMENTAL MANAGEMENT ORGANISATION



Abbey Construction Services Limited

HEALTH & SAFETY/ ENVIRONMENTAL MANAGEMENT ORGANISATION

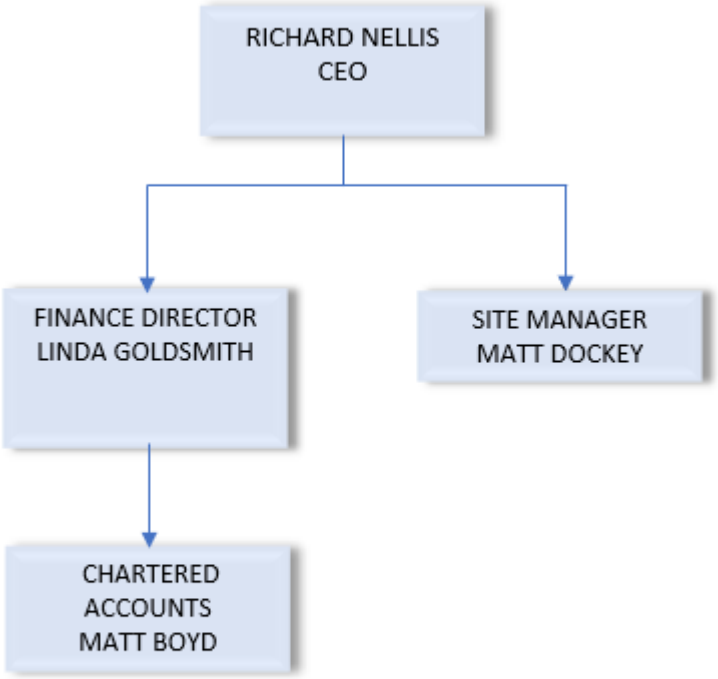
Abbey Joinery and Manufacturing



Abbey Construction Services Limited

HEALTH & SAFETY/ ENVIRONMENTAL MANAGEMENT ORGANISATION

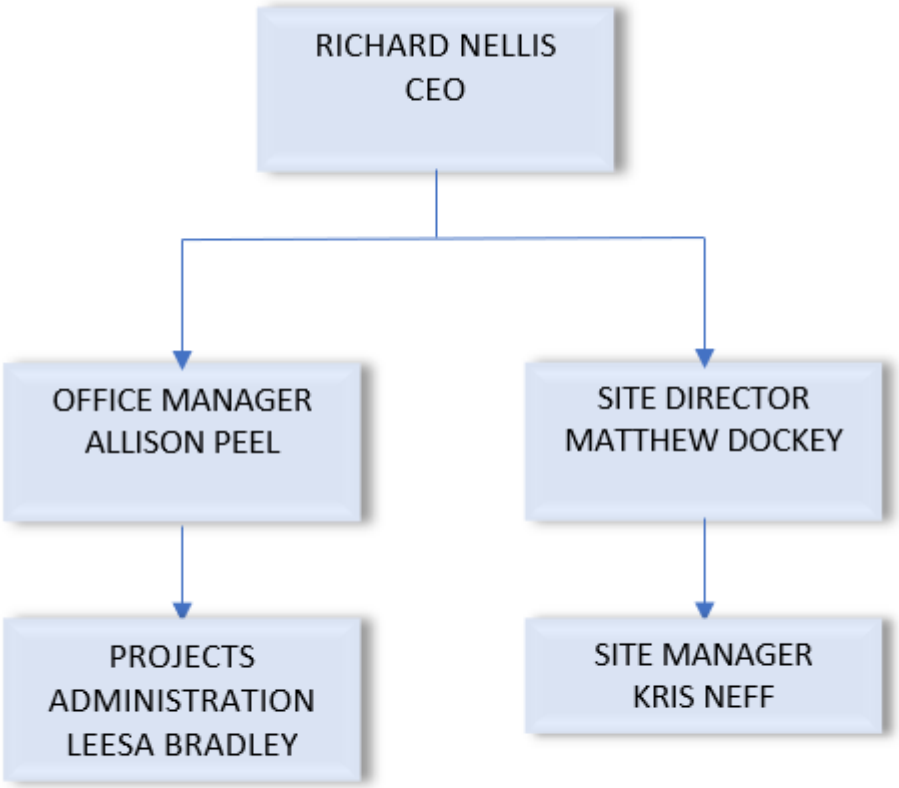
Abbey Electrical and Mechanical Engineering



Abbey Construction Services Limited

HEALTH & SAFETY/ ENVIRONMENTAL MANAGEMENT ORGANISATION

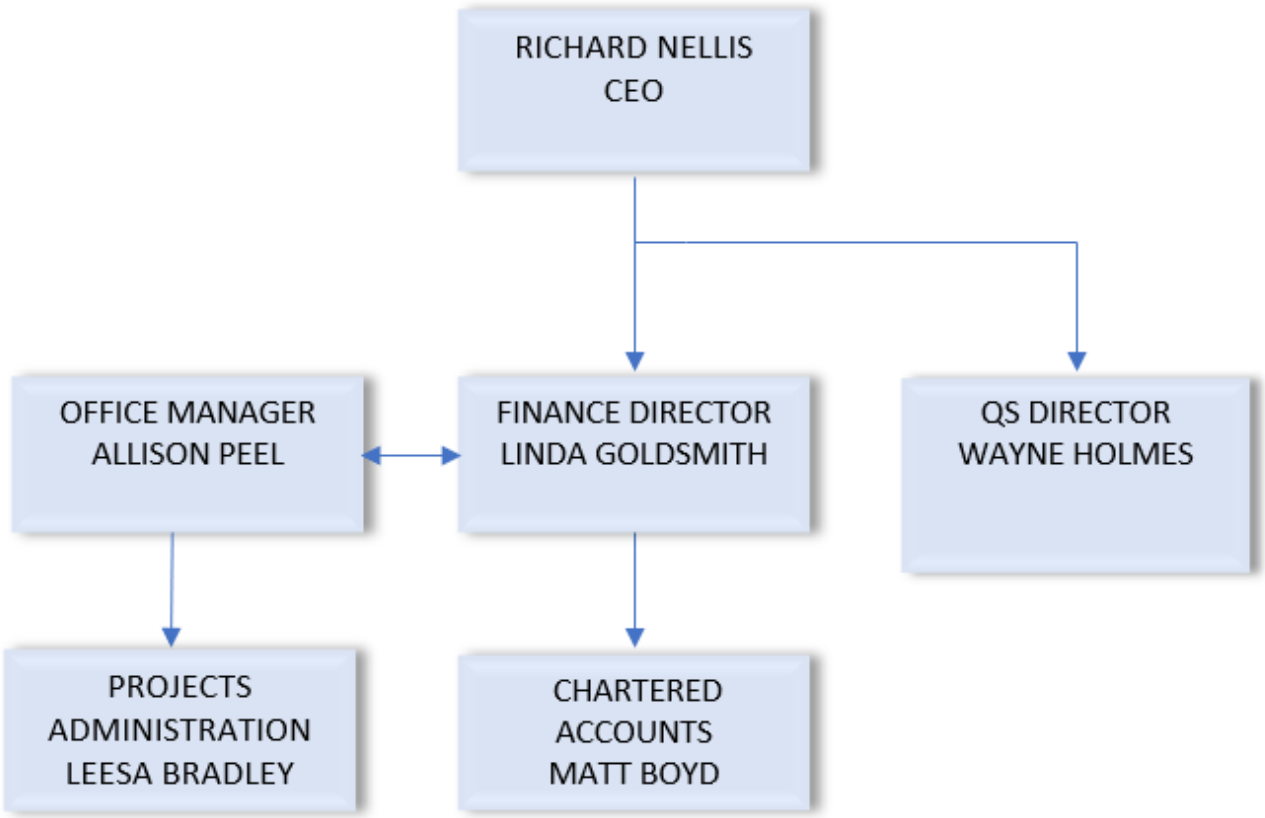
Abbey Industrial Services



Abbey Construction Services Limited

HEALTH & SAFETY/ ENVIRONMENTAL MANAGEMENT ORGANISATION

Abbey Construction



Abbey Construction Services Limited
SAFETY, HEALTH AND ENVIRONMENTAL POLICY
AND MANAGEMENT SYSTEM

CEO Richard Nellis

- Ensure the Health & Safety Policy is effective, updated as required and is communicated to all employees.
- Ensure effective lines of communication are maintained with all employees to ensure full consultation can take place prior to any decision being made with regard to Health and Safety.
- Ensure all employees / self-employed persons receive relevant Health and Safety information, instruction, training and supervision to undertake their work safely. Including inductions and method statements, risk assessments and COSHH information.
- Ensure the accident book is maintained, accidents are thoroughly investigated with appropriate corrective actions taken to prevent similar occurrences and ensure all reportable incidents, accidents and diseases under RIDDOR 2013 are notified to the Health & Safety Executive.
- Ensure that a Pre-Qualification questionnaire is completed by a sub-contractor and that the submitted information is vetted prior to any orders being placed with a sub-contractor.
- Evaluate all risks in the Company relating to accidents at work, loss or damage to Company property and risks to the public through Company activity.
- Ensure all vehicles are suitably maintained, taxed, insured and each member of staff has a current, valid driving
- licence.
- Ensure office & site environments, welfare and first aid facilities are adequately maintained including fire action & prevention measures.
- Ensure all liability is covered by insurance and advise the extent to which risks are acceptable.
- Ensure site inspections are carried out so safety standards are maintained or improved and risk assessments and method statements are adhered to. Report any failure in Main Contractors/Clients Safety arrangements to them, to eliminate these failures causing a risk to Abbey Construction Services Limited employees.
- Ensure correct personal protective equipment, as detailed in risk assessments is worn at all times and the issue is recorded and records maintained.
- Co-operate and liaise with Main Contractor/Client, Safety Representatives, inspectors and Safety Officers and act on recommendations.
- Ensure when carrying out site visits if any of Abbey Construction Services Limited operatives are seen to be acting in an unsafe manner that they are stopped from what they are doing and that the relevant corrective actions are taken.
- Check the status of employees training to ensure that all employees training is kept up to date & that they are trained in the safe use of any equipment / tools / tasks / materials they are expected to use.
- Ensure all inspections are carried out and records kept in line with the Regulations.
- Maintain contact and liaise with all organisations with an interest in Health and Safety and ensure that all relevant information is distributed throughout the Company.
- Check the pre-construction, CDM information, for any hazards which may affect the employees of Abbey Construction Services Limited whilst executing works on site.
- When executing refurbishment projects that all person working on site have a valid and current Asbestos Awareness training certificate.
- Do not arrive at work under the influence of drugs or alcohol.
- Report any serious or imminent dangers immediately.
- Co-operate with employers and others so they can execute their duties under the H&S regulations
- Set a personal example at all times.

Finance

- Understand the Company Safety, Health & Environment Policy and the commitment to this policy. Ensure it is effective, updated as required and is communicated to all employees.
- Ensure everyone within the company complies with the company Health Safety & Environmental Policy & Management System.
- Liaise with the CEO on all matters relating to Safety, Health & Environment at work.
- Ensure effective lines of communication are maintained with all employees to ensure full consultation can take place prior to any decision being made with regard to Health and Safety.
- Ensure all employees receive relevant Health and Safety information, instruction, training and supervision to undertake their work safely.
- Ensure the accidents are recorded and investigated thoroughly and where appropriate all reportable incidents, accidents and diseases under RIDDOR 2013 are notified to the Health & Safety Executive.
- Evaluate all risks in the Company relating to accidents at work, loss or damage to Company property and risks to the public through Company activity.
- Ensure office & site environments and welfare facilities are adequately maintained.
- Ensure all liability is covered by insurance and advise the extent to which risks are acceptable.
- Authorise and arrange funds & facilities to meet policy requirements.
- Ensure when carrying out site visits if any of Abbey Construction Services Limited operatives are seen to be acting in an unsafe manner that they are stopped from what they are doing and that the relevant corrective actions are taken.
- Ensure all inspections as required by the regulations are undertaken at the required time periods.
- Maintain contact and liaise with all organisations with an interest in Health and Safety and ensure that all relevant information is distributed throughout the Company.
- Set a personal example at all times.

Office Manager

- Liaise with the CEO on all matters relating to Health and Safety at work.
- Be aware of the Company Safety, Health & Environment Policy and their personal responsibilities for safety.
- Ensure work areas are kept clean and tidy and free of trip hazards.
- Report defects in any equipment to Line Manager immediately and do not attempt to repair any electrical equipment.
- Be aware of evacuation procedure and fire precautions.
- Ensure the office environment including, first aid, welfare and fire precautions / routes / equipment is adequate, serviced and maintained.
- Report all accidents, regardless of whether injury has resulted, to the CEO .
- Check the status of employees training to ensure that all employees training is kept up to date & that they are trained in the safe use of any equipment / tools / tasks / materials they are expected to use. Liaise with the CEO, to organise the employees training requirements. Ensure all employees and Labour Only Subcontractors have a valid and current Asbestos Awareness training certificate.
- Ensure that Company vehicles are up to date with their MOT, Tax & Insurance also check all employees driving licences on an annual basis.
- Order PPE for employees and record the issue of PPE.
- Do not arrive at work under the influence of drugs or alcohol.
- Report any serious or imminent dangers immediately.
- Co-operate with employers and others so they can execute their duties under the H&S regulations
- Set a good personal example at all times.

Abbey Construction Services Limited
SAFETY, HEALTH AND ENVIRONMENTAL POLICY
AND MANAGEMENT SYSTEM

Directors

- Understand the Company Safety, Health & Environment Policy and the commitment to safety.
- Comply with procedures for Safety, Health & Environment.
- Liaise with the CEO on all matters relating to Safety, Health & Environment at work.
- Ensure that the “Pre-Qualification Questionnaire” procedure is followed by any full subcontractor and that returns are satisfactory
- Check all plant and equipment is maintained in good condition and ensure the weekly inspection reports are completed in line with the Regulations.
- When negotiating with subcontractors ensure that they allow sufficient finances to execute the works in accordance with the relevant Safety, Health & Environment Regulations.
- Ensure site environment, welfare and first aid facilities are adequately maintained including Fire action prevention measures.
- Ensure that the site-specific risk assessments, method statements & COSHH Assessments are issued to the Site supervisor before any works start on site.
- Ensure that Health and Safety files are set up and issued to the Site Manager / Site Supervisors for each project prior to commencement on site.
- Report any serious or imminent dangers immediately.
- Co-operate with employers and others so they can execute their duties under the H&S regulations
- Check the pre-construction, CDM information, for any hazards which may affect the employees of Abbey Construction Services Limited whilst executing works on site.
- When executing refurbishment projects that all person working on site have a valid and current Asbestos Awareness training certificate.
- Carry out Site Inspections to ensure safety standards are maintained or improved and risk assessments and method statements are adhered to. Report any failure in Principal Contractors / Clients Safety arrangements to them, to prevent such failure causing a risk to Abbey Construction Services Limited employees.
- Organise work to minimise risks to workforce and others who may be affected.
- Ensure induction training and a site-specific method statement, risk assessment and COSHH assessment briefings are carried out prior to works commencing on site.
- Ensure all site operatives are given precise working instructions and guidance to eliminate any unnecessary risks on site.
- Ensure all personnel on site have received the correct training for the tasks they are carrying out and the tools and equipment they are using.
- Ensure correct personal protective equipment, as detailed in the risk assessments, is worn at all times and that the issue is recorded and records maintained.
- Check all plant and equipment is maintained in good condition and ensure the weekly inspection reports are completed in line with the Regulations.
- Do not arrive at work under the influence of drugs or alcohol.
- Authorise and arrange funds and facilities to meet the requirements of the policy.
- Set a good personal example at all times.

Finance

- Understand the Company Safety, Health & Environment Policy and the commitment to this policy. Ensure it is effective, updated as required and is communicated to all employees.
- Ensure everyone within the company complies with the company Health Safety & Environmental Policy & Management System.
- Liaise with the CEO on all matters relating to Safety, Health & Environment at work.
- Ensure effective lines of communication are maintained with all employees to ensure full consultation can take place prior to any decision being made with regard to Health and Safety.
- Ensure all employees receive relevant Health and Safety information, instruction, training and supervision to undertake their work safely.
- Ensure the accidents are recorded and investigated thoroughly and where appropriate all reportable incidents, accidents and diseases under RIDDOR 2013 are notified to the Health & Safety Executive.
- Evaluate all risks in the Company relating to accidents at work, loss or damage to Company property and risks to the public through Company activity.
- Ensure office & site environments and welfare facilities are adequately maintained.
- Ensure all liability is covered by insurance and advise the extent to which risks are acceptable.
- Authorise and arrange funds & facilities to meet policy requirements.
- Ensure when carrying out site visits if any of Abbey Construction Services Limited operatives are seen to be acting in an unsafe manner that they are stopped from what they are doing and that the relevant corrective actions are taken.
- Ensure all inspections as required by the regulations are undertaken at the required time periods.
- Maintain contact and liaise with all organisations with an interest in Health and Safety and ensure that all relevant information is distributed throughout the Company.
- Set a personal example at all times.

Office Manager

- Liaise with the CEO on all matters relating to Health and Safety at work.
- Be aware of the Company Safety, Health & Environment Policy and their personal responsibilities for safety.
- Ensure work areas are kept clean and tidy and free of trip hazards.
- Report defects in any equipment to Line Manager immediately and do not attempt to repair any electrical equipment.
- Be aware of evacuation procedure and fire precautions.
- Ensure the office environment including, first aid, welfare and fire precautions / routes / equipment is adequate, serviced and maintained.
- Report all accidents, regardless of whether injury has resulted, to the CEO .
- Check the status of employees training to ensure that all employees training is kept up to date & that they are trained in the safe use of any equipment / tools / tasks / materials they are expected to use. Liaise with the CEO, to organise the employees training requirements. Ensure all employees and Labour Only Subcontractors have a valid and current Asbestos Awareness training certificate.
- Ensure that Company vehicles are up to date with their MOT, Tax & Insurance also check all employees driving licences on an annual basis.
- Order PPE for employees and record the issue of PPE.
- Do not arrive at work under the influence of drugs or alcohol.
- Report any serious or imminent dangers immediately.
- Co-operate with employers and others so they can execute their duties under the H&S regulations
- Set a good personal example at all times.

Site Managers

- Understand the Company Health and Safety Policy and the commitment to safety.
- Comply with procedures for Health and Safety.
- Liaise with the CEO on all matters relating to Health and Safety at work.
- Ensure effective lines of communication are maintained with all employees to ensure full consultation can take place prior to any decision being made with regards to Health and Safety.
- Liaise with the CEO to determine employees training requirements.
- Co-operate and liaise with Main Contractor / Client, Safety Representatives, inspectors and Safety Officers and act on recommendations.
- Carry out Site Inspections to ensure safety standards are maintained or improved and risk assessments and method statements are adhered to. Report any failure in Principal Contractors / Clients Safety arrangements to them, to prevent such failure causing a risk to Abbey Construction Services Limited employees.
- Undertake Tool Box Talk briefings with the workforce at regular intervals and ensure records of the talks are maintained.
- Do not drive company vehicles whilst under the influence of drugs or alcohol, ensure you drive following the highway code at all times, do not smoke in company vehicles and do not use a mobile phone whilst driving.
- When executing refurbishment projects that all person working on site have a valid and current Asbestos Awareness training certificate.
- Ensure all personnel on site have received the correct training for the tasks they are carrying out and the tools and equipment they are using.
- Organise work to minimise risks to workforce and others who may be affected.
- Ensure induction training and a site-specific method statement, risk assessment and COSHH assessment briefings are carried out prior to works commencing on site.
- Ensure all site operatives are given precise working instructions and guidance to eliminate any unnecessary risks on site.
- Ensure correct personal protective equipment, as detailed in the risk assessments, is worn at all times and that the issue is recorded and records maintained.
- Check all plant and equipment is maintained in good condition and ensure the weekly inspection reports are completed in line with the Regulations.
- Do not arrive at work under the influence of drugs or alcohol.
- Report any serious or imminent dangers immediately.
- Co-operate with employers and others so they can execute their duties under the H&S regulations
- Set a personal example at all times.

Site Operatives

- Be aware of the Company Health & safety Policy and their personal responsibilities for safety.
- Be aware of the site-specific risk assessments and method statements implement their contents forward any improvements which can be implemented
- Ensure correct plant and equipment is used for each task and ensure, the plant and equipment is in good condition, reporting any defects immediately to the Supervisor.
- Ensure the correct personal protective equipment is worn at all times.
- Do not drive company vehicles whilst under the influence of drugs or alcohol, ensure you drive following the highway code at all times, do not smoke in company vehicles and do not use a mobile phone whilst driving.
- Ensure that vehicles used in the pursuance of company business are fully road worthy, safe, properly maintained and documented.
- Maintain a clean and tidy site.
- Report any serious or imminent dangers immediately.
- Co-operate with employers and others so they can execute their duties under the H&S regulations
- Do not arrive at work under the influence of drugs or alcohol.
- Report all accidents to supervisor regardless of whether an injury occurred.
- Develop a personal concern for the safety of themselves and others and contribute to the Company's commitment to improving safety.

Safety, Health & Environmental Consultants

- Provide advice and communicate any changes in relevant legislation with the CEO.
- Review Safety, Health & Environmental Policy at least annually with CEO.
- Revise the Safety, Health & Environmental Management System as required
- With the CEO investigate accidents to find root causes and report accidents in line with RIDDOR Regulations.
- Review accidents to look for trends and with the CEO take necessary actions to reduce accidents.
- Review the training requirements of the employees with the CEO when requested.
- Carry out Site Inspections / Audit in conjunction with the CEO.
- Liaise with CEO on all Health and safety matters.

Abbey Construction Services Limited
SAFETY, HEALTH AND ENVIRONMENTAL POLICY
AND MANAGEMENT SYSTEM

Company Arrangements

COMPANY ARRANGEMENTS

The purpose of this section is to communicate the arrangements in place for Health & Safety, and Environmental measures, to all employees to achieve our combined objectives.

The company has individual policies and procedures which are identified in the contents page at the start of this document and commence at Policy and Procedure no. 2. The arrangements for subjects which do not have an individual full policy and procedure are detailed immediately below

Responsibilities

Overall and final responsibility for health and safety, and environmental management, is that of the CEO, Mr Richard Nellis.

Day to day responsibility for ensuring this policy is put into practice in all site work locations is delegated to the Operations managers & Supervisors. They will report directly to the CEO

Day to day responsibility for ensuring this policy is put into practice in the office environment is delegated to Office Manager
Detailed individuals' responsibilities are set out in the previous section.

Resources

Abbey Construction Services Limited provides adequate resources and time to ensure the health and safety of all its employees and others who may be affected by its works.

The resources provided include safety and environmental advice, information, instruction, training and supervision, time, finance, materials and suitable plant and equipment, all of which are made available as deemed appropriate.

Workplace (Health, Safety and Welfare) Regulations1992 Approved Code of Practice
We will ensure we will comply with regulations in terms of:

- Ensuring the temperature of indoor workplaces shall be reasonable
- Effective and suitable provision shall be made to ensure that enclosed workplaces are ventilated sufficiently.
- Ensuring the workplace has suitable and sufficient lighting and so far, as reasonably practicable, be by natural light.
- Ensuring the workplace is sufficiently clean and so far, as reasonably practicable waste materials shall not be allowed to accumulate in the workplace except in suitable receptacles.
- Rooms where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare.
- Washing facilities will be available and suitable for purpose.
- Supply of drinking water shall be provided and available to all persons at work in the workplace

Disciplinary Procedure

Should anyone be found to be in breach of the Company's Health and Safety or Environmental procedures then they will be subject to the company disciplinary procedure.

Gross negligence or misconduct with regard to Health and Safety or environmental management may result in summary dismissal without the requirement to issue verbal or written warnings

FOREIGN WORKER POLICY

Abbey Construction Services Limited is committed to equality and valuing diversity within its workforce and we welcome non-English-speaking personnel onto our sites. However sub-contractors are reminded of the following –

- It is the responsibility of the sub-contractor to ensure that all of their operatives are eligible to work in the United Kingdom and to provide evidence of this to Abbey Construction Services Limited site management before commencing work on site.

- All operatives must hold a valid CSCS card, clearly identifying their trade or skill that is recognised by the UK construction industry. All cards will be checked and anyone found to be in possession of a fraudulent card will be refused authority to work on the site.

- All operatives who do not have English as their first language must be able to understand spoken English and written site communications and instructions. This may be by the use of an interpreter.

- Gang employed operatives are to have at least 1 English speaking supervisor per 5 operatives and have at least one year experience on a UK construction site. This supervisor mush hold approved site supervisory and emergency first aid qualifications.

- Sub-contractors are fully responsible for all additional resources and associated costs required to effect satisfactory levels of competence and communication within their workforce.

- Sub-contractors who employ non-English speaking operatives as a substantial part of their workforce are required to ensure that approved copies of their risk assessments and method statements are supplied to their operatives in the appropriate language.

- Sub-contractors who carry out the design will be fully conversant with CDM 2015 and comply with their designer duties. All designs will be presented in English and include codes and a format acceptable to the building control office overseeing the project.

- All operatives will be subject to a site induction before commencing work on site. Where the operative is non-English speaking, Abbey Construction Services Limited will try to provide site inductions in the operative's native language, but it will be the ultimate responsibility of the sub-contractor to ensure that their operative fully understand the induction.

- We insist that all persons attending site to carry out work will only do so following a RA which is documented and rated with severity and likelihood. This is to allow appropriate controls and precautions to be applied for the purpose of reducing the residual risk to as low as is reasonably practicable for everyone who may be affected by the acts, or omissions foreseeable in carrying out the task. It is an essential requirement that each participant receives the instruction and confirms that they understand what is required and that they confirm this by signature of the document in the presence of the site manager and the interpreter who will be required to confirm that he has explained exactly what is required

Abbey Construction Services Limited ARE COMMITED TO CONTINUAL IMPROVEMENT OF HEALTH AND SAFETY, AND ENVIRONMENTAL STANDARDS WITHIN THE COMPANY

2.0 Risk Assessment and Method Statement Policy and Procedures

Our policy is to assess all foreseeable risks arising from our work undertakings and introduce a system of control to prevent or reduce significant injury or illness. As part of the system of control we may use a Method Statement to describe the work to be performed and how aspects of it are safely controlled.

The health and safety of all personnel who may be affected by work undertaken by us or by others in the vicinity of our work will be considered, and control measures implemented to prevent ill health or injury, if not possible to prevent it entirely, the control strategy will reduce the risk as far as is reasonably possible.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation. We consider that every employee has the obligation and right to inform management if they feel that tasks may represent a risk to their own or others health. More importantly we require every employee and contractor to abide by the content of the Method Statement and inform management if there are any aspects of it that cannot be implemented.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health occurring to themselves and others.

Procedure: Risk Assessment

1. Scope

All work where there may be potential risks to safety & or health.

2. Purpose

To define the responsibilities and procedures employed to control potential risks to safety & or health by the assessment of risk.

3. Responsibility

The CEO is responsible for ensuring potential risks to safety & or health. are controlled by the risk assessment process.

4. Procedure:

a) Work undertaken by the Company's employees, including contractors, is assessed by a competent person; this is recorded using Risk Assessment forms. Records are maintained for 40 years.

b) The person carrying out the Risk Assessment must be competent to do so. The person must have:

- A knowledge and understanding of the work involved, the principles of Risk Assessment and prevention and current health and safety applications

- The capacity to apply this to the task in the form of problem and solution identification, monitoring and evaluating the effectiveness of solutions.
- Completed appropriate training such as (CITB) 5 Day Site Management Safety Training Scheme, CITB 2 Day Site Supervisors Safety Training Scheme, IOSH Managing Safely or a course specifically designed for those completing Risk Assessments.

c) The risk assessment will consider all relevant aspects of the work including the work environment, the task to be performed and the capabilities of those performing the task and consider whether existing control measures are sufficient to reduce the risk, or whether further controls are required. Risk reduction resources will be appropriate for the degree of risk identified.

d) Risk ratings are identified before and after the control measures to identify whether the risk level has been reduced. The risk levels are:

High – Likelihood of an accident occurring and severity of the injury is probable, could result in a fatality.
Medium – Accident likely to occur and injuries could involve fractures or require other hospitalised treatment.
Low – Accident unlikely to occur and severity of accident should be such that it would only result in minor cuts and bruises and no hospital treatment being required.

e) Where such work cannot be avoided entirely the system of control will aim to reduce the risk as far as is reasonable and, in any case, to prevent injury or ill-health occurring.

f) The risk assessments are prioritised on initial estimates of magnitude of risk and are conducted on each aspect of work. Specific assessments are undertaken for aspects of work including, but not limited to; manual handling operations, hazardous substances, work equipment, noise, vibration, dust and work at height.

g) All relevant personnel are consulted and involved in risk assessments to provide breadth and depth of information on aspects of work in real-world settings. Where necessary technical expertise may be sought from external assistance.

h) The results of risk assessments are distributed to all relevant personnel in order to inform and increase awareness of potential risks and the control measures to be implemented.

i) Possible actions from the risk assessment process include generation of a Safe Operating Procedure or Method Statement. Procedures exist for production of these documents.

j) Actions generated from risk assessments are communicated in writing to relevant personnel with realistic timescales for completion of remedial actions.

k) The CEO ensures that actions are promptly completed.

l) The CEO ensures that all risk assessments are reviewed at least annually, and considers if any changes to working practices, materials or other aspects that may alter the risk are adopted.

m) Risk assessments may also be triggered by new working practices or as a result of unforeseen outcomes, for example as a remedial action following a near-miss or accident.

n) The risk ratings in a risk assessment are deduced by the likelihood of an accident times by the severity of an accident

i.e., Likelihood (L) 2 x Severity (S) 3= Risk rating 6

Likelihood:

1	Remote
2	Occasional
3	Probable

Severity: - Note risk assessments have a severity rating of 1- 3 or 1 – 5 depending on the system being adopted.

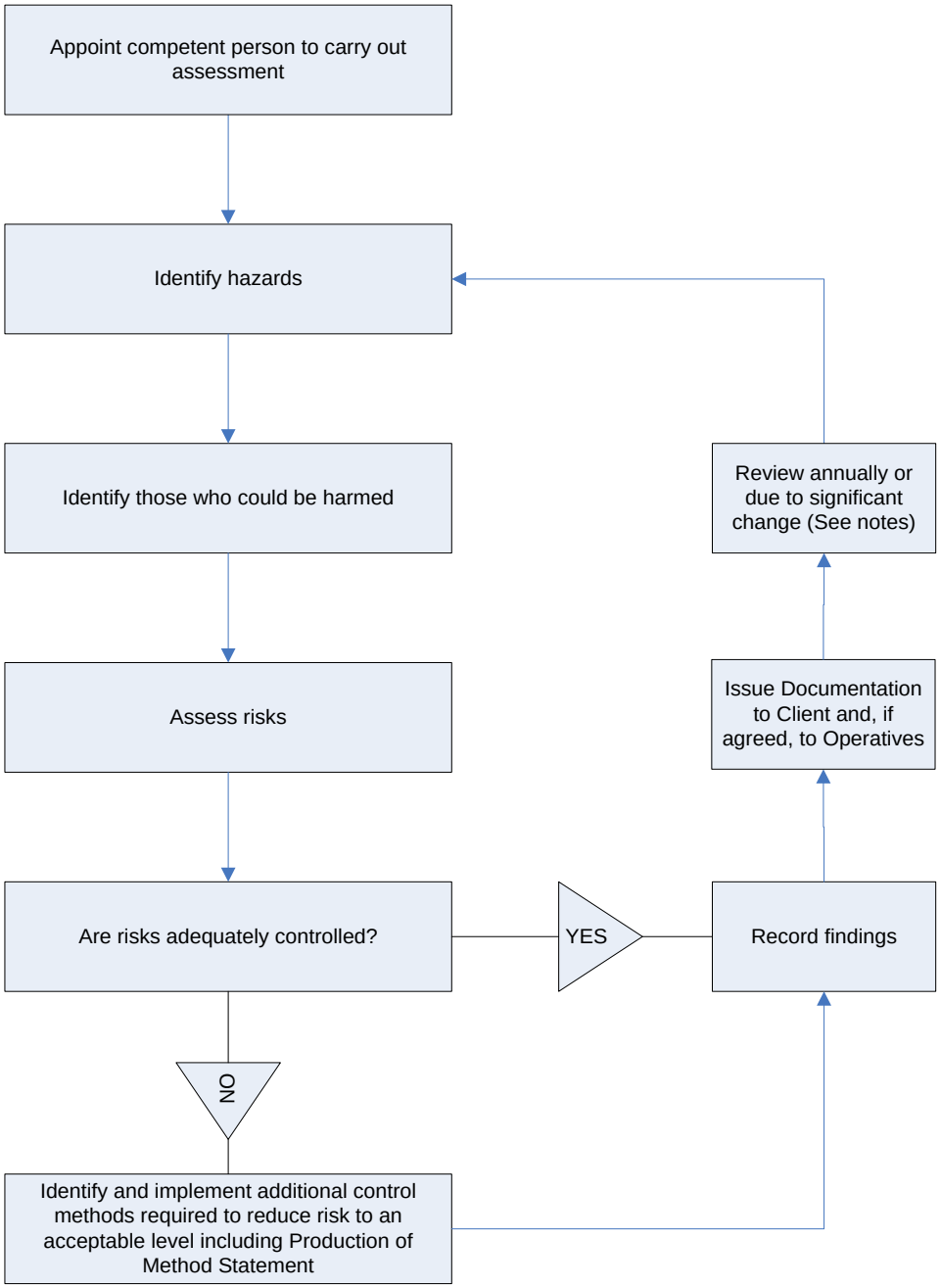
1	Negligible / no injury or near miss
2	Marginal / Minor Accident
3	Serious / accident needing medical attention
4	Critical / major accident
5	Catastrophic / Fatal accident

Risk Ratings:

1 – 4	low risk
5 – 9	medium risk
10+	high risk

o) Any documents produced by asbestos removal contractors must be checked by a competent person. BOHS P405 qualification or similar to be the standard of competency.

RISK ASSESSMENT /METHOD STATEMENT PROCEDURE



NOTE: If it becomes apparent that the risks have altered since initial assessment, or the working method as described in the Method Statement is no longer viable or safe, the procedure **must** be revisited and relevant aspects considered before work continues.

Procedure: Method Statements

1. Scope

All work where potential risks to health at a work location require a system of control established.

2. Purpose

To define the responsibilities and procedures employed to control potential risks to health by the provision of a standardised method to undertake the work concerned.

3. Responsibility

The CEO is responsible for ensuring potential risks to health are controlled by comprehensive and workable method statements.

4. Procedure:

a) Where work is to be carried out and due to the nature of that work or other factors there are residual or intrinsic risks the Company managers/supervisors will develop a method statement in order to control the risks. If it is considered necessary the SHE Advisor(s) advice may be sought in the completion of the safe system of work.

b) Method statements generally make reference to, and are driven by, the risk assessment process.

c) The person preparing the method statement must be competent to do so. The person must have:

- A knowledge and understanding of the work involved, the principles of Risk Assessment and prevention and current health and safety applications
- The capacity to apply this to the task in the form of problem and solution identification, monitoring and evaluating the effectiveness of solutions.
- Completed appropriate training such as (CITB) 5 Day Site Management Safety Training Scheme, IOSH Managing Safely or a course specifically designed for those completing Risk Assessments.

d) Method statements are compiled with consideration of the anticipated conditions at the work location, given experience of similar previous works and discussion with the client at pre-start meetings or other contact. The method statement may therefore be marked ‘Provisional’ and require amendment, should conditions change prior to commencement of work.

e) Method statements are provided to all relevant persons as soon as possible prior to work commencement.

The method statement covers at least the following:

- Date prepared and by whom, date(s) covered
- The project / location of the work with any references (job number or description) to identify specific tasks at the location
- The work scope covered

- Who is in charge and responsible for work at the location; who will monitor safety at the work location.
- A description of what is actually to be done, with any restrictions on scope, boundaries or other aspects of the work
- How personnel will access the location
- How materials will reach the location, with specifics for such aspects as lifting operations or confined/restricted spaces
- Storage of materials whilst work proceeds
- Removal of wastes once work is complete, environmental concerns
- Any safety requirements, for example guards, guardrails, fire precautions and exclusion zones
- Personal Protective Equipment to be used, by other persons who could be affected by our work as well as our own personnel
- Any requirements of other parties in order to ensure safety of our personnel as well as others
- Any other documents referenced (Permits to Work for example)

The method statement concludes with a statement by those persons undertaking the work that they have read, understand and will comply with the contents of the method statement. There is also a reminder that if, for any reason, the method statement cannot be complied with in full, work is to be suspended and management informed so that the method statement can be reviewed and possibly revised.

f) All relevant personnel read the method statement and once it is either understood or explained to their satisfaction, abide by the contents.

g) No deviation from the content of the method statement is permitted unless discussed with and sanctioned by management, and often the client. (As they have the right to accept or deny any such changes and may have information as to why such changes may not be safe for all persons concerned).

h) Where work is of a type that is in all material respects the same as other, previous work, a general method statement may be issued, otherwise a site-specific method statement is required.

i) A set of generic method statements to cover the activities undertaken by Abbey Construction Services Limited have been completed by Abbey Construction Services Limited. These are issued as a set to each of the Site Managers. The generic method statements are to be used on site and where necessary revised by the Site Manager to include any site-specific hazards, risk and control measures. The method statements highlight the risk assessments that are required for the task being undertaken. Should the Site Manager not be competent to carry out the revisions to make the method statement site specific they must report this to the Contracts Manager who will assist in the completion of a site-specific method statement and identify any necessary risk assessments required.

j) Any documents produced by asbestos removal contractors must be checked by a competent person. BOHS P405 qualification or similar to be the standard of competency.

Forms to be used with this procedure:

- **FORM 04** **RA, MS & COSHH Register**
- **APPENDIX C** **Generic Risk Assessments**
- **APPENDIX D** **Generic Method Statements**

3.0 Hazardous Substances Policy and Procedure

Our policy in relation to work where health risks may exist as a result of substances used is to avoid or reduce those risks through an effective safety control strategy.

The health and safety of all personnel and anyone else who may be affected by exposure to hazardous substances will be considered, either from our work activities or those of others.

We accept that we cannot, in all cases, avoid the risk and therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation. We consider that every employee has the obligation and right to inform management if they feel that substances may represent a risk to their own health, or to that of others, howsoever they may arise.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid, injury and ill-health occurring to themselves and others.

1. Scope

Work where hazardous substances may pose a potential risk to health.

2. Purpose

To define the responsibilities and procedures employed for safe working where hazardous substances may pose a potential risk to health.

3. Responsibility

The CEO, Contractors Manager, Site Managers / Supervisors are responsible for safe working in such conditions.

4. Procedure:

a) Work undertaken by the Company's employees, that is likely to produce levels of exposure to hazardous substances in excess of the safe levels dictated by the Health and Safety Executive (HSE) shall be assessed by the Company or on request by their Health and Safety Advisor.

b) Where possible all such work will be avoided by planning and substitution with materials that are less hazardous; where use of such materials cannot be avoided the following procedure will operate:

c) All substances are sourced with consideration of the degree of risk involved in their storage, use, handling and disposal, for which the manufacturer's data is reviewed.

d) Control of Substances Hazardous to Health (COSHH) Risk Assessments is used to assess and plan individual and generic work activities.

e) Gases, vapours, mists and dusts produced by substances, either those that are used in work processes, or by-products, are assessed for degree of risk and, where practical, lower hazard substances are purchased and substituted, however where this cannot be achieved the system of control is as follows:

- Plan activities which minimise emission, release and spread of substances hazardous to health. For example, use of minimal quantities of substances at each time, containment.
- Take into account all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control measures to minimise the escape and spread of substances hazardous to health. For example, the use of extraction-at-source or enclosure
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment (PPE).
- Regularly check all control measures for continuing effectiveness, including monitoring where appropriate.
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks, incorporated in Method Statements where appropriate.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

f) Responsibility for ensuring such assessments and control measures are done lies with the CEO , however the Health and Safety Advisor may be asked to conduct the actual assessment and propose controls. It is then the Site Managers / Supervisor or equivalent's responsibility to implement the controls.

g) Physical control measures such as extraction or enclosure are provided by the Company and any training in the use of such controls is provided to relevant personnel.

h) PPE is supplied free of charge and may vary depending on individual requirements.

i) All personnel are trained to wear PPE correctly to maintain it in a hygienic state and to appreciate individual reasons (facial hair, spectacles, etc.) which may alter the effectiveness of the equipment.

j) Where RPE is identified as being a control measure in the COSHH assessment then any personnel issued with RPE and asked to wear it shall first be Face Fit Tested to ensure compatibility between the RPE and the wearer.

k) Where work is foreseeably health-affecting above the value of the PPE, for example high concentrations of airborne contamination, then no work shall take place until an assessment of the task has been performed and suitable control measures developed.

l) Personnel who have pre-existing health conditions are not permitted to undertake work with substances that would make their condition worse; if they notice any worsening of symptoms, they bring this to the attention of management promptly.

m) Health effects and conditions are investigated by the Company in the first instance and thereafter by a suitably qualified person (doctor, occupational health nurse or specialist) as appropriate (see Policy for Health Surveillance)

n) Use of certain substances on a repeated or regular basis may require monitoring of background air concentrations or personal monitoring /health surveillance of those personnel undertaking the work; this is organised by the Company where appropriate

o) COSHH Assessment Forms, monitoring records and any supporting or contributory documentation are kept for a minimum of 40 years.

p) Where activities not being undertaken by our employees may affect the health of our personnel, we may require that we are informed of when such work is to commence, to enable us to take suitable measures, either to provide PPE or to remove our personnel from the source of the substance until it abates.

Forms to be used with this procedure:

- **FORM 03A** **Issue of PPE**
- **FORM 04** **RA, MS & COSHH Register**
- **APPENDIX B** **COSHH Assessments**

4.0 Personal Protective Equipment Policy and Procedure

The provision of PPE will be used as a control measure where either: other methods have been used and a residual risk remains; or where the risk is such that PPE is considered a reasonable control measure on its own. If PPE is required, employers must ensure their workers have sufficient information, instruction and training on the use of PPE.

PPER 2022 - '"worker" means 'an individual who has entered into or works under –

(a) Limb (a) a contract of employment; or
(b) Limb (b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual;

and any references to a worker's contract shall be construed accordingly.'

The health and safety of all personnel who may be affected by physical agents such as hazardous substances, noise, vibration, heat/cold or falling/ejected articles will be considered, and control measures implemented to prevent this or, if not possible to prevent it entirely, to reduce the risk as far as is reasonably possible, within this strategy PPE may be included.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation. We consider that every employee, subcontractor or worker has the obligation and right to inform management if they feel that tasks may represent a risk to their own or others health and that PPE may reduce or eliminate this risk.

We expect our employees, subcontractors or workers to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health occurring to themselves and others.

Site rules may necessitate the compulsory use of various aspects of PPE including (but not restricted to) hard-hats, safety footwear, gloves of a particular type (depending on risk), hi-visibility clothing, eye protection or hearing protection.

Wherever PPE is required it shall be provided free of charge to relevant employees, subcontractors or workers; this equipment is for the individual's safety and health and will only work properly when it is worn as the manufacturer intended, is kept clean and in good condition and stored appropriately.

Most PPE is not 'throw-away' and has a service life and a cost, it is therefore expected that reasonable wear will be obtained from supplied PPE. These aspects are the individual's responsibility and co-operation is a priority. PPE only works for those who look after it and wear it correctly when it is required; if you are in any doubt about what to use and when, ask your supervisor.

Procedure:

1. Scope

Work where Personal Protective Equipment (PPE) is used to control potential risks to health.

2. Purpose

To define the responsibilities and procedures employed to control potential risks to health by the provision and use of PPE.

3. Responsibility

The CEO is responsible for controlling potential risks to health and safety by the provision and use of PPE.

4. Procedure:

a) Work undertaken by the Company's Limb (a) workers is assessed by the Company or on request by their Health & Safety Advisor, and if considered reasonable, PPE may be indicated as part of the control measures, this will be recorded on the Risk Assessment.

b) Work undertaken by the Company's Limb (b) workers is assessed by the Company or on request by their Health & Safety Advisor, and if considered reasonable, PPE may be indicated as part of the control measures, this will be recorded on the Risk Assessment.

c) The Risk Assessment will consider all relevant aspects of the work including the work environment, the task to be performed and the capabilities of those performing the task and consider whether PPE can assist in risk reduction where either an intrinsic risk or a residual risk exists.

d) Where possible all such work will be avoided by planning and work methods that are less hazardous.

e) Where such work cannot be avoided and PPE forms part of the system of control the following procedure will operate:

f) The Risk Assessment will indicate what PPE is to be used, when, where, how and by whom, it will also note if any specific protection factor is to be achieved.

g) The results of risk assessments are distributed to all relevant personnel in order to inform and increase awareness of potential risks and the control measures to be implemented.

h) All PPE will be provided free of charge to those employees Limb (a) and/or Limb (b) requiring it; sub-contractors (bona fide) and others shall be informed of the assessed requirements and must supply their own PPE. Should Sub-contractors be supplied with PPE by Abbey Construction Services Limited then Form 03B must be completed for items issued.

i) Where training in the use of a particular type of PPE is required to ensure the individual(s) knows how to use it, this shall be provided before work commences.

j) Where provisions for cleaning and storage of PPE are required these shall also be provided, so far as is reasonable.

k) Personnel will make use of PPE as dictated by the risk assessment, maintain and clean the PPE supplied appropriately and store it to prevent damage or deterioration.

l) Where RPE is required to be utilised then Face Fit testing to ensure compatibility between RPE and wearer will be carried out prior to first use.

m) Ensure that all respiratory protective equipment except disposable masks, are inspected before each use and a record of these inspections are kept on a monthly basis, using Form 06A RPE Inspection Form.

n) Certain PPE may be signed out to personnel depending on value or requirement for regular inspection, such PPE includes but is not restricted to: fall prevention equipment and respirators.

o) Where regular inspection of PPE is required this shall be performed by a suitably trained and competent person, either in-house or an external specialist. Such inspections shall be recorded and the records kept for a minimum of 5 years.

p) PPE use will be monitored by site supervision as part of the ongoing work management and the Health & Safety Advisor during site safety inspections. Any non-conformance with this procedure or training provided will be discussed and rectified promptly.

Forms to be used with this procedure:

- **FORM 01A** **Company Induction**
- **FORM 03A** **PPE Issue Register**
- **FORM 03B** **Register of PPE Issue to Sub-Contractors**
- **FORM 06A** **RPE Inspection Form**
- **iAuditor** **Safety Inspection Report**
- **FORM 12A** **Supervisor Site Safety Inspection Report**

5.0 Accident/Incident Reporting and Investigation Policy.

Our policy is to ensure all accidents and incidents are investigated to determine cause and prevent any re-occurrence.

We shall comply with the Health and Safety at Work Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and will adhere to all relevant guidance and codes of practice. We shall record all environmental accidents/ incidents, and report all emergency situations/ major pollution events to the relevant environmental regulator.

We assess all foreseeable risks and outcomes in order to identify what control measures may be required, however where accidents or incidents occur as a result of the unforeseen, or for reasons such as human factors our aim is to prevent such a situation arising again. In this respect it is a reactive policy, however we consider it to be vital to learn from such eventualities.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to take reasonable safety precautions and to co-operate in assisting management with investigations and remedial action.

Procedure: Accident/ Incident Investigation and Reporting

1. Purpose

To define the responsibilities and procedures employed for accident/ incident investigation and reporting.

2. Responsibility

The CEO is responsible for ensuring accident and incident investigation and reporting are performed.

3. Procedure:

Not all incidents or accidents need complex or intensive investigation; this must be in proportion to the severity of the outcome or potential outcome.
The table below indicates degree of investigation required:

Likelihood of recurrence	Potential worst consequence of adverse event			
	Minor No or minor injury (first aid)	Moderate Off-site medical treatment or DAFW*	Serious More than one DAFW, long-term absence	Major Permanent disability or harm, fatality
Probable More likely to occur than not				
Possible 50/50 chance				
Unlikely Could occur, less than 50/50 chance				
Very Unlikely Little or no chance of occurrence				
*DAFW – Day Away From Work				
Risk and appropriate inspection level	Minimal	Low	Medium	High

MINIMAL	The relevant supervisor will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences.
LOW	A short investigation by the relevant supervisor or line manager into the circumstances and immediate, underlying and root causes of the accident or incident, to try to prevent a recurrence and to learn any general lessons.
MEDIUM	A more detailed investigation by the relevant supervisor or line manager, the health and safety adviser and employee representatives and will look for the immediate, underlying and root causes.
HIGH	A team-based investigation, involving supervisors or line managers, health & safety advisers and employee representatives. It will be carried out under the supervision of senior management or Directors and will look for the immediate, underlying and root causes.

In the case of a Fatality or Specified Injury (See notes on RIDDOR below) it will be necessary to secure the area as far as reasonably practicable and as soon as possible. This may include the use of tapes, barriers, fences, padlock and chain or locking doors. All equipment/plant should be secured ‘in-situ’ where possible. Where this cannot be achieved make the items safe and do not allow back into service until informed by the Health & Safety Department that it is safe to do so. All the relevant individual serial and/or asset numbers must be recorded along with calibration certificates where applicable.

Photographic evidence must be taken of the immediate scene (use mobile phones if necessary), surrounding area and any plant/equipment involved as soon as is practicably possible. Ensure enough photos are taken, you can never have too many!

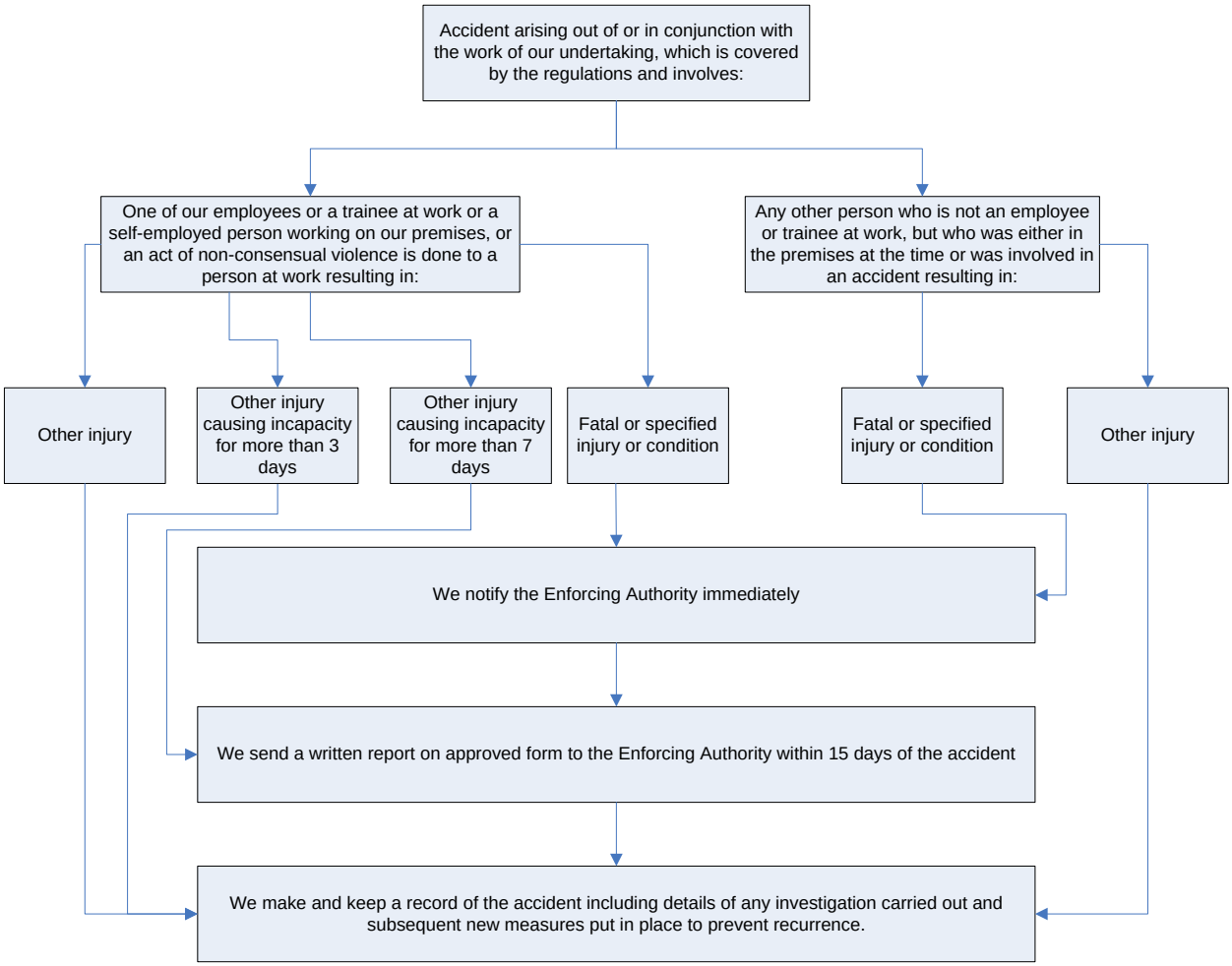
Where an item such as a ‘Scaff-tag’ is to be photographed, ensure images of both the front and reverse side of the tag are captured. Photographs should be taken ‘head on’ where possible and in focus.

Mark on a drawing or piece of paper (for transfer at a later date) where the accident/incident occurred. Be as precise as possible. Identify grid lines or co-ordinates, floor levels, building name, number etc.
Ensure you take the names, contact numbers and organisation of all persons who were in the vicinity at the time, who maybe potential witnesses and those of all who attended the scene.

As a general rule the following information should be obtained, where possible, so that a comprehensive and detailed report can be made:

- When did the accident happen? (Date/Time)
- Where did the accident happen? (Place)
- Who was injured/suffered ill health? (Name)
- Was there any damage to plant, property or persons?
- Were any other persons involved?
- How did the accident happen?
- What was the cause of any injury?
- What activities were being carried out at the time?
- Take Statements (What did witnesses, if any; see, hear, smell, feel, taste)?
- Were adequate Safe Systems of Work (SSW's) in place and did people abide by them?
- Was there a current and specific risk assessment/method statement in place and was it signed off?
- Had people involved received adequate information, instruction, training and supervision and were they suitable and competent?
- Was this clearly documented?
- Was adequate safety equipment provided and used correctly, including PPE? (PPE issue sheet)
- Was the risk identified? If yes why was it not controlled?
- Was the activity being properly supervised/managed?
- Did work organisation (or lack of it) impact on the accident/incident?
- Did the workplace layout influence the accident/incident?
- Did work equipment influence the accident/incident? Was it difficult/awkward to use?
- Was maintenance or cleaning an influence?
- What other conditions may have influenced the accident?
- What is considered to be the immediate and underlying causes of the accident/incident?

WHAT WE DO IN THE EVENT OF AN ACCIDENT



a) Near misses are to be reported to Abbey Construction Services Limited using Form 13C. Initially completed near miss reports should be completed and handed to the site manager / supervisor. Any necessary action to correct items identified in Near Miss report should be taken. Near miss reports must then be passed onto head office so they can be logged and where possible trends can be identified to prevent near misses becoming accidents resulting in injury or loss.

b) Personnel have access to an Accident Book (BI510 or similar) to allow them to record accidents/incidents. Due to the nature of the workforce and work locations it may be appropriate to make arrangements with the Client to record employee accidents in their accident book, however, a copy of the entry and separate notification should be returned to head office for investigation and reporting purposes. Environmental accidents/ incidents shall be recorded within the Site Diary and communicated to the CEO directly.

c) Although the requirement to report accidents to HSE is for over 7 days incapacitation and accidents that result in a person being incapacitated for over 3 days must still be recorded in the accident book

d) Personnel ensure that all incidents (near misses) and accidents are promptly reported through the First-Aiders/Appointed Persons. If an event is not recorded appropriately it shall be considered not to have occurred during work time.

e) All accidents that fall into the RIDDOR category shall be subject to a thorough accident / incident investigation to determine causes and detail preventative measures to be introduced where practicable to prevent recurrence. The Form 13B Accident & Incident Investigation Report Form will be completed for all reportable incidents. In the team of people involved in this category of accident / incident investigation shall be CEO, Contracts Manager, Site Manager, Site Supervisor and Carney Consultancy Ltd. The CEO is responsible for ensuring Carney Consultancy Ltd are informed at the earliest opportunity and subsequently instructed to carry out the necessary accident / incident investigation.

f) Any accidents that do NOT fall into the RIDDOR category shall be subject to an accident / incident investigation to determine causes and detail preventative measures to be introduced where practicable to prevent recurrence. The level of this accident / incident investigation shall be determined by a consultation between, CEO, Contractors Manager and Carney Consultancy Ltd. As a minimum the team of people involved in this category of accident / incident investigation shall be CEO, Contracts Manager and Site Manager. The CEO is responsible for ensuring Carney Consultancy Ltd are informed at the earliest opportunity and if necessary, instructed to carry out the accident / incident investigation.

g) Completion of Accident Reports is explained to First Aiders and Appointed Persons in order to ensure concise, factual information is recorded and any subsequent investigation is performed without delay.

h) First-aiders and/or Appointed Persons ensure that all accidents and treated injuries are recorded in the Accident Book promptly and factually and that the sheet is then removed and given to the CEO promptly. Also, that all environmental accidents/ incidents are recorded within the Site Diary and that the CEO is immediately informed. Copies of all reports to be issued to the Health and Safety Advisor.

i) The Site Manager or equivalent ensures that the Accident Book is maintained and is completed concisely and factually, all completed forms are kept confidentially in a marked folder. They shall also ensure that environmental accidents/ incidents are correctly recorded in the Site Diary and communicated to the CEO.

j) The CEO assesses each report and determines if further action (F2508 or other investigation) is required and documents any such action. The CEO may seek advice from the Health and Safety Advisor.

k) In the event of an accident resulting from materials, machinery, equipment or structures the First-Aiders/Appointed Persons ensure that the scene is left undisturbed until such time as the CEO considers it may be cleared away, unless to do so would pose further danger (for example falling items/structures, live electrical conductors or flammable substances).

l) Carney Consultancy Ltd (on request) and Supervisors or equivalent promptly investigate all incidents and accidents where materials, machinery, equipment or structures are involved to ensure that evidence is not lost which may be vital in assessment of cause and subsequent action. Recording is performed using Form 13 Accident or Incident Report Form. Completed forms and supporting documentation, including photographs and witness statements are attached and sent to the CEO.

m) All accidents and incidents will be investigated to determine cause and preventative measures introduced where practicable to prevent recurrence, for this reason Supervisors or equivalent are informed of any accident or near miss incidents as soon as possible by personnel. The Form 13 Accident & Incident Investigation Report Form will be completed for all reportable incidents. The CEO is responsible for requesting the Health and Safety Advisor to carry out this investigation

n) Injuries where an employee is incapacitated for more than 7 days (after 6th April 2012, 3 days before 6th April 2012) are reported to the HSE on form F2508 within 15 days of the date of the accident. Ignore the day of the accident but include Saturday and Sunday if appropriate.

o) Fatalities and specified injuries (see below) are reported immediately either online at www.hse.gov.uk/riddor or by telephone at Incident Contact Centre on 0845 300 9923 and followed up on Form F2508.

p) The CEO ensures that any reporting to HSE is done within the required time.

q) Major pollution emergencies/ events shall be reported immediately to the Environment Agency using their hotline (0800 80 70 60).

r) The CEO ensures that relevant recommendations from the accident/ incident investigation are passed to appropriate personnel.

s) The CEO reviews the Company Accident book/ environmental accident/incident reports and operation of the reporting procedure as a means of judging safety/ environmental performance.

t) Where an employee witnesses an accident involving another Company's employee or member of the public, he/she must advise the Supervisor or equivalent who should ensure the details are passed to the Company's office.

u) Certain cases of ill health must also be reported to HSE on form F2508A. Leptospirosis (also known as Weil's Disease) is a disease which may be contracted following contact with the urine of rats and other infected animals. This and hepatitis (via sharps etc.) are among the reportable diseases along with the following

i. Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools.

ii. Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm.

iii. Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant.

iv. Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration.

v. Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser

vi. Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements

v) All records are kept for 40 years in a readily retrievable format and are treated as confidential.

REPORTING OF ACCIDENTS - SPECIFIED INJURIES (Definitions from Regulation 4)

1. Fractures, other than to fingers, thumbs and toes e.g., bone fractures include a break, crack or chip. They are reportable when diagnosed or confirmed by a doctor, including when specified on a GP "fit note." In some cases, there may be no definitive evidence of a fracture (e.g., if an X-ray is not taken), but the injury will still be reportable if a doctor considers that a fracture is likely to have occurred. Self-diagnosed "suspected fractures" are not reportable.

2. Amputation of an arm, hand, finger, thumb, leg, foot or toe e.g., amputation includes both a traumatic amputation injury at the time of an accident, and surgical amputation following an accident as a consequence of the injuries sustained.

3. Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes e.g. any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent.

4. Any crush injury to the head or torso causing damage to the brain or internal organs e.g., Injuries to Injuries to the brain or internal organs within the chest or abdomen are reportable when caused by crushing as result of an accident.

5. Any burn injury (including scalding) which:

I. Covers more than 10% of the whole body's total surface area; or
II. Causes significant damage to the eyes, respiratory system or other vital organs

6. Burns which meet the above criteria are reportable irrespective of the nature of the agent involved, and so include burns caused by direct heat, chemical burns and radiological burns.
7. Medical staff may indicate the approximate proportion of skin suffering burn damage, and charts are often available in hospital burns units. In adults of working age, the *Rule of* Nines can help estimate the body surface area (BSA) affected:

- Skin covering the head and neck: 9%

- Skin covering each upper limb: 9%

- Skin covering the front of the torso: 18%

- Skin covering the rear of the torso: 18%

- Skin covering each lower limb: 18%

- If the BSA of a burn exceeds 15% in an adult, they are likely to require hospitalisation for intravenous fluid resuscitation.

8. Where the eyes, respiratory system or other vital organs are significantly harmed as a consequence of a burn, this is a reportable injury irrespective of the surface area covered by that burn. Damage caused by smoke inhalation is not included within this definition.

9. Any degree of scalping requiring hospital treatment
- Scalping is the traumatic separation or peeling of the skin from the head due to an accident, e.g., hair becoming entangled in machinery. Lacerations where the skin is not separated from the head are not included, nor are surgical procedures where skin removal is deliberate.

10. Any loss of consciousness caused by head injury or asphyxia
- Loss of consciousness means that the injured person enters a state where there is a lack of response, either vocal or physical, to people trying to communicate with them. The length of time for which a person remains unconscious is not significant in terms of whether an accident is reportable.

- Asphyxia (lack of oxygen) may occur in situations where a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases e.g., carbon monoxide.

11. Any other injury arising from working in an enclosed space which:

I. leads to hypothermia or heat-induced illness or
II. requires resuscitation or admittance to hospital for more than 24 hours

- An enclosed space includes any space which is wholly or partly enclosed to the extent that there is a significantly increased risk to the health and safety of a person within that space by virtue of its enclosed nature. This would include any confined space as defined by the Confined Spaces Regulations 1997 and would additionally include similar spaces where there is a foreseeable risk of hypothermia (e.g., a cold store.)
  N/B. Hypothermia is not a specified risk within the meaning of the Confined Spaces Regulations.

12. Hypothermia and heat-induced illness include situations where a person suffers an adverse reaction (the physical injury) to intense heat or cold acting on the body, such that they require assistance from another person.

13. Situations where the extent of an injury is unclear.

In some instances, employers and self-employed workers may not be in a position to know the full extent of an injury, e.g., when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, there is no requirement for reports of specified injuries to be made on a precautionary basis. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than 7 days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

REPORTABLE DANGEROUS OCCURRENCES (NEAR MISSES)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately. Firstly, the CEO must be informed and then he will ensure the relevant persons are then informed such as Carney Consultancy Ltd and HSE.

Reportable dangerous occurrences are:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;

- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released;
- the following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health

Forms to be used with this procedure:

- **FORM 13 Accident and Incident Report**
- **FORM 13A Witness Statement**
- **FORM 13B Accident and Incident Investigation Report**
- **FORM 13C Near Miss Report**

Definition:

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work

6.0 First Aid at Work Policy.

Our policy is to ensure all persons are kept safe at work and do not suffer ill-health as a result of any accident that may occur despite control measures, or as a result of residual risks.

We shall comply with the Health and Safety at Work Act 1974 and the Health & Safety (First Aid) Regulations 1981 and will adhere to all relevant guidance and codes of practice.

We assess all foreseeable risks and outcomes in order to identify what resources may be required; we then provide such resources as are reasonable to initiate treatment of those injuries. We also provide resources to deal with foreseeable eventualities involving personnel becoming ill whilst at work.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to take reasonable precautions to avoid injury to themselves and others and to co-operate in maintaining first-aid resources.

Procedure: Provision of First Aid resources, including personnel.

1. Purpose

To define the responsibilities and procedures employed for providing adequate First Aid resources.

2. Responsibility

The CEO is responsible for ensuring adequate First Aid resources are provided.

3. Procedure:

a) First Aid personnel, materials and facilities are provided for the immediate treatment of minor injuries; this is often by agreement and co-operation with our clients.

b) First Aiders will successfully complete a Certificate of First Aid at Work course that satisfies certain criteria set by the HSE and undergo refresher training at periods not exceeding 3 years.

c) All first aid training providers will need to be able – and should be prepared to demonstrate how they satisfy certain criteria set by HSE. These criteria include:

i. the qualifications expected of trainers and assessors
ii. monitoring and quality assurance systems
iii. teaching and standards of first-aid practice
iv. syllabus content
v. certification

Employers should refer to General Information Sheet 3 (GEIS3) for guidance on the selection of competent first aid training provision

d) First Aid Appointed Persons will successfully complete a course of instruction appropriate to the foreseeable injuries/illnesses for their work type, from either residual risks or despite any control measures for risks in the work type, and undergo refresher training at periods not exceeding 3 years.

e) First Aid resources (eyewash, first aid kits, burn kits) are provided suitable for the types of injury or illness that may foreseeably occur; this will include any specific risks regarding hazardous substances or work locations, for example work at height or over water.

f) Specific training may be provided to First Aiders or Appointed Persons dependant on these risks.

g) First Aid resources are maintained by First Aiders or Appointed Persons to ensure stock levels do not diminish and materials are sterile and ready for use. First Aid resources are replenished by First Aiders or Appointed Persons where necessary. First aid resources are kept at the company offices and where necessary further resources are taken to site or the Company will utilise the Principal Contractors facilities on site.

h) Employees sustaining an injury promptly report it to a First Aider or Appointed Person, even if it is of a minor nature. Any stock taken from a First Aid kit is similarly reported so that stock levels are maintained.

i) Completion of accident reports is explained to First Aiders and Appointed Persons in order to ensure concise, factual information is recorded and any subsequent investigation is performed without delay.

j) All accidents and incidents will be investigated to determine cause and preventative measures introduced where practicable to prevent recurrence, for this reason all site personnel are informed of any accident or near miss incidents as soon as possible.

k) Injuries where an employee is unable to carry out their normal duties for a period of seven days must be reported to the HSE on form F2508

l) Fatalities and specified injuries (see list in Accident and Incident Reporting Procedure) must be reported immediately by telephone to the local HSE office or the Incident Contact Centre (also at:http://www.riddor.gov.uk/) and followed up within 15 days on Form F2508.

m) All employees have access to an Accident Book (BI510 or similar) to allow them to record an accident. Because of the nature of the workforce and work locations it may be appropriate to make arrangements with the Client to record employee accidents in their accident book, however, a copy of the entry and separate notification should be returned to head office for investigation and reporting purposes.

n) Where an employee witnesses an accident involving another Company's employee or member of the public, he/she must advise the Supervisor or equivalent who should ensure the details are passed to the Company's office.

o) Certain cases of ill health must also be reported to HSE on form F2508A. Leptospirosis (also known as Weil's Disease) is a disease which may be contracted following contact with the urine of rats and other infected animals, this and hepatitis (via sharps etc.) are included among the reportable diseases

p) Where the Company is utilising the Principal Contractors facilities then the site first aider and location of first aid facilities will be highlighted to operatives at the Site Induction

7.0 Work at Height Policy and Procedure

Our policy in relation to working at height (as defined below) is to ensure the health and safety of all personnel and anyone else who may be affected by such work.

We will adhere to all relevant HSE and industry guidance and codes of practice, specifically the Work at Height Regulations
2005.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, specifically with regard to work at height we consider that every employee must abide by safe working procedures and method statements to avoid potentially grievous injury or death.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid, injury and ill-health occurring to themselves and others.

Definition: Work at Height.

Work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. This includes access and egress (getting into and out of the work location).

Examples include:

- Working on a single storey flat roof
- Working on upper floors of a building
- Erecting scaffolds and mobile access towers
- Working from a ladder or stepladder
- Work at ground level near an open excavation
- Working near or adjacent to fragile material through which you could fall.

Procedure: Working at Height

1. Scope

Where any work is to be undertaken that may involve working at height:

2. Purpose

To define the responsibilities and procedures employed for safe working in locations that pose a potential risk to health due to falls from height.

3. Responsibility

The CEO is responsible for safe working in such locations and ensuring that suitable and sufficient assessments and control measures are undertaken.

4. Procedure - General

a) At the tender stage of the contract an assessment is made considering which aspects will require working at height; this assessment is made by the Estimator in discussion with the CEO where necessary.

b) An assessment is also made where work conditions alter and work at height arises. The Site Manager or equivalent is responsible for "dynamically" risk assessing the forthcoming working at height operations including "producing a suitable and sufficient" risk assessment after considering the hierarchy of controls laid down in the Working at Height Regulations 2005.

c) These assessments consider the nature, duration and location of the work and any other relevant considerations. They are reviewed and revised if site conditions change. These assessments consider emergency measures as part of the controls that may be required.

d) The hierarchy of controls (appendix 1) are applied, thus where possible avoiding work at height where this is not possible a method statement is prepared detailing what is to be done, by whom, where, when and using what equipment.

e) For certain high-risk tasks a Permit to Work may be raised to ensure that all necessary safeguards are in place before, during and potentially after the work. The CEO and/or site manager is responsible for deciding when these are raised and controls these.

f) The CEO are responsible for ensuring that adequate resources allocated to the site manager/supervisor to enable the works to be conducted safely.

g) The Supervisor or equivalent/Estimator are responsible for ensuring that adequate resource is allocated to working at height including the provision of any specific work equipment required.

h) Supervisors or equivalent are responsible for ensuring that the conditions of the method statement are followed and that all relevant personnel understand these. Supervisors or equivalent ensure that work equipment is inspected and maintained appropriately and is in all respects, safe.

i) All employees receive training on how to work safely at height using the various equipment they are likely to require, its safe use, inspection and any maintenance that they may perform upon it.

j) Assessment Forms, Method Statements and Work Permits are maintained with copies of any supporting or contributory evidence. These records are kept for a minimum of 40 years.

k) Control measures may include use of low-level staging, ladders steps, mobile tower scaffolds, tube and fittings scaffolds, handrails, fall prevention systems, fall mitigation systems, Mobile Elevating Work Platforms and soft-landing systems.

l) The risk assessment identifies what measures are taken and this is brought to the attention of all relevant personnel through the method statement.

5. Procedure – Aluminium folding platforms (hop-ups)

The Supervisor or equivalent identifies each platform with an individual mark and records this on a register denoting Type, Class and Date first used. including Safe Working Load (SWL).

a) Personnel inspect platforms before use to ensure that they are not damaged ensure that the SWL will not be exceeded and more thoroughly on a weekly basis for damage or defects.

b) Personnel quarantine platforms that have damage or defects and promptly inform Supervisors or equivalent of such damage or defects.

c) Supervisors or equivalent ensure that platforms are properly repaired or replaced – all badly damaged platforms are destroyed to prevent inadvertent use.

d) Personnel ensure that platforms are positioned on a firm and level base and away from any excavations or unstable ground.

e) Platform condition and use are inspected during site inspections and the results recorded.

6. Procedure - Ladders (including stepladders and podium steps) – ***Only to be used as a workplace when other, better means are not reasonably practicable.***

a) The Supervisor or equivalent identifies each ladder with an individual mark and records this on a register denoting type, class and date first used.

b) Only EN131 (Professional) ladders are used.

c) Personnel inspect ladders before use to ensure that they are not damaged and more thoroughly on a weekly basis for damage or defects.

d) Personnel quarantine ladders that have damage or defects and promptly inform the Supervisors or equivalent of such damage or defects.

e) The Supervisor or equivalent ensures that ladders are properly repaired or replaced – all badly damaged ladders are destroyed to prevent inadvertent use.

f) Personnel ensure that ladders are of an appropriate length, positioned away from hazards, at an angle of 75 degrees and are footed by someone until secured.

g) Personnel ensure that ladders are positioned on a firm and level base and away from any excavations or unstable ground.

h) Where ladder stability devices are available these are used only as the manufacturer recommends.

i) Only one person shall be on the ladder at any time.

j) Ladder condition and use are inspected during site inspections and the results recorded.

7. Procedure – Independent Scaffolding

a) Only competent personnel (approved contractors) will erect, alter, dismantle & tag scaffolding in accordance with NASC guidance TG20:21. Site Manager or Site Supervisor to check all competencies before work commences e.g., CISRS cards.

b) All scaffolders will also take all reasonable precautions for their own safety as identified guidance SG4:22.

c) All no standard scaffolding will require a design to be produced by a competent scaffold designer or structural engineer in accordance with NASC guidance TG20:21. Site Manager or Site Supervisor to check all design drawings are held by scaffolding contractor before work commences

d) The competent person attaches a tag system to the structure and/or hands a written report of inspection to the person in control of the work before it is first used.

e) Competent persons inspect each structure following any revision and at least every seven days that it is continuously erected.

f) Personnel inspect scaffolding before use.

g) Components found to be damaged are reported to the Scaffolding Contractor or Site Manager if no Scaffolders/Scaffolding Contractors are on site, if the damage may affect the safety of personnel using the scaffold it is not used until inspected by a competent person. The tag is altered to display a caution that it is not to be used until remedial action has been taken.

8. Procedure - Mobile Towers

a) Only competent and trained (PASMA) personnel erect & dismantle Mobile Towers

b) The competent person attaches a tag system to the structure before it is first used.

c) The competent person inspects the structure following any revision including where substantially altered if moved, and at least every seven days that it is continuously erected.

d) Items found to be damaged are reported to the Supervisor or equivalent promptly and not used; if this means that the Mobile Tower cannot be completed for the work to be undertaken then work is suspended until safe components arrive. The tag is altered to display a caution that it is not to be used until remedial action has been taken.

e) Mobile Towers are inspected during site inspections and the results recorded.

9. Procedure – Soft Landing Systems and Safety Netting.

Collective fall arrest, which doesn't require the active participation of the protected person (nets and soft-landing systems) is above individual systems (harnesses) in the hierarchy and should be used whenever possible, if fall prevention is not practicable.

a) Soft landing systems are arranged as last resorts as collective fall protection after all other means have been explored.

b) The Supervisor or equivalent arranges for systems to be installed by competent persons who specialise in this work and, in all situations, limits the height of an un-arrested fall to no more than two metres.

c) Polystyrene ball or air-filled bags are arranged to all extents below a potential fall void, ensuring that any solid objects are adequately prevented from injuring a falling person.

d) Safety netting is arranged to all extents where a potential fall could occur, attached to adequately substantial structures.

e) If nets are used make sure that they are properly installed by competent riggers in accordance with FASET or equivalent industry guidance criteria.

f) All nets to be erected as close under the work surface as possible to minimise the distance fallen.

g) Supervisor or Site Manager to ensure nets are inspected of periods not exceeding 7 days, if the integrity of the installation may have been jeopardised through loading by materials / persons or damaged, if adverse weather such as high winds/snow/ice has been evident.

h) Supervisor or Site Manager to ensure handover certificate for netting is obtained be allowing work above the nets.

10. Procedure - Fall Prevention / Fall Arrest (harnesses, lanyards & connecting devices)

There are 2 ways of using harnesses and lanyards: 1. as "work restraint", which means you cannot get to a position from which you can fall while attached. - "fall prevention". 2. as "fall arrest" which will catch you if you fall, and reduce, but not always prevent, injury, and from which you may have to be rescued. Fall prevention is above fall arrest in the hierarchy, and the two shouldn't be confused, even though the equipment may be similar or identical (no reason not to use a fall arrest lanyard for work restraint, as long as it is of suitable length).

a) The Supervisor or equivalent identifies each item of fall prevention / arrest equipment with an individual mark and records this on a register.

b) The Supervisor or equivalent examines fall prevention / arrest equipment when it is signed out and signed back in; it is stored to prevent damage between each use.

c) The Supervisor or equivalent ensures that anchor points are designed and proven safe prior to permitting personnel to use any such point, and those points are re-tested following unplanned loading or a fall. Where this is on behalf of a client or other third-party, records will be held on file for each job in the contract file.

d) Personnel thoroughly inspect fall prevention equipment before each use.

e) Personnel wear fall prevention equipment when working in situations where a fall resulting in personal injury could occur and other means of protection are insufficient to prevent the risk of injury

f) Use of fall prevention equipment is inspected during site inspections on the occasions that it is being used and the result recorded

g) Fall prevention equipment is replaced when it becomes damaged, if a fall is taken that could compromise its strength or after 5 years of use, whichever is earliest.

h) Fall prevention equipment condition is checked against a recording checklist at least every 6 months or monthly where it is used continuously

i) Where fall arrest equipment is considered to be the only reasonably practicable option for roof work, a suitable and sufficient risk assessment including the provision of a rescue plan for mid- air rescue to mitigate the effects of suspension trauma etc. is to be included as detailed in Section 12-15 of the rescue procedure below

11. Procedure - Mobile Elevating Work Platforms (MEWPs)

The Supervisor or equivalent arranges hire of MEWPs from reputable suppliers, considered for their diligence in providing plant that is maintained, inspected and suitable for the work scope, with all relevant manufacturers' literature supplied with each item of plant. plant including a thorough examination certificate dated within the last 6 months in accordance with the Lifting Equipment and Lifting Operations Regulations 1998.

a) The Supervisor or equivalent ensures that the ground state for the MEWP is adequate as regards level and firmness. This may require revision over the course of a contract due to physical obstructions and weather variations.

b) Only competent personnel (or approved contract operators) operate MEWPs; a list of competent operators is maintained by the Company. No-one else is permitted to move, operate or interfere with these items of plant. Part of competency is training and this must be to the IPAF standard.

c) Personnel inspect MEWPs before use for all operational safety features and complete a pre-shift inspection record according to the Manufacturer's Instruction Manual.

d) Components found to be damaged are reported to the Site Manager or equivalent. If the damage may affect the safety of personnel using the MEWP it is not used until inspected and repaired by a competent person.

e) Personnel operating scissor type MEWPs may not require the use of a secondary system of fall prevention (harness and short lanyard) provided they operate only within the confines of the platform and are travelling slowly across uneven surfaces.

f) Personnel operating boom type MEWPs must wear a full body harness, lanyard and suitable attachment device (usually a locking karabiner, not a 'scaffold' clip) clipped to the platform attachment point at all times that they are in the working platform. The lanyard must not permit climbing up onto the guardrails and must not have a shock absorber. The principle is to prevent the individual leaving the confines of the platform, either intentionally or inadvertently if travelling over rough terrain or traversing suddenly.

12. Procedure - Rescue of personnel falling from height (Fall arrest/prevention harnesses)

Rescue - Means of rescue such as MEWPs or tower scaffolds must be immediately available for use at all times when any fall arrest is in use, with a trained operator, if necessary.

a) Where a person falls and is suspended by a full body harness and either a fall arrest or a fall prevention system it is paramount that they are returned to ground as swiftly as possible. Rapid intervention is essential if severe health effects and potential death is to be avoided.
For this reason, the emergency procedure must be communicated to all relevant persons and an emergency plan put in place before the work commences.
This may require individual actions and will form part of the Method Statement.

b) The Supervisor or equivalent ensures relevant personnel are trained in this procedure before using these systems and how to execute it.

c) Personnel witnessing/becoming aware of a fall raise the alarm immediately by telephone, sending someone for help or by going for assistance themselves.
The casualty should be told not to move (if conscious) until assistance arrives.

d) In this instance a 999 call must be made immediately and paramedic and rescue service assistance requested.

e) If it is possible to reach the casualty and they are conscious they may be rescued by MEWP or a man-riding cage specifically designed for use with a fork-lift truck and suitably attached to the forks.

f) If they can be reached, are conscious, but cannot be retrieved, a sling may be attached to each side of their harness and then below the feet to form a loop that they can stand up on; this prevents the tourniquet effect from inducing suspension trauma and slows the onset of shock.

g) If the casualty is unconscious or incapacitated, they must be reached and brought to ground level urgently and the rescue services may be the best qualified personnel to attempt this.

h) On no account should unsafe methods be used to reach the casualty; these can put other persons at risk and increase the severity of the situation.

i) Once returned to ground level or a place of safety, the casualty must NOT be lain down, they must be kept in a sitting position with the head raised in order to stabilise their circulation otherwise shock may ensue.

j) Once the casualty is attended and safe the Supervisor or equivalent and the Health and Safety Advisor undertake a safety review and accident investigation into the event to establish cause and prevent re-occurrence.

k) All equipment involved is initially retained for this investigation, then (once completed to the satisfaction of the relevant authority) the equipment must be destroyed to prevent inadvertent use.

13. Procedure – Rescue of personnel trapped at height (MEWP)

a) This procedure is used where an operator of a MEWP is trapped at height or requires first aid or medical attention.

b) The Supervisor or equivalent ensures relevant personnel are trained in this procedure and how/when to execute it.

c) The Supervisor or equivalent ensures rescue equipment is readily available at all times. This must be done in advance of any such work as delays could be critical.

d) Personnel trapped at height raise the alarm by continuously sounding the vehicles horn or shouting until assistance arrives.

e) The Rescuer referred to in this procedure is someone specifically trained to undertake the functions in this procedure.

Stage 1.

The Rescuer will attempt to return the MEWP to ground level by using the ground controls located on the chassis

Stage 2.

Where Stage 1 fails or cannot be expedited, the Rescuer will attempt to come alongside the inoperable MEWP using another MEWP, or a man-riding cage specifically designed for use with a fork-lift truck and suitably attached to the forks.
The inoperable MEWP operator (and any other operatives) will prepare to transfer to the rescue platform/cage.
The Rescuer will ascend to the height of the inoperable MEWP also using a fall-prevention harness and lanyard, bringing the platform/cage as close to the inoperable MEWP as possible.
The operator of the inoperable MEWP (and any other operatives) will attach their lanyard to the front guardrail and climb into the rescue platform/cage with assistance from the Rescuer.
They will attach themselves to a lanyard connected to the rescue platform/cage and unclip from the one connected to the inoperable MEWP. They will then descend to ground level and exit the rescue platform/cage.
Should no Rescuer be on-site at this time or unsafe to approach the inoperable MEWP with another machine or if more urgent rescue is required proceed to stages 3 or 4 as appropriate.

Stage 3.

Where the Rescuer cannot easily access the location of the MEWP or needs to administer first-aid, an extension ladder of sufficient length may be used provided that it is of adequate length and will not impose excessive side-loading on the MEWP.
This will be deployed as for the procedure for ladders noted above.
First Aid personnel can then ascend the ladder to assist the MEWP operator with the ladder adequately footed, or the operator can make their way to ground level having first tied off the ladder to the MEWP.

Stage 4.

Where urgent medical attention is required or the preceding stages cannot be executed, the Supervisor /Manager or equivalent shall contact the Paramedics and Fire and Rescue Services on a 999 callout.
Time shall not be wasted in hierarchy; anyone with supervisory capacity can expedite this procedure where they believe it is vital to the safety of the MEWP operator or other operatives.

Once the operative(s) are safe the Supervisor or equivalent and the Health and Safety Advisor undertake a safety review and incident investigation into the event to establish cause and prevent re-occurrence.

14. Procedure – Rescue of personnel falling from height (Soft Landing Systems/ Safety nets)

Rescue - Means of rescue such as MEWPs or tower scaffolds must be immediately available for use at all times when any fall arrest is in use, with a trained operator, if necessary.

a) This procedure is used where someone falls into a safety net or soft-landing system and may require first aid or medical attention.

b) The Supervisor or equivalent ensures relevant personnel are trained in this procedure before using these systems and how to execute it. This must be done in advance of any such work as delays could be critical.

c) Personnel witnessing/becoming aware of a fall into a safety net or soft-landing system raise the alarm by sending someone for help immediately, or if no one else is available by ensuring their own safety and then raising the alarm by mobile phone or physically going for assistance. The casualty should be told not to move (if conscious) until assistance arrives.

d) Personnel **MUST NOT** attempt to climb out of the safety net or down off the soft-landing System unassisted as a critical fall may occur and/or further injury be caused.

e) To get the casualty to a place of safety may involve no more than leaving them in place until paramedical assistance arrives; if more urgent first-aid is required any first-aider attempting to reach the casualty must be protected from falls.

f) For airbag soft-landing systems the first action is to slowly deflate the relevant section(s) to lower the casualty into a position where they can be reached and assisted;

g) For polystyrene filled Soft Landing Systems the first-aider may need to access the location by climbing on top of the mattress, this shall be achieved by use of ladders where necessary to prevent falls caused by climbing up the side bags.

h) For safety net access preferably use a scissor-lift MEWP or otherwise erect a tower scaffold to form a platform directly below the casualty, and then carefully lower them onto it by cutting the netting away whilst supporting the casualty’s body.

i) Extreme care must be taken in the event that head/spinal injury may have occurred and trauma could be extended.

j) On no account should unsafe methods be used to reach the casualty; these can put other persons at risk and increase the severity of the situation.

k) Once first-aid has been delivered the casualty may either be retrieved, or if further treatment is required the first-aider will stay with the casualty until paramedic assistance arrives.

l) Safety netting/ soft-landing systems will then be inspected and repaired/renewed as necessary by the relevant competent person.

m) Once the casualty is attended and safe the Supervisor or equivalent and the Health and Safety Advisor undertake a safety review and accident investigation into the event to establish cause and prevent re-occurrence.

15. Procedure – Rescue of personnel trapped at height or requiring First Aid (Mobile Tower or Tube/fittings scaffold)

a) This procedure is used where someone is trapped at height or requires First Aid or medical attention when on a scaffold system.

b) The Supervisor or equivalent ensures relevant personnel are trained in this procedure and how/when to execute it; this may require liaison between Clients, Contractors and possibly with a Principal Contractor to determine First Aid resources available.

c) The Supervisor or equivalent ensures rescue and First Aid equipment and personnel are readily available at all times. First Aid equipment may require additional items for treating persons located at height, for example thermal blankets, large wound dressings and eye-wash bottles.
This must be done in advance of any such work as delays could be critical.

d) Personnel trapped at height or requiring first aid raise the alarm by shouting until assistance arrives, alternatively another person may seek assistance or raise the alarm on their behalf as necessary; this must be as swiftly as possible without putting themselves at risk.

e) Once alerted the person in charge must also raise the alarm to the Emergency Services as soon as it becomes apparent that further rescue or emergency care will be required, this may be prompted initially by the nature of the situation, or after initial appraisal by the First Aider. It may require attendance of Paramedics and/or the Fire and Rescue Service, therefore there should be clear information on the site location (with postcode) and the nature and extent of the casualty's injury or condition, also their location on site and at which elevation (in metres above ground level).

   NOTE: An emergency plan for rescue/first aid at height cannot rely solely on the Emergency Services; however, they can form part of the response.

f) No attempt should be made to lower or otherwise assist a seriously injured or incapacitated person to ground level as this puts the rescuer and the casualty at significant risk of falls and further injury or harm.

g) If the casualty can receive First Aid at height and is (in the opinion of the First Aider) capable of descending to ground level either unassisted or with minor assistance in placing hands/feet on the ladder or scaffold stairway, then they can be carefully assisted to ground level to await further treatment or removal to medical facilities; you must be bear in mind that the casualty may deteriorate on the way down therefore the First Aider must be reasonably confident that they can safely get the person to the ground, or to a safe intermediate location (storey landing or lower lift).If a pedestrian or goods lift is present on the scaffold this may also be used to retrieve the casualty, provided the First Aider assesses that as being without risk to the casualty or others.

h) Other activities on the scaffold that may interfere with the treatment of the casualty should be suspended until treatment has concluded.

Appendix 1 - Working at Height

All work at height will be planned and assessed prior to commencement.
Note that work at height may be involve work at ground level where there are ducts, pits or other excavations into which a person may fall or otherwise injure themselves.

Where possible all work at height will be avoided, however if it must proceed the hierarchy of controls set out by the Health & Safety Executive will be applied; in brief this is as follows:

1. Avoid the need to work at height – prefabricate components or use techniques permitting the work to be performed from ground level or a place of safety;
2. Use existing safe working platforms, possibly with added safety features such as guard rails or barriers;
3. Use Collective Fall Prevention techniques; examples include scaffolding and scaffold platforms with adequate railing/toeboards to prevent a fall occurring or machinery such as scissor or boom Mobile Elevating Work Platforms (Personal Fall Prevention may be required depending on the machine used);
4. Use Personal Fall Prevention techniques; for example, a full body harness and a restraining lanyard attached to an anchor point 1 that prevents the individual reaching a position of danger;
5. Use Collective Fall Protection techniques - Note that these assume that a fall CAN occur; air or polystyrene filled bags (no fall distance greater than 2 metres) or safety netting.
6. Use Personal Fall Protection; full-body harnesses with shock-absorbing lanyards attached to a secure and tested anchor point1 that will sustain the loading imparted in an arrested fall (fall distance must be a maximum of 2 metres).
7. Make use of Access equipment such as ladders, stepladders and ‘Hop-Ups’.

For items 5 & 6 in particular it is paramount that the planning also considers emergency recovery of personnel using such systems; time may be of the essence.

As the hierarchy reaches lower it involves a corresponding increase in risk and the assessment and planning must therefore be more detailed and considered.

Forms to be used with this procedure:

- **FORM 01B** **Site Induction Checklist**
- **FORM 06** **PUWER and LOLER Inspection Record**
- **FORM 07E** **Permit to Use Ladder / Stepladder – with notes**
- **FORM 07F** **Roof Access Permit**
- **FORM 08A** **Scaffold Inspection Checklist**
- **FORM 08B** **Mobile Tower Scaffold Inspection**
- **FORM 08C** **Scaffold Inspection Register**
- **FORM 09A** **Harness Inspection Record**
- **FORM 09B** **Harness Register**

8.0 Work Equipment Policy and Procedure

Our policy in relation to work equipment (as defined below) is to ensure the health and safety of all personnel using it and anyone else who may be affected by work involving it.

We will adhere to all relevant HSE and industry guidance and codes of practice, specifically the Provision and Use of Work Equipment Regulations 1998.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, specifically with regard to work equipment we consider that every employee must at least inspect all such equipment prior to use, bring any defect or damage to the attention of Management and abide by safe working procedures and method statements to avoid injury or death.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health occurring to themselves and others.

Definition: Work Equipment.

Any item of equipment used at work with the exception of:

- Substances (these are covered under COSHH)
- Private motor vehicles used on company business
- Livestock
- Equipment used by the public (although HASAWA may still apply)

Procedure: Work Equipment

1. Scope

Where any work is to be undertaken that may involve work equipment:

2. Purpose

To define the responsibilities and procedures employed for safe working with equipment of various types.

3. Responsibility

The CEO is responsible for safe working with equipment and ensuring that suitable and sufficient assessments are undertaken and control measures implemented.

4. Procedure - General

a) Prior to supply of any work equipment consideration is made of the task(s) to be performed and the most suitable equipment to provide; this assessment may be formal and performed by the Supervisor or equivalent based on competence and may involve discussion with the Health and Safety Advisor where necessary.

b) Where a formal assessment is made this shall be recorded and kept for 5 years.

c) Assessments consider the nature, duration and location of the work and any other relevant considerations. They are reviewed and revised if working conditions change.

d) The Site Manager / Supervisor ensures that all work equipment supplied is:

- Suitable for use and for the purpose and conditions in which it is used
- Maintained in a safe condition for use so that people's health and safety is not at risk.
- Inspected at weekly intervals to ensure that it is and remains safe for use.

e) The Site Manager / Supervisor ensures that work equipment inspections are performed by a suitably competent person, either a Company employee or from an external agency. These formal inspections are recorded on Form 06.

f) The Site Manager / Supervisor or equivalent ensures that the sub-contractors on site carry out inspection in line with the regulations and copies of the formal inspection are issued to the Abbey Construction Services Limited Site Management weekly.

g) All inspection records are retained for a minimum 5 years.

h) Supervisors or equivalent are responsible for ensuring that the conditions of method statements and safe operating procedures relating to safe use of work equipment are followed and that all relevant personnel understand these. Supervisors or equivalent ensure that work equipment is inspected and maintained appropriately and is in all respects, safe.

i) Only competent and trained personnel use any item of work equipment. Details of Abbey Construction Services Limited operatives' competence will be recorded on Form 15. Sub-Contractors competence will be recorded on Form 01B.

j) All personnel receive information on how to perform basic pre-start inspections of work equipment, its safe use and any maintenance that they may be required to perform upon it.

k) Where work equipment may involve a specific risk in circumstances of use (for example abrasive wheel equipment or equipment for working at height) only personnel specifically trained in the use of that equipment must inspect, maintain or operate it.

l) Where specific risks exist as for section k) the CEO arranges instruction and training for those personnel who are required to operate the equipment.

m) Where personnel use work equipment fitted with safety devices (emergency stops, interlocks, guards, etc) these shall all be inspected and tested for safe operation prior to using the work equipment.

n) Components found to be damaged are reported to management, if the damage may affect the safety of personnel using the work equipment it is not used until inspected by a competent person.

o) Work equipment is replaced when it becomes damaged beyond cost-effective repair, or where inspection reveals it to be no longer safe, whichever is earliest. Certain

items of work equipment may also have a statutory lifespan, for example fall-prevention harnesses, safety helmets and respirators.

5. Procedure – Hired equipment

a) The Supervisor or equivalent arranges hire of work equipment from reputable suppliers, considered for their diligence in providing well maintained and inspected equipment that is suitable for the work scope, with all relevant manufacturers' literature supplied with each item of equipment.

b) Personnel inspect work equipment before use for all operational safety features as they do for 'owned' equipment.

c) Where defects are found, management are informed and the equipment is quarantined and returned promptly to the supplier.

d) Before relevant equipment is received on site it is to be PAT Tested, if there are no PAT testing certificates with the equipment when it arrives it is not to be used.

e) Should the equipment be on hire for longer than 3 months then the site supervisor is to organise for the hire company to come out and PAT test the equipment on or before the 3 months' time limit expires.

6. Procedure – Plant and Machinery

a) Where items of plant or machinery are to be operated, for example Mobile Elevating Work Platforms, Fork Lift Trucks and mechanical diggers, these require a pre-shift inspection to be performed by the operator which is recorded on the appropriate Form 05.

b) Operators are trained and competent, in accordance with section 4. l) above. Where periodic refresher training is required this is arranged by the Company.

c) Familiarisation with different types or variations of plant and machinery is requested from the supplier by the Supervisor or equivalent as well as the Manufacturer's Operating Manual which is made available to all prospective operators.

d) All other relevant provisions in Section 3 apply to this equipment, also any specific provisions relating to the plant or machinery in Regulations or Codes of Practice, Safe Operating Procedures and Method Statements.

e) Operators of rider-operated plant (including MEWPs, Fork-Lifts, Dumpers, Excavators and similar) have a Medical Assessment performed on starting with the Company, being appointed to operate such plant and at periodic intervals to ensure that they are physically and psychologically capable of safely operating the machinery.
Medical Assessments and periodic Health Surveillance where appropriate will be performed for Operators in this category.

The following criteria are typical for the Operational Requirements of such Plant:

1. Operator's ability to get across construction site;
2. Climb steps/ladders to degree required to access/egress operating positions of plant;
3. Control machine accurately using standard manufacturer-fitted controls;

4. See with sufficient acuity (with corrected vision if required) to accurately carry out the range of tasks expected in the time available;
5. Hear with sufficient acuity (with hearing aids if required) to be given instructions and react to warnings;
6. Carry out pre-use checks e.g., walking, bending, looking, accessing covers.

7. Procedure – PAT Testing

a) CEO is responsible for compiling a list of company owned electrical equipment.
b) Once list in a) is compiled PAT testing time intervals will be allocated to each piece of equipment.
c) The in-house qualified PAT testers using the list from a) will ensure that the items are PAT tested at the required time intervals and records will be maintained at the head office.
d) Items failing the PAT test will be sent out to a qualified electrician for repair before they are then re PAT tested.
e) Hired in electrical equipment will be PAT Tested by the hire company before it is issued to site.
f) The site supervisors will manage the hired in electrically equipment to ensure that it is re-PAT tested at the required time intervals.
g) In accordance with 4(i), 4(l) and 5(b) above, personnel check equipment, leads and plugs pre-use to ensure that it does not show any damage or defect that would compromise safety.
h) In accordance with 4 and 5 above, Personnel and Supervisors visually inspect equipment, leads and plugs fully at periodic intervals (generally weekly unless used less frequently) for any damage or defect that would compromise safety. For Site Equipment this is recorded on Form 06.

Forms to be used with this procedure:

- **FORM 01A** **Company Induction**
- **FORM 01B** **Site Induction Checklist**
- **FORM 05** **Pre-Use Inspection Form**
- **FORM 06** **PUWER and LOLER Inspection Record**
- **FORM 09A** **Harness Inspection Record**
- **FORM 09B** **Harness Register**

9.0 Lifting Equipment and Lifting Operations Policy and Procedure

Our policy in relation to lifting equipment and lifting operations (as defined below) is to ensure the health and safety of all personnel using it and anyone else who may be affected by such work.

We will adhere to all relevant HSE and industry guidance and codes of practice, specifically the Provision and Use of Work Equipment Regulations 1998 and the Lifting Equipment and Lifting Operations Regulations 1998.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, specifically with regard to lifting equipment we consider that every employee must inspect all such equipment prior to use, bring any defect or damage to the attention of Management and abide by safe working procedures and method statements to avoid injury or death.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health occurring to themselves and others.

Definition: Lifting Equipment.

Any item of work equipment for lifting or lowering loads including attachments used for anchoring, fixing or supporting the load. This may include equipment used to raise or lower a load including persons.

Definition: Lifting Operation

An operation concerned with the lifting or lowering of a load

Procedure: Lifting Equipment and Lifting Operations

1. Scope

Where any work is to be undertaken that may involve work equipment to raise, lower or transport loads:

2. Purpose

To define the responsibilities and procedures employed to ensure safe lifting operations.

3. Responsibility

The CEO is responsible for ensuring that safe lifting operations are performed.

4. Procedure - General

a) Where any work is to be undertaken that may involve lifting equipment and operations:

b) Prior to any lifting operation, consideration is made of the task(s) to be performed and the most suitable equipment to provide; this assessment will be undertaken by a competent person, normally a suitably trained and skilled employee, or for more intricate operations a specialised lifting assessor may be contracted for the task. The Supervisor or equivalent and Carney Consultancy Ltd (when instructed) may also provide assistance where necessary.

c) The CEO ensures that all lifting equipment supplied is:

- Suitable for use and for the purpose and conditions in which it is to be used
- Individually marked to permit the Safe Working Load (SWL) or Working Load Limit (WLL) and the manufacturer's serial number to be clearly identified
- Maintained in a safe condition for use so that people's health and safety is not at risk.
- Inspected at regular intervals by a competent person to ensure that it is, and remains, safe for use, including a thorough examination, generally annually, or more frequently if the equipment is in frequent/heavy use.

d) All inspection records are retained for a minimum 5 years.

e) A formal Lifting Assessment is made for the lifting operation; it is recorded and kept for 5 years. These assessments consider:

- The type of load being lifted, its weight, shape and what it consists of;
- The risk of a load falling or striking a person or other object and the subsequent consequences;
- The risk of the lifting equipment failing or falling over while in use and subsequent consequences.
- The location of the work, including the ground and also weather conditions if outdoors, and any other relevant considerations, and;

f) It is the responsibility of the CEO to ensure there is a Lifting Plan in place before any works involving a crane are commenced.

g) The control strategy (known as the Lifting Plan) is to be adopted to prevent or reduce these risks as far as is practically possible. These are reviewed and revised if working conditions change. For this the Form 41 Lifting Plan (Non-Crane) is used to record control strategies for lifting operations where means other than a crane is used to perform the activity, or the Form 41A Contract Lifting Plan Checklist where the lift has been subcontracted to an appointed specialist crane operator.

h) Supervisors or equivalent are responsible for ensuring that Lifting Plans are followed and that all relevant personnel understand these. Supervisors or equivalent ensure that lifting equipment is inspected and maintained appropriately and is in all respects, safe.

i) Only competent and trained personnel inspect and use any item of lifting equipment. Proof of competency is to be entered onto Form 01B

j) Only competent and trained personnel operate as banks-persons/signallers. Proof of competency to be entered onto Form 01B

k) The relevant personnel receive instruction and training on how to inspect lifting equipment, its safe use and any maintenance that they may be required to perform upon it, as well as any specific information that may be required to ensure safety. The CEO arranges this instruction and training as appropriate.

l) Damaged or defective Lifting equipment and accessories are reported to management immediately, quarantined, and not used until inspected and repaired by a competent person.

m) Lifting equipment is replaced when it becomes damaged beyond cost-effective repair, or where inspection reveals it to be no longer safe.

5. Procedure – Hired equipment

a) The Supervisor or equivalent arranges hire of lifting equipment from reputable suppliers, considered for their diligence in providing well maintained and inspected equipment that is suitable for the work scope, with all relevant manufacturers' literature and a current certificate of inspection supplied with each item of equipment.

b) Personnel inspect lifting equipment before use for all safety features as they do for 'owned' equipment. Where defects are found, management are informed and the equipment is quarantined and returned promptly to the supplier.

6. Procedure – Lifting Plant and Machinery

a) Plant or machinery, for example Mobile Elevating Work Platforms (MEWPs), require a pre-shift inspection to be performed by the operator which is recorded on the appropriate Form 05

b) All plant and equipment must have an in-date LOLER inspection certificate/ marking displayed when supplied, as well as the Manufacturer's Operating Manual which is made available to all operators. Recorded on Form 01B

c) Operators are trained and competent. Periodic refresher training is arranged by the CEO .

d) Sub-contractors' competency is recorded on Form 01B

e) Familiarisation with different types or variations of MEWP is requested from the supplier by the Site Manager or equivalent and the individual operator.

Forms to be used with this procedure:

- **FORM 01B** **Site Induction Checklist**
- **FORM 05** **Pre-Use Inspection Form**
- **FORM 06** **PUWER and LOLER Inspection Record**
- **FORM 09A** **Harness Inspection Record**
- **FORM 09B** **Harness Register**
- **FORM 41** **Lifting Plan (Non-Crane)**
- **FORM 41A** **Contract Lifting Plan Checklist**

10.0 Noise at Work Policy and Procedure

Our policy in relation to work where health risks may exist as a result of intrinsic noise is to avoid or reduce those risks through effective safety management.

The health and safety of all personnel and anyone else who may be affected by excessive exposure to noise will be considered, either from our work activities or those of others.

We accept that we cannot, in all cases, avoid the risk and therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health & safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that noise may represent a risk to their own health, or to that of others, howsoever it is caused.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health to themselves and others.

Procedure:

Work where excessive sound pressure (noise) is a potential risk to health.

1. Scope

Where any work is to be undertaken that may involve working in or creating a noisy environment.

2. Purpose

To define the responsibilities and procedures employed for safe working in locations that pose a potential risk to health.

3. Responsibility

The CEO is responsible for safe working in such locations.

4. Procedure:

Work undertaken by the Company's employees that is likely to produce noise in excess of the safe levels dictated by the Health & Safety Executive (HSE) shall be assessed by the Company or their appointed Advisor. Where possible all such work will be avoided by planning and work methods that are less hazardous; where such work cannot be avoided the following procedure will operate:

a) All plant, tools and equipment is sourced with consideration of the noise levels produced, for which the manufacturer's data is reviewed.

b) Noise produced by hand tools is similarly assessed and low operating volume tools are purchased, however this varies with material being worked upon and the resonance of items such as sheet materials or long, unsupported lengths. For this reason, the following basic criteria is applied for intermittent noise:

- Where the duration of the work is of short duration (total exposure to the noise 30 minutes per day or less) AND the noise level does not necessitate the person(s) having to raise their voices to be heard over 2 metres away then the work is unlikely to cause health effects to either the worker or anyone else in the vicinity.
- Where the total exposure per day exceeds 30 minutes, or
- Where the noise levels require the person(s) to speak loudly to make themselves heard, or
- Where there is a continuous background noise that the individual considers excessive, irrespective of pitch, then work may only proceed with hearing protection of a simplified noise-level reduction (SNR) figure of at least 25dB(a)

c) Hearing protective PPE is supplied free of charge and may be earplug or earmuff type depending on the individual's requirements. Issue of PPE must be recorded on form 03A. Should there be a requirement to issue PPE to sub-contractors this must be recorded on form 03B.

d) All personnel are trained to wear hearing protective PPE correctly, to maintain it in a hygienic state and to appreciate individual reasons (facial hair, spectacles, etc.) which may alter the effectiveness of the equipment.

e) The use of vibratory equipment will be recorded by operatives on Form 11 on a daily basis and this form will be sent to the office on a weekly basis for assessment. The Management will check the forms weekly to ensure that operatives are not being exposed to levels of vibration exceeding that recommended by HSE Guidance.

f) Noise produced by hand tools is similarly assessed and low operating volume tools are purchased, however this varies with material being worked upon and the resonance of items such as sheet materials or long, unsupported lengths

g) Where work is foreseeably health-affecting above the value of the hearing protective PPE, for example very loud impact or continuous grinding/cutting of resonating materials, then no work shall take place until a noise assessment of the task has been performed and suitable control measures developed.

h) Cutting or working of materials that may resonate such as sheets, lengths of timber or metal or pipes will be reduced by practical measures such as supporting the material stock and the off-cut material

i) Means of sound-dampening such as supporting of sheets or resonating materials, applying dampening weights or backing materials may be used, however this will only be on the advice of a suitably competent person.

j) All plant, tools and equipment that are intrinsically noise-producing, such as drills, screwguns, saws and routers, will be maintained so as to prevent deterioration that may result in an increase in noise; bits, blades and tips will be kept sharp and renewed or sharpened to help achieve this.

k) Noise Assessment Forms of any assessed tasks with supporting or contributory evidence are kept for a minimum of 40 years.

l) Where noisy activities not being undertaken by our employees meet the criteria in Section c) above we may require that our employees are informed of when such work is to commence, to enable them to take suitable measures, either to wear hearing protection or to absent themselves from the noise source until it abates.

m) Employees who are frequently exposed above the upper exposure action values, or are at risk for any reason, e.g., they already suffer from hearing loss or are particularly sensitive to damage will receive health surveillance in the form of regular hearing checks, conducted annually for the first two years of being exposed and then at three-yearly intervals (although this may need to be more frequent if a problem with hearing is detected or where the risk of hearing damage is high).

Forms to be used with this procedure:

- **FORM 03A PPE Issue Register**
- **FORM 03B Register of PPE Issued to Sub-Contractors**
- **FORM 11 Vibratory Equipment Record**

11.0 Vibration at Work Policy and Procedure

Our policy in relation to work where health risks may exist as a result of intrinsic vibration is to avoid or reduce those risks through effective safety management.

The health and safety of all personnel and anyone else who may be affected by excessive exposure to vibration will be considered.

We accept that we cannot, in all cases, avoid the risk and therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that vibration may represent a risk to their own health, or to that of others, howsoever it is caused.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health to themselves and others.

Procedure:

Work where excessive vibration is a potential risk to health.

1. Scope

Where any work is to be undertaken that may involve work of a vibratory nature.

2. Purpose

To define the responsibilities and procedures employed for safe working in locations that pose a potential risk to health.

3. Responsibility

The CEO is responsible for safe working in such locations.

4. Procedure:

a) Work undertaken by the Company's employees that is likely to produce vibration in excess of the safe levels dictated by the Health & Safety Executive (HSE) shall be assessed by the Company or their appointed Advisor. Where possible all such work will be avoided by planning and work methods that are less hazardous; where such work cannot be avoided the following procedure will operate:

b) Employees will be allowed and encouraged to indicate whether they have any existing or arising signs of damage consistent with Hand-Arm Vibration Syndrome; employee records may be checked for episodes of previous employment that could increase such a risk and such aspects discussed at interview in order to avoid placing a new employee at increased risk.

c) Employees will be provided with suitable and sufficient training in relation to Hand-Arm Vibration awareness. The training will be carried out in a toolbox style format and will include the following:

- The effects of hand-arm vibration
- Who is at risk?
- How to recognise the signs
- What arm the short-term and long-term effects?
- What can be done to reduce harmful exposure?

d) All plant, tools and equipment are sourced with consideration of the lowest vibration levels produced, for which the manufacturer's data is reviewed.

e) The power tool selected is suitable for the activity and for the conditions in which it is to be used, used only by workers who are trained in its operation and properly maintained throughout its working life to ensure it is in good order.

f) Carry out a risk assessment for vibratory hand-tools to plan individual work activities with this type of equipment. The assumptions for this risk assessment are such that even worn equipment should still be within the scope, however where it is considered that employees are either at or above the:

- **Exposure Action Value (2.5 m/s2 A(8) or 100 points)** which is the daily amount of vibration exposure above which employers must take action to control exposure (EAV) for assigned tasks or

- **Exposure Limit Value (5m/s2 A(8) or 400 points)** which is the maximum amount of vibration an employee may be exposed to on any single day, representing a high risk above which employees should not be exposed (ELV)

g) Monitor employees' vibration exposure (trigger times). Individuals are encouraged to record their own trigger times in addition to implementing suitable supervision to enforce the importance of this action and to review monitoring techniques.

The risk assessment requires:

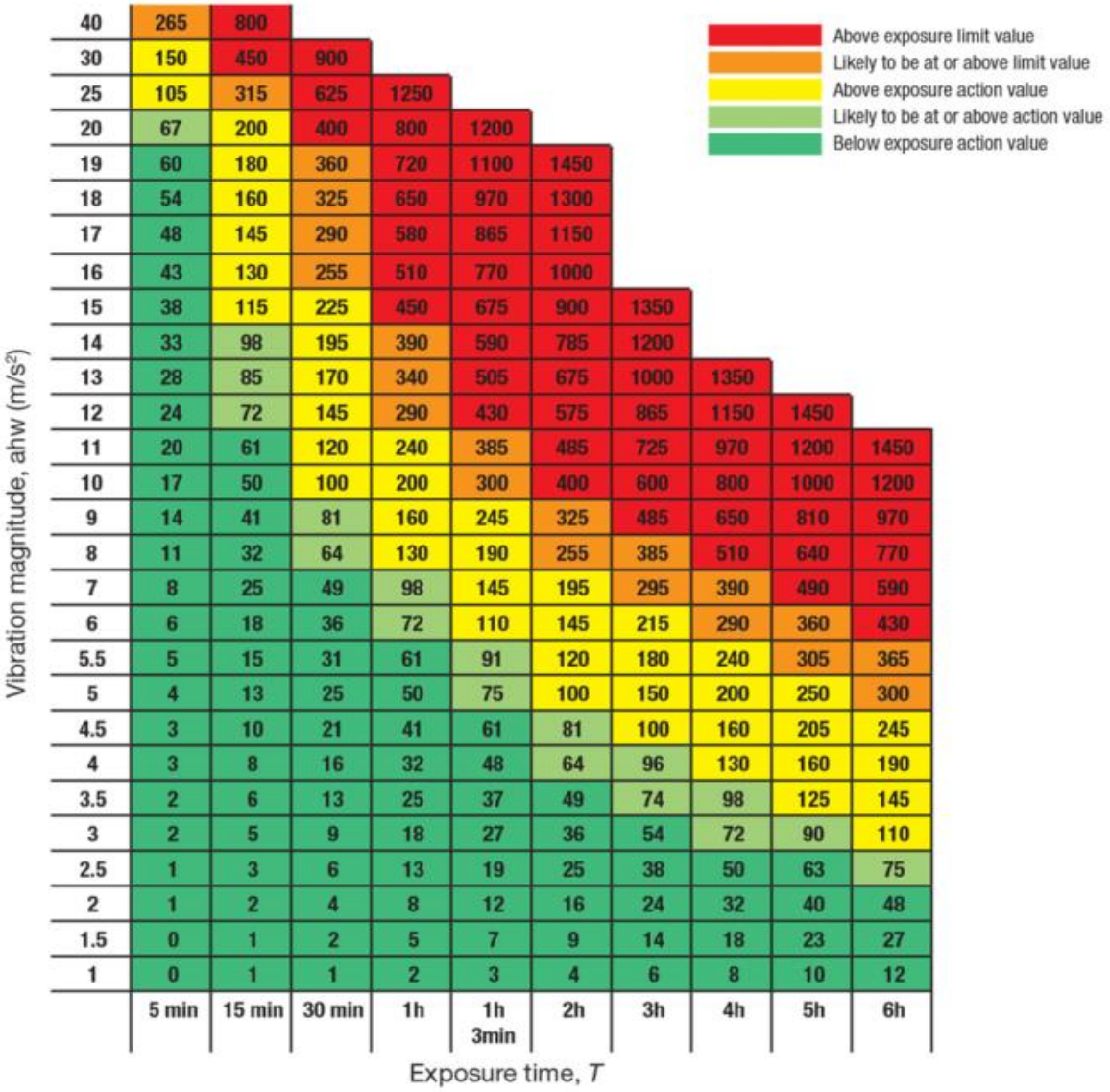
- Assessment of the vibration magnitude from each piece of equipment used. Details are found in the manufacturer's information.
- Measurement of vibration levels if vibration magnitude data is not available.
- Identification of who might be affected.
- Calculation of vibration expose for individual. The calculation is derived from the equipment used, length of time (trigger time) and combination of equipment used. The HSE Vibration exposure calculator is utilised to assist in the calculation which considers all of the aforementioned points and results in calculating the exposure points per hour, time to reach EAV and time to reach ELV.
- http://www.hse.gov.uk/vibration/HAV/vibrationcalc.htm
- Identification of other risk factors which may increase health risks: the factors may include cold or wet working conditions; location of the work activity and body positioning especially in cramped or confined spaces; competence of the employee and physical ability.

These employees will have an individual assessment made of the task(s) to ensure any such exposure is reduced. Reference shall be made to the HSE guidance and assessment tools in such cases.

High risk (above the ELV)
Employees who regularly operate:

- Hammer-action tools for more than about one hour per day; or
- Some rotary and other action tools for more than about four hours per day.

Employees in this group are likely to be above the exposure limit value set out in the Regulations. The limit value could be exceeded in a much shorter time in some cases, especially where the tools are not the most suitable for the task.



	5 min	15 min	30 min	1h	1h 3min	2h	3h	4h	5h	6h
40	265	800								
30	150	450	900							
25	105	315	625	1250						
20	67	200	400	800	1200					
19	60	180	360	720	1100	1450				
18	54	160	325	650	970	1300				
17	48	145	290	580	865	1150				
16	43	130	255	510	770	1000				
15	38	115	225	450	675	900	1350			
14	33	98	195	390	590	785	1200			
13	28	85	170	340	505	675	1000	1350		
12	24	72	145	290	430	575	865	1150	1450	
11	20	61	120	240	385	485	725	970	1200	1450
10	17	50	100	200	300	400	600	800	1000	1200
9	14	41	81	160	245	325	485	650	810	970
8	11	32	64	130	190	255	385	510	640	770
7	8	25	49	98	145	195	295	390	490	590
6	6	18	36	72	110	145	215	290	360	430
5.5	5	15	31	61	91	120	180	240	305	365
5	4	13	25	50	75	100	150	200	250	300
4.5	3	10	21	41	61	81	100	160	205	245
4	3	8	16	32	48	64	96	130	160	190
3.5	2	6	13	25	37	49	74	98	125	145
3	2	5	9	18	27	36	54	72	90	110
2.5	1	3	6	13	19	25	38	50	63	75
2	1	2	4	8	12	16	24	32	40	48
1.5	0	1	2	5	7	9	14	18	23	27
1	0	1	1	2	3	4	6	8	10	12

5. Health Surveillance.

We have provided a staged health surveillance structure:

- An initial **Tier 1 assessment** is carried out for all new employees or existing employees who are now carrying out new tasks which exposes them to vibration. This assessment is in the form of a short questionnaire which is to be completed by the employee. The results of this questionnaire will determine whether the employee will need to be referred to a Tier 3 for a HAVS health assessment.

- An annual **Tier 2 assessment,** again in the form of a short questionnaire. The assessment is carried out by the employee and will indicate whether the employee will need to be referred to a Tier 3 for a HAVS health assessment.
- If an employee indicates any signs of HAVS or deterioration and **Tier 3 assessment** will need to be implemented. This involves the services of a qualified person e.g., an occupational health nurse. If the assessment confirms that the employee has HAVS, a **Tier 4 assessment** is required.
- A **Tier 4 assessment** involves a formal diagnosis by a doctor qualified in occupational health. The doctor will then provide information on the employee's fitness for work.
- On receipt of a diagnosis from the doctor the condition should be reported in line with RIDDOR 2013 (Refer to Accident / Incident Reporting and Investigation Policy).

Completed questionnaires are handled by the responsible person and any requirement for referral organised, provided this is agreed by the affected person. If required, the questionnaire is treated as confidential and reviewed by suitably trained health professionals.

Forms to be used with this procedure:

- **FORM 03A** **Issue of PPE**
- **FORM 11** **Vibratory Equipment Record**
- **FORM 11A** **HAVs Monitoring Form**
- **FORM 11B** **Tier 1 HAVS Questionnaire**
- **FORM 11C** **Tier 2 HAVS Questionnaire**

12.0 Manual Handling Policy and Procedure

Our policy in relation to work involving manual handling of loads is to avoid or reduce those risks through effective safety management.

The health and safety of all personnel who may be affected by excessive musculoskeletal or other physical stress will be considered, and control measures implemented to prevent this or, if not possible to prevent it entirely, to reduce the risk as far as are reasonably possible.

We accept that we cannot, in all cases, avoid the risk as the nature of the work scope involves handling of loads, and we therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has individual abilities and limitations, and therefore has the obligation and right to inform management if they feel that manual handling tasks or loads may represent a risk to their own health.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health occurring to themselves and others.

Procedure:

1. Scope

Work involving manual handling of loads that represent a potential risk to health.

2. Purpose

To define the responsibilities and procedures employed for safe manual handling of loads and avoidance of injury or ill-health as a consequence.

3. Responsibility

The CEO is responsible for ensuring that loads are safely handled manually.

4. Procedure:

a) Work undertaken by the Company's employees that involves manual handling operations is assessed by the Company or their Health and Safety Advisor (on request).

b) The Risk Assessment will consider all relevant aspects of the work including the nature of the load(s), the work environment, the task to be performed and the capabilities of those performing the task.

c) Where possible all such work will be avoided by planning and work methods that are less hazardous;

This may require the following:

- The task is avoided entirely by altering the working method, for example using machinery to transport materials, or equipment to position materials whilst they are fixed.

- The Health and Safety Advisor (on request) will advise on types of equipment and plant available to handle materials and avoid the risk.

- The Site Manager takes into account working methods proposed and budgets accordingly for equipment purchase or hire and timescales for work progress. The Site Manager liaises with the client regarding work programming and use of equipment/plant to incorporate with other work activities on the project.

- The load is broken down into less hazardous sizes/weights in order to remove the risks that excessively bulky and/or heavy loads pose. Designers and architects have specific legal responsibilities to avoid risks to health and safety over the life of a project and therefore reduction of manual handling risks due to large, unwieldy or excessively heavy materials forms part of this. The Design co-ordinator / Site Manager liaises with the Designer in order to prevent hazardous manual handling occurring as a result of any loads that are excessive or working locations that present handling risks.

- The working environment is altered to avoid the risks from slips, trips, falls, space constraint and so forth. The Site Manager / Supervisor or equivalent ensures that such hazards do not develop on the site.

d) Where such work cannot be avoided the following procedure will operate:

    - The Risk Assessment (recorded on FORM 33 or 33A) is used to plan work activities, in brief if there are:

    - Aspects of the load which require control measures to be implemented; this is identified and communicated to all relevant personnel;

    - Aspects of the task that would lead to an increased risk, control measures are proposed to reduce these risks;

    - Aspects of the work location or working environment that increase the risk, realistic, pragmatic solutions are proposed that will reduce the risk, and/or;

e) Employees who have any medical or physical restriction that would increase the risk to them, they are either not exposed to those work activities or are given specific instruction on what they may and may not do with regards to the work activity. Where an employee reports a physical restriction or health effect that may affect their ability to safely handle loads, they will be referred to Occupational Health for an assessment of their restrictions.

f) All loads will be kept as light and small as possible, however when working with boards and other sheet materials these may be too large or heavy for one person to handle without risks to health. Some boards can only be safely handled by two persons. In these cases, the person will get assistance for the task duration, use handling equipment to reduce the risk or a combination of these.

g) It is acknowledged that training cannot fully remove or reduce all manual handling risks, however it forms a necessary part of the control measures, therefore training is

provided to all personnel on the basic measures to be undertaken when manually handling any load; this training is enhanced by toolbox talks and on-site discussion of various manual handling tasks, to focus the correct manual handling techniques in real-world situations. Such training is recorded and records maintained.

h) The results of manual handling risk assessments are distributed to all relevant personnel in order to inform and increase awareness of potential risks and the control measures to be implemented.

i) Manual handling control measures will be monitored by site supervision as part of the ongoing work management and the Health and Safety Advisor during site safety inspections. Any non-conformance with this procedure, training provided or manual handling best practice will be discussed and rectified promptly.

Forms to be used with this procedure:

- **FORM 01A** **Company Induction**
- **FORM 33** **Manual Handling Risk Assessment**
- **FORM 33A** **Alternative Manual Handling Risk Assessment**

13.0 Lone Working Policy and Procedure

Our policy in relation to lone working (often including night work) is to avoid this wherever possible or reduce risks through effective safety management where such work cannot be avoided.

We accept that we cannot, in all cases, avoid the need to work in isolation and we therefore seek to control and minimise it by practical control measures.

The health and safety of all personnel who may be required to work alone will be considered, and control measures implemented to prevent this or, if not possible to entirely prevent it, to reduce risks as far as is reasonably possible.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health occurring to themselves and others.

Procedure:

1. Scope

Work involving a potential risk to health from personnel operating alone or in isolation.

2. Purpose

To define the responsibilities and procedures employed to avoid injury or ill-health as a consequence of lone working.

3. Responsibility

The CEO is responsible for ensuring the safety and health of personnel working alone.

4. Procedure:

a) Work undertaken by the Company's employees involving them operating alone or in isolation (for example on a separate part of a work site from colleagues) is assessed by the Company or their Health and Safety Advisor (on request).

b) The Risk Assessment will consider all relevant aspects of the work including the duration of the task, the work environment, the task to be performed and the capabilities of those performing the task.

c) Where possible all such work will be avoided by planning alternative working methods.

d) Where such work cannot be avoided the following procedure will operate:

e) The Risk Assessment is used to plan work activities.

In brief if there are:

- Aspects of the task which require control measures to be implemented; these are identified and communicated to all relevant personnel;

- Aspects of the task that would lead to an increased risk, control measures are identified to reduce these risks;

- Aspects of the work location or working environment that increase the risk, realistic solutions are proposed that will reduce the risk, and/or;

- Employees who have any medical or physical restriction that would increase the risk to them, they are either not exposed to lone working or are given specific instruction on what they may and may not do with regards to the work activity.

f) Working times are kept as short as possible; this may involve scheduling tasks on an individual basis and then having the individual check-in with another person.

g) Risk assessments are used to generate a Method Statement for all lone working, this is fully explained to all relevant personnel, including the person designated to be contacted for check-ins

h) Method statements contain a contingency plan in case check-in is missed or contact cannot be established.

i) Personnel never work alone without someone else being aware of their presence; this may involve another person on site who is going to remain there for the duration of the work (for example, security guards) being made aware of what is being done, in which location, by whom and a contact check-in agreed; this will usually be by provision of radios or exchanging mobile telephone numbers.

j) Where radios are provided these are checked for battery charge, frequency settings and operation before work commences.

k) All persons using radios have the operation of the equipment fully explained to them when issued.

l) Range of radios is considered, including any interference offered by terrain or structures.

m) Frequencies are selected which differ from other radios used in the vicinity to avoid cross-talk, for example on multi-radio sites.

n) Where mobile telephones are to be used, they are checked to ensure adequate battery charge prior to use. Numbers are checked to ensure they are correctly specified.

o) The usual check-in period is 30 minutes, at which time the person working alone should call the designated person; if the designated person has not received the check-in call, they should attempt to contact the lone worker. If contact cannot be established the designated person takes the action laid down in the Method Statement, which may involve calling the emergency services. If alternative time

periods are specified in the Method Statement these are clearly identified to all relevant persons.

Work specifically prohibited from being undertaken alone is:

- Confined space entry
- Hot work
- Work on, or adjacent to, live electrical conductors
- Work on pressure systems or vessels
- Work with plant, machinery or power tools unless the Risk Assessment considers it is of low risk
- Working at height, including excavations, unless the Risk Assessment considers it is of low risk
- Work with hazardous substances categorised as Flammable, Toxic, Harmful, Corrosive, Irritant or of a nature likely to cause harm to the person unless the Risk Assessment considers it is of low risk.

14.0 Young Persons at Work Policy.

Our policy is to ensure all young persons (including those on work experience) are kept safe at work and do not suffer ill-health as a result of any work undertaking.

We shall comply with the Health and Safety at Work Act 1974 and subsequent Regulations and will adhere to all relevant guidance and codes of practice.

As many risks to Young Persons may be amplified due to lack of experience or knowledge, we concentrate our attention on training and supervision, in order to build the Young Person's perception of hazards and risks and the corresponding actions to avoid or reduce these.

We assess all foreseeable risks and outcomes in order to identify where such training and supervision may be required, then provide such resources as are reasonable to promote Best Safe Practice.

Personnel in a Mentor or Supervisory role are themselves competent to safely undertake the tasks allocated and are supported themselves in methods to encourage the Young Person to remain safe in the workplace.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees & contractors to recognise that they have a duty to take reasonable precautions to avoid injury to themselves and others; specifically, Young Persons who they work with or supervise.

Procedure: Work where Young Persons (below the age of 18yrs) are employed or on a course of instruction.

1. Purpose

To define the responsibilities and procedures employed for ensuring the safety of Young Persons.

2. Responsibility

The CEO is responsible for the safety of all Young Persons employed or under instruction at work.

3. Procedure:

a) Work undertaken by Young Persons on the Company's behalf shall be assessed by the Company or their Health and Safety Advisor (on request).
All such work will be under the guidance or supervision of a Mentor or Supervisor or equivalent appointed by the Company; where such work or instruction takes place, the following procedure will operate:

b) All Young Persons will be inducted to the Company by their Mentor / Supervisor or equivalent where possible, or failing this by the relevant Manager.

c) This induction covers all of the aspects of induction covered for other employees; however, the time taken is extended to permit questioning by the Young Person and for the verification of comprehension by the Mentor/Supervisor or equivalent, generally by question/answer and reinforcement of key safety aspects of each topic.

Specific induction issues to be covered are:

- The Company Safety Policy and Safe Operating Procedures,
- Manual Handling,
- Control of Hazardous Substances,
- Personal Protective Equipment,
- Plant and machinery,
- Power tools and
- Working at Height.

d) It is also made clear that if in any doubt regarding an instruction the Young Person must ask their Mentor/Supervisor or equivalent for clarification, no matter how trivial the matter may seem.
The location for induction may vary, however it shall be free of distractions in order to get the maximum benefit for both the Young Person and the Employer.
Where possible it will be on a one-to-one basis in an informal setting, well lit, comfortable temperature and dry.

e) Plant, machinery and power tools may not be operated unless under close supervision/observation as part of training by a competent person or when the Young Person has been deemed competent.

f) The existing Risk Assessments within the Company are used to plan individual training for the Young Person. Where the Risk Assessment has not previously taken into account Young Persons it will be reviewed and any outcomes/actions completed before the Young Person is exposed to that aspect of work.

g) Supervisors or equivalent /Mentors are selected for the Young Person on the basis of competence in a particular aspect of work and their ability to communicate this effectively to the trainee; the Young Person may therefore have more than one Mentor or Supervisor or equivalent over time depending on the scope of work. Work performed is logged as part of the Young Persons' training within the Company and may be used as evidence of competence in various aspects of work. Logging of this information may be by written, computerised or photographic means and is agreed by the Young Person and the Mentor/Supervisor or equivalent.

h) Proof of competence from external sources (training providers/college/off-site training) may also be entered as proof of competence provided it is backed up by the approval/signature of a suitably qualified or competent person.

i) Specific aspects of work that are restricted with regard to Young Persons are:

- Working at Height (supervision mandatory at all times)
- Working Alone (not permitted unless the Young Person has demonstrated competence in the work type and then only for periods of less than 10 minutes)
- Work with hazardous substances categorised as Flammable, Toxic, Harmful, Corrosive, Irritant or of a nature likely to cause harm to the Young Person; the Health and Safety Advisor (on request) is consulted on this where necessary.

- Work with plant and machinery and power tools (supervision mandatory at all times unless the Young Person has demonstrated competence in the machine/tool type and is appointed to do so)

Any combination of the above restricts the Young Person to being supervised directly at all times.

j) Young Persons shall conduct themselves in an appropriate manner whilst at work; lack of proper respect for Company safety procedures and the Safety Policy, horseplay or wilful unsafe acts will result in disciplinary action by the Company and potential suspension or dismissal.

k) Young Persons have the same rights to grievance and dispute resolution as other employees and are encouraged to raise any safety concern that they may have about the work they are given or any other such concern.

Training

l) Training will be logged with the use of the Young Person Training Matrix; this will be established when a young person is employed by Abbey Construction Services Limited.

m) Abbey Construction Services Limited will ensure that the Young Person Training Matrix is stored within the Young Persons personal folder throughout the duration of employment

n) The aim of the training matrix is to show the progression of the Young Person in the form of the training which has been carried out, this training is to be carried out by the Young Persons mentor who will be a competent operative in their specific occupation.

o) Minimum requirements for training which will be provided includes the following;

- Health and Safety Awareness Course
- Work at Height Training
- Asbestos Awareness
- PASMA
- Face Fit Test on relevant respiratory equipment
- Manual Handling
- Abrasive Wheels

Forms to be used with this procedure:

- **FORM 20 Young Person Risk Assessment**
- **FORM 15A Young Person Training Matrix**

15.0 Fire Precautions and Prevention Policy.

Our policy is to ensure all persons are kept safe at work and do not suffer ill-health or injury as a result of fire in the workplace.

We shall comply with the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and will adhere to all relevant guidance and codes of practice.

We assess all foreseeable risks and outcomes in order to identify what resources may be required; we then provide such resources as are reasonable to prevent and detect commencement of fire, or, where circumstances give rise to a residual risk or due to unplanned events such as arson, we provide resources to deal with fire containment and extinguishing, including emergency service intervention.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to take every precaution to avoid fires in the first instance and to understand and comply with emergency plans and procedures.

Procedure: Assessment of fire risk.

1. Purpose

To define the responsibilities and procedures employed for assessing degree of risk of fire and subsequent control measures.

2. Responsibility

The CEO is responsible for ensuring fire risk assessments are performed and control measures produced.

3. Arrangements for Fire Risk Assessments

A Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) order 2005 for the company premises will be carried out and reviewed annually or more often should the circumstances dictate

4. Procedure:

a) The Health and Safety Advisor (on request) will complete fire risk assessments for the Company offices and specific work locations. All our Construction sites will have a Fire Plan drawn up which will be part of the Construction Phase Plan and will be covered with all operatives at the Site Induction.

b) Extra control measures identified during the assessments are implemented promptly and, where necessary to ensure safety, prior to work commencement.

c) Where the work of other persons impacts on the safety of Company personnel, the issues are resolved by discussion between the Site Manager and the other parties' representative.

d) As part of the site induction expected by any client all Company personnel must have a clear explanation of fire procedures, to include raising alarms, location of firefighting equipment, escape routes and the location of assembly points, as well as any other specific instructions that may be required to ensure safety, i.e., the Principal Contractors Hot Works Permit system.

e) In the absence of any formal emergency plan on a work site the default for Company personnel is to follow the procedure laid out below.

f) Training will be given to all staff to ensure they understand the fire procedure this will be updated as necessary either annually or as a result of changes to the office or to changes in legislation. Actions employees should carry out in case of fire are explained in full to all employees in the company induction handbook

g) Where appointed, office-based fire marshals are responsible for the testing of the fire alarm within Abbey Construction Services Limited offices once every 3 months.

h) Appointed contractors will service all fire extinguishers and the fire alarm system annually.

i) The emergency evacuation procedure will be tested every six months

Please note there is a NO SMOKING POLICY in the Company Offices.

Procedure: Prevention of fire, including Hot Work risks.

1. Purpose

To define the responsibilities and procedures employed for preventing fire in the workplace, including the risks posed by Hot Work.

2. Responsibility

The CEO is responsible for preventing fire in the workplace, including the risks posed by Hot Work.

3. Procedure:

Fire prevention is achieved by eliminating or reducing to a minimum the items that will burn and/or the sources of energy that may start a fire. Sources of oxygen (cylinders or even open doors/windows) are controlled to reduce the risk of a fire occurring.

In order to do this ALL employees, ensure that anything that could become a fuel *(Work materials, packaging, wastes, by-products)* whether it is solid (including dusts and fibres), liquids or gases is removed from the workplace, or where this is not possible, that it is reduced to the minimum amount practical. This also includes natural materials such as wood, dry grass and so forth in outdoor workplaces.

ALL employees also take suitable precautions to prevent any source of energy (naked flames, electrical equipment and leads, anything producing raised localised heat or causing a spark, specific equipment designed to generate heat and smokers' materials) coming into a location where any fuel source may be present, or where this is impractical, to ensure these are suitably controlled.

Sources of additional oxygen are difficult to regulate, however ALL employees will consider forced or natural draughts that could increase the risk of fire *(for example ventilation systems, through-draughts and extraction systems)*, as well as any substance that might release oxygen into a fire if it occurs *(for example oxygen in cylinders, chlorine, fertilisers and peroxides)*.

Specific policies exist for control of some of these; for example, waste management, electrical equipment inspection and test, control of hazardous substances, etc, however the general requirements of this Procedure give responsibility to ALL to prevent the risk of fires occurring in all locations by safe actions.

By definition a construction site is where the work environment is changing constantly and therefore the fuel, ignition sources and possibly oxygen hazards are also changing, therefore everyone needs to be aware of the risks these pose and actively prevent these.

Specific work that is often carried out during construction and maintenance may introduce a higher than usual element of fire risk; it is common in these circumstances to operate a Permit-to-Work system for Hot Work and many Clients and Main Contractors will require these to prevent or minimise the risk of fire.
Where no other control exists a Company Hot Work Permit should be considered, specifically where:

The work place does not normally have hot work carried out there,
Combustible materials are, or have been, present,
There are combustible but immovable structures, substances and materials, or sufficient proximity to these, that fire may occur due to the hot work
The likelihood of a fire event due to the hot work cannot be ruled out.

Where any or all of these issues exist a Hot Work Permit should be operated on a task or daily basis. Form 07B is to be used for this purpose.

Procedure: Provision of fire prevention resources, including detection.

1. Purpose

To define the responsibilities and procedures employed for providing adequate fire prevention and detection resources.

2. Responsibility

The CEO is responsible for ensuring adequate fire prevention and detection resources are provided.

3. Procedure:

a) Fire prevention and detection resources are provided for the early detection or prevention of a fire and raising of an alarm to permit rapid response and evacuation;

at the Company offices these are inspected and maintained annually by competent personnel. Records of these inspections will be recorded on Form 14A

b) First-aid fire-fighting equipment is provided for the potential fire categories in the locality; it is maintained on an annual basis.

c) Personnel are provided with instruction and training in the Company fire procedures and fire-fighting appliances, evacuation drills are held every 6 months to ensure understanding and compliance; the CEO ensures this instruction and training is delivered and that drills are performed. The fire drills will be recorded on Form14B

Procedure: Fire Emergency Action.

1. Purpose

To define the responsibilities and procedures employed for ensuring personnel are protected from potential fires.

2. Responsibility

The CEO is responsible for ensuring personnel understand what to do in fire emergencies.

3. Procedure:

a) All personnel ensure to sign-in/out of site and to permit a roll-call to be taken in the event of fire.

b) Personnel ensure that they know the location of all emergency escape routes, assembly points, means of raising the alarm and that emergency escape routes are kept clear.

c) Personnel comply with control measures to prevent fires and any Hot Work permits in force at all times.

d) Personnel co-operate in all instances when they hear the Fire Alarm by following this procedure:

e) Upon hearing the fire alarm all personnel will leave the building/site by the nearest exit and proceed to their assembly point.

f) Personnel will not stop to collect belongings; however, equipment should be turned off if possible, to do this swiftly.

g) Personnel will assist disabled persons and visitors to a place of safety.

h) Personnel will stay at their assembly point until told otherwise by the Officer in Charge (Fire Brigade) or the person in overall charge.

i) Actions employees should carry out in case of fire is explained to all employees in the company induction handbook

Personnel suspecting or finding a fire shall follow this procedure:

a) Activate the nearest fire alarm point/fire bell/air-horn or simply shout “FIRE!”

b) If personnel consider that using a fire extinguisher may put out or control the spread of fire and they are trained to do so they may use one extinguisher to fight the fire. This is on the understanding that no-one should put themselves at risk, they have a clear escape to a place of safety and they understand the dangers associated with operating extinguishers, especially in an enclosed area.

c) If, after one extinguisher, the fire has not been extinguished, the action should be as for hearing the fire alarm.

d) If personnel know of anyone who could be missing or trapped, they immediately make this known to the person in charge, including anyone who may have temporarily absented themselves from the site without signing out – this may save lives.

REMEMBER – IF IN DOUBT, GET OUT

Procedure: Undertaking of Hot Works

1. Purpose

To define the responsibilities and procedures employed for ensuring personnel are protected from potential fires from the undertaking of hot work activities

2. Responsibility

The CEO is responsible for ensuring personnel understand what to do in carrying out Hot Works.

3. Definition

- Hot works are works that involve the generating of heat for a works process such as:
- Soldering
- Welding
- Cutting / grinding metal using an abrasive wheel
- Any other process on site which involves generating a source of ignition for a fire / use of a naked flame.

4. Procedure:

a) The site-specific risk assessments when vetted by the site team will identify whether Hot Works will take place. If it is not defined the questions must be asked as to whether hot works will be carried out.

b) When a sub-contractor starts on site and it has been identified that hot works will be carried out then at induction the process for obtaining a hot works permit will be explained.

c) The hot works permit will be issued by a competent Abbey Construction Services Limited employee and will be signed back off by a competent Abbey Construction Services Limited employee.

d) A fire check of the area will be carried out at the end of the shift and 1 hour after the permit was signed off by either the sub-contractor's personnel or a Abbey Construction Services Limited employee.

Forms to be used with this procedure:

- **FORM 07B Hot Works Permit**
- **FORM 14A Fire Extinguisher Log**
- **FORM 14B Fire Drill Records**

16.0 Contractor / Supplier / Consultant Selection and Control Policy.

Our policy is to ensure that all contracted work is performed as safely as the standards we aim for ourselves; our standard is that contractors' / Consultants' personnel are kept safe at work, neither do they give rise to risks to our personnel or any other person.

We shall comply with the Health and Safety at Work Act 1974 and subsequent Regulations and will adhere to all relevant guidance and codes of practice.

As many risks may be increased due to lack of experience or knowledge in an unfamiliar work scope, we concentrate on liaison and supervision between our Company and the contractor at every stage, in order to increase perception of hazards and risks associated with our individual activities.

We assess the suitability and diligence in managing safety of contractors / consultants and review their performance to ensure high standards are maintained.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees and contractors' employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to take reasonable precautions to avoid injury to themselves and others.

Procedure: Selection of Contractors / Consultants / Suppliers.

1. Purpose

To define the responsibilities and procedures employed to ensure that contractors / suppliers / consultants manage safety, environmental, quality & social & ethical matters to adequate levels.

2. Responsibility

The CEO is responsible for ensuring that all contractors are selected for due diligence in safety management.

3. Procedure:

Work undertaken by contractors / consultants / suppliers on the Company's behalf is assessed by the Company or their Health and Safety Advisor (on request) against a standard format; the Form "Contractors Questionnaire". Form 16A or "Consultants Questionnaire", Form 16D, or "Suppliers Questionnaire" Form 16C. Once completed and vetted as being acceptable contractors / consultants will be entered onto the Abbey Construction Services Limited approved list of contractors / consultants / suppliers.

The particular standards to be achieved are:

a) The presence of an up-to-date safety policy, signed by the person in overall charge of the company and containing the arrangements in place to ensure that safety is

managed on a daily basis. This should be relevant to the size of the organisation and the complexity of the work undertaken.

b) The presence of adequate, current insurances for the work scope, including Employers Liability, Public Liability and Professional Indemnity where applicable.

c) Clear responsibilities for each level of employee to manage aspects of the work that they would reasonably be expected to, including supervision and inspection.

d) A valid SSIP (Safety Scheme in Procurement) Accreditation certificate.

e) Evidence of an Environmental Policy.

f) Safe systems of work (Safe Operating Procedures, Work Instructions, Method Statements or similar) to control risk intrinsic to the work scope.

g) Evidence of relevant Training of employees at all levels.

h) Evidence of vetting of their sub-contractors / consultants

i) Evidence of suitable and sufficient risk assessments & COSHH Assessments

j) Accident and incident statistics reflecting a low incidence of reportable or lost time accident for the preceding three years.

k) Evidence of competence to undertake work activities, by industry qualifications, certification, training records or membership of professional bodies.

Procedure: Control of contractors.

1. Purpose

To define the responsibilities and procedures employed to ensure that all contractors / consultants / suppliers, including labour-only subcontractors manage safety to adequate levels

The CEO will ensure that the following Contractor Pre-qualification criteria is met.

- All Contractors, including labour only subcontractors, will need to provide the company with proof that they are members of the CITB Health & Safety Certification Scheme.
- That they hold Asbestos Awareness Certification (For refurbishment works where the age of the building pre-dates 2000
- They will also need to provide evidence of competence relating to task specifics e.g., PASMA Certification for the erection of Mobile Towers, Abrasive Wheel Certification in the event of the need to use metal cutting chop-saws etc.
- Where a subcontractor employs their own direct labour, they will provide their own Supervisor who will hold a SSSTS card as a minimum standard.

2. Responsibility

The CEO is responsible for ensuring that all contractors exercise due diligence in safety management.

3. Procedure:

a) The contractor appoints a supervisor who takes responsibility for the contractors work activities.

b) This supervisor liaises with the Company and any other parties as is necessary to control safety.

c) The Quantity Surveyor must issue to sub-contractor the Form 19 – Subcontractor Method statement procedure.

d) The contractor submits a Method Statement for work to be performed. Specific aspects of work that require Method Statements (and possibly a Permit to Work) are:

- Working at Height including excavations,
- Confined Space entry,
- Working Alone,
- Work with hazardous substances categorised as Flammable, Toxic, Harmful, Corrosive, Irritant or of a nature likely to cause harm to personnel,
- Work with plant and machinery,
- Hot work,
- Work on or adjacent to live electrical conductors above 110vac.

e) Method statements also detail aspects of work including:

- Manual Handling,
- Waste management,
- Personal Protective Equipment,
- Plant and machinery supply and control,
- Power tools including any power supply required.

f) It is also stated that if in any doubt regarding the detail of a Method Statement, the Company Representative must ask their supervisor for clarification and not progress the works until it has been resolved.

g) Risk Assessments used to plan the Method Statement are submitted and reviewed by the Site Manager or equivalent.

h) Once a subcontractor has completed a method statement and risk assessment the Abbey Construction Services Limited Site Manager Must vet the documents using Form 18 – Subcontractor method statement checklist. Any findings must be given back to the sub-contractor. Work MUST NOT start until the subcontractor safety documents are of a satisfactory standard.

i) Work performed is inspected /reviewed periodically and may be used as evidence of safe management in various aspects of work. Logging of this information may be by written, computerised or photographic means and may be discussed by the Company and the contractor.

j) Where suitable, feedback is provided as a means of identifying both good practice and scope for improvement.

k) Contractors conduct themselves in an appropriate manner whilst at work; lack of proper respect for Company safety procedures and Method Statements, or wilful unsafe acts will result in potential suspension or removal from supplier lists.

Forms to be used with this procedure:

- **FORM 16A** **Contractors Questionnaire**
- **FORM 16B** **LOSC Questionnaire**
- **FORM 16C** **Suppliers Questionnaire**
- **FORM 16D** **Consultants Questionnaire**
- **FORM 18** **Sub-Contractors Method Statement Procedure**
- **FORM 19** **Sub-Contractors Method Statement Checklist**

17.0 Display Screen Equipment Policy and Procedure

Our policy in relation to working with Display Screen Equipment (DSE) is to avoid or reduce any health risks through effective safety management.

The health and safety of all personnel who may be affected by working with DSE will be considered and suitable control measures introduced.

We will adhere to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that working with DSE may represent a risk to their health.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Procedure: Work where long-term or repeated use of Display Screen Equipment (DSE) poses a potential risk to health.

1. Purpose

To define the responsibilities and procedures employed for safe working with DSE.

2. Responsibility

The CEO is responsible for safe working with DSE.

3. Procedure:

a) Work undertaken by personnel involving the long term* or repeated use of DSE and the workstation containing it shall be assessed by the Company or their Health and Safety Advisor (on request).

*Long-term is defined as where the individual must use the DSE for the majority of their working time, or periods of over an hour continuously.

b) Where possible all such work will be avoided by task variation and working methods that are less hazardous, including breaks in work type which may include other work tasks; where such work cannot be avoided the following procedure will operate:

c) All workstations and DSE shall be assessed for ergonomic suitability with reference to the user(s) who routinely work(s) at that location.

d) The DSE Risk Assessment form is used to assess individual work activities and workstation layout.

e) Where it is found that adaptations or alterations are required to reduce the risks to health these shall be promptly provided; the CEO shall ensure that such control measures are implemented.

f) The Company will provide eye tests with a registered optician upon request from the DSE user and will provide special spectacles if required.

g) Personnel using DSE long term shall be provided with training on how best to arrange the workstation for their own comfort and reduce risks to their health, such training will cover (but is not restricted to): adjustments of the DSE, chair, keyboard, mouse/input device, work surfaces, lighting and workload/breaks.

h) Personnel using DSE long term with internet access shall have the URL http://www.openerg.com/dse/ provided to them, to assist in altering their workstation to their personal requirements, alternatively where no internet access exists copies of the DSE Assessment Form shall be made available as often as necessary to ensure health risks are minimised.

i) If DSE users are pregnant or nursing mothers the assessment may be repeated as personal conditions alter, similarly any alteration to an individual's normal health (for example musculoskeletal changes) shall result in the assessment being reviewed as often as necessary.

j) Any suspected health effects will be assessed by a competent medically qualified person as early as possible in order to prevent worsening symptoms.

k) Workstation Assessment Forms and any supporting or contributory evidence are kept for a minimum of 40 years.

Forms to be used with this procedure:

- **FORM 17 DSE Workplace Assessment**

18.0 Demolition & Dismantling Policy and Procedure

Our policy in relation to work where health risks may exist as a result of demolition or dismantling is to avoid or reduce those risks through an effective safety control strategy.

The health and safety of all personnel and anyone else who may be affected by demolition or dismantling will be considered, either from our work activities or those of others.

We accept that we cannot, in all cases, avoid the risk and therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that substances may represent a risk to their own health, or to that of others, howsoever they might arise.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Definition:

In this policy and procedure demolition and dismantling is taken to be work by our personnel which involves removal of building materials, including fixtures and fittings, but specifically excludes any part of a premises which is load-bearing or upon which the premises or any part thereof is structurally dependant; it also specifically does not cover interference with, or removal of, live services (electricity, fluids or gases) or where it is known or suspected that hazardous substances exist or have caused contamination which places our personnel at risk. Such aspects will be contracted-out to competent specialists.

The HSE defines these works as follows:

Demolition means the deliberate pulling down, destruction or taking apart of a structure, or a substantial part of a structure. Similarly, dismantling will be considered to be the taking down or taking apart of all, or a substantial part of a structure. Construction operations such as the making of openings for doors, windows, services or removing non-structural elements such as, stripping cladding, removing roof tiles and similar operations is not considered to be demolition or dismantling in themselves. Where these operations are combined with other operations, they may together form demolition and dismantling projects.

Procedure:

Work where demolition may pose a potential risk to health or safety.

1. Purpose

To define the responsibilities and procedures employed for safe working where demolition and dismantling may pose a potential risk to health or safety.

2. Responsibility

The CEO is responsible for safe working in such conditions.

3. Procedure:

Work undertaken by the Company's employees that involves demolition or dismantling of materials shall be assessed by the Company or their appointed Advisor.

Where such work cannot be avoided the following procedure will operate:

a) A plan detailing the arrangements for how demolition or dismantling work will be carried out will be prepared before demolition or dismantling work begins. This applies to all demolition or dismantling work regardless of size, duration or whether the job is notifiable under the Construction (Design and Management) Regulations 2015. The plan will usually be in the form of a Method Statement.

b) All demolition or dismantling shall first be assessed by a competent person for structural impact on the premises and parts thereof and also for the presence of asbestos. A refurbishment and demolition survey will be carried out as a minimum requirement.

- If the building in question has lain idle for a period and such information is not readily available it should be obtained by means of a structural survey and, where necessary, the services of a competent analyst.
- Assessors must ensure that the information with which they are provided is sufficiently detailed to allow identification of any structural problems and the risks associated with any flammable or hazardous substance. Assessors should be permitted access to the whole site to make an initial survey on which to base their outline method statement, covering the precautions to combat any hazards and their preferred demolition or dismantling procedure.
- The survey should identify the possible presence of any below-surface or otherwise hidden services and enquiries to obtain more detailed information and assistance must be made where necessary.

c) Services involving gases, vapours, mists and dusts, liquids and electricity, are assessed for degree of risk and, where practical, the services shall be left undisturbed, however where this cannot be achieved competent persons relevant to the nature of the service shall be appointed by the Company to make safe or remove the services on our behalf. On completion of such works a handover certificate shall be issued to our personnel to indicate that a safe condition has been achieved and what may, and may not, be done. Where existing plant has contained flammable materials, special precautions must be observed in order to avoid fire or explosion. The assistance of a competent analyst may be required to identify residues, carry out monitoring and assess whether pockets of contamination remain.

- Where it is necessary to enter plant for cleaning or assessment purposes, the use of breathing apparatus may be required, and a strict permit-to-work system must be employed. Asbestos or other toxic waste should be removed before starting to work on any structure. Asbestos or other toxic waste will have been identified by the initial surveys prior to any demolition or dismantling taking place.

d) Demolition or dismantling should, when possible, involve methods which make it unnecessary for persons to work at heights. If this cannot be achieved, methods such

as a deliberate controlled collapse, which minimises work at heights and limits exposure to such danger should be employed. Where demolition methods may involve work at heights to some extent the Contracts Manager must ensure that when work cannot be safely carried out from part of the building or structure, safe working platforms are provided. Such platforms can be made up from tube and fittings or proprietary systems, or can be provided by means of mobile work platforms. The method statement will include details of appropriate measures to ensure safe working at heights and will reference the Policy and Procedure for this.

e) The stability of a structure depends on the interaction of its component parts. An incorrect sequence in the removal of these parts can result in a premature and unplanned collapse. Areas where falling items or parts of a structure are affected by each phase of work, to which access will need to be restricted or made safe, should be set out in the method statement.

- If shoring-up, propping, temporary bracing or other methods must be employed to prevent risks of structural collapse are required, these works will be clearly indicated in the assessment and such work conducted by competent persons. On completion of such works a handover certificate shall be issued to our personnel to indicate that a safe condition has been achieved and what may, and may not, be done.

f) The method statement should be agreed by site management and understood, not only by employees of the demolition or dismantling contractor, but by supervisors of other contractors, and should include such matters as:

- the sequence and method of demolition, with details on means of access, working platforms and plant and equipment requirements;
- arrangements for the protection of persons employed on site and members of the public;
- details of the removal or making safe of electric, gas or other services;
- details of temporary services which are available or will be required.
- methods of dealing with flammable materials and gases which may remain from previous processes or storage;
- methods of determining the presence of hazardous substances, the means of disposal of such substances and the requirements for any protective equipment;

- arrangements for controlling transport used for the removal of waste; and identifying persons with special responsibilities for the control and co-ordination safety arrangements.

g) Demolition is frequently carried out in populated areas and particularly high standards of protection; safe systems of work and effective supervision are therefore required in the Method Statement to protect the public at large.

h) Responsibility for ensuring such assessments and control measures are done lies with the CEO , however the Safety Advisor will normally conduct the actual assessment or arrange for specialists to do so and propose controls; it is then the Contract Manager’s responsibility to implement the controls.

i) Where PPE is required for demolition or dismantling works, refer to the relevant Policy and Procedure.

j) Where demolition or dismantling works not being undertaken by our employees may affect the health of our personnel, we may require that we are informed of when such

work is to commence, to enable us to take suitable measures, either to provide PPE or to remove our personnel from the location of the works until the working location is declared safe.

k) Where temporary services are required, reduced voltage, i.e., 110v, with a centre point earth connection, should be used where possible. Temporary supplies should be installed to the same standard as for other construction activities.
l) Health hazards in demolition arise primarily from substances which are inhaled or ingested, or which can react with or be absorbed through the skin. Noise and vibration are also hazardous to health. Company Policies and Procedures exist to reduce or eliminate such risks and should be referenced and understood by all concerned with the work.

19.0 Asbestos Policy and Procedure

Our policy in relation to work with asbestos or asbestos containing materials (ACMs) is to ensure the health and safety of all personnel and anyone else who may be affected by the uncontrolled release of asbestos particles and fibres.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, specifically with regard to asbestos we consider that every employee has the obligation and right to inform management if they feel that asbestos or ACM's may be present where none were previously thought to be.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Procedure:

Work where Asbestos or Asbestos Containing Materials (ACM's) are a potential risk to health.

1. Purpose

To define the responsibilities and procedures employed for safe working in locations that pose a potential risk to health.

2. Responsibility

The CEO is responsible for safe working in such locations.

3. Procedure

a) Where any work is to be undertaken on an existing building (especially those first built or altered between 1950 and 2000) the following procedure will operate (see attached flowchart no. 1 and Assessment Form AF01):

b) At the tender stage of the contract a written request shall be made to the client (building owner/occupier/main site contractor) for a summary of any Asbestos Register that exists for the building(s)

c) If this document is available and indicates that no ACMs are present in the location of the work and, due to the building age (post 2000), there is a minimal risk that ACM's may cause a health risk, work can commence.

d) Where the document is not available or indicates that ACMs are presumed to be present an assessment is required as to whether or not the work location could be contaminated and present a risk. If the risk is assessed as low and is covered by relevant Asbestos Essentials task sheets work may commence according to the methodology given, and once operatives have been given appropriate training.

e) If (due to physical location, nature of the type or condition of ACM's or some other reasonable factor) it is considered that there is a minimal risk that ACM's may cause a health risk, work may commence.

f) If there is an unreasonable risk of contamination of the work location with fibres that may be released by ACM's, however, then a more detailed assessment will be required; this will normally be performed by an accredited contractor*.

g) If ACMs are not found to be present after such a survey work may commence, alternatively if ACMs are present work may only commence if the following is true:

- The risk is assessed as low and is covered by relevant Asbestos Essentials task sheets work may commence according to the methodology given or
- That ACMs are in good condition
- That ACMs are unlikely to release fibres or
- That ACM's can be encapsulated in-situ

h) If encapsulation is required this shall be performed by an accredited contractor* and a Clearance Certificate issued prior to commencement of work.

i) Where encapsulation is not feasible, work shall not commence until the ACM's are removed and a Clearance Certificate is issued by a licensed contractor*.

j) Once the project is commenced all employees will continue to be vigilant for the possibility that ACM's may have been overlooked.

k) In considering what level of training operatives require refer to Flow Charts 3a, 3b & 3c.

l) All employees receive training on the prospective location and type of ACM's commonly used in the building industry and on any specific methods in working adjacent to or on ACM's.

m) Where any employee considers that ACM's may be present and pose a risk to health, they MUST STOP WORK immediately and report this to management promptly; the Decision Matrix is then followed to ascertain whether or not a safe condition for work to continue exists.

n) Assessment Forms are maintained with copies of any supporting or contributory evidence. These records are kept for a minimum of 40 years and a copy will be submitted for the Safety File where work is undertaken in accordance with the Construction (Design and Management) Regulations 2015

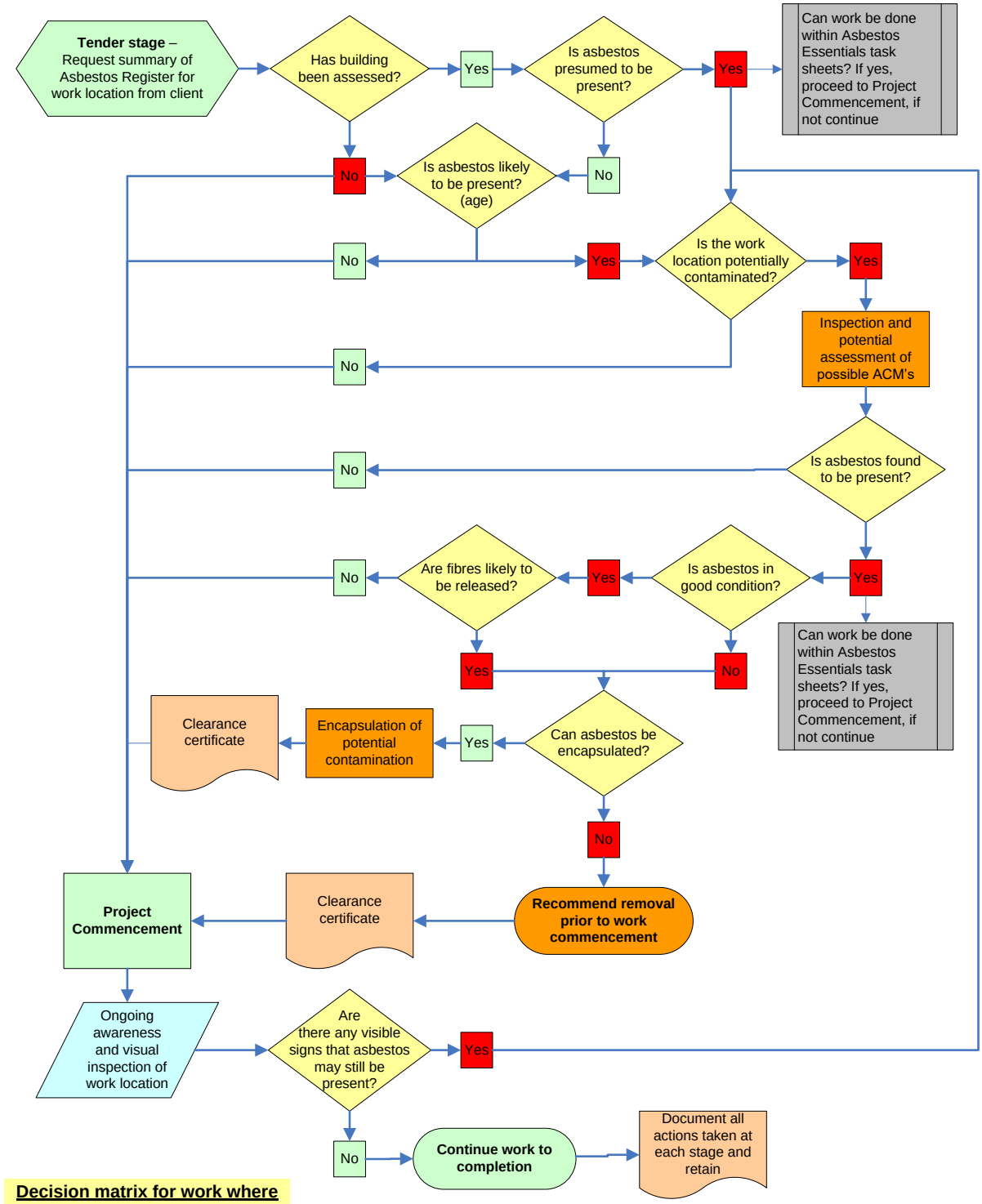
o) If work is to be carried out on ACM's (including removal), then flow chart no. 2 will be used to determine the classification of the Asbestos works and therefore who will need to do the work.

p) For Notifiable Non-Licensed Work (NNLW) the Company will:

- Notify work with Asbestos to the relevant Enforcing Authority (HSE)
- Ensure medical examinations (Compulsory by 30th April 2015) are carried out,
- Maintain all records connected with the work

*The contractor referred to shall be appointed to the task by either the Company or the client (building owner/occupier/Principal Contractor) depending on contractual liability.

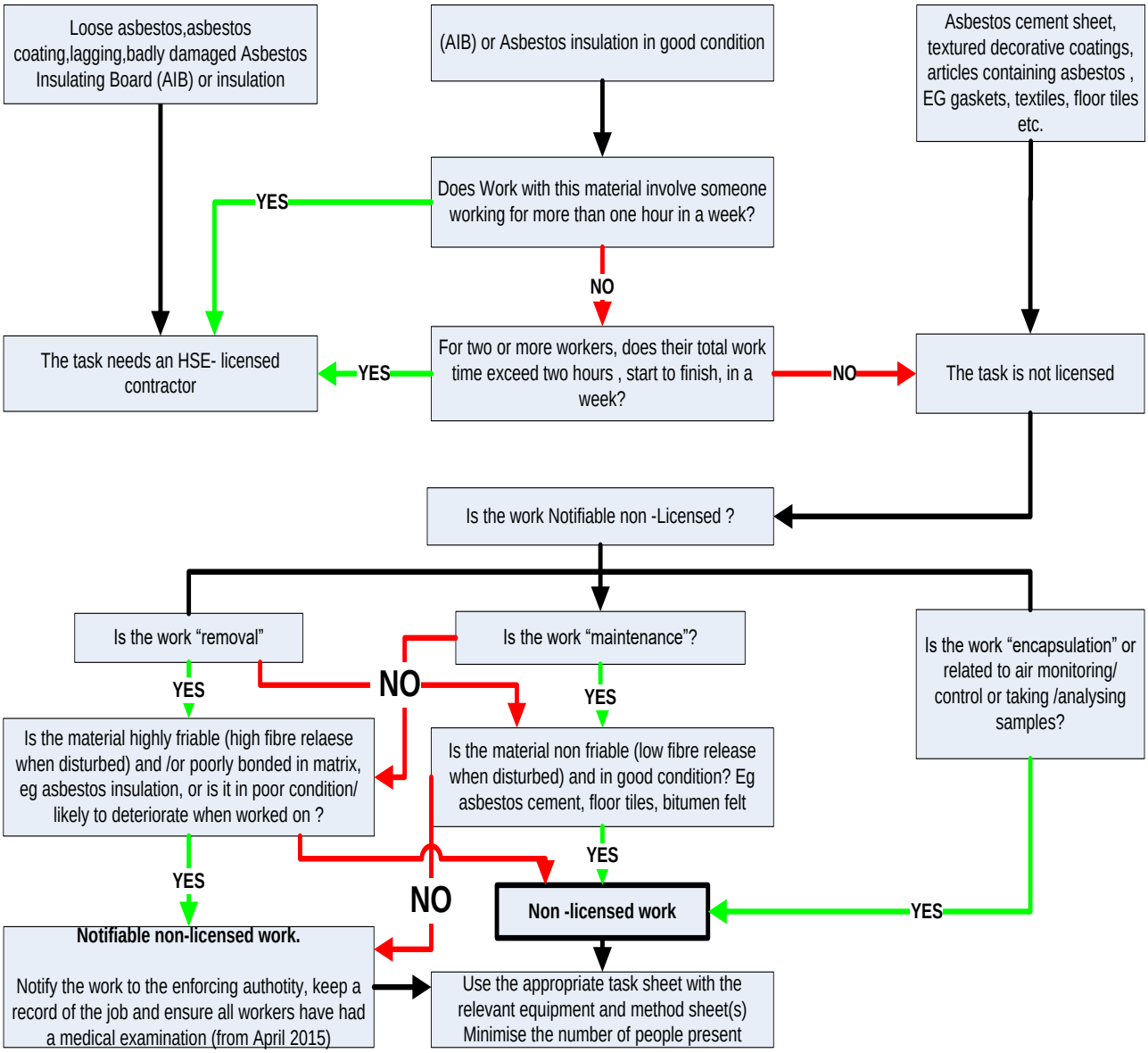
Work to be undertaken on an Existing Building use Flow Chart below



Decision matrix for work where Asbestos Containing Materials (ACM's) may be present in prospective work locations

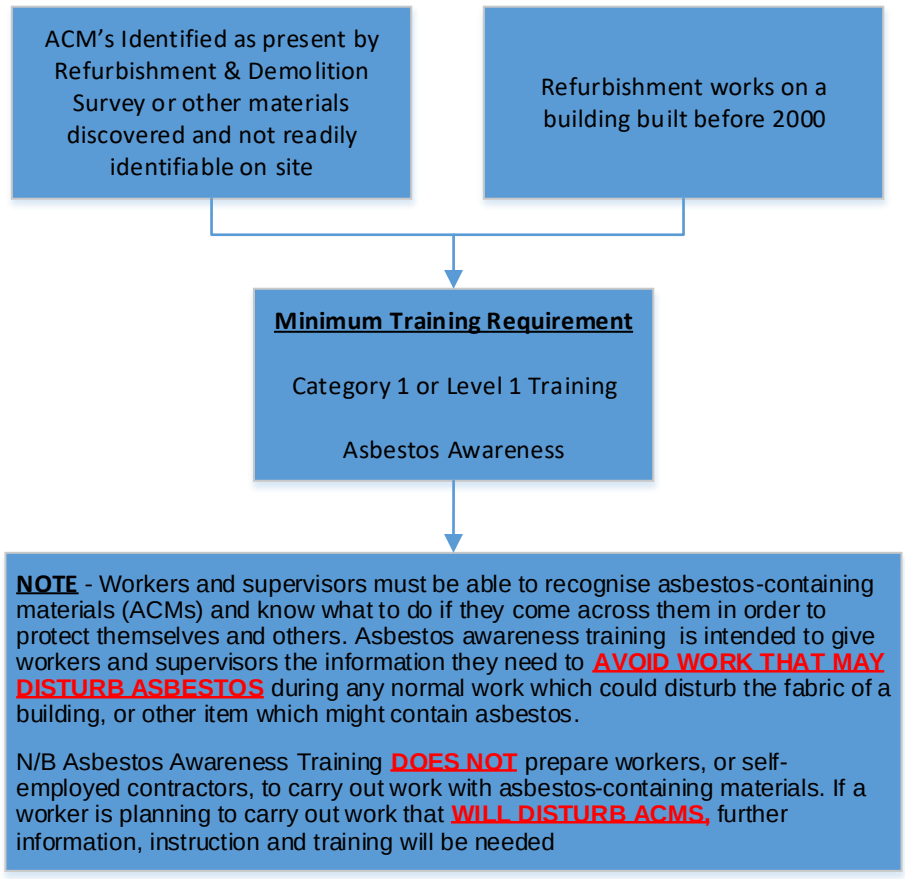
Flowchart No. 1

Decision Flow Chart
Use this simple flow chart to help you decide who needs to do the work.



Flowchart No. 2

THE FOLLOWING FLOW CHART'S ARE INTENDED TO BE USED AS A GUIDE TO IDENTIFY THE TRAINING REQUIREMENTS FOR OPERATIVES LIKELY TO ENCOUNTER ASBESTOS CONTAINING MATERIALS ON PREMISES CONSTRUCTED OR PREVIOUSLY REFURBISHED BEFORE 2000



Flowchart No. 3A

Low Risk ACM's requiring minor works or Identified as Requiring Removal by Refurbishment & Demolition Survey or by discovery after commencement of contract

Minimum Training Requirement

Category 2 or Level 2 Training

Non Licensed or Notifiable Non Licenced Work (NNLW)

NOTE: This level of information, instruction and training is required where the works involves **ANY DISTURBANCE** of ACM's and subsequent release of fibres such as:

- drilling holes in asbestos materials (including for sampling and analysis purposes)
- laying cables in areas containing undamaged asbestos materials
- removing asbestos-containing floor tiles
- cleaning or repairing asbestos cement sheet roofing or cladding
- Other materials where the ACM's are firmly bonded into a matrix, conveyor belts etc.

The information, instruction and training for non-licensable work with asbestos, including NNLW, should cover as a minimum the following:

- how to make suitable and sufficient assessments about the risk of exposure to asbestos
- safe work practices and control measures, including an explanation of the correct use of control measures, protective equipment and work methods
- selection and appropriate use of protective equipment
- waste handling procedures
- emergency procedures
- relevant legal requirements
- circumstances when non-licensed work may be notifiable (i.e. NNLW)
- maintenance records for control measures
- their own personal information from health records
- the results of any face-fit test (FFT) for RPE provided for work with asbestos
- a copy of the individual's training record

Flowchart No. 3B

High Risk ACM's Identified as Requiring Removal by Refurbishment & Demolition Survey or by discovery after commencement of contract

Minimum Training Requirement

Category 3 or Level 3 Training

Licenced Removal Works

Most work with higher risk asbestos-containing materials **MUST BE CARRIED OUT BY LICENSED CONTRACTORS.** Only competent workers and managers, provided with suitable information instruction and training and using appropriate respiratory and other protective equipment, may undertake licensed asbestos work.

Typical High Risk Work:

- Any Works Where The Relevant Control Limits For Fibre Release Are Likely To Be Exceeded
- Removal of Loose or Damaged Insulation Materials (Lagging)
- Sprayed Fire Protection Products Applied To Steel (Flock/Limpet)
- Asbestos Debris

Contractors employing the services of a Licensed Contractor should ensure the following information is requested.

- A copy of the licence
- Details of notification of work made to the enforcing authority
- A copy of the risk assessment for that work
- A copy of the plan of work
- Maintenance records for control equipment e.g. negative pressure units etc.
- The individual's own personal competence certification
- The results of any face-fit test for RPE provided for work with asbestos
- Details of any air monitoring and results

N/B Its is strongly advised that competent advice from either a competent Asbestos Surveying Practice or a Licensed Removal Contractor is sought before commencing work on any Asbestos Insulation Board as the degree of training required varies depending upon whether stipulated control limits are likely to be exceeded.

Flowchart No. 3C

20.0 Confined Space Working Policy and Procedure

Our policy in relation to working in confined spaces (including restricted access spaces) is to avoid this wherever possible or reduce risks through effective safety management where such work cannot be avoided.

We accept that we cannot, in all cases, avoid the need to work in confined spaces and we therefore seek to control and minimise it by practical control measures.

The health and safety of all personnel who may be required to work in confined spaces will be considered, and control measures implemented to prevent this or, if not possible to entirely prevent it, to reduce risks as far as is reasonably possible.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Definition of a confined space:

A confined space is a space that has any one of the following characteristics:

- Limited openings for entry and exit
- Unfavourable natural ventilation
- Not designed for continuous worker occupancy

There are usually other factors that give rise to the space being hazardous. Some common examples of confined spaces are:

- storage tanks and silos;
- enclosed drains or sewers.
- open-topped pits, trenches and excavations;
- ductwork and service risers;
- un-ventilated or poorly ventilated rooms.

However, there may be others; if in doubt consult the Safety Advisor.

Procedure:

1. Scope

Work involving a potential risk to personnel from work in confined spaces.

2. Purpose

To define the responsibilities and procedures employed to avoid injury or ill-health as a consequence of confined space working.

3. Responsibility

The CEO is responsible for ensuring the safety and health of personnel working in confined spaces.

4. Procedure:

Work undertaken by the Company's employees involving them operating in confined or restricted spaces (see definitions) is assessed by the Company or their appointed Advisor.

The publication IND (G) 258: Safe Work in Confined Spaces is referred to as guidance and compliance with the Confined Spaces Regulations 1997 ensured.

The Risk Assessment considers all relevant aspects of the work including the duration of the task, the work environment including potential contaminants or hazardous substances, adjacent works, the task to be performed and the capabilities of those performing the task. Where possible all such work will be avoided by planning alternative working methods.

Where such work cannot be avoided a Confined Space Permit-to-Work will operate; either one originated by the Client or, where the Client does not ordinarily operate a Permit system, our Company Permit-to-Work for Confined Spaces.

a) The Risk Assessment used to plan work activities takes into account aspects of the task or work location that may lead to an increased risk;

b) From this risk assessment, specific control measures are implemented; these are identified and communicated to all relevant personnel by means of a specific Method Statement; some actions may be necessary prior to commencing work in order to ensure a safe working environment is provided.

c) Method statements contain a contingency plan in case personnel require emergency treatment or evacuation; this does not refer to the Emergency Services as a first response.

d) All relevant personnel are trained in safe working in confined spaces and are given ample opportunity to familiarise themselves with the Method Statement, Emergency Plan and use of any specific equipment provided.

e) Adequate competent supervision is provided to ensure that work is controlled and undertaken in accordance with the Method Statement and Permit to Work.

f) Employees who have any medical or physical restriction that would increase the risk to them are not exposed to Confined Space working but may occupy the role of Overwatch.

g) Working times are kept as short as possible; this may involve scheduling task rotation.

h) Personnel on Overwatch have no other duties and will not leave their post for any reason; if they lose contact with the personnel in the confined space or are made

aware of an emergency condition, they raise the alarm and initiate the contingency plan;

i) All electrical equipment such as gas analysers/detectors, radios and any tools and equipment will be suitably rated for the working environment; if there is a flammable or explosive risk for example the equipment will be intrinsically Safe;

j) Where radios are provided these are checked for battery charge, frequency settings and operation before work commences. All persons using radios have the operation of the equipment fully explained to them when issued.

k) Range of radios is considered, including any interference offered by terrain or structures. Frequencies are selected which differ from other radios used in the vicinity to avoid cross-talk, for example on multi-radio sites.

l) Where work is assessed to be excessively hazardous the Company may appoint specialist contractors to undertake the work on their behalf; such contractors will be selected on the basis of competence. (See Procedure for Contractor Selection and Control).

Forms to be used with this procedure:

- **FORM 07D Permit to Enter**

21.0 Health Surveillance Policy and Procedures for General Operatives & Safety Critical Workers

Our policy in relation to potential health risks resulting from our work scope is to avoid or reduce those risks through effective safety management.

The health of all personnel who may be affected by exposure to hazardous substances or physical conditions is considered and appropriate surveillance implemented.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health may be, or has been, affected in the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill health to themselves and others.

1. Purpose

To define the responsibilities and procedures employed to assess potential risks to health and implement appropriate action.

2. Responsibility

The CEO is responsible for ensuring adequate health surveillance takes place.

3. Procedures for General Operatives

Procedure:

Where a potential risk to health exists, which could result in one of the following,

- Noise Induced Hearing Loss
- Hand Arm Vibration Syndrome
- Respiratory Illnesses
- Skin Disorders
- Biological Infections and Diseases.
- Musculoskeletal Disorders
- Work Related Stress
- Misuse of Prescribed or Controlled Substances and Alcohol etc.

a) Where possible all such risks will be avoided by planning and work methods that are less hazardous; where such work cannot be avoided the following procedure will operate:

b) All plant, tools and equipment is sourced with consideration of the noise and vibration levels produced, for which the manufacturer's data is reviewed in order to undertake a suitable risk assessment. The Policy for Hazardous Substances, the Policy for

Noise at Work, the Policy for Vibration at Work and the Policy for Manual Handling provides details on specific procedures for these aspects of work.

c) All substances are sourced to be as low-risk as possible in circumstances of use and manufacturer's Safety Data Sheets consulted in order to prepare a suitable COSHH assessment; COSHH assessments also take place where materials present in a work location may result in ill-health (for example asbestos or other respirable substances).
d) Workplace (background) monitoring may also be used to detect levels of contamination in the air or workplace that may result in health effects.

e) Where work locations may be contaminated with infective or health-affecting organisms (for example Weil's disease) this will be considered in a site-specific risk assessment.

f) Personnel are responsible for informing management of any ill health or physical symptoms that could be related to their work; this may not result in immediate surveillance however, as many simple symptoms would be investigated in the first instance by the person's doctor.

g) Personnel are responsible for making management aware of any pre-existing health effects they may have such as breathing, hearing or physical disorders so that the Company activities do not place the person at increased risk.

h) The noise and vibration ratings of all equipment used will be recorded and this will be noted on site risk assessments and where there is the possibility of the daily action value will be exceeded the exposure will be recorded as a means of monitoring exposure.

i) Personnel are responsible for making management aware if they feel any work, related task or issue is resulting in excessive pressure or stress. The management will consult with workers on issues including workload, time constraints, excessive travelling & commuting & working hours etc. to ensure the potential for work related stress is reduced.

j) Any other health-affecting condition shall be assessed as the need arises. All employees will be requested to complete a Health Questionnaire, Form 22A, when they commence work with Abbey Construction Services Limited and then repeat the questionnaire on an annual basis to check for any changes in employees' health.

k) From these assessments, one of the control measures may be the requirement for health surveillance in order to make early detection of health effects possible and thereby reduce the risk to personnel.

l) Where after all reasonable controls are applied and a significant residual risk to health remains, the company will conduct health surveillance, appropriate to the level of risk to meet our duty of care to employees.

m) Health Surveillance may range from simple training to allow self- checking for issues such as skin disorders to full "Fit for Work" medicals with a qualified person (e.g., medical practitioner or occupational health professional). This will be undertaken a minimum of annually or more frequently if advised by the qualified person.

n) All requirements for Health surveillance will be discussed with relevant personnel and full explanations given of what it entails and what the procedure is should their health be found to be at risk. Written consent from the person(s) will be sought to implement health surveillance.

o) An employee does not have to undertake any tests or answer medical questions, but in these instances, the occupational health provider would inform the company of this fact and could not make a “fitness for work” statement. As such, health surveillance is not an end in itself but shows whether control measures to reduce and avoid workplace health hazards are working.

p) All feedback from the qualified person will be factual but may not reveal clinical details. It will be limited to outcome statements related to an individual’s functional ability and fitness for specific work, with any advised restrictions.

q) Clinical details will only be disclosed when a real benefit of doing so has been identified by the qualified professional or GP and this will only be disclosed to the company with the individual’s informed consent.

r) Where health surveillance demonstrates that there is a perceptible risk from a work process, substance or any other aspect of work, the risk assessment shall be reviewed and control measures introduced to reduce the risks to as low as is reasonably practicable.

s) Should health be so affected that the person can no longer tolerate the cause (skin or respiratory sensitisation for example) that person shall be informed fully of what their restrictions must be and shall be precluded from any possible contact with the cause from that point onwards.

t) Skin inspections will be undertaken with all operatives on an annual basis and the results of the skin inspections maintained for 40 years.

u) All records shall be confidential and shall be retained for a minimum of 40 years.

4. Additional Procedures for Safety Critical Workers (Where Applicable)

Where the Company conducts a risk assessment and deems it appropriate to make a distinction between those employees who, by virtue of the nature of their work, are potentially in a position, which could increase the risk to the health and safety of others. Whether these be other employees or third parties, and those employees where the increased risk is only to themselves. The company may identify these operatives as safety critical workers

a) The company requires all workers undertaking safety critical work to be examined above the general health standards for general operatives and that where individuals do not meet the standards the company will be advised of the restrictions.

b) Personnel undertaking safety critical roles are responsible for informing the company if they are suffering from medical conditions, or be taking medical treatment likely to cause the following

- sudden loss of consciousness;
- Impairment of awareness or concentration;
- Sudden incapacity;

- Impairment of balance or co-ordination;
- Significant limitation of mobility."
- Are informed by an optician that they have a reduction in binocular visual acuity to less than 6/12 for plant operators or colour vision deficiency for Electricians etc.)

c) Personnel are responsible for informing the company in any event of the following whether at work or not:

- Any episode of convulsion, loss of consciousness, disturbance of consciousness or dizziness;
- Any episode of visual disturbance;
- Any change to prescription of long-term medication;
- Any incident or accident where there is reason to believe that the physical or mental health of the person might have been a causal factor or adversely affected by it;
- Any other circumstances or medical condition which might impair the person's ability to carry out safety critical duties; whether or not the person has been absent from duty, or
- Any absence certified as being due to a psychiatric disturbance.

d) The Company will arrange a full medical with a qualified person in the event of any of the above conditions referred to in Sections B & C above or alternatively require a Fit to Work Certificate from the individual's medical practitioner or consultant etc.

e) The company may restrict an employee from "safety critical work" or the specific aspects of the work following legal advice on whether the Disability Discrimination Act is applicable, if the risk was of harm to third parties is significant.

f) A record of the fitness standard achieved will be recorded and kept indicating "Fitness Satisfactory for Safety Critical Work" for 40 years

Forms to be used with this procedure:

- **FORM 11 Vibratory Equipment Record**
- **FORM 11A HAVs Monitoring Form**
- **FORM 22 Occupational Dermatitis Skin Inspections**
- **FORM 22A Health Questionnaire**

22.0 Storage, Handling and Disposal of Controlled Waste Policy and Procedure

Our policy in relation to the storage, handling and disposal of controlled waste is to ensure that waste is stored, handled and disposed of responsibly and in a safe and secure manner to minimise risk of escape or pollution to the environment, ensure that waste is only handled or dealt with by people or businesses that are authorised to do so, and to keep records of all waste that we transfer or receive for at least two years for non-hazardous waste and three years for hazardous waste.

We will adhere to all relevant Environment Agency and industry guidance and codes of practice.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health or safety may be, or has been, affected in the course of their work, or that the environment has suffered unnecessary harm through the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

1. Scope

Work where waste is produced, stored, handled and/or requires disposal.

2. Purpose

To define the responsibilities and procedures employed to control the storage, handling and disposal of controlled waste.

3. Responsibility

The procedure will be operated by relevant personnel and it shall be the responsibility of the CEO to ensure it is communicated to those whose work activities are likely to impact on compliance with relevant environmental legislation and this procedure.

4. Procedure:

STORAGE AND HANDLING OF WASTE

All waste materials shall be safely and securely stored in suitable containers such as skips, intermediate Bulk Containers (IBCs) or drums.

Containers used shall be in good condition and clearly labelled to indicate the contents.

Materials that are incompatible, such as chemicals that may react together if a leak occurs, shall be stored separately – information shall be taken from the Material Safety Data Sheet.

Waste materials shall be stored to ensure that they cannot blow away and that pollutants cannot leach from the waste into the ground.

Liquid wastes shall be stored to prevent them from escaping into drains, watercourses or surrounding ground using storage on impermeable surfaces that are contained within a secondary containment system (SCS). Ideally this should be a bund capable of containing the contents of the storage containers, or a drain to a sealed pit that can contain them.

WASTE CARRIERS AND WASTE DISPOSAL

All parties taking away waste shall be **checked to ensure** that they are **authorised** waste carriers. All parties **removing waste** shall be one of the following:

- a **registered carrier** of controlled waste
- **exempt** from registration as a carrier of controlled waste
- a **waste collection authority** in **England** and **Wales**
- a **district council** in **Northern Ireland**
- a **waste disposal authority** in **Scotland**

All waste carriers will be required to produce a current **certificate of registration/ exemption** or a certified copy prior to being allowed to remove any waste. Photocopied certificates will not be accepted as evidence and the CEO will ensure that original certificates or a certified copy are inspected prior to engagement. Upon presentation of the current **certificate of registration** or a certified copy, the CEO will take a photocopy and store this on file at the head office. The CEO shall also date and sign the copy to confirm that the original has been provided.

The CEO shall ensure that any waste disposal sites being used by waste carriers are suitably licensed to take the proposed waste type. Copies of the site's Waste Management Licence/ Environmental Permit/ Exemption shall be obtained by the CEO and stored on file at the head office.

CARRYING WASTE IN COMPANY VEHICLES

The CEO shall ensure that the Company holds a valid, in-date waste carriers' licence if any building or demolition waste is being transported.

WASTE TRANSFER NOTES

The Site Supervisor or equivalent shall ensure that all loads of waste are accompanied by a Waste Transfer Note (WTN). This document must accompany any transfer of waste between different holders.

A WTN shall be completed for each load of waste. For repetitive transfers, a 'season ticket' shall be used, i.e., one transfer note will cover multiple transfers over a given period of time of up to 12 months - this can only be used if the parties involved in each transfer are the same and the description of the waste transferred remains the same.

The WTN shall contain enough information about the waste to enable anyone coming into contact with it to handle it safely, and either dispose of it or allow it to be recovered within the law.

In England and Wales, the Site Supervisor or equivalent shall ensure that the WTN describes the quantity and types of each different waste being transferred on the WTN, both in words and by using the appropriate codes in the List of Wastes (England) Regulations 2005 and the List of Wastes (Wales) Regulations 2005

In Scotland, the Site Supervisor or equivalent shall ensure that details of the quantity and types of each different waste being transferred is detailed on the WTN, both in words and by reference to the appropriate codes in the European Waste Catalogue (EWC).

The Site Supervisor or equivalent shall also ensure that the WTN includes details of how the waste is contained, i.e., whether it is loose or packaged. If the waste is packaged, then the WTN shall include details of the type of container.

The Company shall never rely on waste carriers or waste management contractors to describe waste produced by the Company's activities on WTNs. A Company representative (e.g., Site Supervisor or equivalent) shall describe the waste accurately on the WTN. They shall also ensure that they and the waste carrier sign the WTN before the waste leaves the site.

Waste transported in Company vehicles shall be accompanied by a WTN. This shall be signed by the driver of the Company vehicle and the operator of the waste management site accepting the waste. WTNs shall either be supplied by the external waste carrier, or the Environment Agency standard WTN shall be used.

Copies of all WTNs shall be stored on site and archived in head office for at least two years.

HAZARDOUS WASTE

All Hazardous Waste shall be disposed of in accordance with relevant legislation. To this end the following shall be undertaken by the Company representative on site responsible for waste (e.g., Site Supervisor or equivalent):

- Confirmation that it is hazardous waste (if in doubt check with the Environment Agency).
- Appointment of an approved contractor (see details above - Waste Carriers and Waste Disposal).
- Registration of the site producing the hazardous waste with the Environment Agency via the Environment Agency website (this may have already been done by the principal contractor or client. In this case this registration code shall be used).
- Completion of the relevant sections of the hazardous waste consignment note (normally provided by the waste carrier – if not the standard Environment Agency note shall be used).
- Ensure that the waste carrier has signed their section of the consignment note to agree to the details therein.

Copies of all consignment notes shall be stored on site and archived in head office for at least three years.

23.0 Environmental Emergency Preparedness and Response Policy and Procedure

Our policy in relation to environmental emergencies is to assess all foreseeable risks arising from our work undertakings and introduce a system of control to prevent or reduce significant harm to the environment. This is undertaken as part of the Company's Risk Assessment process, and specifically within each project's Construction Phase H&S Plan (where applicable); as part of the system of control we may use a Method Statement to describe the work to be performed and how aspects of it are safely controlled.

We accept that safety, health and environment are management responsibilities; however we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health or safety may be, or has been, affected in the course of their work, or that the environment has suffered unnecessary harm through the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

1. Scope

Work where there is a potential for harm to be caused to the environment.

2. Purpose

To define the responsibilities for and procedures employed to ensure that the Company identifies the potential for and response to incidents, accidents and emergencies involving risks to the environment.

3. Responsibility

The procedure will be operated by relevant personnel and it shall be the responsibility of the CEO to ensure it is communicated to those whose work activities are likely to impact on compliance with relevant environmental legislation and this procedure.

4. Procedure:

Identification of Potential Emergency Situations and Minimising Risk:

All foreseeable environmental emergency situations shall be identified through regular review of the Company's environmental performance by the CEO , using accident and incident records, records of regulator and other stakeholder communications, risk assessments and method statements and any other suitable means. The CEO shall ensure that foreseeable emergency situations are planned for and risk is minimised through the establishment and review of operational control procedures, provision of appropriate training and through seeking expert advice (e.g., from the Company Health and Safety Advisor or regulators) were required.

Spillages

Identification of spill kit material requirements

- Assessment of the spill kit materials required for each job shall be made by the Site Supervisor/Manager or equivalent, using information within material safety data sheets, COSHH assessments, or other suitable means. Requirements shall be detailed within the Method Statement, and the Site Supervisor or equivalent shall ensure that the required resources and information are made available on site.

- The following table will be used to help assess the absorbent materials required for each project/ task:

	Concrete/ cement	Oil	Silt	Chemicals
Spill on ground				
Sand	Y	Y	N	Y
Straw bales	N	Y	Y	N
Absorbent granules	N	Y	N	N
Geotextile fence	Y	N	Y	N
Drip trays	N	Y	N	N
Pads/ rolls	N	Y	N	N
Earth bunds	Y	Y	Y	Y
Spill in Water				
Straw bales	N	Y	Y	N
Pads/rolls	N	Y	N	N
Booms	N	Y	N	N

In the event of an environmental spillage:

- For the purpose of this procedure, an ‘environmental spillage’ has been defined as a spill that could pose a threat to the environment. I.e. any spill that occurs in an unprotected area (e.g. outdoors or indoors) but where there is potential for the spill to reach a watercourse or ground. This procedure does not apply to small-scale spills in an indoor environment where there is no risk of the spilt material entering a watercourse or reaching ground.

- In the event of an environmental spillage, the Spillage Procedure (shown below) shall be followed by the Company employees on site.

- If a spillage procedure is not available from a principal contractor, the Company Spillage Procedure Poster shall be displayed on site notice boards, near/inside spill kit containers and followed as required.

- All wastes resulting from spillages shall be disposed of in following the Company’s Storage, Handling & Disposal of Controlled Waste Procedure.

- In the event of an environmental spill, the employee responsible should notify the Site Manager (principal contractor or Company representative). The Site Manager or

equivalent shall then decide whether or not an environmental regulator/ emergency service is required. They shall also ensure that spill kits etc used are replenished properly with the spill materials identified in the original spill material assessment.

Contact details for Regulatory/ Emergency Authorities

Name	Comments	Telephone
The Environment Agency	Incident hotline	0800 80 70 60
Emergency Services		999

SPILLAGE PROCEDURE

- **STOP** work immediately;
- Prevent any more spillage, e.g., right drum, shut valve;
- Eliminate any sources of ignition e.g., switch off plant.

- **CONTAIN** the spillage using spill kits, wearing appropriate PPE (gloves, overalls etc as identified by material safety data sheet/ COSHH assessment);
- Check the spill has not reached any nearby drains, manholes, watercourses, ponds and other sensitive areas. If it has, if possible, use sand, mats etc to prevent any more entering.

- **NOTIFY** your supervisor immediately giving the following information:
  - Whether material has entered any sensitive area e.g. drains, watercourses etc;
  - Material involved;
  - Quantity involved;
  - Location;
  - Reason for the incident.

Site management should be informed of all spillage events

Dispose of used spill kit material in appropriately labelled containers e.g. Oily spill mats must be bagged, labelled and disposed of as hazardous waste

Flood

If the flood poses a risk to health and safety, the person discovering the flood should raise the alarm, evacuate the area at risk/the building and call the emergency services if required.

If possible, the person discovering the flood should stop the source immediately if it is safe to do so (e.g., turn off valve/tap).

The Site Supervisor/Site Manager or equivalent shall be notified immediately, and they shall decide whether regulators/ emergency services should be notified. See the table below:

Contact details for Regulatory/ Emergency Authorities

Name	Comments	Telephone
The Environment Agency	Incident hotline	0800 80 70 60
Emergency Services		999

If any polluting materials reach drain, watercourse or bare ground, the Site Supervisor/ Manager or equivalent shall call the Environment Agency if appropriate.

Waste Disposal - General

Any damaged materials/ waste generated as a result of any emergency situation shall be disposed of in line with the Company procedure for the Storage, Handling and Disposal of Controlled Waste.

Pollution Incident - General

If any polluting materials enter a watercourse, bare ground or are emitted to atmosphere (e.g. incorrect disposal of materials to drain) the Site Supervisor/ Manager or equivalent shall be immediately notified, and the Environment Agency contacted as detailed in the contacts table (above) if required.

Reporting

For reporting and investigation of environmental accidents/ incidents see the Company Accident/Incident reporting and investigation procedure.

Emergency Procedure Tests

The CEO shall ensure that periodic tests of emergency procedures are carried out e.g. training of staff and testing of spill procedures.

24.0 Material Buying, Storage and Handling Policy and Procedure

Our policy in relation to the buying, storage and handling of materials is to ensure that materials are managed in a way that prevents or reduces the risk of damage, injury, pollution, wastage and theft.
Wherever possible we will adhere to all relevant industry guidance and codes of practice.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health or safety may be, or has been, affected in the course of their work, or that the environment has suffered unnecessary harm through the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

1. Scope

Work where materials are bought, stored and handled.

2. Purpose

To define the responsibilities and procedures employed to ensure that the Company meets its legal responsibilities and eliminates or reduces wastage and environmental damage.

3. Responsibility

The procedure will be operated by relevant personnel and it shall be the responsibility of the CEO to ensure it is communicated to those whose work activities are likely to impact on compliance with relevant environmental legislation and this procedure.

4. Procedure:

The Site Supervisor/ Manager or equivalent shall ensure that the following guidance is communicated to relevant employees and adhered to as relevant:

Orders

- Avoid over-ordering – particularly order hazardous materials ‘as needed’;
- Avoid ordering inappropriate lengths;
- Avoid ordering for delivery at the wrong time.
- Always investigate the use of sustainable materials wherever possible – for example, all timber and wood containing materials should be bought from legal sources and, when specified or agreed by a client, sustainable sources.

Deliveries

- Keep an inventory of materials delivered;

- Ensure the correct methods of unloading are used and carried out by trained personnel;
- Avoid damage during unloading;
- Avoid delivery to inappropriate areas of site;
- Avoid delivery of damaged goods – always check upon delivery;
- Avoid accepting incorrect deliveries, specification or quantity - always check upon delivery.

Storage

- Avoid exceeding the material's shelf life – rotate stock and keep an inventory;
- Store regularly used materials in easily accessible areas;
- Store materials on impervious, level and even ground, away from drains and surface water;
- Use shelves, racks and pallets to make best use of space – ensure this is done safely;
- Avoid damage or contamination, including reaction with other stored materials;
- Store materials away from waste storage areas;
- Avoid loss, theft or vandalism – secure storage areas wherever possible;
- Store all containers of materials, such as oils and paints, in a bunded area;
- Clearly mark storage areas;
- Store materials in suitable containers that are labelled appropriately (indicating any hazardous properties) with fitted lids, taps and tops in good condition;
- Ensure Material Safety Data Sheets are available and followed;
- Put control measures in place and/ or locate spill kits near to bulk stores and ensure that they are accessible and fully stocked;
- Store material so as to guard against breakage, vandalism or theft;
- Protect stores against flood damage;
- Restrict access to storage areas to authorised personnel only;
- Protect materials against weather damage.

Handling

- Avoid damage or spillage through incorrect or repetitive handling;
- Avoid delivering the wrong materials to the workplace.

25.0 Fuel, Oil & Chemical Management Policy and Procedure

Our policy in relation to fuel, oil and chemical management is to ensure that such materials are managed in such a way to eliminate or reduce the risk posed to the environment, and to comply with any prescriptive requirements set out in legislation.
Wherever possible we will adhere to all relevant industry guidance and codes of practice.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health or safety may be, or has been, affected in the course of their work, or that the environment has suffered unnecessary harm through the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

1. Scope

Work where fuels, oils and/or chemicals are used.

2. Purpose

To define the responsibilities and procedures employed to ensure that the Company meets its legal responsibilities and eliminates or reduces wastage and environmental damage.

3. Responsibility

The procedure will be operated by relevant personnel and it shall be the responsibility of the CEO to ensure it is communicated to those whose work activities are likely to impact on compliance with relevant environmental legislation and this procedure.

4. Procedure:

The Site Supervisor/ Manager or equivalent shall ensure that the following guidance is communicated to relevant employees and adhered to as relevant:

Orders

- Avoid over-ordering – order ‘as needed’;
- Maintain tanks at half to three quarter’s maximum volume at any one time;
- Avoid ordering for delivery at the wrong time.

Deliveries

- Keep an inventory of fuels, oils and chemicals delivered;
- Ensure the correct methods of unloading are used and carried out by trained personnel;
- Avoid damage during unloading;
- Avoid delivery to inappropriate areas of site;

- Avoid delivery of damaged drums/ barrels etc – always check upon delivery;
- Avoid accepting incorrect deliveries or quantity - always check upon delivery.

Refuelling

- Designate a bunded refuelling area isolated from surface water drains;
- Avoid refuelling close to watercourses;
- All refuelling must be supervised. Do not leave valves open unattended;
- Keep an appropriate spill kit at refuelling points (see Company Environmental Emergency & Response procedure). If mobile refuelling is carried out, ensure each bowser carries a spill kit;
- Use drip trays under mobile/ static plant and when refuelling mobile/ static plant;
- Ensure that personnel carrying out refuelling are aware of the above requirements and know what actions to take in an emergency.

Storage

- Store all oil, fuel and chemical containers within a secondary containment system (e.g. drip tray or bund) and keep in a secure location;
- Keep hoses, valves, trigger guns, funnels and other associated equipment within a bunded area;
- Display notices that demand that valves and trigger guns are locked when not in use;
- Avoid exceeding the chemical's shelf life – rotate stock and keep an inventory;
- Store regularly used materials in easily accessible areas;
- Store materials on impervious, level and even ground, away from any surface water drains, boreholes, wells, storm water sewers, grids, channels and watercourses where practicable;
- Avoid damage of drums/ barrels etc or contamination, including reaction with other stored materials;
- Store materials away from waste storage areas;
- Avoid or protect storage areas from vehicular movements;
- Clearly mark storage areas;
- Store materials in suitable containers that are labelled appropriately (indicating any hazardous properties) with fitted lids, taps and tops in good condition;
- Ensure Material Safety Data Sheets are available and adhered to;
- Locate spill kits near to oil, fuel and chemical stores and ensure that they are accessible and fully stocked (see Company Environmental Emergency & Response procedure);
- Protect storage areas against flood damage;
- Restrict access to storage areas to authorised personnel only;
- Protect materials against weather damage;
- Regularly inspect drums/ tanks etc for leaks

Handling

- Avoid damage or spillage through incorrect or repetitive handling;
- Avoid delivering the wrong materials to the workplace.

Key Guidance Documents

- The following Environment Agency guidance documents shall be adhered to during works, and copies shall be made available to appropriate employees by the CEO :

PPG2 – Above Ground Oil Storage Tanks
PPG8 – Safe Storage and Disposal of Used Oils
PPG26 – Storage and Handling of Drums and Intermediate Bulk Containers

Oil Storage Regulations[1]

The Oil Storage Regulations apply to the following:

- petrol
- diesel
- central-heating oil
- lubricating oil
- mineral oil
- vegetable and plant oil
- heavy oils such as bitumen
- oils used as solvents, such as paraffin or kerosene
- waste oil.

[1]Control of Pollution (Oil Storage) (England) Regulations 2001 & Water Environment (Oil Storage) (Scotland) Regulations 2006

The CEO shall ensure that the requirements of the *Oil Storage Regulations* are complied with if oil (as defined above) is being stored in:

- tanks
- Intermediate bulk containers
- oil drums
- mobile bowsers
- in Scotland, any container containing oil.

In **England** the *Oil Storage Regulations* shall be applied by the Company if containers with a capacity of more than 200 litres are being used to store oil above ground.

In **Scotland** the *Oil Storage Regulations* shall be applied by the Company if oil of any kind at is being store, regardless of the volume.

The Company CEO shall ensure that the *Oil Storage Regulations* are complied with when they apply as detailed above. Guidance adhered to shall be that as detailed within the Netregs website. The CEO shall ensure that this guidance is used as the operational procedure as and when required. The Health and Safety Advisor shall be consulted, as deemed necessary by the CEO, when the Company requires advice on compliance with the *Oil Storage Regulations*, and specific working instructions shall be created operation by operation.

26.0 Nuisance – Policy and Procedure

Our policy in relation to nuisance is to ensure that our operations are carried out in such a way as to avoid or minimise nuisance such as dust, emissions, odour, noise, vibration and light. We also consult and communicate with neighbours to ensure disturbance is eliminated or kept to a minimum. We comply with any prescriptive requirements set out in legislation. Wherever possible we will adhere to all relevant industry guidance and codes of practice.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health or safety may be, or has been, affected in the course of their work, or that the environment has suffered unnecessary harm through the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

1. Scope

Work where dust, emissions, odour, noise, vibration and light pollution may be created and potentially create a nuisance for the surrounding environment and neighbours.

2. Purpose

To define the responsibilities and procedures employed to ensure that the Company meets its legal responsibilities and eliminates or reduces nuisance during its work.

3. Responsibility

The procedure will be operated by relevant personnel and it shall be the responsibility of the CEO to ensure it is communicated to those whose work activities are likely to impact on compliance with relevant environmental legislation and this procedure.

4. Procedure:

Communication and complaints

- The Company shall endeavour to maintain good relationships with all neighbours potentially affected by works. The Site Supervisor/ Manager or equivalent shall ensure that neighbours are given early warning of any particular operation which may cause a nuisance to the surrounding area. In the case of working for a principal contractor, the Site Supervisor/ Manager or equivalent shall ensure that the principal contractor is informed in advance of the commencement of any such work.

- The Site Supervisor/ Manager or equivalent shall ensure that details of a Company contact are displayed on site (name and telephone number), or provided to the principal contractor when working as a sub-contractor.

- Any complaints received about nuisance shall be recorded by the Site Supervisor or equivalent in the Site Diary and communicated to the principal contractor and Company CEO. The Site Supervisor or equivalent shall also take immediate action to remedy the situation and, where applicable, agree future ways of working with the principal contractor. Either the Site Supervisor or principal contractor (where agreed) shall then inform the complaining party of the action taken.

Controls

- The Site Supervisor/ Manager or equivalent shall ensure that the following guidance is communicated to relevant employees and adhered to as relevant:

General

- Prior to starting work, the CEO / Contracts Manager shall assess the work to be carried out and ensure that sensitive local receptors (schools, hospitals, offices, animals etc) are identified and that potential nuisances are either eliminated or plans are put in place to manage the impact. The CEO shall also ensure that any required consents are obtained from the local council. If a permit is required and obtained, the Site Supervisor shall ensure that the conditions are communicated to employees as part of the site induction and complied with on site.

- To help avoid causing a nuisance, the Site Supervisor or equivalent shall ensure that the work area is regularly checked for any waste/ litter escape, vermin, unacceptable noise or odour.

- All relevant employees shall be instructed on how they should carry out their operations to avoid nuisance by the Site Supervisor or equivalent. Where particular controls/ methods are used, this shall be detailed within the Method Statement.

Dust generation:

Haul roads

- Haul routes shall be selected, whenever possible, that are away from sensitive receptors. The length and width of the route shall be kept to a minimum (while still allowing two-way traffic).
- Heavily used areas shall be paved and swept regularly.
- Nearby public roads shall be swept regularly.
- Vehicle speeds shall be kept to a minimum on site.
- Roads shall be kept damp.

Demolition

- Enclosed chutes shall be used for dropping waste where required.
- Any crushing plant used shall have the correct Environmental Permit, and be used away from sensitive receptors.
- Drills using compressed air shall be avoided.

Plant and vehicles

- The wheels of vehicles shall be cleaned before leaving site if this is identified as a problem.
- Plant and vehicles shall be kept in good working order and maintained correctly.
- Vehicles shall keep to site speed limits.

Materials handling and storage

- Stockpiles shall be located out of the wind, or windbreaks shall be used to prevent dust as required.
- Stockpiles shall be kept at a minimum practicable height with gentle slopes.
- The Company's Material Buying, Storage & Handling procedure shall be followed.

Minimise the storage time of materials on site

- Materials shall be stored away from the site boundary, main site access roads and downwind of sensitive receptors where applicable.
- Waste skips/ containers shall be covered with tarpaulin if dust/ litter become a problem.
- Earthworks shall be dampened during dry periods.

Concrete batching

- Large quantities of concrete shall be mixed in enclosed areas to avoid the generation of dust.

Cutting/ grinding/ grouting/ packing

- Cutting and grinding shall be minimised.
- Techniques and equipment such as dust extractors, wet cutting saws, vacuum extraction or block splitters shall be considered where appropriate.
- Water shall be sprayed during the cutting of paving slabs to minimise dust.

Emissions and odours

Vehicles and plant

- Vehicles and plant used shall be kept well maintained and regularly serviced. All vehicles shall have full MOTs.
- Deliveries shall be controlled to minimise queuing.
- Engines shall be switched off when not in use.
- Refuelling areas shall be kept away from the public.

Fires

- No fires shall be allowed on site.

Waste storage

- Organic waste shall be covered to reduce odours and removed frequently.

Chemicals

- Account of the wind conditions shall be taken when arranging activities that are likely to emit aerosols, fumes, odours and smoke.
- Site toilets shall be positioned away from public areas.

Noise and vibration

- Where practical, noisy activities shall be restricted to the normal working day, e.g. 8am to 6pm Monday to Friday and 8am to 1pm on Saturday – this shall be agreed with the principal contractor when working as a sub-contractor.
- Areas shall be identified where noise may cause a nuisance and noisy activities shall be located away from these areas.
- Noisy equipment shall be located away from the site boundary. Existing buildings shall be used to shield noise sources where possible.
- Screening, such as solid panel fencing, shall be used where a particular noise issue is identified.
- Doors and windows shall be kept closed where possible to reduce noise.
- When replacing equipment, quieter alternatives shall be sought by the CEO .

Noise from vehicles shall be reduced by:

- turning off engines when they are not in use;
- checking the brakes are properly adjusted and don't squeal;
- not revving the engine unnecessarily;
- only using horns in emergencies;
- replacing exhaust systems as soon as they become noisy;

- Vehicles and machinery shall be serviced regularly.

Artificial lighting

- Only the necessary number of lights required to carry out work safely and to secure the site shall be used.
- Lights shall be positioned carefully to ensure that the minimum numbers of lights are required.
- Lights shall be dimmed and switched off when they are not required.
- Baffles, shields and louvres shall be used, if deemed necessary by the Site Supervisor or equivalent, to reduce obtrusive light.
- Lights shall be angled downwards rather than upwards whenever possible. The ideal angle of lighting is less than 70 degrees from the vertical. Lights that shine upwards are more likely to cause a nuisance, waste money and create orange 'smog' in the sky (light pollution).
- The Site Supervisor or equivalent shall ensure that any security lights do not produce excessive glare, which could affect drivers or neighbours. Lights that are too strong can create dark shadows, which could encourage theft or vandalism on site.

27.0 Discharges to Water or Sewer

Our policy in relation to discharges is to ensure that our operations are carried out in such a way as to avoid causing harm to the environment and in compliance with all relevant legislation.
Wherever possible we will adhere to all relevant industry guidance and codes of practice.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health or safety may be, or has been, affected in the course of their work, or that the environment has suffered unnecessary harm through the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

1. Scope

Work where water/ substances could accidently, or are required to be, discharged to water or sewer.

2. Purpose

To define the responsibilities and procedures employed to ensure that the Company meets its legal responsibilities and eliminates or reduces environmental damage.

3. Responsibility

The procedure will be operated by relevant personnel and it shall be the responsibility of the CEO to ensure it is communicated to those whose work activities are likely to impact on compliance with relevant environmental legislation and this procedure.

4. Procedure:

Planning for Discharges

- Any operations involving the need for discharges shall be identified via risk assessment carried out prior to work commencing by the Contracts Manager / Site Manager.

- Method Statements shall then be produced to mitigate these risks.

- The Site Supervisor or equivalent shall ensure that site water and any other discharged substances are controlled on site as detailed within the Method Statement.

- Only clean, uncontaminated water shall be drained to the surface water drainage system.

- The Contracts Manager / Site Manager shall seek permission from the local water company/ authority before connecting to the public sewer.

- The Contracts Manager / Site Manager shall seek authorisation, such as a license, permit or consent, from the Environment Agency before any discharge is made to water systems other than the sewerage system (e.g., rivers, streams or lakes). The Site Supervisor or equivalent shall ensure that any conditions within the granted authorisation are adhered to.

Good practice

If not already carried out by a principal contractor and communicated to the Company:

- The Site Supervisor or equivalent shall ensure that an up-to-date and accurate drainage plan of the site is available when there has been a significant risk identified for spillages/ site water issues etc (identified by the risk assessment). This will be used to identify the locations of all the drains and sewers and where they lead.

- The site drainage system shall be colour coded by painting manhole covers, gullies and grills using a recognised colour coding system, for example blue for surface water drains, red for foul water drains and C for combined, when there has been a significant risk identified for spillages/ site water issues etc (identified by the risk assessment). This will help to identify which system is being discharged to and also the destination of any spill.

- The following Company SHE Procedures shall be followed on site to minimise the risk of accidental discharges:

22 Storage, Handling & Disposal of Controlled Waste

23 Environmental Emergency Preparedness & Response

24 Material Buying, Storage & Handling

25 Fuel, Oil & Chemical Management

28.0 Consultation and Communication Policy and Procedure

Our policy in relation to Consulting and Communicating with personnel is to avoid or reduce any health risks by effective safety management, and risks to the environment, including consultation and provision of information of any proposed working changes with relevant personnel to reduce risks at as early a stage as possible.

We aim to ensure the health and safety of all personnel who may be affected by the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work. Also, we aim to prevent pollution and continuously improve our environmental performance.

We recognise that we must provide information to employees on the risks and dangers arising from their work, measures to reduce or eliminate these risks and what they should do if they are exposed to a risk.

We will adhere to the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and all relevant HSE and industry guidance and codes of practice.

We accept that health and safety, and environmental management, are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that they require more information or that they have valuable views and opinions which may reduce risks to their health or the environment.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

Procedure:

The CEO is responsible for promoting communication between the various levels and functions of the organisation. This shall include the publishing of important Health and Safety, and environmental, information, Risk Assessments, Method Statements, meeting minutes, action programmes and performance data.

The CEO shall co-ordinate receiving information and documents from relevant external sources, processing the information internally, recording decisions and actions, and responding to relevant external parties.

The CEO will ensure system audits are completed and training records updated. All other Managers shall assist in communication and motivation to provide an overall pro-active and positive approach to Health, Safety and Environmental issues.

The participation of employees concerning Health and Safety, and environmental issues takes place through questions raised during Toolbox Talks, issuing of safety memos, discussions on safety and environmental matters and when provided with Method Statements. This allows for the two-way exchange of information and dialogue. All employees are encouraged to discuss Health and Safety, and environmental management with their Managers, Supervisors, Health and Safety Advisor or CEO.

Employees will be involved as appropriate in hazard identification, risk assessments and determination of controls; incident investigation; changes that affect their Health and Safety; development and review of Health and Safety or environmental policies and objectives.

Sub-contractors and other Contractors will be informed / consulted as appropriate where there are changes or issues that may affect their Health and Safety, or the environment.

Copies of the health and safety law posters will be displayed and completed with the appropriate details of those appointed to assist in health and safety management.

Prior to the introduction of new or modified activities, products and processes, consultation will take place with appropriate employees by appointed members of management.

Induction training also permits a two-way communication between the employee and the Company representative.

No external communication on significant environmental aspects or safety risks will take place without prior notification and agreement of the CEO .

All relevant communication and consultation will be recorded and kept for a minimum of five years.

29.0 Employee Induction Policy and Procedure

Our policy is to ensure all new employees are adequately inducted into the company, and that site personnel receive a relevant Site Induction prior to commencing work.

We shall comply with the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) (CDM) Regulations 2015 and will adhere to all relevant guidance and Approved Codes of Practice. We shall record all Inductions.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

1. Scope

All employees (including labour only / self-employed personnel) of the company are covered by this policy.

2. Purpose

The purpose of the induction procedure is to ensure that all employees comply with company and statutory health and safety, and environmental requirements and have been issued with where applicable project specific health and safety, and environmental documentation prior to commencing work in office / workshop / site.

3. Responsibility

The CEO is responsible for ensuring all personnel receive the company / site / visitor's induction.

4. Procedure:

a) All new employees of Abbey Construction Services Limited will be briefed on the Company Health and Safety, and environmental management procedures and their individual responsibilities for Health and Safety and the environment.

b) The Company Induction, Form 01A, Company handbook, Form 02, Non-Construction company handbook Form 02A & Health Questionnaire, Form 22A must be covered with all new employees, this must be covered with them by reading through the forms with the employees.

c) Operatives / LOSC / Visitors are to attend the Abbey Construction Services Limited site induction and complete Form 01B / 01C or 01D as appropriate where one is in place, to familiarise themselves with the project and general site rules and procedures.

d) Upon completion of the induction the Site Manager / Supervisor will in conjunction with each operative / LOSC / Visitor fill in Company site induction Form, 01B / 01C / 01D respectively.

e) Any new employee without the appropriate PPE will be issued with the necessary PPE & the issue of this PPE will be recorded in compliance with Policy No. 04

f) If the employee's relevant equipment requires PAT Testing then this will be arranged by the Site Manager or equivalent. Any equipment not PAT Tested is NOT to be used until the necessary PAT testing has been carried out.

g) All employees MUST be issued with the site-specific safety/ environmental documentation and this must be covered with them and then they must sign a register to confirm that this has been undertaken. As per policy no. 2.0

h) Should an employee not have received the necessary training, then he is not to undertake those tasks until the necessary training has been completed. i.e., an operative must not operate a scissor lift if he has not successfully completed an IPAF training course. If a copy of the training certificate has been seen, take a photocopy to keep within the induction form.

Forms to be used with this procedure:

- **FORM 01A** **Company Induction**
- **FORM 01B** **Site Induction Checklist**
- **FORM 01C** **LOSC Induction Checklist**
- **FORM 01D** **Visitor Induction Checklist**
- **FORM 02** **Employee Handbook**
- **FORM 2A** **Non-Construction Company Induction Handbook**
- **FORM 03A** **Issue of PPE**
- **FORM 22A** **Health Questionnaire**
- **FORM 31** **Induction Proforma**

30.0 Compliance with the Construction (Design and Management) Regulations (CDM 2015)

Our policy is to ensure that if Abbey Construction Services Limited is identified as a duty holder under CDM 2015 that we adopt adequate procedures to ensure compliance with CDM 2015. This may include seeking using external specialist consultants who can advise Abbey Construction Services Limited on achieving compliance under the Construction (Design and Management) Regulations (CDM) 2015

General workplace inspections will be carried out by our Staff & our Health and Safety Advisors on a routine basis and this procedure will be checked.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to report any hazards / risks to the Site Manager or equivalent immediately in order for remedial actions to be taken.

1. Scope

This policy / procedure will apply to all construction projects under the Construction (Design and Management) Regulations 2015.

2. Purpose

Under CDM 2015, organisations or individuals can be one or more Dutyholders for a project. The purpose of this procedure is to ensure that where a duty is identified, arrangements are put in place to for the planning, management monitoring and coordination throughout the relevant phases of the works. The procedure will also ensure projects covered by the above scope are notified to the HSE on the form F10.

3. Responsibility

The CEO is responsible for ensuring these procedures are undertaken.

4. Duties that may be undertaken by Abbey Construction Services Limited

Under CDM 2015, organisations or individuals can be one or more Dutyholders for a project. It may be applicable that the following Dutyholder roles will be undertaken or adopted by Abbey Construction Services Limited

- Client
- Domestic Client
- Principal Contractor
- Contractor
- Principal Designer
- Designer

General Statement Relating to All Duties

a) With Regards to the Construction (Design and Management) Regulations (CDM 2015) Abbey Construction Services Limited will ensure that we will only accept an

appointment under CDM 2015 if The CEO feels that Abbey Construction Services Limited can fulfil our obligations

b) Abbey Construction Services Limited will cooperate with all other persons working on or in relation to the project

c) Abbey Construction Services Limited and their subcontractors will report anything they are aware of that is likely to endanger their own or the health and safety of others.

d) Abbey Construction Services Limited will provide any information or instruction and must ensure the information or instruction is comprehensible and provided as soon as is practicable.

e) Abbey Construction Services Limited will manage risks by applying the general principles of prevention;

f) Abbey Construction Services Limited will ensure we appoint the right people and organisations at the right time;

g) Abbey Construction Services Limited will ensure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety;

h) Abbey Construction Services Limited will ensure all Dutyholders cooperate and communicate with each other,

i) Abbey Construction Services Limited will coordinate their work; and consult with workers with an aim of and engaging with them to promote and develop effective measures to secure health, safety and welfare.

5. Procedure for Compliance as a Client:

Definition: A client is defined as

"An organisation or individual for whom a construction project is carried out"

a) On all construction projects where Abbey Construction Services Limited are recognised as a client, the CEO will ensure that other relevant Dutyholders are appointed*. (N/B Examples of Other Relevant Dutyholders are identified in Section 4 above but will primarily include the appointment of a Principal Designer and Principal Contractor if we are not undertaking these roles ourselves*).

b) The CEO will ensure sufficient time and resources are provided to allow other Dutyholders to fulfil their obligations under CDM 2015. The CEO will also ensure that all relevant pre construction information is obtained and forwarded to the Principal Designer and Principal Contractor in a timely manner.

c) The CEO will ensure a Construction Phase Plan is obtained from the Principal Contractor if more than one contractor is undertaking the work or the contractor if only one contractor is appointed. This document will be the basis for the effective health and safety management of the project, including the planning of risk assessments and will be checked for its suitability prior to works commencing. The CEO may

request assistance from the Safety, Health and Environmental Consultant for checking the suitability of the plan, if he feels it is appropriate.

d) Where more than one contractor is appointed Abbey Construction Services Limited will require a Health & Safety File to be forwarded to ourselves by either the Principal Designer of if their appointment has ended before the completion of the project, the Principal Contractor

e) The CEO will ensure the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and that suitable welfare provisions identified under Schedule 2 of CDM 2015 are in place before allowing any construction works to commence.

f) On notifiable projects where Abbey Construction Services Limited are recognised as a client, the CEO will ensure that the Health & Safety Executive are notified using the Form F10, and will provide the Principal Designer and Principal Contractor with a copy in the Pre-Construction Information Document.

g) This will include any construction project that is required to be notified to the Health & Safety Executive. Notification of a construction project is required when it is likely to last longer than 30 days and have 20 or more workers, working simultaneously at any point in the project or exceed 500-person workdays.

h) On all construction projects where Abbey Construction Services Limited are identified as the client we will so far as is reasonable ensure that the Principal Designer fulfils their duties under Regulations 11 of CDM 2015 and the Principal Contractor fulfils their duties under Regulations 12 to 14 of CDM 2015.

6. Procedure for Compliance as a Principal Contractor:

Definition: A Principal Contractor is defined as

"An organisation or person that coordinates the work of the construction phase of a project involving more than one contractor"

6.1 Roles & Responsibilities

The CEO is responsible for ensuring these procedures are undertaken.

NOTE:

Where this policy refers to **The Site Manager** this is equivalent to a non-working manager of the works who may be based on or off site.
Where this policy refers to **The Site Supervisor** this is equivalent to a working supervisor / charge hand / Forman of the works who is based on site.

6.2 Pre-Construction Phase Activities

a) On all construction projects, regardless of notification requirements, where Abbey Construction Services Limited are appointed as the Principal Contractor, the CEO will ensure that all relevant pre-construction information is obtained from the client or Principal designer to allow a suitable Construction Phase Plan to be produced.

b) On all construction projects, regardless of notification requirements, where Abbey Construction Services Limited are appointed as the Principal Contractor, the CEO will ensure a Construction Phase Plan is produced prior to works commencing. This document will be the basis for the effective health and safety management of the

project, including the planning of risk assessments. The CEO may request assistance from the Safety, Health and Environmental Consultant for production of the plan. The relevant parts of the Construction Phase Plan will be issued to Contractors.

c) The CEO will ensure provisions exist to plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: liaising with the client and principal designer and organising cooperation between other contractors and coordinating their work.
d) A copy of the Construction Phase Plan will be forwarded to the client or their representatives prior to work commencing on site.
e) On notifiable projects where Abbey Construction Services Limited are appointed as the Principal Contractor, the CEO will ensure the Client has notified the Health & Safety Executive on Form F10 and will request a copy with the Pre-Construction Information Document.

6.3 Construction Phase Site Procedures

a) All Site Managers to undertake CITB Site Managers Safety Training Scheme (5 Day) or equivalent training course that will cover CDM Regulations, mitigation of risks, and management of on-site safety.

b) All Site Supervisors to undertake CITB Site Supervisor Safety Training Scheme (2 Day) or equivalent training course.

c) The Site Manager or equivalent will ensure at the prestart meeting that the welfare, first aid and fire prevention and management arrangements are in place and Contractors are aware of their compliance with site arrangements. These will be maintained by the Company throughout the duration of the contract and at any time if anyone on site is not satisfied with the standard of the welfare, first aid or fire arrangements this is to be rectified immediately by the Site Manager or equivalent.

d) On all projects the Site Manager will ensure an appropriate communication process is in place with the Principal Designers/ Designers / other Contractors & Subcontractors. This will provide a channel for communication of health, safety and environmental issues between all parties involved with the project.
e) The Site Manager will ensure that all persons engaged on the site are competent for the tasks they are being asked to complete.
f) The Site Manager or person nominated by the CEO will attend safety consultative / site co-ordination meetings with the Principal Designers/ Designers / other Contractors & Subcontractors.
g) The Site Manager will ensure all Abbey Construction Services Limited employees and subcontractors of Abbey Construction Services Limited are aware of the site rules and receive an induction.
h) The Site Manager will ensure all Abbey Construction Services Limited employees and subcontractors of Abbey Construction Services Limited are aware of the Risk / COSHH Assessment and Method Statement and confirm they will work in accordance with them.
i) The Site Manager or equivalent will ensure that arrangements are in place for all operatives / visitors to consult with the company on matters of Health & Safety.
j) The Site Manager or equivalent will ensure suitable welfare facilities are provided from the start of the project and maintained throughout the Construction Phase.
k) The Site Manager or equivalent will ensure that the site is secured to prevent any unauthorised access to the site.

7.0 Procedures for Compliance as a Contractor:

Definition: A Contractor is defined as

"Anyone who directly employs or engages construction workers or manages construction is a contractor. Contractors include sub-contractors, any individual, sole trader, self-employed worker, or business that carries out, manages or controls construction work as part of their business"

7.1. Responsibility

The CEO is responsible for ensuring these procedures are undertaken.

NOTE:

Where this policy refers to *The Site Manager* this is equivalent to a non-working manager of the works who may be based on or off site.

Where this policy refers to *The Site Supervisor* this is equivalent to a working supervisor / charge hand / Foreman of the works who is based on site.

7.2. Pre-Construction Phase Procedures:

a) For Single Contractor Projects, the CEO will ensure that the client is aware of their duties by liaising directly with the client.
b) For Single Contractor Projects, the CEO will ensure that Abbey Construction Services Limited have the relevant competencies to advise the client depending upon the knowledge and experience of the client and the complexity of the project. Where the CEO feels Abbey Construction Services Limited are not competent they may consult relevant external agencies

c) For Single Contractor, the CEO will ensure the client provides any relevant pre-construction information they possess and the time and other resources to help Abbey Construction Services Limited to fulfil their duties under CDM 2015 do this.

d) For Single Contractor Projects, the CEO will ensure a Construction Phase Plan is produced prior to works commencing. This document will be the basis for the effective health and safety management of the project, including the planning of risk assessments. The CEO may request assistance from the Safety, Health and Environmental Consultant for production of the plan.

e) On projects involving more than one contractor, as part of our duty to cooperate with other Dutyholders, Abbey Construction Services Limited will provide the Principal Contractor with any relevant information so the principal contractor can monitor the management of health and safety at a project-wide level.

f) On projects involving more than one contractor, Abbey Construction Services Limited will comply with any directions to secure health and safety given to them by the Principal Designer or Principal Contractor. Abbey Construction Services Limited will comply with the parts of the construction phase plan that are relevant to our work
g) For All Projects, the CEO will ensure provisions exist to plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: liaising with the client Principal Contractor, Principal Designer and organising cooperation between other contractors and coordinating their work.

h) For All Projects, the CEO will ensure regular inspections of the workplace are undertaken and as part of this inspection compliance with CDM Regs will be checked. Where the CEO feels additional competencies are required they may request external Health and Safety Consultants carry out the inspections on their behalf.
i) On Domestic Contracts Abbey Construction Services Limited recognise that it will be required to undertake the client's duties in relation to the construction phase of the project under Regulation 7 of CDM 2015.
j) On all notifiable contracts, the CEO will check that, a Principal Contractor *(where applicable)* have been appointed and the HSE notified before starting work. Any subletting of works is to be notified to the Principal Contractor. Information for the Health & Safety File is to be provided to the Principal Contractor.

7.3. Construction Phase Site Procedures:

a) All Site Managers to undertake CITB Site Managers Safety Training Scheme (5 Day) or equivalent training course that will cover CDM Regulations, mitigation of risks, and management of on-site safety. All Site Supervisors to undertake CITB Site Supervisor Safety Training Scheme (2 Day) or equivalent training course.

b) The Site Manager will ensure at the prestart meeting that the welfare, first aid and fire prevention and management arrangements are in place and provided by the Principal Contractor. These will be maintained by the Principal Contractor throughout the duration of the contract and at any time if the Site Manager or equivalent from Abbey Construction Services Limited is not satisfied with the standard of the welfare, first air or fire arrangements this is to be raised with the Principal Contractor immediately and reported to the Company's Director.

c) On all projects the Site Manager will ensure an appropriate communication process is in place with the Principal Contractor / Principal Designers /Designers and other contractors. This will provide a channel for communication of health, safety and environmental issues between all parties involved with the project.
d) The Site Manager will ensure that all persons engaged on the site are competent for the tasks they are being asked to complete.
e) The Site Manager or person nominated by the CEO will attend safety consultative / site co-ordination meetings with the Principal Contractor / Principal Designers /Designers and other contractors.
f) The Site Manager will ensure all Abbey Construction Services Limited employees and subcontractors of Abbey Construction Services Limited are aware of the site rules and receive an induction.
g) The Site Manager will ensure all Abbey Construction Services Limited employees and subcontractors of Abbey Construction Services Limited are aware of the Risk / COSHH Assessment and Method Statement and confirm they will work in accordance with them.
h) The Site Manager will ensure that if work detail / method deviate from the Risk / COSHH Assessment and Method Statement then these documents will be revised to reflect the changes.
i) The Site Manager will ensure that any design queries are communicated to the Client, Principal Designers and other Designers via the Principal Contractor.
j) On all projects the Site Manager will ensure an appropriate communication process is in place with the Principal Contractor / Designers / other Subcontractors. This will provide a channel for communication of health, safety and environmental issues between all parties involved with the project. This will achieve compliance in terms of co-operation and co-ordination with the Principal

Contractor and other third parties which will be achieved through formal and informal meetings, verbal dialogue and email.

8 Procedures for Compliance as a Principal Designer:

Definition: A Principal Designer is defined as

"The designer with control over the pre-construction phase of the project"

a) On projects where Abbey Construction Services Limited are deemed to be the Principal Designer we will endeavour to assist the client in the provision of suitable and sufficient Pre-Construction Information – See Template document Form 46 and advise the client of any shortcomings with the available information and how to address them

b) Abbey Construction Services Limited will so far as it is within our control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.

c) On projects where Abbey Construction Services Limited are deemed to be the Principal Designer we will plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety to ensure that, so far as is reasonably practicable, the project is carried out without significant risks to health or safety.

d) When considering the design, the technical and organisational aspects of the Pre-Construction Phase, Abbey Construction Services Limited will take into account the general principals of prevention and the content of any existing health and safety files from previous projects carried out on the premises or land to be developed.

e) Abbey Construction Services Limited will endeavour to eliminate or control foreseeable risks to the health and safety of anyone persons engaged during the Construction Phase or persons occupying the completed premises as a workplace or cleaning and maintaining the completed premises

f) Abbey Construction Services Limited will assist the client with their duty to assess the suitability of a Construction Phase Plan where elements of design work are to be carried out after the construction phase has started.

g) Abbey Construction Services Limited will assess the competence of any designers likely to be under their control before they are appointed

h) If Abbey Construction Services Limited's appointment is likely to end before the completion of the Construction Phase, we will ensure that the principal contractor has all the relevant information so that they are aware of the risks which have not been eliminated in the designs; understand the means employed to reduce or control those risks; and understand the implications for implementing the design work for the rest of the project.

i) Abbey Construction Services Limited will gather and prepare all relevant information required for the Health & Safety File as the project continues. The completed file will be handed over to the client upon completion of the project. If Abbey Construction Services Limited's appointment ends before the completion of the project, the Health & Safety File will be handed over to the Principal Contractor for completion.

j) In the event of Abbey Construction Services Limited carrying out design work on behalf of a Domestic Client we will by prior written agreement undertake the client's duties on their behalf in accordance with Regulation 7 of CDM 2015. In this case, Abbey Construction Services Limited will fulfil the duties of the client as well as our own and the principal contractor will work to Abbey Construction Services Limited as Principal Designer as the 'Client'.

k) Abbey Construction Services Limited recognise where a Domestic Client does not make any appointments and the project involves multiple contractors. The client's duties will be deemed to be undertaken by the Principal Contractor and Abbey Construction Services Limited will work to the Principal Contractor as client.

l) Abbey Construction Services Limited recognise where a Domestic Client does not make any appointments, we will be deemed to be the Principal Designer if we are the in control of the initial design for the Pre-Construction Phase of the Project.

9 Procedures for Compliance as a Designer:

Definition: A Designer is defined as

"An organisation or individual who prepares or modifies a design for a construction project (including the design of temporary works); or arranges for or instructs someone else to do so."

a) On projects where Abbey Construction Services Limited are deemed to be a Designer we will endeavour to assist the client and Principal Designer and other designers with the provision of suitable and sufficient Pre-Construction design information. This will include residual significant risks associated with the design that cannot be eliminated, so it can form part of the pre-construction information. This information will take into account the preparation or revision of the Health & Safety File other designers; the principal contractor (or the contractor on a single-contractor project) who has responsibility for preparing, reviewing and revising the construction phase plan for the project and contractors who construct the design.

b) Abbey Construction Services Limited will agree with the Principal Designer the arrangements for sharing information to avoid omissions or duplicated effort. Those who need the information should be given it at the right time. For example, in preparing the construction phase plan, we will ensure the information is provided well before the construction phase begins.

c) When preparing any design Abbey Construction Services Limited will take account of the general principles of prevention, and the pre-construction information provided to us, with the aim, as far as reasonably practicable, of eliminating foreseeable risks. Where this is not possible, we will take reasonably practicable steps to reduce the risks or control them through the design process and provide information about the remaining risks to other Dutyholders.

d) Abbey Construction Services Limited will endeavour to eliminate or control foreseeable risks to the health and safety of anyone persons engaged during the Construction Phase or persons occupying the completed premises as a workplace or cleaning and maintaining the completed premises

e) Abbey Construction Services Limited's will ensure all designs prepared for places of work will comply with the Workplace (Health, Safety and Welfare) Regulations

1992 (the Workplace Regulations), taking account of factors such as lighting and the layout of traffic routes

f) When working as designers on behalf of Domestic Clients and Regulation 7 transfers the duties of the domestic client to another Dutyholder (which Dutyholder will depend on the nature of the project) and Abbey Construction Services Limited as designers will work to that Dutyholder as 'client' for the project.

Forms to be used with this procedure:

- **FORM 01** **Site Setup Checklist**
- **FORM 21A** **Construction Phase Plan Commercial**
- **FORM 21B** **Construction Phase Plan Small Works and Domestic**
- **FORM 21C** **Construction Phase Plan Small Works Commercial**
- **FORM 21D** **Minor Works Construction Phase Plan and 2 minute Risk Assessment**

31.0 Inspection and Auditing Policy and Procedure.

Our policy is to ensure that adequate inspections of the workplace and auditing of our management procedures are undertaken. Measuring performance will enable the assessment of the effectiveness and appropriateness of the Company's arrangements

Our Safety, Health and Environmental Management system will be audited in its entirety by the Health and Safety Advisors, CEO and Site Manager or equivalent on a minimum of an annual basis.

General workplace inspections will be carried out by our Site Managers / Supervisors and Health and Safety Advisors on a routine basis. Statutory Inspections & pre-use inspections will be carried out in line with the relevant policies.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to report any hazards / risks to the Site Manager or equivalent immediately in order for remedial actions to be taken.

1. Scope

The Companies Safety, Health and Environmental systems in their entirety are covered by this policy.

2. Purpose

The purpose of the inspection and auditing procedure is to ensure that the arrangements put in place with the other policies and procedures are being adhered to and where they are not being adhered to remedial actions can be taken.

3. Responsibility

The CEO is responsible for ensuring Site Inspections and the Audits are undertaken.

4. Procedure:

a) Inspections will be carried out by the safety advisor, accompanied by the Site manager (or Contract's manager in his absence). Inspections will also be carried out by the Site managers themselves on a weekly basis

b) The findings are to be recorded by the safety advisor on iAuditor whereas the findings are to be recorded by the Site Manager on the SHE Inspection Report Form 12A and continuation sheets(s).

c) The areas requiring inspection are split into different headings that are identified on the form and are numbered from 1 to 8. Each heading area is to be investigated separately by the safety advisor.

d) Each section on the Safety Advisors iAuditor report is given marks from 0 – Dangerous to 4 – Good. In the Site Managers SHE Inspection report items are marked with a ✓ or a X.

e) A copy of the iAuditor report by the Health and Safety Advisor will be e-mailed through to the CEO.

f) Items that require immediate action will be raised with the Site Manager or equivalent and where necessary a list of these items will be left with said Site Manager or equivalent for Actioning prior to the completed Site Inspection form being e-mailed through.

g) Legal compliance will be checked thoroughly during the routine internal audits and not at the site inspections. At the site inspection stage, the legal compliance with the activities being undertaken in terms of physical activities will be checked. Management of legal compliances will be completed during audit stage.

Forms to be used with this procedure:

- **iAuditor** **Site Inspection Report**
- **FORM 12A** **Supervisor Site Safety Inspection**

32.0 Breaches of Health & Safety Policy and Procedures.

Our policy is to ensure action is taken to rectify all unsafe acts or conditions and prevent any re-occurrence.

This procedure will give Site Management a framework to alleviate unsafe acts or conditions witnessed on site and warn operatives responsible.

We accept that safety, health and environment are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to take reasonable safety precautions and to co-operate in assisting management with remedial action.

1. Scope

All employees (including labour only / self-employed personnel) and Subcontractors of the company are covered by this policy.

2. Purpose

The purpose of this procedure is to allow Abbey Construction Services Limited Managers / Supervisors to record breaches of health and safety, and for severe cases of persistent offender remove the operative(s) from site.

3. Responsibility

All Abbey Construction Services Limited employees in a position of management / supervision have a responsibility to follow this policy / procedure. General employees of Abbey Construction Services Limited have a responsibility to advise managers / supervisors of unsafe activities / actions of others.

4. Procedure:

a) Any manager / supervisor of Abbey Construction Services Limited is to take action on discovery of any personnel of the company or a subcontractor (including labour only & self-employed) who are contravening any health and safety legislation or breaching the site rules covered at the site induction.

b) If any general employee of Abbey Construction Services Limited witnesses any occurrence or conditions that may affect the safe carrying out of their activities or other around them they must report this to their supervisor.

c) The action taken in a) must include stopping the activity that may be dangerous, ensuring the area is safe for all personnel and consider completing form 30 – notification of health & safety breach.

d) The manager / supervisor of Abbey Construction Services Limited is to decide if the breach warrants a warning and in the case of a serious breach if the operative(s) should be asked to leave site.

e) The completed form 30 is to be issued to Abbey Construction Services Limited head office, the subcontractor’s office, the offending operative and a copy retained in the site file.

f) Should an operative be asked to leave site then allowing this person to work on any other Abbey Construction Services Limited site including future projects is at the discretion of the Contracts Manager / Director.

Forms to be used with this procedure:

- **FORM 30 Notification of Health & Safety Breach**

33.0 Training of Employees Policy and Procedures.

Our policy is to ensure all employees are adequately trained for the activities we ask them to do whilst at work. We aim to have 100% of our employees accredited to the CITB Certification Scheme (CSCS).

Our training policy is a continuous operation and is arranged so that all sites will have certain key workers who have received the necessary training to use the plant and equipment used on that site.

Our policy also includes arrangements for passing on relevant health and safety and environmental information to the workforce. This takes the form of meetings and training sessions including 'Tool Box' talks, by managers, safety consultants, and others.

All of our Site Managers will complete either the (CITB) Site Managers Safety Training Scheme or IOSH Managing Safely and all Site Supervisors will complete the (CITB) Site Supervisors Safety Training Scheme.

1. Scope

All employees including labour only subcontractors are included in this policy.

2. Purpose

To that all personnel are suitably trained to a recognised industry standard and therefore helping prevent potential risk to health and safety.

3. Responsibility

The CEO is responsible for ensuring personnel are adequately trained.

4. Procedure:

1. The company with assistance from their Safety Consultants will produce a training plan on an annual basis. This will consist of a matrix detailing the completed training for each individual and any planned training for employees. The CEO will ensure this is kept up to date at all times.

2. The Form 01A must be completed for all new starters detailing any training requirements. The completion of this form is the responsibility of the new starter's line manager. The CEO on receipt of the completed form will plan any necessary training.

3. Copies of all training certificates to be retained in a file at Head Office.

4. All operators of Mobile Elevated Work Platforms (MEWPS) must have successfully completed the appropriate IPAF training course.

5. All personnel who will erect, alter or dismantle Mobile Tower Scaffolds must have successfully completed the appropriate PASMA training course.

6. All personnel using Abrasive Wheels must have successfully completed an appropriate training course.

7. All personnel at risk of discovering asbestos during their work activities must have successfully completed an appropriate Asbestos Awareness training course.

8. All Abbey Construction Services Limited operatives are to undertake a Manual Handling training course.

9. Staff responsible for the coordination of the Environmental Management System shall undertake a Environmental Awareness training course.

10. All site personnel to receive regular tool box talks on relevant topics.

11. During site inspections the safety consultant will randomly check training status of employees and if found to be using plant without relevant training will record this on the iAuditor Site Inspection Report.

12. Site personnel to request that training is arranged through the Site Supervisor, which will then be the responsibility of the CEO .

Forms to be used with this procedure:

- **FORM 01A** **Company Induction**
- **FORM 01B** **Site Induction Checklist**
- **iAuditor** **Site Inspection Report**
- **FORM 12A** **Supervisor Site Inspection Report**
- **FORM 15** **Employee Training Record**

34.0 Electrical Work Policy and Procedure

Our policy in relation to working with electrical systems (both 'Live' and 'Dead' working) is to avoid Live work wherever possible, ensure work done on 'Dead' circuits is performed safely and to ensure effective safety management considers all relevant risks and their control for either scope of work.

We accept that we cannot, in all cases, avoid the need to work Live (e.g., for testing) and we therefore seek to control and minimise this by practical control measures.
Where Dead working is considered, we also seek to control and minimise this by ensuring that all practical control measures are imposed to ensure safety.

The health and safety of all personnel who may be required to work on electrical systems will be considered, and control measures implemented to prevent this or, if not possible to entirely prevent it, to reduce risks as far as is reasonably possible.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Definition of a Live working:

Live work: work on or near conductors that are accessible and 'live' or 'charged'.
Live work includes live testing, such as using a test instrument to measure voltage on a live power distribution or control system.

Definition of a Dead (Isolated) working:

Work on equipment (or part of an electrical system) which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure, i.e., it cannot be re-energised accidentally or inadvertently

Other Definitions:

Charged: the item has acquired a charge either because it is live or because it has become charged by other means such as by static or induction charging, or has retained or regained a charge due to capacitance effects even though it may be disconnected from the rest of the system;

Conductor: Everything capable of carrying an electrical current and it not limited to conductors intended to carry a current (a circuit conductor).

Dead: not electrically 'live' or 'charged';

Designated competent person (also known in some industries as 'authorised person'): a competent person appointed by the employer, preferably in writing, to undertake certain specific responsibilities and duties, which may include the issue and/or receipt of safety documents such as permits-to-work. The person must be competent by way of training,

qualifications and/or experience and knowledge in relevant electrical works in accordance with the Electricity at Work Regulations (1989).

Disconnected: equipment (or a part of an electrical system) that is not connected to any source of electrical energy;

Extra Low Voltage: Voltage of 50v a.c or 120v d.c of less. Circuits in which the electrical potential of any conductor against earth is not more than either 25 volts RMS (35 volts peak) for alternating current, or ripple-free 60 volts for direct current under dry conditions.

Equipment: electrical equipment including anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy (as defined in the Electricity at Work Regulations)

High voltage: a voltage in excess of 1000 v a.c or 1500 v d.c. Voltages below these values are 'low voltage';

Isolated: equipment (or part of an electrical system) which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure, i.e., it cannot be re-energised accidentally or inadvertently;

Live: equipment that is at a voltage by being connected to a source of electricity. Live parts that are uninsulated and exposed so that they can be touched either directly or indirectly by a conducting object are hazardous if the voltage exceeds 50 V ac or 120 V dc in dry conditions

Low Voltage: Voltage exceeding 50v a.c or 120v d.c between conductors or earth but not exceeding 100v a.c of 1500v d.c between conductors of 600v a.c or d.c between any conductors and earth.

System: This include all constituent parts of a circuit not just the functional circuit itself, which are connected to or affected by electrical energy.

Procedure:

1. Scope

Work involving a potential risk to personnel from work with electrical systems and equipment.

2. Purpose

To define the responsibilities and procedures employed to avoid injury or ill-health as a consequence of working with electrical systems and equipment.

3. Responsibility

The CEO is responsible for ensuring the safety and health of personnel working with electrical systems and equipment.

4. Procedure:

Work undertaken by the Company's employees involving them working on, near or with electrical systems and equipment (see definitions) is assessed by the Company or their appointed Advisor.

The publication HSG85 (Third Edition): Electricity at Work: Safe Working Practices, is referred to as guidance and compliance with the Electricity at Work Regulations 1989 ensured.

All work carried out on electrical equipment shall be subject to a risk assessment. The results of all risk assessments shall be documented and shall include a method statement that details:

a) The steps that will be taken to ensure or verify that there is adequate working space, adequate means of access and adequate lighting;

b) The means by which the electrical equipment to be worked on shall be disconnected (isolated) from every source of electrical energy (demonstrated on circuit drawings or schematic diagrams);

c) A detailed 'Switching Plan' if applicable;

d) The work to be undertaken; including material and equipment requirements;

e) The testing procedures undertaken to ensure that electrical equipment to be worked on has been made dead;

f) The precautions that will be taken to prevent electrical equipment, which has been made dead, from becoming electrically charged during the work;

g) The personal safety equipment and tools that shall be required to prevent injury;

h) The action to be taken to segregate the work area and post warning notices;

i) The inspections and tests required on completion of the work;

j) The action required to return the electrical equipment to service;

k) Any special instructions or safety measures to be included in the Permit to Work;

l) The name of the 'Authorised Person';

m) References to drawings;

n) The requirement to carry out 'as build' / 'record' drawings to reflect any applicable changes.

The Risk Assessment considers all relevant aspects of the work including the duration of the task, the work environment including potential live systems or parts of them, adjacent works, the task to be performed and the capabilities of those performing the task.
Where possible all such work will be either arranged to be 'Dead' working where exposure to electricity is avoided by planning the working methods, or where work must be 'Live' this is comprehensively planned and controlled.

Where all such work, Live and Dead, cannot be avoided an Electrical Permit-to-Work will operate; either one originated by the Client or, where the Client does not ordinarily operate a Permit system, our Company Permit-to-Work for Electrical Work.

a) The Risk Assessment used to plan work activities takes into account aspects of the task, equipment, systems and work location that may lead to an increased risk;

b) From this risk assessment, specific control measures are implemented; these are identified and communicated to all relevant personnel by means of a specific Method Statement; some actions may be necessary prior to commencing work in order to ensure a safe working environment is provided.

c) Method statements contain a contingency plan in case personnel require emergency treatment; this does not refer to the Emergency Services as a first response.

d) All relevant personnel are trained in safe electrical working to the degree that they require to be and are given ample opportunity to familiarise themselves with the Method Statement, Emergency Plan and use of any specific equipment provided.

e) Adequate competent supervision is provided to ensure that work is controlled and undertaken in accordance with the Method Statement and Permit to Work.

f) Working times are kept as short as possible; this may involve scheduling task rotation.

g) All electrical equipment, tools and Personal Protective Equipment such as measurement and monitoring equipment, hand tools and overalls/gloves, will be suitably rated for the working environment; if there is a risk of electrically live contact the tools and PPE will be suitably rated to prevent either contact or arcing.

h) Where work is assessed to be excessively hazardous the Company may appoint specialist contractors to undertake the work on their behalf; such contractors will be selected on the basis of competence (see Procedure for Contractor Selection and Control).

Assessment of Safe Working Practice for Live or Dead electrical work.



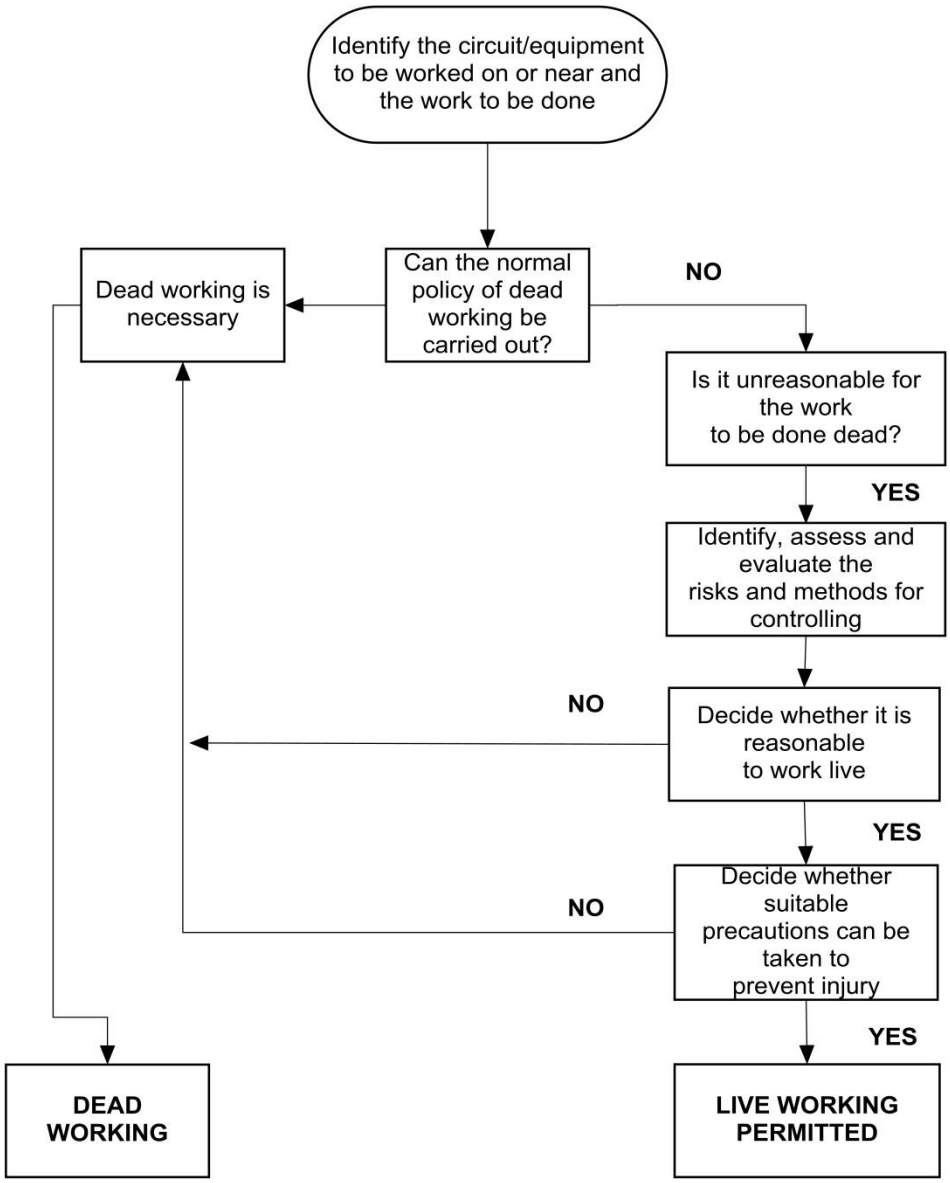
Three conditions must be met for live working to be permitted where danger may arise. If just one of these conditions cannot be met, live working must not be permitted and dead working is essential. The assessment procedure illustrates this. The conditions are:

- it is unreasonable in all the circumstances for the conductor to be dead; and
- it is reasonable in all the circumstances for the person to be at work on or near that conductor while it is live; and
- suitable precautions (including, where necessary, the provision of personal protective equipment) have been taken to prevent injury.

Is it unreasonable for the work to be done dead?

There are some circumstances where it is unreasonable to make equipment dead because of the difficulties it would cause. For example:

- it may be difficult, if not impossible, to commission a complex control cabinet without having it energised at some time with parts live (but not exposed so that they may be easily touched);
- it may not be technically feasible to monitor the operation and performance of a control system or to trace a malfunction of such equipment with it dead, i.e., fault-finding;
- switching off a system, such as the supply to an electric railway track, to carry out maintenance or repair work may cause disproportionate disruption and cost.



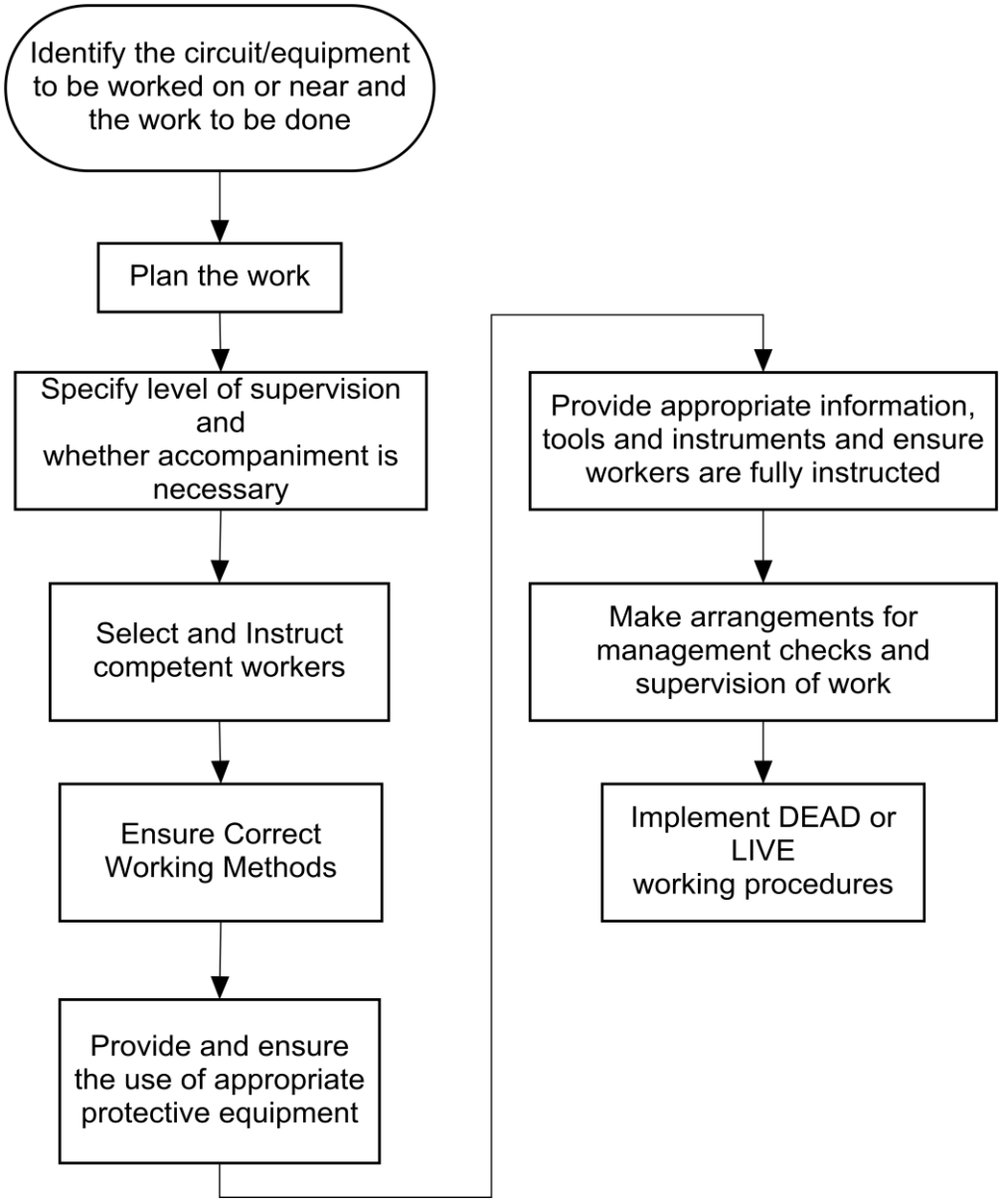
If you have decided that it is unreasonable for the work to be done dead, a risk assessment is necessary. The risk assessment must cover the work on or near the specific equipment and it must be carried out by someone with comprehensive knowledge and experience of the type of work and the means of controlling the risks.

The competence of those carrying out the work and their ability to avoid danger, taking into account the available precautions are considered in this risk assessment.

The decision to work live should not be taken lightly. Economic and operational factors should be evaluated against the risks involved before making a decision, bearing in mind that the risks associated with working live can be very serious.

Minor inconveniences arising from working with the equipment dead, sometimes arising from commercial and time pressures will very rarely outweigh the risks associated with live work.

Risk Assessment: Actions common to both dead and live working



Plan the work: consider the management, supervision, implementation and completion of the work, and should lead to a formal system of work based on information in the safety rules and a task-specific risk assessment.

Specify level of supervision and whether accompaniment is necessary: An important factor to consider is the amount of training and experience workers have had to do the specific jobs – the less experienced or knowledgeable the worker is, the greater will be the need for supervision. There will also be a greater need for supervision when working live.

Select and instruct competent workers: Training as part of making a person competent is very important. Even the most highly qualified and capable people may not be competent to carry out specific types of work without suitable training and familiarisation.

Ensure correct working methods: Managers must ensure that workers understand the correct working methods related to the specific work. People doing the work should be aware

of the limitations of that work and the constraints as to how they carry out the work, including recognition of when it is unsafe to continue with the work and knowing how to deal with any contingencies that may arise.

Provide electrical schematic and layout drawings: Mangers / supervisors must ensure that the most recent versions of the electrical schematic and layout drawings have been provided to be used in accordance with the Safe System of Work

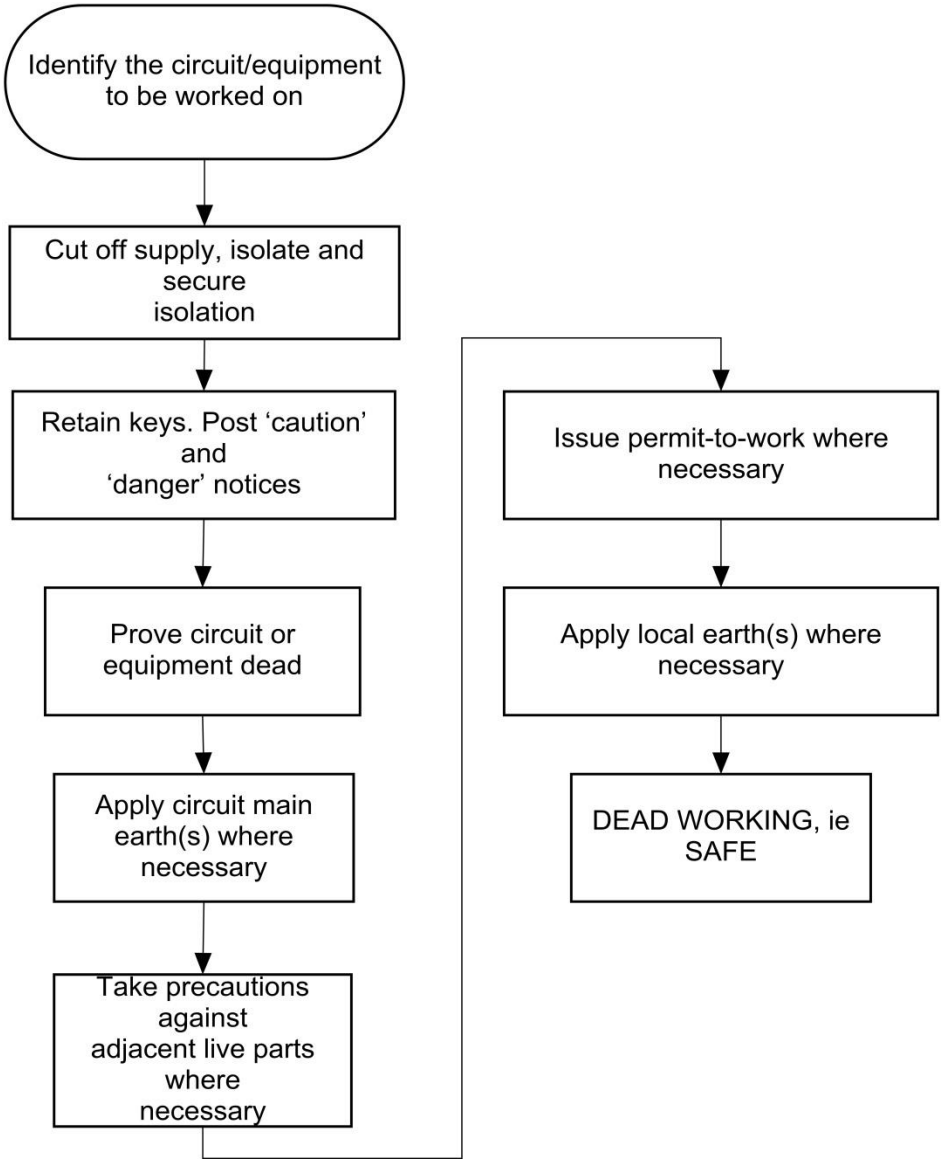
Provide and ensure use of appropriate protective equipment: Managers, supervisors and workers have a responsibility to provide the protective equipment identified in the task-specific risk assessment and make sure that, as for all other work equipment, it is:

- suitable for the use for which it is provided;
- maintained in a condition suitable for that use (including calibration); and
- used properly.

Provide information, tools and instruments and ensure workers are fully instructed:
Workers must be supplied with and use correct and appropriate information, such as electrical drawings, tools, instruments.

Make arrangements for management checks and supervision of work: Employers and workers must comply with the EAW Regulations. Managers and Supervisors must check that workers are applying correct procedures. Regular and systematic management checks of the work are necessary. This is particularly important if the work is being done on a client's premises, or by sub-contractors.

Working Dead



Identification: Adequate information should be supplied to identify equipment; whilst most circuits and equipment may be correctly labelled or indicated it must never be assumed that labelling is correct and that work can be started without having first proved that the equipment or circuit is dead.
In some special cases, e.g., underground cables, cable-locating techniques using specialised instruments may be necessary and it may also be necessary to identify the cable both before and after switching operations and cable spiking.

Disconnection: Disconnect the equipment from every source of electrical energy before working on, or near, any part which has been live or is likely to be live.
On equipment capable of storing charge, such as capacitors and high-voltage cables, ensure that any stored charge has been safely discharged.

Secure isolation: For adequate isolation, the disconnecting device should have an isolating gap sufficient for the voltage levels present or likely to occur.
Ensure that any switch or other means of disconnection is secure.
Switches, including circuit breakers, should be locked in the OFF position preferably using a 'safety' lock, i.e., a lock or padlock having a unique key or combination. Where a number of people are working, the use of a multiple locking hasp attachment, lock-out box or key-safe may be appropriate

to ensure that all the locks have to be removed before the equipment can be re-energised. Specific lockout devices are available for various equipment and should be used where appropriate. All keys should be retained in a secure place.
If a plug has been withdrawn, make sure that it cannot be reconnected to the electrical supply while work is taking place on the circuits or apparatus; proprietary lock-out devices exist for this purpose and should be used or the plug temporarily removed.
If a fuse is removed, make sure that it or a similar one cannot be reinserted by taking it away or by locking the box or enclosure until work is completed. Lockable insulating blanks that prevent inadvertent fitting of a fuse are available.

When work is to be carried out on low voltage electrical equipment and conductors that have been made dead, suitable additional precautions should be taken here necessary by approved screening or other approved means in order to avoid danger from inadvertent contact with live conductors in the zone of work.

Caution signs should be securely fixed at all points of isolation for the electrical equipment and conductors that have been made dead, and on which work is to be carried out. Danger signs must be attached where reasonably practicable for any adjacent live circuit conductors (or electrical equipment containing live circuit conductors) that are adjacent to the point of work.

Isolation

Before any permit to work is issued, an isolation diagram should be prepared. This should illustrate the safety arrangements that have been implemented at the points of isolation and the place of work to make the equipment safe for the execution of the work or test.

An isolation diagram will be created. It will have an original and a duplicate of each page and each page of a diagram will bear the same pre-printed serial number. Pads of numbered forms must be used in sequence.

An isolation diagram should show:

1. the name, signature and location of the originating Authorised Person (LV);
2. the name, signature and location of the countersigning Authorised Person (LV);
3. the date the countersigned programme is to commence;
4. the purpose of the proposed work or test;
5. the equipment that the proposed sequence of operations will make safe for the work or test to be undertaken;
6. the cables and equipment to be worked on or tested;
7. the points of isolation;
8. the points-of-earthing;
9. the points-of-work or test;
10. any safety locks and signs fitted.

Post notices: A notice or label should be placed at the point of disconnection so everyone else knows that work is being done. A ‘caution’ notice can be used to indicate that someone is working on the apparatus and may be injured if it is re-energised, and ‘danger’ notices attached to live equipment adjacent to the place of work will indicate that the apparatus is still energised. Notices or labels should be easily understood by anyone in the area. The labels or notices must be promptly removed when they no longer apply so that the system does not fall into disrepute.

Proving dead: Having isolated the circuit or equipment, and before working on it, check that the parts to be worked on or near really are dead, even if the isolation has been achieved automatically through an interlocking system. If it is a three-phase system or equipment with more than one supply, prove that all supply conductors are dead.

The instrument to do this should be properly constructed to protect against electric shock and designed to prevent short circuits occurring during use (see HSE Guidance Note GS38). The use of multimeters, which can be set to the wrong function, is not recommended for proving dead on low-voltage systems, neither is the use of non-contact devices such as 'volt sticks'.
It is necessary to test the instrument before and after use. This may be done by means of a proving unit with a low power output. If live circuits are used to prove instruments, adequate precautions against electric shock and short circuits should be taken.
All instruments used for checking circuits should be maintained, calibrated and inspected frequently. A high voltage potential indicator is to be tested immediately before and after use against a high voltage test supply. Only authorised persons are to use high voltage testing equipment.
Where underground cables cannot be positively identified and proved dead at the point of work, it may be necessary to spike the cable using a properly designed, cartridge-operated spiking gun; persons competent to operate such equipment must be sought for this work.

Earthing: The risk to people if the above precautions fail can be minimised by securely earthing all the conductors using properly designed earthing devices or earthing leads, usually applied to all points where the circuit or equipment is isolated from the supply. Additional local earths at the point of work may also be necessary but these should be applied only after proving dead at the point of work.
This procedure is essential for high-voltage apparatus and stored energy equipment (e.g., capacitors). Earthing conductors and their connections should be suitable for the energy that may flow in the event of a failure of the above precautions.
Earthing low-voltage equipment is desirable if there is a risk of re-energisation, however it may be impractical to apply earths, or the risk of short circuit from introducing an earth near adjacent live parts may outweigh the benefit of earthing the apparatus.

Adjacent parts: When the circuit or equipment to be worked on has been made dead or where the work is non-electrical, you must still protect against danger from inadvertent contact with other live parts nearby. This should preferably be done by erecting physical barriers and/or the use of temporary insulation and posting 'danger' notices.
The requirements regarding adequate working space, access and lighting must also be met.

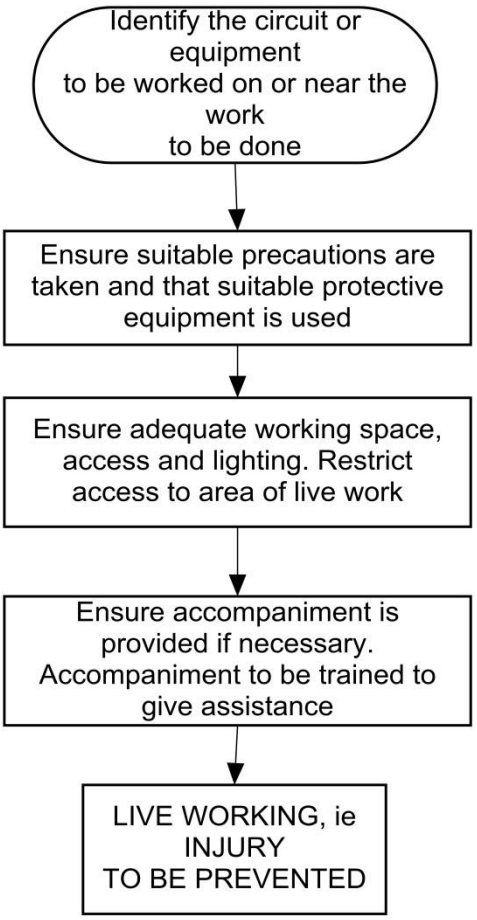
Inspection and recording: Prior to energisation of any electrical installations, thorough inspection must be undertaken by a competent person. All installations will be recorded on the appropriate documentation / drawings.

Sanctions to Test: Authorisation for testing will only be permitted once all associated permits to Work have been cancelled and the authorised person retained custody of all said permits. The authorised person must confirm that all work on the system is complete prior to authorisation a Sanction to Test / Permit to Test.

Additional procedures: On high-voltage systems a permit-to-work should be issued but only after all the actions described above have been carried out.
It is not common practice to issue permits-to-work for work on low-voltage systems but they should be considered if their use would contribute to safety in specific circumstances.
Because high voltages can arc across an air gap, you can suffer a shock or burn without touching live voltage parts. The dead working procedure must therefore be followed and precautions must be taken to prevent people approaching dangerously close to uninsulated high-voltage conductors.

Security of Electrical Equipment

All electrical equipment should be secured against unauthorised operation. If the electrical equipment is not located within a switch room, operation of such equipment should only be by the use of a tool or key.



Providing the requirements for Live working have been met, live working can still only be justified if suitable precautions are taken to prevent injury arising from the hazards identified in the risk assessment.

These precautions should include:

- install temporary insulation, protective enclosures, or screens to prevent parts at different potentials being touched at the same time;
- use temporary barriers with warning notices affixed to keep unauthorised people away from the work area;
- ensure that adequate clearances are established and maintained when working near to live equipment (see Section 729 of BS 7671:2018 for information on clearances).
- For work near live overhead power lines, see GS6 Avoiding danger from overhead power lines and seek advice from the power supply company;
- ensure that workers understand the task and the system to be worked on (clarity of instructions is essential), are trained and experienced, and follow the correct procedures. They must be competent to realise their own limitations and know when to seek help;
- provide lighting and working space that is adequate and free from trip hazards.
- use robust and properly insulated tools (see BS EN 60900);
- use test instruments with insulated probes and fused leads (see GS38 Electrical test equipment for use by electricians);
- maintain tools and test equipment in good condition and replacing them if damaged;
- store tools correctly – horizontal surfaces and projections inside control cabinets should not be used; ensure that objects such as tools cannot fall onto exposed live parts;

- avoid lone live working. Immediate action is needed in the event of an electric shock to disconnect the supply and give assistance, so it will be necessary to be accompanied by someone who is competent to make the system safe and avoid injury;
- provision and use of correct personal protective equipment to reduce the risk of contact with live parts or earth, e.g., insulating gloves, insulating matting (see BSEN 61111:2009). If there is a risk of burns from arcing or flashover that cannot be avoided, consider the use of adequately rated, thermally insulating, flame-resistant PPE (including face/eye protection). PPE should be frequently inspected and replaced if damaged

ELV (Extra Low Voltage) systems.

ELV systems are by their nature considerably safer to work on, as they operate at voltages that cannot cause harmful electric shock, however they may still represent risks from arcing with associated burns and potentially fire.
For this reason, the general principles of both Live and Dead working may be applied, however adapted by the competent person taking into account selection of equipment that is appropriate for the environment in which it is used, suitably protected against mechanical damage, and has adequate insulation against accidental contact.

For further information refer to HSG85: Electricity at work: Safe working practices and INDG354: Safety in electrical testing at work

Fire protection equipment

Automatic control – before work or inspections are undertaken in any enclosure protected by automatic fire-extinguishing equipment, the automatic initiation must be rendered inoperative by the Authorised Person. The system will remain functional by manual operation. Caution signs will be displayed wherever an automatic fire extinguisher is inoperative. The inhabitation/s of the system must be documented. The automatic system will be reinstated immediately after the associated work is completed and all persons have withdrawn from the enclosure.

Portable Extinguishers – Only carbon dioxide (CO2) or dry powder extinguishers may be used near live electrical equipment. A safety distance of 300mm should be maintained at all times. After any explosion or fire, of the discharge of fire extinguishers in an enclosed space, the space must be thoroughly ventilated prior entry

First aid

1. **Danger**

If you suspect someone has received an electric shock you must ensure all power sources are isolated before you can treat the casualty. The action you take will depend on whether the risk is posed by high voltage or low voltage electricity.

High Voltage

Overhead power cables are an example of a power source generating high voltage electricity. High voltage electricity has the ability to 'jump' or 'arc' up to distances of 18 metres or more. If faced with a casualty as a result of, or in the vicinity of, dangerous high voltage electricity, DO NOT APPROACH! Stay at least 25 metres away from the casualty until the power has been switched off by an official agency i.e. the Electricity Board.

Low Voltage

If faced with a casualty who is in the process of receiving a low voltage electric shock you should:

- Act to break the contact between the casualty and the electrical supply. If possible, to do so safely, you should turn off the source of electricity, either by switching off the current at the mains, turning the power off at the circuit board, removing the plug or wrenching the cable free.
- Alternatively, move the source of the shock (i.e. hairdryer, power tool) away from yourself and the casualty using an object of low conductivity. First, stand on a dry insulating material, such as a book, newspapers or rubber matting. Then, use a long, low-conductivity object like a wooden broom or specially designed Electric Shock Rescue Hook to push the power source away from the casualty or move the casualty's limbs away from the power source

2. Response

To give your casualty the optimum chance of survival you must quickly assess their levels of response. A rapid assessment will allow effective treatment to be administered and will also allow for accurate information to be passed on to the ambulance service. DO NOT touch the casualty if you have been unable to isolate them from the source of the electrical shock or turn off the electricity.
Check whether the casualty is conscious:

- Ask "hello, can you hear me?" and call their name if you know it.
- Ask in both the casualty's ears for them to open their eyes.
- Pinch an ear lobe or tap the shoulders.
- Shout for HELP!
- DO NOT move the casualty unless the environment or situation is dangerous.

If the casualty is responsive, call emergency services now.

3. Unresponsive Casualty

Your first priority is to open the casualty's airway and check for breathing. Open the airway by lifting the chin and tilting the head back. This will free the tongue from the back of the throat. If you are unable to open the casualty's airway in their current position, roll them onto their back. Check the mouth for any obvious instructions.

Then, check for breathing as follows:

- LOOK for the rise and fall of the chest.
- LISTEN for the sounds of breathing.
- FEEL for air on your cheek
- Carry this out for up to 10 seconds

If the casualty is breathing, put them into the recovery position (see section 6) and then call 999 for emergency help. Continually monitor and record vital signs - breathing, pulse and responsiveness - until help arrives.

If the casualty is not breathing normally:

- Ask a helper to call 999 for an ambulance and then to bring an AED if available. If you are alone, make the call yourself.
- Begin CPR with chest compressions as soon as possible. Do not leave the casualty to search for an AED.

When phoning emergency services, DO NOT hang up at any stage of the conversation. The operator will terminate the call when appropriate. You should determine responsiveness and whether the

casualty is breathing before speaking to the emergency services because this enables them to assign the appropriate priority to your situation.

4. Unresponsive and not breathing normally – giving CPR

- Ensure the casualty is lying on their back on a firm, flat surface.
- Place your hands one on top of the other in the centre of the casualty's chest.
- Compress the chest (up to a maximum depth of approximately 4-5cm) 30 times at a rate of 100-120 compressions per minute. The compressions and releases should take an equal amount of time.
- After 30 compressions, open the airway again using the head tilt/chin lift.
- Seal the nostrils with your thumb and forefinger.
- Blow steadily into the mouth until you see the chest rise. This should take about a second. If available, it is advisable you use resuscitation equipment, such as a face shield.
- Remove your mouth to the side and let the chest fall. Inhale some fresh air and repeat these steps so you have given 2 effective rescue breaths in total.
- If the chest does not rise after the second breath, go back to 30 compressions and then try again with 2 breaths.
- Return your hands to the correct position on the chest and give 30 chest compressions.

Continue giving CPR at a ratio of 30 compressions followed by 2 rescue breaths until:

- The casualty shows signs of recovery.
- Emergency services arrive.
- The situation changes and you are now in immediate danger.
- If you feel unable to give rescue breaths, hands-only CPR is far better than not performing CPR at all.

5. Defibrillation

If an AED is available, power on the device and follow the prompts.

6. Unresponsive and breathing – the recovery position

If the casualty is unresponsive and breathing normally, turn the casualty to the recovery position. This allows the head to be tilted back and down, stopping the tongue from blocking the airway and allowing any vomit or fluid to drain safely from the mouth.

- Check for any other obvious injuries
- Remove sharp objects from casualty's pockets
- Turn the casualty into the recovery position as follows:
- Place the nearest arm at a right angle to the body
- Draw the furthest arm across the chest and place the back of the hand across the cheek nearest to you
- Keep this here whilst you raise the furthest leg by grasping the top of the knee
- Gently pull on the knee so the casualty pivots over onto their side facing you
- The casualty should be fully onto their side and stable
- Adjust the upper leg so the hip and the knee are bent at right angles
- Re-check the airway, breathing and circulation. Ensure the airway is open
- Check for continued breathing
- Ask someone to call 999 if not done already. If you are alone, do so yourself. Leave the casualty if necessary but return as soon as possible.

7. Burns

Exposure to electricity can cause burns to the skin, and in severe cases, the internal organs. The electricity may cause 'entry' and 'exit' burns - for example, entering via a hand and leaving via the feet.

For responsive casualties:

- Cool burns for a minimum of 10 minutes under cold water

For unresponsive casualties:

- Cool the burn with wet dressings (or special burn dressings) after placing them in the recovery position.

DO NOT

- Burst any blisters
- Apply adhesive dressing
- Remove damaged skin
- Apply ointments/creams
- Cover with 'fluffy' dressings
- Affix dressings too tightly
- Apply butter/fats/margarine or other substances commonly believed to cool burns
- Remove damaged clothing
- Apply ice

8. Other Injuries

Muscle spasms/seizures: These may be present for some time after the exposure to electricity and indicate a seriously ill casualty.

Action in the event of a major seizure:

- If standing, the casualty will almost definitely collapse during a major seizure. Try to control the fall.
- Ensure the safety of the casualty by removing any objects that may cause injury if struck.
- Place padding under the head. Improvise, if necessary, with clothing.
- DO NOT place anything inside the casualty's mouth.
- Loosen any clothing that may restrict the airway.
- Try to time the seizure

When the seizure has subsided:

- Check the casualty's responsiveness and Airway, Breathing and Circulation (ABC).
- If unresponsive and breathing normally or semi-conscious, place the casualty in the recovery position. Continue to monitor ABC and other injuries.
- If unresponsive and not breathing, perform CPR

Casualties with no apparent injury:

If no injury is present and the casualty appears well, it is still advisable to take the casualty to a hospital or medical facility for a check-up, as certain organs/systems within the body may be affected several hours after a shock.

Associated Regulations and Documents

Statutory

- Approved Code of Practice for Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Electricity at Work Regulations 1989
- Electricity Safety, Quality and Continuity Regulations 2002
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 2002
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Confined Space Regulations 1997
- The Health and Safety (First Aid) Regulations 1981

Guidance

The Institution of Electrical Engineers:

- Code of practice for in-service inspection and testing of electrical equipment.
- Guidance Note 3 – Inspection and testing.

The Health and Safety Executive:

- Avoidance of danger from overhead electric lines GS6
- Avoiding danger from underground service HSG47
- Electrical safety on Construction sites HSG141
- Electrical test equipment for use by electricians GS38
- Electricity at work: safe working practices HSG85
- Health and Safety (First Aid) Regulations, Approved code of practice and guidance
- Keeping electrical switchgear safe HSG230
- Maintaining portable and transportable electrical equipment HSG107
- Memorandum of guidance on the Electricity at Work Regulations 1989 HSR25
- Safety in electrical testing at work INDG354

Standards

- BS 921:1976 Specification. Rubber mats for electrical purposes.
- BS 7430:1998 Code of practice for earthing.
- BS 7671:2001 Requirements for electrical installations.
- BS EN 60529:1992 Specification for degrees of protection provided by enclosures (IP code).
- BS EN 60900:2004 Live working. Hand tools for use up to 1000 V ac and 1500 V dc.
- BS EN 60903:2003 Live working. Gloves of insulating material.
- Any engineering instructions issued by the management.

Forms to be used with this procedure:

- **FORM 34 Permit to Work Live**
- **FORM 35 Permit to Work Dead**
- **FORM 36 Electrical SSOW**

35.0 Driving at Work Policy & Procedure

Our policy is to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce a safe system of work.

We recognise as a company have a “duty of care” to others who may be affected by our business activities, which, in the case of driving includes all other road users including all vehicles, cyclists and pedestrians

Section 7 of the Health & Safety at Work Etc. Act 1974, places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own Health and Safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy.

It is for this reason that our policy not only sets out our procedures on work related driving, but also details what we expect from our employees, both in terms of complying with relevant legislation and our own standards.

These cover a variety of areas including the documentation that we need to see from our vehicle drivers, as well as basic guidelines on driver health.

Procedure:

Work where driving is required to fulfil work functions and activities.

1. Purpose

To define the responsibilities and procedures employed for safe working where driving may pose a potential risk to health or safety.

2. Responsibility

CEO has been assigned specific responsibility for managing driving at work.

Definitions:

For the purposes of this policy the following definitions apply:

Driving at Work	Refers to any work carried out on company business that involves the employee driving a vehicle and covers all journeys other than to and from their normal place of work.
Company Vehicle	Any vehicle owned, leased or hired by the company
Private Vehicle /Grey Fleet	Any vehicle used by a person driving on company business which is not owned, leased or hired by the company

Minibus	A vehicle that can carry 9-16 passengers plus the driver.

Procedure

In order to comply with our legal duties and reduce risks from driving, the management will routinely undertake record and act on the findings of risk assessments dealing with all aspects of driving at work including, driver safety, vehicle safety and journey planning.

On this basis, we have introduced the following procedure. This must be adhered to by all staff at all times and are as follows:

Driver Safety (Company Vehicles) Procedures

- The company will provide all drivers of company vehicles with a driver's handbook that includes basic road safety guidance and sets out the individual driver's responsibilities, in support of the company's policies and procedures including what to do in the event of an incident.
- All employees must follow all procedures detailed in the driver handbook
- All new employees driving on behalf of the company will have their documents checked periodically at the discretion of the management to ensure they hold the appropriate licenses for the class of vehicle they will be driving. The management reserves the right to conduct a driver assessment to ensure competence
- All employees will be required to present their relevant documents when requested in a timely manner for inspection. Failure to do so will result in the suspension of driver duties on behalf of the company and potential disciplinary proceedings.
- The driver must ensure they are medically fit to drive their vehicle and disclose any appropriate medical conditions when driving on company business
- All employees must inform the company of any pending driving penalties or convictions within 5 working days. These will be assessed on a case-by-case basis
- All employees driving on company business must report any traffic incident such as road rage or collision with another vehicle, structure or pedestrian, however minor and having followed the procedure detailed in the driver handbook
- All drivers are required to report any road safety concerns that they have within a reasonable period of time
- Any employee that is offered further training as a result of a high number of incidents or concerns from other employees or reports from other road users is required to accept this offer or face potential disciplinary proceedings
- The driver of the company vehicle must check with the employer before carrying members of the family or friends
- Seatbelts must be worn at all times, where the use of vehicles extends to the carrying of the driver's children, appropriate child restraints will be used at all times.

- Employees should always drive within the legal speed limits, according to the prevailing weather conditions and in a responsible and courteous manner.

- Before driving, Employees should familiarize themselves with the procedure to follow in the event of a breakdown or a collision.

- The company will not pay for staff speeding or other infringement fines.

Driver Safety (Own Vehicles/Grey Fleet) Procedures

- CEO has been assigned specific responsibility for managing driving at work and will ensure that the drivers of their own vehicles used for business purposes have produced the following evidence.

- The driver of the vehicle must hold the appropriate licence entitlement for the classification of vehicle they are using

- They must ensure they are medically fit to drive their vehicle and disclose any appropriate medical conditions when driving on company business

- The driver or owner of the vehicle must have insurance for business use

- The vehicle must have a current road fund licence (Road Tax) applicable to its class of use

- The vehicle must have a current MOT certificate if it is more than three years old

- The vehicle must be maintained and kept in a roadworthy condition.

- Employees should always drive within the legal speed limits, according to the prevailing weather conditions and in a responsible and courteous manner.

- Before driving, Employees should familiarize themselves with the procedure to follow in the event of a breakdown or a crash.

- The company will not pay for staff speeding or other infringement fines.

Other Occasional Vehicles: Minibuses:

- Minibuses would only be used for larger sites and contracts and on an infrequent basis or where severe parking restrictions etc. are in place. A higher level of competence is required to drive a minibus, as the vehicle is larger/heavier (requires greater stopping distances) A minibus carries additional passengers which can lead to increased driving times to collect employees and potential increased stress on the driver e.g., extra responsibility, noise and distraction;

- The legal requirement with regard to qualifications is that drivers who obtained their full driving licence before the 1 January 1997 may drive a minibus in the UK.

- Employees who have obtained their licence on or after the 1 January 1997 are only licensed to drive a vehicle with up to 8 seats. To drive a minibus, drivers need to gain a category D1 PCV entitlement on their licence

- The management may arrange additional driver training and any member of staff who is required to drive a minibus as part of their job must undertake appropriate training regardless of when they attained their full driving licence.

- Training is deemed appropriate if the training outlines the skills required to drive a minibus safely and candidates are assessed for competency.

- Members of staff with a full driving licence obtained before 1997 who occasionally drive a minibus for work-related purposes but not as a requirement of their job do not need to undertake additional training. However, those members of staff will be risk assessed relating to the activity.

Vehicle Safety Procedures Generally

- The management will ensure that when choosing vehicles on behalf of the company they will ensure that they are entirely suitable for their intended purpose and utmost importance will be placed on safety features as far as is reasonably practicable

- The management will ensure that all vehicles supplied (including Hired or courtesy vehicles) are regularly inspected and maintained in accordance with the manufacturers recommended service schedules (and if applicable, in accordance with operator licence requirements)

- All drivers are required to complete the vehicle record checks for each vehicle that they drive. Record Sheets must be dated and returned to the office with their timesheets.

- All drivers must report defects as soon as the defect is found to CEO or other member of the management in their absence

- Any vehicle with a serious recognisable fault including personal vehicles (Grey Fleet) that makes a vehicle unsafe for employees or members of the public will be taken off the road immediately and must not be driven on company business until all identified defects and faults have been rectified

- The management accepts that employees may be without their vehicle when essential repairs are necessary to keep the vehicle in a roadworthy condition. However, employees must give as much notice as possible so that alternative arrangements can be made.

- Before embarking on a long journey, employees should always carry out basic checks, e.g., oil, water levels and tyre pressure.

The Use of Vehicle Safety Monitoring Technology to Manage Risk

It is recommended that the use of vehicle safety monitoring technology (telematics) is used to help monitor indicators of risky diver behaviours (e.g., excessive speed, harsh or erratic driving, distraction and drowsy driving) to help manage risk and to get a good idea of how accidents are occurring using methods such as:

- Black box
- Lane assist
- Speed Restrictions
- In Vehicle Monitoring System (IVMS)

Any telematics system should be implemented using a plan do check act approach supported by clear documented policies and procedures.

Journey Planning Procedures

- The management encourages the use of alternative modes of communication (e.g., Conference Calling etc.) or alternative modes of transport such as rail travel where practicable.

- Proposed lengthy road journeys will be risk assessed and only conducted where necessary.

- The management will also promote vehicle sharing and sharing of driving duties where several operatives are making the same journey

- The management will ensure that all necessary journeys are scheduled to a realistic timetable and are planned to allow for appropriate speed limits, road conditions and adequate breaks and rest periods. The Highway Code recommends fifteen-minute break every 2 hours.

- Any employee who feels that their timetables/work schedules are unrealistic in order for them to conduct their duties safely have the right to voice the concerns with CEO as soon as possible.

- As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

- Drivers should follow any advice given on route planning. They should also ensure that sufficient breaks are taken to prevent fatigue and allow for any bad weather or traffic congestion etc.

- Staff to ensure that they have a current driver license and immediately notify their line manager of any changes, e.g., penalty points etc.

- Hand held mobile phones should never be used whilst driving and calls should only be made or taken when it is safe to do so.

- Staff should always drive within the legal speed limits, according to the prevailing weather conditions and in a responsible and courteous manner.

- Before driving, staff should familiarize themselves with the procedure to follow in the event of a breakdown or a crash.

- The company will not pay for staff speeding or other infringement fines.

Driving & Mobile Phones Procedures

- Mobile phones are now considered an essential means of communication however the company prohibits the use of hand-held mobile phones when driving on company business in accordance with current legislation as of the 25th March 2022 this includes:

    - illuminating the screen

- checking the time
- checking notifications
- unlocking the device
- making, receiving, or rejecting a telephone or internet-based call
- sending, receiving, or uploading oral or written content
- sending, receiving, or uploading a photo or video
- utilising camera, video, or sound recording
- drafting any text
- accessing any stored data such as documents, books, audio files, photos, videos, films, playlists, notes, or messages
- accessing an app
- accessing the internet

- All company vehicles will be fitted with a "Hands Free" kit however calls should only be taken when safe to do so without causing undue distraction to the driver and driving conditions permit. N/B Drivers may still be prosecuted for driving without due care and attention if unduly distracted when taking a call

- Drivers must not dial out while driving or the vehicle is in motion. They should find an appropriate place to park up and make the call without posing a hazard to other road users including parking across cycle lanes etc.

- Wherever possible mobile phones should be switched off when driving or placed out of arms reach (e.g., in the glove compartment) to reduce the temptation to pick up the hand set

- Where there are additional employees in the vehicle, they should be responsible for all communication while keeping all driver distractions to an absolute minimum

- Drivers must report defective hands-free sets immediately and these will be repaired or replaced by the management as soon as possible

- Drivers will not be permitted or encouraged by any member of the company including supervisors or management to use a hand held mobile

- Any driver failing to adhere to the mobile phone policy will be subjected to disciplinary proceedings

- Driving & Satellite Navigation Devices Procedures

- Satellite navigation devices can be a useful driver aid but can also provide a distraction to drivers
- All destinations should be entered while the vehicle is stationary in an appropriate place for parking

- All drivers should stop and park up if it is necessary to take their eyes off the road to check routes

- Satellite Navigation Units should not be positioned so they impair a driver's vision

- Satellite Navigation Units should not be positioned where they may result in injury to the driver in the event of a collision

Driving & Drink & Drugs Procedures

- Employees are responsible for ensuring that they are physically fit to drive. Should this change, the management must be informed as soon as possible this may include the prescribing of drugs by a GP or consultant.

- Drivers should also remember that some prescription drugs could cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving, even short distances.

- Any driver who believes they may be unfit to drive due to a medical condition such as vertigo or dizziness etc. must inform their supervisor or the management immediately.

- Drivers are required to inform the management immediately of any pending prosecutions for driving above the legal limits for alcohol, controlled substances and psychoactive substances regardless of whose vehicle they were driving at the time.

- Any driver prosecuted for such offences will be subject to serious disciplinary procedures which may result in dismissal

- All employees are encouraged to report concerns about colleagues with regard to alcohol and drug consumption as soon as possible. This can be done anonymously, if necessary, without fear of recrimination

- All employees who believe the driver of a company vehicle may be over the limit for any substance including the morning after effect should inform the management immediately

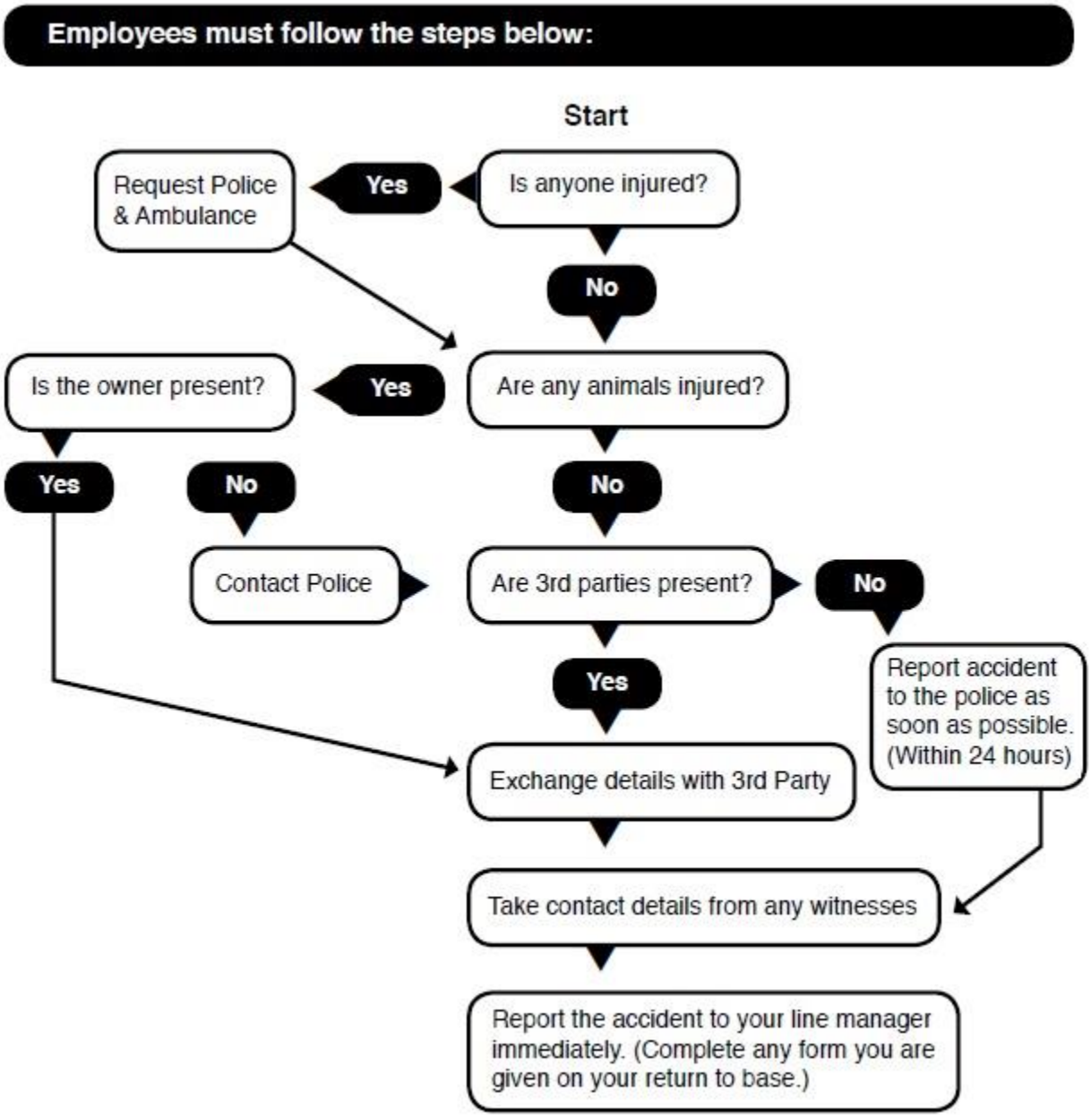
- Any driver who awakens and believes they may still be over the drink drive limit must not drive. They may be given alternative duties if available or will be required to use a day's annual leave entitlement. Should this become a regular occurrence then disciplinary action may be taken.

Accident & Incident Procedures

In the event of a collision, all employees must comply with the following actions and flow chart below)

- They must stop the vehicle at the first safe opportunity
- They must remain calm
- They must prioritise their own safety followed by:
- The safety of anyone else involved in the collision and the safety of other road users and general public
- Drivers must be courteous and portray a positive company image
- Drivers must not accept liability

Road Traffic Accident or Incident Flow Chart



Forms to be used with this procedure:

- **FORM 10** **Daily Vehicle Checklist**
- **FORM 10A** **Personal Vehicle Check Sheet**

36.0 Propane Gas Torch Use Policy and Procedure

Our policy in relation to work where health and safety risks may exist when using propane gas torches, is to avoid or reduce those risks through an effective safety control strategy.

The health and safety of all personnel and anyone else who may be affected by such activities will be considered.

We accept that we cannot, in all cases, avoid the risk and therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health & safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that substances may represent a risk to their own health, or to that of others, howsoever they might arise.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Procedure:

Work where the use of Propane gas torches is undertaken.

1. Purpose

To define the responsibilities and procedures employed for safe working where propane gas torches may pose a potential risk to health and safety.

2. Responsibility

The CEO is responsible for safe working in such conditions.

3. Procedure:

Work undertaken by the Company's employees involving the use of Propane gas torches shall be assessed by the Company or their appointed Advisor.
Where possible all such work will be avoided by planning and substitution with materials that do not require Propane gas torches; where use of such materials cannot be avoided the following procedure will operate:

a) Only persons authorised by the Company to undertake such work will do so.

b) Before work, all of the equipment, from gas cylinder to torch is thoroughly checked for defects or damage. In particular the following checks are undertaken:

- Cylinders are inspected for damage and corrosion. Cylinders are always positioned upright.
- Cylinder valves, connectors and regulators are inspected for cleanliness, function and visible damage
- Hoses are fully checked for any visible damage and replaced if necessary, fittings must be secure

c) Cylinder valves are connected to, or disconnected from, cylinders only once:

- The valve and regulator are clean of all debris with the valve turned firmly off
- The person connecting the valve is wearing safety glasses or goggles and clothing with arm protection in case of liquid escapes

d) Once connected and turned on, the junction between each part of the apparatus, i.e. cylinder-to-valve, valve-to-regulator (if separate), valve/regulator-to-hose and hose-to-torch, are checked for leaks using a 50/50 liquid soap and water solution; if any bubbles are seen there is a leak and the junction concerned must be adjusted before retrying. If there is still a leak the apparatus must be replaced. No tape, adhesive or other sealant must be used.

e) Cylinder valves must always be fully opened when in use and shut fully after use; they must not be used to adjust the flame, for which a suitable regulator is used. After use the cylinder valve must be closed and the gas in the hose allowed to burn off, not switched off by shutting off the torch. Disconnect and coil back all hoses at the end of each day.

f) Lighting of torches must be by spark igniters not matches.

g) Before any flame work, remove all other flammable and combustible materials; those materials necessary to the work should be kept to a minimum. Be aware of potentially combustible materials below or adjacent to the work location; a thorough check should be made before work starts. A suitable fire extinguisher, generally either foam or dry-powder must be within rapid reach, generally less than 5 metres away and in direct sight.

h) Keep hoses free of damage by:

- Avoiding flame contact with the hose
- Keeping kinks out of the hose
- Ensuring hoses are free of direct pressure from impacts and pedestrian or vehicle traffic

i) Do not torch directly onto cables, pipes or hoses or near opening such as ducts or voids, as flames may travel or cause smouldering remote from the work location.
Never leave an operating torch unattended.

j) Other than the operator other persons should be at least a metre away from the flame torch.

k) Suitable protective equipment (safety footwear, overalls or full leg/arm covering clothing, cotton or leather gloves (NOT rubber or plastic), safety eyewear where appropriate) must be worn by the operator and anyone assisting.

l) Following torch work the area should be thoroughly inspected for smouldering, hot spots or smoke and the location manned for at least an hour after the torch work is complete. Material can smoulder for a considerable time before igniting.

m) In the event of a propane fire on the hose or a connection the first priority is to turn off the cylinder valve and evacuate the area; if the cylinder valve cannot be safely turned off, evacuate the area and call the emergency services, water and foam extinguishers can be used to cool the cylinder and surrounding area to prevent fire spread.

37.0 Excavations Policy and Procedure

Our policy in relation to work where excavations must be undertaken is to avoid or reduce those risks through effective safety management.

The health and safety of all personnel and anyone else who may be affected by our work activities shall be considered and managed.

We accept that we cannot, in all cases, avoid the risk and therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health & safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that noise may represent a risk to their own health, or to that of others, howsoever it is caused.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health to themselves and others.

Procedure:

Work where health risks may exist to the public at large or our Client's employees.

1. Purpose

To define the responsibilities & procedures employed to prevent personnel being injured or suffering ill-health when excavation work is undertaken.

The main hazards associated with excavation work include:

- Collapse of the sides.
- Materials falling onto people working in the excavation.
- People and vehicles falling into the excavation.
- People being struck by plant machinery.
- Undermining nearby structures.
- Contact with underground services.
- Access to the excavation.
- Fumes.
- Accidents to members of the public.

2. Responsibility

The CEO is responsible for safe working in such locations.

3. Procedure:

A safe system of work has three basic elements:

- planning the work;
- detecting, identifying and marking underground services;
- safe excavation/safe digging practices.

HSG47: Avoiding Danger from Underground Services highlights this and should be referred to for more in depth advice and information.

In order to accommodate this, the procedure adopted is to plan by risk assessment, which includes:

- Review/assessment of the planned work to avoid disturbing services where possible.
- Clear identification of the extent of the work area and finding out what underground services are within the area before considering whether they are likely to be disturbed
- Obtaining service drawings from utilities companies and other organisations with relevant information about the site *
- Surveying the site to identify the services and other underground structures. Recording the location of any services identified or suspected.
- Provision of sufficient time and other resources to do the work safely.
- Adoption of the safest practical means to excavate and stabilise the excavation, including pedestrian and vehicle safety, safety for workers in the excavation and backfilling operations.

Emergency work still requires planning and assessment of the risks arising from the work.
A precautionary approach must be taken when breaking ground.

*** NOTE:** Plans can give an indication of the location, configuration and number of underground services at a particular site and should help subsequent tracing by detecting devices or locators. **However,** they are not always drawn accurately to scale and, even if they claim to be, you should not rely on them to obtain distances or depths.

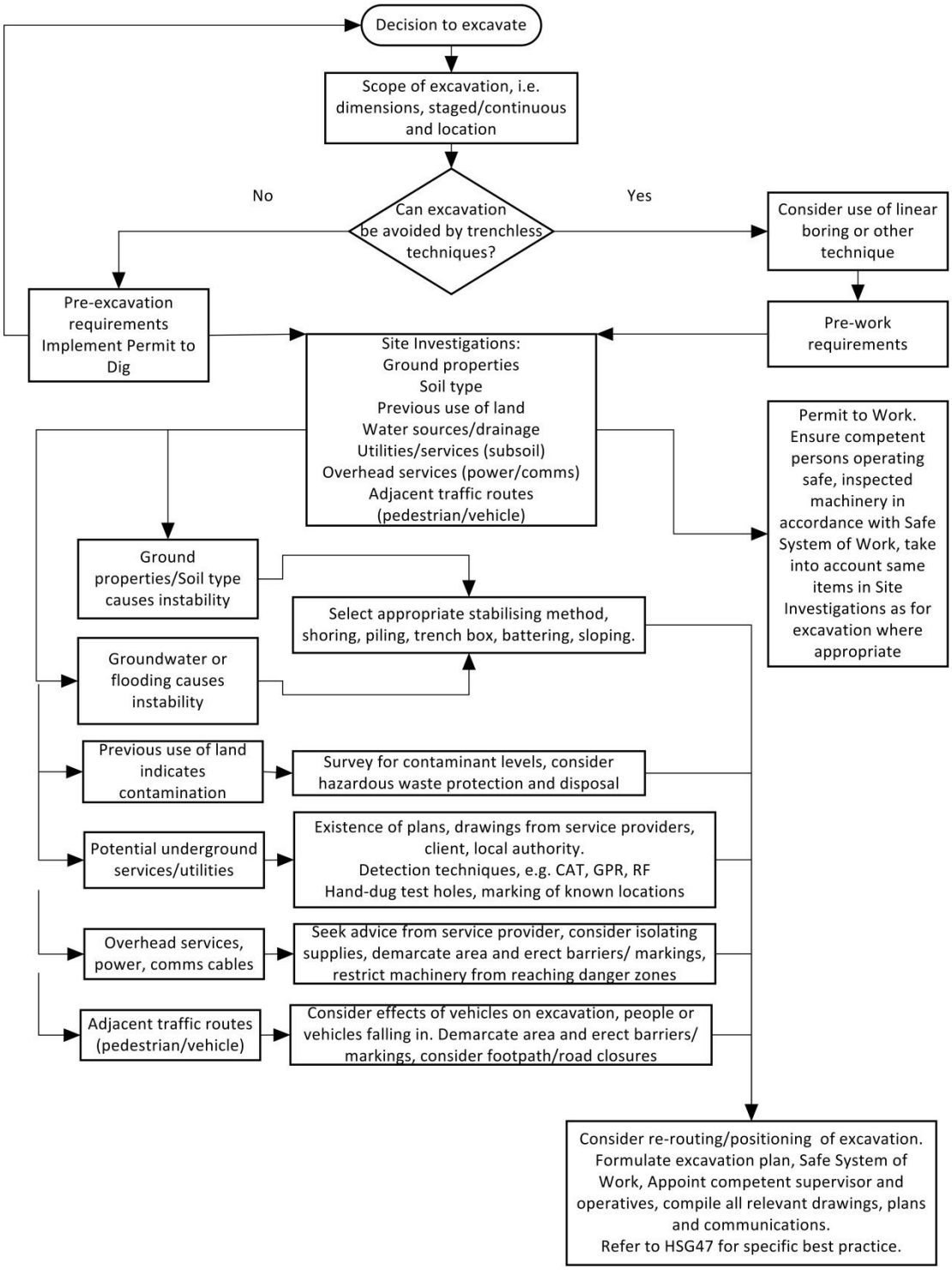
Errors may have been made during drafting, or reproduction may have changed the scale, especially if the plan was obtained from a microfiche slide or digital map.

Accuracy may be further limited because the position of reference points (e.g. the kerb line) may have changed since the plans were drawn; re-grading of the surface may mean that the depths shown are now incorrect.

Services, particularly cables, may have been moved without the knowledge of their owners/operators, and in many cases service connections are not marked; services marked as straight lines may, in practice, snake and excessively long cables may have been laid in horizontal loops outside substations, switch rooms etc.

Routes of older services in particular may not have been recorded, so the absence of records should never be taken as proof that the area in question is free of underground services.

These limitations make it very important that you take into account other indicators and use a suitable detecting device and safe digging methods.



Decision matrix for excavation and controls.

a) **Risk Assessment**.

Prior to any excavation work a risk assessment must be carried out addressing all the potential hazards that may be present and recorded in line with the Company Policy. The Site Manager is responsible for ensuring this risk assessment is undertaken by a competent person.

The competent person should be someone who has sufficient experience and technical knowledge to carry out a comprehensive survey of the work area using the appropriate survey tools and equipment and techniques. They will need to understand the limitations of the equipment, the effect of differing ground conditions on the survey results, how to survey a given area effectively, and to appreciate the limitations of plans and drawings provided by the service owners or others.

b) **Method Statement.**

A method statement is written by a competent person prior to any excavation work starting. The method statement must be communicated to all persons involved in or affected by the work.
The Site Manager is responsible for ensuring this method statement is written and communicated.

c) **Permit to Dig.**

A Permit to Dig is completed prior to any excavation work starting. The permit details all the precautions required and is signed by the person in charge of the excavation work.
The Site Manager is responsible for ensuring the Permit to Dig is completed by a competent person.

d) **Precautions against Specific Hazards.**

This section details some of the precautions required to protect persons from hazards that are specific to excavation work. It is not an exhaustive list; each job must be individually assessed and all significant risks adequately controlled.
Note: some excavations may be classified as confined spaces, see procedure for Confined Space Entry.

I. Excavation collapse.

Prevent the sides and the ends from collapsing by battering them to a safe angle or supporting them with timber, sheeting or proprietary support systems.
Never enter unsupported excavations. Never work ahead of the support.
Even work in shallow trenches can be dangerous. Support may need to be provided if the work involves bending or kneeling in the trench

II. Materials falling into excavations.

Do not store spoil or other materials close to the sides of excavations; spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.
Ensure the edges of the excavation are protected against falling materials. Provide toe boards where necessary.
Wear a hard hat when working in excavations.

III. People and vehicles falling into excavations.

Take steps to prevent people falling into excavations. Barriers, e.g., guard rails and toe boards are required where there is a risk of person(s) falling into the excavation.
Keep vehicles away from excavations wherever possible. Use brightly painted baulks or barriers where necessary.
Where vehicles have to tip materials into excavations, use stop blocks to prevent them from over-running. Remember that the sides of the excavation may need extra support.

IV. People being struck by plant.

Keep workers separate from moving plant such as excavators. Where this is not possible use safe systems of work to prevent people being struck. Plant operators should be competent.

V. Undermining nearby structures.

Ensure excavations do not affect the footings of scaffolds or the foundations of nearby structures.
Walls may have very shallow foundations which can be undermined by even small trenches.
Decide if the structure needs temporary support before digging starts.
Surveys of the foundations and the advice of a structural engineer may be needed.

VI. Avoiding underground services.

Follow the guidance above in Section 3 and specifically 3(a) and refer to HSG47.
Look for obvious signs of underground services, e.g., valve covers or patching of the road surface.
Use locators to trace any services. Mark the ground accordingly.
Ensure that the person supervising excavation work has service plans and knows how to use them remembering their potential limitations.
Everyone carrying out the work should know about safe digging practices and emergency procedures. Safe digging procedures include:

- Keeping a watch for evidence of pipes or cables during digging and repeat checks with the locator. If unidentified services are found, stop work until further checks can be made to confirm it is safe to proceed.
- Hand-dig trial holes to confirm the position of pipes and cables. This is particularly important for plastic pipes that cannot be detected by normal locating equipment.
- Hand dig near buried pipes or cables. Use spades and shovels rather than picks or forks which are more likely to pierce cables.
- Treat all pipes or cables as live unless it is known otherwise. What looks like a rusty pipe may be a conduit containing a live cable. Do not break or cut into any service until its identity is certain and it is known that it has been made safe.
- Do not use hand held power tools within 1.0 metres of the marked position of an electricity cable. Fit check collars onto the tools so that initial penetration of the surface is restricted.
- Do not use a machine to excavate within 1.0 metres of a gas pipe.
- Support services as they are exposed to prevent them from being damaged.
- Report any suspected damage to services.
- Backfill around pipes or cables with fine material. Backfill that is properly compacted, particularly under cast or rigid pipes, prevents settlement which could cause damage at a later date.

- Once new services have been laid, the plans must be updated

VII. Avoiding overhead services/obstructions.

For work at or near overhead power lines, application of this hierarchy suggests the following actions:

- find out if the work has to be carried out under or near overhead lines (can it be avoided altogether) or, if this cannot be done;
- divert all overhead lines clear of the work area or, if it is not reasonable for this to be done;
- make lines dead while the work is in progress or, if this cannot be done;
- work around the live overhead lines using the precautions outlined in HSE GS6.
- In some cases, it may be necessary to use suitable combinations of these measures, particularly where overhead lines pass over permanent work areas.

If there are any electric lines over the work area, near the site boundaries, or over access roads to the work area, consult the owners of the lines so that the proposed plan of work can be discussed. Allow sufficient time for the line to be diverted or made dead, or for other precautions to be taken as described below.
If the lines can only be made dead for short periods, then the passage of tall plant and, as far as is possible other work around the lines, should be scheduled at these times.
Liaison between the persons responsible for the work and the owner(s) of the lines should be continued until the work has been completed.

For comprehensive guidance and information see the HSE publication GS6: Avoidance of danger from overhead electric power lines

If any such lines are found it should be assumed that they are live unless or until this has been proved otherwise by their owners.

VIII. Access.

Good ladder access or other safe ways of getting in and out of the excavation are provided, with adequate lighting where natural light is inadequate to ensure safety.

IX. Fumes.

Exhaust fumes can be dangerous as they are heavier than air and may fill excavations with deadly gas and fumes. Do not site petrol or diesel-engined equipment such as generators or compressors in, or near the edge of, an excavation unless fumes can be ducted away or the area can be ventilated.

X. Contaminated land/previous use.

Where there is a known or potential contamination of the excavation location with hazardous substances or biological materials this should be carefully considered in the risk assessment and a site investigation may be required to assess the possible exposure risk.

Site investigation and sampling are part of this process and should only be undertaken by those organisations or individuals who are competent, experienced and insured to undertake this type of work.
Any site investigation must be undertaken in such a way that protects human health and the environment and should be carried out in accordance with:

- BS5930 - Code of practice for site investigation
- BS10175 - Code of practice for investigation of potential contaminated land sites.

Any report outlining the results should include a plan of the site showing where the samples were taken.

XI. Protecting the public.

Fence off all excavations in public places to prevent pedestrians and vehicles falling into them.
Where children might get onto a site out of hours, take precautions (e.g., backfilling or securely covering excavations) to reduce the chance of them being injured.
For more information, read HSG151 Protecting the public: Your next move.

Supervision.

A competent person must supervise the installation, alteration or removal of excavation support.
People working in excavations should be given clear instructions on how to work safely.
Lone working in excavations should be avoided where possible. When lone working cannot be avoided, then checks must be made at half hour intervals.

Inspecting excavations.

A competent person must inspect excavations:

At the start of each shift before work begins.
After any event likely to have affected the strength or stability of the excavation; and
After any accidental fall of rock, earth or other material.

A written report will be made after all inspections using Form 23 Excavation Inspection. Stop work if the inspection shows the excavation to be unsafe.

Completion and back-filling

Backfilling of any excavation should be done carefully to make sure that services are not damaged. Put back warning tiles; tape etc in their original position above the services unless visual examination after exposure showed this to be incorrect, in which case replace them above the service to which they refer. Do not use warning tape for any other purpose (for example, guarding an excavation) and do not discard it in an excavation during backfilling.
If road construction is close to the top of a gas pipe, ask the owner/operator about necessary precautions. Do not reduce the road construction depth without permission from the local highway or roads authority.

Backfill materials containing items likely to damage the services, such as large pieces of rock and hard core, should not be used. Backfill material adjacent to gas plant for example should be suitable fine material or sand, containing no stones, bricks or lumps of concrete.

The backfill should be suitably compacted. Where the excavation has exposed an existing gas pipe, compaction should give comparable support and protection to that before the excavation. In all situations, compaction beneath the pipe is particularly important to prevent any settlement that would subsequently damage the pipe.

There should be no power compaction until 200 mm cover of selected fine fill has been suitably compacted. Do not use concrete backfill within 300 mm of a gas pipe.

If the plans or other information have proved to be inaccurate (for example, a service has been found well away from its recorded position), or if the present work changes the path or depth of a service, inform the service owners/operators (preferably before the excavation is backfilled) and they should amend their records accordingly.

Demolition sites

Special problems can arise in the case of service terminations in derelict property or on demolition sites.
Where partial or complete demolition is proposed, give adequate notice to the relevant gas, electricity and water services (and any others) of the intention to demolish part or all the premises, including excavations if planned as part of this work.
Do not start work until they have confirmed in writing that either the supply has been disconnected or other appropriate safeguarding action has been taken.

Underground services on industrial or commercial sites may be owned by the site occupier, therefore where buildings or plant on such a site are to be involved in excavation the owner or occupier must be consulted in addition to the utilities and other service operators, to ensure that all relevant services are isolated before work starts.
Even where supplies have been disconnected beware of services that run through sites and are not part of the site supplies including ‘dead-legs or pot-ended or bottle-ended cable terminations.

If in doubt, treat services as ‘live’.
Further advice on demolition can be found in BS 6187:2011.

Safe systems of work for trenchless methods

Trenchless methods are increasingly used for laying and renovating underground pipes and cables, particularly where there is a need to avoid surface disruption. The most widely used techniques are directional drilling, impact moling, microtunnelling, pipe bursting and auger boring.

Use plans, detecting devices and trial excavations to locate existing services in the same way as for open-cut excavation methods. The route of the device being used should then be planned accordingly to avoid colliding with, and damaging, other services.
In addition, if moling or pipe bursting is undertaken too near to other services or ducts, displaced soil may damage or enter them.
As a general guide, to avoid damage and to allow sufficient clearance for maintenance of the services, the minimum clearance between adjacent services should be either 250 mm or one and a half times the diameter of the pipe being laid, whichever is the greater. For electricity cables, clearances for maintenance work should be approximately 300 mm.

Abbey Construction Services Limited
SAFETY, HEALTH AND ENVIRONMENTAL POLICY
AND MANAGEMENT SYSTEM

Emergency Rescue Procedure for Excavation Works

The following is a basic emergency procedure for dealing with an emergency in an open excavation. If the excavation is restrictive in nature or has the potential for oxygen to be depleted then you must refer to the confined space policy and implement that rescue procedure

This procedure is not intended as a substitute for planning the work correctly and ensuring that a suitable and sufficient assessment of the risks associated with excavation works and a Safe System of Work has been implemented.

For more complex, the excavations this procedure may need further controls to be implemented.

For any emergency procedure to be effective it needs to be practiced and regular drills of this procedure are recommended. Being well prepared for an emergency may reduce the severity of the situation when it occurs.

Definition: Emergency.

An emergency is any situation that poses an immediate threat to a person's health, security, property, or environment. In excavation work, this potentially means loss of life or life changing injuries.

Planning Ahead: All Scenarios

1. A competent Supervisor must be appointed for all groundworks. The supervisor is responsible for implementing the emergency procedures below.

2. The supervisor will obtain the full site address and postcode. If a postcode is not yet assigned, they must make a note of any landmarks or adjacent roads and junctions. If they need the emergency services this, will save time and may save lives.

3. In the event of an excavation collapse any operative can and shall request both Fire & Rescue & Paramedic Attendance if the operatives or supervisor are not visible

4. Some excavation works can be remote from the main site offices and welfare area on larger projects. Ensure you have numbers for emergency responders such as the Site Manager, First Aiders etc. in your mobile phone.

5. If mobile phones are not permitted on site. The company will issue radios to ensure you have radio contact. No remote working should take place without a means of maintaining an emergency contact.

6. If your mobile phone has GPS, the emergency services may have facilities to track your locations

7. The Supervisor shall ensure Gas Monitoring Equipment is available for use to confirm oxygen levels in the trench will support life.

8. The Supervisor shall ensure breathing apparatus/escape sets are available for use if required by the risk assessment

9. In the case of illness or injury, if safe to do so the supervisor will instruct operatives to remove the casualty from the excavation if the excavation is ramped or stepped

10. In the case of illness or injury, if the access is via ladders, the supervisor shall ensure Harnesses and Lifting Tripod, winches or "Davit" Type arms are available for use should the need to rescue personnel occur.

Partial or Total Collapse of an Excavation / Associated Temporary Works or Structure

At the point of Excavation Collapse

1. Summon Assistance:

a) Do not waste time on site protocol.

b) Contact the emergency services first then the site management and first aiders.

c) A rapid response time could still be ten minutes so the emergency services need to know first.

d) If a casualty is to survive then it will probably be due to prompt professional, medical assistance.

2. Assess the Situation:

a) Although emergencies require rapid action, the most important factor in effectively handling the situation is to keep calm. This can be difficult if the casualty is a close friend or relative but if you panic, you could make the situation worse. If you find yourself becoming confused or anxious, breathe deeply and wait for assistance

b) Remember, "*Only Fools Rush In*". You may also become a casualty if you rush into a situation you have not assessed the situation correctly. Many lives are lost rushing to the aid of others without assessing the remaining risks.

c) If you have to approach the excavation to assess the situation, approach the excavation from the ends not the sides.

d) If you can assist people who are not trapped by the collapse, please do so. Direct them to your position at the end of the trench but DO NOT ENTER the excavation under any circumstances, however tempting it might be until additional shoring is installed.

e) Try to establish the condition of any remaining casualties (e.g., Totally buried, buried to the neck, buried to the waist, or trapped by utilities etc.)

f) If you can see the casualty and they are conscious, try to reassure them but do not approach them from the sides of the trench. Even your body weight will impose a load onto their injuries and could prompt another collapse of earth onto them.

g) It is better to remain with someone in a supportive way than to attempt an action that may result in additional injury. If you are not sure what to do, simply reassure with the person that help is on the way.

h) If they are unconscious or not visible, try to think of how much you know about the situation based on time of the collapse and degree the casualties are buried for when help arrives e.g., how many casualties, where you saw them last in the excavation, depth of excavation, names, ages, health issues etc.

3. Controlling the Situation

a) Things change suddenly in emergencies. Try not to panic if things suddenly go in a different direction than you expected.

b) Keep all unauthorised personnel, plant and vehicles away from the collapsed excavation; all these will impose a further load on the already unstable area.

c) Under no circumstances allow anyone to try and free the casualties using plant or excavation equipment

d) Once emergency services or rescue teams arrive, provide as much information about the collapse as you can as identified in Section 2 (g) above.

e) Emergency services will always assume control of the scene and have a range of specialist equipment at their disposal such as air bags and hydraulic jacks but be prepared to find them additional shoring/ trench supports/timbers as requested.

f) Be prepared to set up an exclusion zone using barrier tape etc. to allow the emergency services to work without interference from bystanders.

g) Be patient with the emergency services, they are also putting themselves at risk to assist your colleagues so do not become or allow others to become abusive; it will only delay the rescue.

h) Be prepared to assist the emergency services with hand digging as directed by them. If they request this assistance ensure sufficient operative are on hand to rotate the task every 15- 20 minutes

i) Have goggles and hard-hat etc. available for use by the casualties if hand digging around them to free them.

4. Completion of Rescue

a) If rescue is achieved leave all shoring in place, cordon off the scene and leave everything else in place for the accident investigation team.

b) In some scenarios, the emergency services from their experience and knowledge be able to assess if loss of life is probable or be able to confirm if fatality has occurred.

c) They will ask you to vacate the scene so recovery can commence, you must do as directed at all times.

Rescue of Personnel in a Fully Shored Excavation Due to Illness or Injury

Summon Assistance:

a) Contact the emergency services first then the site management and first aiders.

b) A rapid response time could still be ten minutes so the emergency services need to know first.

c) If a casualty is to survive then it will probably be due to prompt professional, medical assistance.

Assess the Situation:

a) Although emergencies require rapid action, the most important factor in effectively handling the situation is to keep calm. This can be difficult if the casualty is a close friend or relative but if you panic, you could make the situation worse. If you find yourself becoming confused or anxious breathe deeply and wait for assistance.

b) Remember, "*Only Fools Rush In*". You may also become a casualty if you rush into a situation you have not assessed the situation correctly. Many lives are lost rushing to the aid of others without assessing the remaining risks.

c) Check if it is an obvious injury e.g., slip, trip or fall etc. and that the casualty is conscious.

d) If the casualty has suddenly lost consciousness, do not enter the trench to assist until a gas monitor has been deployed to confirm oxygen levels.

Controlling the Situation

a) Things change suddenly in emergencies. Try not to panic if things suddenly go in a different direction than you expected.

b) Under no circumstances allow anyone to try and rescue the casualties using excavation equipment

c) Once emergency services or rescue teams arrive, provide as much information about the collapse as you can as identified in Section 2 (g) above.

d) Emergency services will always assume control of the scene and have a range of specialist equipment at their disposal but be prepared to assist them as requested.

e) Be prepared to set up an exclusion zone using barrier tape etc. to allow the emergency services to work without interference from bystanders.

f) Be patient with the emergency services, they are also putting themselves at risk to assist your colleagues so do not become or allow others to become abusive; it will only delay the rescue.

Completion of Rescue

a) Under no circumstances allow anyone to try and rescue the casualties using excavation equipment

b) Once emergency services or rescue teams arrive, provide as much information about the collapse as you can as identified in Section 2 (g) above.

c) Emergency services will always assume control of the scene and have a range of specialist equipment at their disposal but be prepared to assist them as requested.

d) Be prepared to set up an exclusion zone using barrier tape etc. to allow the emergency services to work without interference from bystanders.

e) Be patient with the emergency services, they are also putting themselves at risk to assist your colleagues so do not become or allow others to become abusive; it will only delay the rescue.

Forms to be used with this procedure:

- **FORM 07C** **Permit to Dig (including guidance notes)**
- **FORM 23** **Excavation Inspection**

38.0 Working in Public and Client areas Policy and Procedure

Our policy in relation to work where health risks may exist to the public at large or our Client's employees is to avoid or reduce those risks through effective safety management.

The health and safety of all personnel and anyone else who may be affected by our work activities shall be considered and managed.

We accept that we cannot, in all cases, avoid the risk and therefore seek to control and minimise it by practical control measures.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health & safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that noise may represent a risk to their own health, or to that of others, howsoever it is caused.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid injury and ill-health to themselves and others.

Work where health risks may exist to the public at large or our Client's employees.

1. Purpose

To define the responsibilities and procedures employed for safe working in locations that pose a potential risk to health to the public at large or our Client's employees.

2. Responsibility

The CEO is responsible for safe working in such locations.

3. Procedure:

Work undertaken by the Company's employees sometimes involves working in areas which may be accessed by members of the public or by our Clients' employees, either intentionally or by mistake.

The public may mean; residents, bystanders, pedestrians and includes children and even intruders.
It is the responsibility of employees to ensure that the public and Client's employees are kept safe while we work.

1. A risk assessment for the work considers risks to the other persons and outlines how these are controlled.
   Pre- and ongoing planning of work is used to delineate working areas from those still used by our Clients, for the protection of our employees as well as others.
   This is stated in the Risk Assessment and Method Statement, as well as in other formal records such as Construction Phase Plans where applicable.

2. Where possible, we prevent unauthorised persons from entering the boundaries of the work area, examples of this are:

- Hoarding/fencing of various types,
- Cones and warning tape bunting,
- Prohibition/warning signs or a combination of these.

Security guards might be indicated for times the site is not occupied or to control permitted entry.

3. Where it is not practical to securely fence off the work area, or where it is unreliable, other ways of making the site or parts of it safe to others include:

- Positioning operatives at hazardous locations within the area to warn of danger.
- Other signs/fences within the site, such as welding screens or similar.
- Securing equipment and materials and covering holes, voids and excavations when unattended.

Authorised visitors are controlled by site inductions (including who and where they report to in emergencies), escort by an operative and/or controlled access.

4. Site supervision ensure that all aspects of control are implemented and operate on a daily basis.

5. Operatives comply with this and, if they consider it is not working adequately (signs of unauthorised entry or tampering/theft) they report it to Management to permit the risk assessment to be reviewed.

6. Operatives ensure gates/doors are closed securely when not being used.

7. Verbal warnings may be provided to members of the public or Clients employees straying into the work area; anyone may do this, in a polite but firm manner, explaining why it is dangerous.

8. Where work is to be undertaken on sites involving children, vulnerable adults or other prescribed locations, employees may require Disclosure and Barring Service (DBS) clearance prior to work commencement; this will be arranged as required.

39.0 Control of Equipment Containing Ozone Depleting Substances and Fluorinated Gas Policy and Procedure

Our policy in relation to working with equipment containing ozone depleting substances (ODS) and fluorinated gas (F Gas) is to ensure that our operations are carried out in such a way as to avoid or minimise escape of such materials into the atmosphere, and work in compliance with applicable legislation.
Wherever possible we will adhere to all relevant industry guidance and codes of practice.

We accept that safety, health and environment are management responsibilities; however we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health or safety may be, or has been, affected in the course of their work, or that the environment has suffered unnecessary harm through the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others, and to protect the environment.

1. Scope

Work involving equipment containing ODS and/or F Gas, or the use of sub-contractors undertaking such work on the company's behalf.

2. Purpose

To define the responsibilities and procedures employed to ensure that the Company meets its legal responsibilities and minimises the release of ODS and F Gas.

ODS are substances that, if allowed to escape, damage the ozone layer in the upper atmosphere. ODS include chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs).

The following compounds are common ODS. Please note that this list is not exhaustive. **CFCs** - CFC11, CFC12, CFC502, CFC13, CFC115, CFC113, CFC500, CFC114, CFC503. **HCFCs** - HCFC22 (R22), HCFC123, HCFC124.**Refrigerant blends** containing HCFCs - R401A, R401B, R402A, R402B, R403A, R403B, R406A, R408A, R409A, R409B, R411B. **Halon refrigerant** – R13B1.

F-gases are a family of gases containing fluorine. They are often used as a replacement for ODS. F-gases are powerful **greenhouse gases** that trap heat in the atmosphere and contribute to global warming. Their use is strictly regulated.

Fluorinated gases (F-gases) used in refrigeration and air-conditioning equipment (including heat pumps) include **HFCs** – HFC 23, HFC 134a, HFC 152a and **PFCs** - PFC 218, R 218, Refrigerant 21

3. Responsibility

The procedure will be operated by relevant personnel and it shall be the responsibility of the CEO to ensure it is communicated to those whose work activities are likely to impact on compliance with relevant environmental legislation and this procedure.

4. Procedure:

4.1 All equipment containing Ozone Depleting Substances (ODS) and Fluorinated Gas (F Gas) compounds will be recorded on an asset register maintained and stored by Site Managers or their designated sub-contractor (in terms of projects) or the CEO (if owned and operated within company offices etc).

4.2 This asset register will list all units with a specific reference, the volume and type of ODS/ F Gas contained within each unit.

4.3 Service records shall be produced relating to emergency repairs and routine inspections of air conditioning systems containing ODS and F Gases. These will be retained during works, and passed on to clients following completion of projects, or retained by the CEO if relating to equipment owned and operated by the company.

4.4 The CEO (or nominated project representative) will ensure that all air conditioning systems are maintained and serviced regularly in compliance with The Fluorinated Greenhouse Gases Regulations 2009, The Ozone-Depleting Substances (Qualifications) Regulations 2009.

4.5 All redundant ODS will be recovered during servicing, maintenance and decommissioning and disposed of in accordance with the Hazardous Waste Regulations.

4.6 The CEO will ensure that prior to any remedial or scheduled visits, all contractors instructed to carry out air conditioning/ refrigeration works will be suitably qualified. Please see Annex 1 and 2 for the necessary qualifications.

4.7 Contractors used for maintenance and servicing of air conditioning/ refrigeration systems will be in the possession of a relevant company-specific F Gas certificate. This will be confirmed by the CEO prior to the commencement of works.

4.8 The following checks will be taken at the specified periods (if owned and operated by the company, or as requested by clients):

- Systems containing more than 3kg of ODS or F Gas or more than 6kg and hermetically sealed will be subjected to an annual leak test.
- Systems containing more than 30 kg must be leaked tested every six months.
- Systems over 300kg must be leaked tested every 3 months.

4.9 Any leaks discovered during the above checks must be repaired within 14 days and a follow up check undertaken to confirm that the system is compliant within one month of the initial repair.

4.10 Units containing CFCs or halons are no longer permissible and must therefore be decommissioned.

4.11 V**irgin HCFCs** are no longer permissible feeds for air conditioning units and only recycled, recovered or reclaimed gases are to be used.

4.12 In accordance with the Energy Performance of Buildings (England and Wales) Regulations 2007, all air conditioning systems with an electrical output greater than 12KWh will be subjected to an energy efficiency inspection at a frequency of no less

than 5 years – if owned or operated by the company. Such services may also be subcontracted relating to projects if required.

Annex 1 Certificates Required for Contractors Dealing With ODS

Column 1 Tasks	Column 2 Equipment	Column 3 Minimum Qualification
Servicing and maintenance of equipment.	Refrigeration, air conditioning and heat pump equipment which is stationary at all times when in operation. Commercial and domestic refrigerators and freezers which are stationary at all times when in operation. Portable refrigeration, air conditioning and heat pump equipment.	(a) City & Guilds Certificate in Handling Refrigerants Scheme 2078(1). (b) Construction Industry Training Board Safe Handling of Refrigerants (J01)(2). (c) City & Guilds Level 2 Award in F Gas and ODS Regulations Scheme 2079-11: Category I or 2079-12: Category II. (d) Construction Industry Training Board Safe Handling of Refrigerants J11: Category I or J12: Category II.
Dismantling of equipment.	Refrigeration, air conditioning and heat pump equipment— (a) which is stationary at all times when in operation; and (b) which can only be dismantled at the place at which the equipment is used.	(a) City & Guilds Certificate in Handling Refrigerants Scheme 2078. (b) Construction Industry Training Board Safe Handling of Refrigerants (J01). (c) City & Guilds Level 2 Award in F Gas and ODS Regulations Scheme 2079-11: Category I, 2079-12: Category II or 2079-13: Category III. (d) Construction Industry Training Board Safe Handling of Refrigerants J11: Category I, J12: Category II or J13: Category III.

Annex 2 Certificates Required For Contractors Dealing With F Gas Compounds
City & Guilds Certificate in Handling Refrigerants Scheme 2078
Construction Industry Training Board Safe Handling of Refrigerants Reference J01

40.0 Respirable Crystalline Silica (RCS) Policy & Procedure

Our policy in relation to work with materials that may produce Respirable Crystalline Silica (RCS) is to ensure the health and safety of all personnel and anyone else who may be affected by the release of RCS particles.

We will adhere to all relevant HSE and industry guidance and codes of practice, specifically CIS36.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, specifically with regard to RCS we consider that every employee has the obligation and right to inform management if they feel that RCS may pose a risk to health.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Definition:

Respirable Crystalline Silica (RCS) is formed from microscopic rock dust which occurs in many industries, including quarrying & mining, mineral processing (e.g., drying, grinding, bagging and handling), construction work, including work with stone, concrete, sand, aggregates, brick and some insulation boards, tunnelling and in building restoration/ refurbishment.
Work such as drilling, grinding, sanding or otherwise working any rock-based product may result in RCS being produced. If breathed in it may lead to health conditions including Silicosis, Chronic Obstructive Pulmonary Disease and increases the risk of lung cancer.

Procedure:

Work where Respirable Crystalline Silica (RCS) is a potential risk to health.

1. Purpose
To define the responsibilities and procedures employed for safe working in locations that pose a potential risk to health.

2. Responsibility

The CEO is responsible for safe working in such locations.

3. Procedure

Where any work is to be undertaken either using or working on substances that may release RCS into the air:

a) All employees receive training and information on the prospective presence of and hazards from RCS, and materials that may release it that are commonly used in the building industry, also on any specific or general methods in working to minimise release of RCS. This training is reinforced periodically by tool-box talks and informal briefings during Site Safety Inspections.

b) All employees who may be exposed to RCS receive Face Fit Testing (FFT) for a suitable FFP3 filtering face piece; this is repeated periodically or as necessary. They are instructed on how to care for the equipment and safe use. Employees are instructed that when wearing RPE they need to be clean shaven to ensure the RPE is securely fitted to the face.

c) Employees are provided with a sufficient number of suitable filtering face pieces as required for the work being undertaken.

d) Ensure that all respiratory protective equipment except disposable masks, are inspected before each use and a record of these inspections are kept on a monthly basis, using Form 06A RPE Inspection Form.

e) Employees are instructed to inform Management of any potential large-scale exposure to RCS, or any respiratory symptoms that they may develop.

f) Employees use control measures, which will be set out in the risk assessments for the task in question, to eliminate or reduce/control the amounts of dust produced by the work activities, which may release RCS into the breathing air of the workplace; this may typically involve:

- Wetting or damping down surfaces which are being worked on
- Use of wet-cutting practices for dust suppression
- Use of hand tools instead of powered tools to reduce the amount of dust produced
- Careful opening/emptying of bagged products to reduce the amount of dust produced
- Use of extraction either on the tool or in the workplace to remove dust produced

g) Supervisors ensure that the most effective methods are used to eliminate/reduce dust and that employee's use suitable filtering face pieces where there is still a risk of breathing in RCS.

Forms to be used with this procedure:

- **FORM 03A** **Issue of PPE**
- **FORM 06A** **RPE Inspection Form**
- **FORM 28** **Silica & Face Fit Testing Toolbox Talk**

41.0 Temporary Works Policy and Procedure

Temporary works is when an engineered solution is used to support or protect either an existing structure or the permanent works during construction, or to support an item of plant or equipment or the vertical sides or side slopes of an excavation during construction operations on site or to provide access. It is used to control stability, strength, deflection, fatigue, geotechnical effects and hydraulic effects within defined limits. This includes, but not limited to; scaffolding, edge protection, propping, falsework, safety nets, staircases, formwork, Shoring, Excavation Support and Heras fencing etc, these temporary works could be removed or left in place. All practicable steps must be taken to prevent danger to any person and to ensure that any new or existing structure does not collapse (Construction (Design and Management) Regulation 2015 Regulation 19). Any Failure of temporary works may lead to the collapse of the permanent structure. Temporary works can also become part of the permanent structure, if left in situ. This could cause injury or death to those working on or near to it, as well as loss of time and money.

We will adhere to all relevant Health and Safety Legislation, HSE / Industry guidance and approved codes of practice.

The Temporary Works Policy requires that the risks and accompanying hazards associated with temporary works are identified, classified and controlled. The procedure is intended to ensure compliance with the companies Temporary Works Policy and covers the following:

- The appointment of personnel responsible for identifying, controlling, designing, checking and constructing temporary works.
- The classification of temporary works according to the risk it brings to the public and the complexity of the design, construction personnel, property and the reputation of the company. The categorisation will establish the level of independence checks required.
- The Reporting procedures and Management processes for temporary works for each stage in the process.
- The importance of communication between all parties to ensure safe, practicable and economic temporary works solutions.

Inspection of temporary works on site is essential. The temporary works must be checked and documented as a minimum at the following intervals:

- Prior to first use at handover stage.
- Every seven days.
- After any adjustments have been made.
- After adverse weather such as high winds.

Checking of temporary works design at every stage is to be carried out from the initial concept, through design stage, erecting, use and dismantling.
The Health and Safety are the responsibility of the company under the Health and Safety at Work Act 1974, the company rely on full co-operation of all employees in regards to health and safety.
Every employee has the obligation to inform management if they feel as though Health and Safety is compromised whilst at work, including a risk to themselves, or to others, however it is caused.

All employees have a duty to take reasonable precautions to avoid injury and ill health to themselves and others.

Procedure:

To ensure appropriate arrangements are in place identifying plan and manage temporary works that meet the legal requirements of the Construction (Design and Management) Regulations 2015 and effectively manage the risk in compliance with BS 5975:2019 (Code of Practice for Temporary Works) to ensure all temporary works are identified, designed, erected, inspected and dismantled safety through each stage of the project.

1. Purpose

To define the responsibilities & procedures employed to prevent personnel being injured or suffering ill-health when temporary works is undertaken.

The main hazards associated with temporary woks include:

- Collapse of the permanent structure.
- Collapse of the temporary supporting structure
- Materials falling and striking personnel below structures.
- People being struck by plant machinery.
- Undermining nearby structures.
- Contact with underground or overhead services.
- Access to the permanent works whilst temporary support in place.
- Accidents to members of the public.

2. Responsibility

The Designated Individual (DI) is responsible for ensuring the implementation of the Temporary works policy and procedure on the required projects.

Responsibility must be allocated by the Designated Individual for the following key elements of the temporary works usually the responsibility of the Temporary Works Co-ordinator:

- The concept of the scheme.
- The design brief.
- The design – Compliance sheets, drawings and specification.
- Adequacy of materials used.
- Communicating the temporary works details to those who need to know. (e.g. method statements, risk assessments, safety briefings, tool box talk etc)
- Site control of erection, maintenance and dismantling. (Consider SG4:22 / The Work at Height Regulations 2005 to prevent the risk of falls during the erection and dismantling of temporary works).
- Protection of the public. (Consider SG34:17 and HSG151)
- Inspection and records of the temporary works. (E.g. prior to first use, every 7 days, after any adjustments and following any adverse weather, and anything likely to effect the stability)
- Authority to use the temporary works and completion/dismantle

Temporary Works Designer (TWD) The role will be carried out by a competent contractor or specialist external organisation depending on the category of the temporary works. The key responsibilities will include the preparation and checking of detailed technical designs including calculations, drawings, risk assessments and design certificates. Ensuring design output meets The Construction (Design and Management) Regulations 2015 and current health and safety Legislation.

Temporary Works Co-ordinator (TWC) – this role will usually be carried out by a competent person who has the relevant skills knowledge and experience or external temporary works co-ordinator providing they have the skills, knowledge and experience to carry out the role, The Designated Individual is to make this appointment in writing. The Temporary works Co-ordinator is responsible for ensuring that a temporary works design has been provided and that those installing the temporary works have a suitably developed safe system of work (method statement and risk assessments) and has been briefed in the design.

Temporary Works Supervisor (TWS) – This role will be carried out by a competent person with the relevant skills knowledge and experience in the type of temporary works they are supervising and will ensure the temporary works are being managed correctly when the temporary works co-ordinator is not on site, the temporary works supervisor will need skills, knowledge and experience in temporary works and supervising general construction activities incl. drainage, falsework, propping, scaffold is required. The TWS supervises the installation and removal of the temporary works, requesting handover certificates, inspection records and sign offs at the appropriate stages throughout the project.

Temporary Works Design Checker(s) (TWDC) – This role is to be carried out by appointed competent persons who have the relevant skills, knowledge and experience.
If the designs are classed as a category 0 – The check may be carried out by another member of the site or design team with a similar level of competence.
If the designs are classed as a category 1 – The check may be carried out by another member of the design team with a similar level of competence.
If the designs are classed as a category 2 – The check should be carried out by an individual not involved in the design and not consulted by the designer.
If the designs are classed as a category 3 – The check should be carried out by another organisation which is a independent external check.

Examples of Temporary works

To assist with the identification of different types of temporary works, the following temporary works classifications have been colour coded using the traffic light system green, amber and red, with green being lower risk and red being high risk temporary works.
Note: The categories 0 to 3 (below) as quoted are stipulated in BS 5975:2019 (The Temporary Works British Standard) as a means of specifying the level of checks required for temporary works.

CATEGORY 0

Are classified as green and are potentially low risk temporary works. This category will utilise proprietary products and be of simple construction to a standard solution or manufacturer's assembly guide. These need not be entered in the register as good health and safety for example Risk assessments and method statements and manufactured information is followed.

CATEGORY 1

Are classified as amber and represent a medium risk and engineered solutions.
Category 1 temporary works need to be designed by a competent person with compliance sheets and drawings produced for the installers and erectors.

CATEGORY 2 & 3

Are classified as red and have a higher risk (for example, due to the complexity or the design or the surrounding areas such as railways / city centres), they also must be designed by a competent engineer. To ensure that the design has been carried out correctly an external independent engineer must be appointed to check the design and sign acceptance of the design and drawings.

See below for a more comprehensive list of the categories and the different types of temporary works under each category.

CATEGORY 0

Are potentially low risk temporary works. In general, these are items which can be designed and constructed based on the experience of competent tradesmen following standard solutions, assembly guides and detailed method statements. These are tried and tested solutions supported by manufactures guidelines.

Normally this class of temporary works will utilise proprietary products, assembly guides, British Standards, European guidance and be of simple construction to a standard solution.

Examples of temporary works that will normally be **Category 0** include:

- Shallow trenches less than 1.2 metres in depth.
- Proprietary shoring systems (trench and drag boxes) less than 2metres deep.
- Tube and Fitting Scaffolds which are “Basic” as defined in TG20:21
- Un-sheeted, tied scaffolds less than 14m high
- Formwork less than 1.2 metres in height.
- Edge protection, if a standard solution is available to BSEN13374
- Fences or hoardings up to 1.2 metres high.
- 2-metre-high Heras fence panels supported as per Heras’s erection guide.
- System scaffolds within the parameters of the assembly guide.
- Haki staircases or similar within the parameters of the assembly guide.
- Free standing aluminium access towers erected and used in accordance with the manufacturer’s recommendations and PASMA guidance.
- Safety nets secured to robust primary members (i.e., hot rolled steel) as per HSG 33 (Safety in Roof work)
- Internal hoarding systems and temporary partitions not subject to wind or differential air pressure or crowd loading.
- Rubbish chutes and gin wheels within the parameters of the manufacturers guide.

The site management team are responsible for checking that the temporary works method statement and risk assessment are specific to the job. Any assembly guides or manufacturers specification documents quoted must be on site.

CATEGORY 1

Category 1 temporary works are medium risk and require a design and drawing.

The items listed below can present serious risks when designed or installed incorrectly. **Category 1** temporary works need to be designed by a competent person and this design and drawing must be checked by another member of the design team.

Examples of temporary works that will normally be **Category 1** include:

- Propping to support openings and floors, including needling (Strongboys etc).
- Trench excavations up to 3 metres deep. Also see Category 1 for shoring systems.
- Unsheeted scaffolds whose top lift is higher than 14m.
- Sheeted scaffolds
- System scaffolds outside the assembly guide documents and that are not listed within TG20:21.
- Free standing buttressed scaffold.
- Edge Protection which does not have a standard solution to BS EN 13374
- Safety net systems which are not fixed to robust primary members (e.g., cold formed sections) or are of an unusual design.
- Simple bridges with beams and basic scaffold cantilevers. (Beams with a span greater than 6M require inspections to be carried out by a trained Scaffolder holding a CISRS card)
- Loading Bays and working platforms which require greater loading than 3kN/m^2.
- Basic Temporary Roofs. Hoists, mast climbers, etc
- Formwork for concrete walls above 1.2 metres in height.

CATEGORY 2

Category 2 temporary works which are high risk and must be designed by a competent engineer. **To ensure that the design has been carried out correctly the check should be carried out by an individual not involved in the design and not consulted by the designer.**

The following is a typical list of **Category 2** temporary works:

- All site signboards, hoardings and fencing over 3m in height.
- Open cut excavations greater than 6 metres deep (geotechnical advice should be sought over 3 metre depth)
- Ground support schemes greater than 3 metres deep, including sheet piling and proprietary support systems.
- Permanent ground support systems (secant/diaphragm walls).
- Cofferdams and Caissons.
- All tower crane bases.
- Facade retention schemes
- Large Temporary Roofs.
- Jacking schemes.
- Bridge erection schemes (stability checks)
- Complex structural steelwork and pre-cast concrete erection schemes.
- Formwork for concrete walls, columns, etc higher than 3 metres
- Falsework higher than 3 metres
- All permanent formwork (metal decking etc)
- Hoists, mast climbers, etc

CATEGORY 3

For complex or innovative designs which result in complex sequences of construction, would be classed as very high risk. **Category 3 design must be designed by a competent**

engineer from another organisation and the check should be carried out by another organisation not involved in the original design.
Category 3 temporary works are similar to the list in Category 2, with the only exception being that the designs are unusual and do not follow conventional methods and are in a high-risk environment such as a railway site.

Procedure:

A) Design and planning.

Prior to any temporary works being erected on site this must be first thought out in the planning stages of the project where a design brief is required to be carried out. When a project has, or might be anticipated to have the requirement for any temporary works the company will implement a procedure and discharge its duties in relation to temporary works.

B) Risk Assessment.

Prior to any temporary works a risk assessment must be carried out addressing all the potential hazards that may be present and recorded in line with the Company Policy. The Project Manager or equivalent is responsible for ensuring this risk assessment is undertaken by a competent person.

C) Method Statement.

A method statement is written by a competent person prior to any temporary work starting. The method statement must be communicated to all persons involved in or affected by the work. The Project Manager or equivalent is responsible for ensuring this method statement is written and communicated.

D) Temporary Work Management.

All temporary work schemes must be documented in the temporary works register unless they are categorised as category 0 these can be managed by good health and safety procedures.
Category 1, 2 & 3 designs must undergo a formal check to ensure that the brief has been met; the design complies with current codes, standards and legislation. In addition, the check should address issues of buildability (including maintenance and dismantling), efficiency, robustness and interaction with other concurrent activities. **All Category 2 and 3 temporary works must be checked by an external independent engineer and signed off with a secondary check certificate.**

E) Precautions Against Specific Hazards.

Works must ensure they:

- Prevent the collapse of any temporary works.
- Ensure that the operatives constructing or dismantling have the relevant skills, knowledge and experience, with particular regards to preventing falls from height;
- Minimising risks to the health and safety of others who may be working on/under, or passing by, the construction activity. Risks could arise, for example, from falling materials, wind-blown plywood or scaffold boards, noise and dust.

F) Managing Temporary Works

The control measures required for the safe operation of all temporary works are listed here. The specific details in relation to the controls are contained in procedures which follow.

- The allocation of duties and responsibilities to competent staff for all temporary works activities.
- The formal appointment of persons to carry out individual duties by the designated individual and completion of an appointments list.
- The maintenance of a temporary works register.
- The correct classification and assessment of all temporary works.
- The preparation of the concept and design brief based on hazard identification and risk assessment.
- The formal allocation of individual responsibilities to:
  - Temporary Works Co-ordinator (TWC)
  - Temporary Works Designer(s) (TWD)
  - Temporary Works Design Checker(s) (TWDC)
  - Temporary Works Supervisor(s) (TWS)
- The checking of all materials for adequacy or any damage and corrosion, prior to erection.
- The formal checking of the temporary works design.
- The thorough inspection of the temporary works arrangement before any works or loadings commence, and the issue of permit to load and permit to dismantle.
- The provision of safe access, egress and protective measures to all:
  - Elevated areas.
  - Work areas below ground level.
  - Routes over and across works.
- Regular inspection (Prior to first use, every seven days, after any adjustments or following adverse weather) and maintenance of temporary works
- Formal confirmation that the temporary works is no longer required so that it can be dismantled.

G) Design

All temporary works are to be designed, this will vary from the use of simple standard solutions to site specific design and supporting drawings. All designs received are to be checked. The temporary works designer is:

- Anyone who specifies or alters a design, or who specifies the use of a particular methods of work
- Contractors carrying out design work as part of their contribution to a project
- Temporary works engineers, including those designing formwork, falsework, scaffolding and sheet piling.

The designers must:

- Identify the hazards
- Eliminate the hazards, if practicable
- Reduce the risk by design
- Provide the information necessary to identify and manage the remaining risks

- Provide a design that is ensures stability and prevents the collapse of the structure.

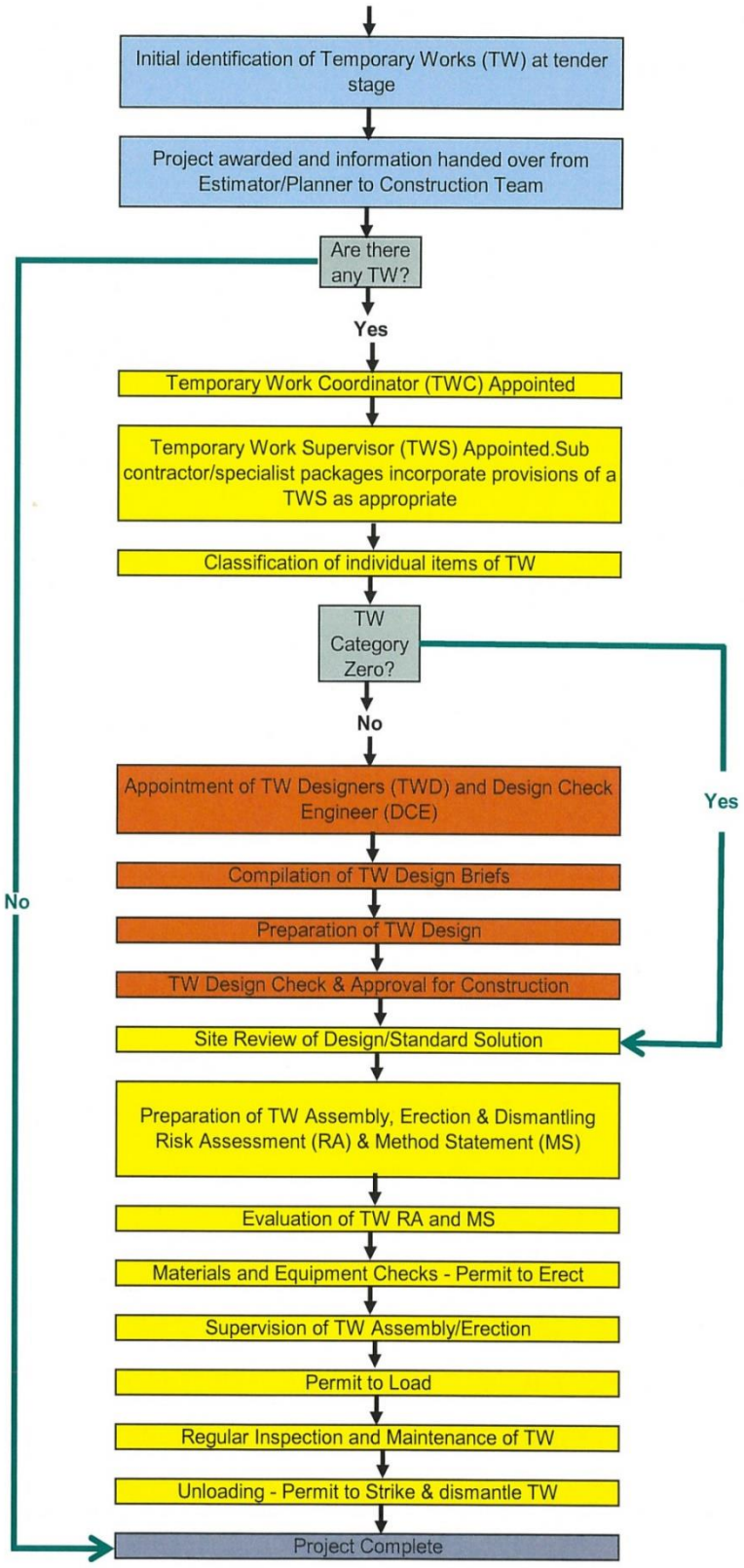
Standard solutions for scaffolding, falsework etc that comply with recognised practices can be used, these solutions when used with the recommended procedures will normally meet the risk control methods. However, where such solutions are adapted, consideration needs to be given to whether the risk is still effectively controlled. Particular attention is to be given to:

- Stability requirements, lateral restraint and wind uplift on untied decking components;
- Designing falsework that can be erected, inspected and dismantled safely including how striking will be achieved.
- Selecting adequate foundations or providing information to ensure adequate foundations are used
- Providing the information that the Temporary Works Coordinator will need to manage the interface between the falsework and the permanent structure safely.

H) Training

The Temporary works coordinator, and those erecting and dismantling falsework, are to be have the skills, knowledge and experience to carry out their duties in the safety of falsework.

Temporary Works Procedure



Forms to be used with this procedure:

- **FORM 24** **Temporary Work Management Form**
- **FORM 24A** **Appointment of Temporary Works Coordinator/Supervisor**
- **FORM 25** **Temporary Works Register**
- **FORM 26** **Temporary Works Permit to Load**
- **FORM 27** **Temporary Works Coordinators Design Brief**

42.0 Mechanical Work Policy and Procedure

Our policy is to ensure all persons are kept safe at work and do not suffer ill-health as a result of any accident that may occur despite control measures, or as a result of residual risks associated with mechanical systems.

Our intention when working with mechanical systems (both active/energised/operational or pressurised) is to avoid Live work wherever possible, ensure work done on 'Dead' mechanical systems is performed safely and to ensure effective safety management considers all relevant risks and their control for either scope of work.

We accept that we cannot, in all cases, avoid the need to work Live (e.g., for testing and commissioning purposes) and we therefore seek to control and minimise this by practical control measures.

The health and safety of all personnel who may be required to work on mechanical systems will be considered, and control measures implemented to prevent this or, if not possible to entirely prevent it, to reduce risks as far as is reasonably possible.

Where Dead working is applicable, we also seek to control and minimise this by ensuring that all practical control measures are imposed to ensure safety.

For the purpose of clarity, a mechanical system can be considered any mechanical equipment connected to a common source or sources of mechanical energy. These systems are typically pressurised (0.5bar or above) and are potentially active, energised and operational.

Typical Mechanical Installations could include but are not confined to:

- Building control systems.
- Energy distribution & Energy supplies (gas, electricity and renewable sources such as solar, wind, geothermal and biomass).
- Escalators and lifts.
- Façade engineering (such as building shading requirements).
- Fire safety, detection and protection including Wet & Dry Risers and Sprinkler Systems etc.
- Heating, ventilation and air conditioning (HVAC).
- Information and communications technology (ICT) networks.
- Refrigeration.
- High Pressure Water, plumbing & Pumped Drainage Systems

We shall comply with the Health and Safety at Work Act 1974 and all relevant guidance and codes of practice relating to the type of mechanical equipment to be worked on.

We assess all foreseeable risks and outcomes in order to identify what resources may be required; we then provide such resources as are reasonable to initiate treatment of those injuries. We also provide resources to deal with foreseeable eventualities involving personnel becoming ill whilst at work.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to take reasonable precautions to avoid injury to themselves and others and to co-operate in maintaining first-aid resources.

Procedure: Working on Mechanical Plant & Equipment

Scope

Where any work is to be undertaken that may involve working on mechanical systems

2. Purpose

To define the responsibilities and procedures employed for Working on Mechanical Plant & Equipment. To ensure that where employees or others who are exposed to work situations that have the potential to subject them to the risk of electric shock, burns, fire, explosion, asphyxiation, pressured systems, gas leakage, contamination of corrosive liquids, or biological risks are assessed prior to any activity commencing. Once the work situation is assessed that an appropriate control system is implemented to ensure that risks are eliminated, minimised and mitigated as far as is reasonably practicable.

3. Responsibility

The CEO is responsible for ensuring that effective management systems are in place to assure compliance and conformity with this procedure.

Managers and Supervisors have a responsibility to implement this procedure and to ensure that all persons employed to undertake mechanical work either have, or are provided with, the relevant classification of competence to undertake that type of work, and that periodic training and assessment maintain this.

Employees shall not undertake mechanical work for which either they do not have the relevant, current, competence assessment, or where they are in any doubt as to whether the work falls within the scope for which they are certificated.

4. Procedure:

a) Work undertaken by the Company's employees involving them working on, near or with mechanical systems and equipment. (See definitions) is assessed by the Company or their appointed Advisor.

b) The Risk Assessment considers all relevant aspects of the work including the duration of the task, the work environment including potential live systems or parts of them, adjacent works, the task to be performed and the capabilities of those performing the task.

c) From this risk assessment, specific control measures are implemented; these are identified and communicated to all relevant personnel by means of a specific Method Statement; some actions may be necessary prior to commencing work in order to ensure a safe working environment is provided.

d) Method statements contain a contingency plan in case personnel require emergency treatment; this does not refer to the Emergency Services as a first response.

e) All relevant personnel are trained in safe working practices to the degree that they require to be and are given ample opportunity to familiarise themselves with the Method Statement, Emergency Plan and use of any specific equipment provided.

f) Adequate competent supervision is provided to ensure that work is controlled and undertaken in accordance with the Method Statement and Permit to Work.

g) Working times are kept as short as possible; this may involve scheduling task rotation if applicable.

h) All required equipment, tools and Personal Protective Equipment such as measurement and monitoring equipment, hand tools and overalls/gloves, will be suitably rated for the working environment; if there is a risk of electrically live contact the tools and PPE will be suitably rated to prevent either contact or arcing.

i) Where work is assessed to be excessively hazardous, the Company may appoint specialist contractors to undertake the work on their behalf; such contractors will be selected based on competence. (See Procedure for Contractor Selection and Control).

j) Where possible all such work will be either arranged to be 'Dead' working where exposure to any mechanical energy or electricity is avoided by planning the working methods, or where work must be 'Live' this is comprehensively planned and controlled.

k) Where all such work, Live and Dead, cannot be avoided a Permit-to-Work will operate; either one originated by the Client or, where the Client does not ordinarily operate a Permit system, our Company Permit-to-Work.

Assessment of Safe Working Practice/Permit to Work for Mechanical Work.

- You should carry out intrusive work on live plant only if there is no reasonably practicable alternative.

- The risk assessment/permit to work will specify the requirements for isolation and associated activities.

- When considering the control measures, the risk assessment/permit to work and method statement will take into account:

- The potential consequences, in the event of isolation failure, to people, the environment and plant and equipment;

- The likelihood of failure of each type of isolation.

- Preparatory or enabling works to achieve isolation – including depressurisation and release of stored energy, draining/venting, purging and washing out;

- Installation/removal and proving of the isolation;

- The integrity of the isolation during intrusive work, and the compatibility of any nearby work or operations on shared systems.

- The requirements for testing and reinstatement of plant (e.g., pressure/leak testing, purging, controlled re-pressurisation/re-filling).

- Additional mitigating measures taking into account:

  - What could go wrong to lead to a loss of containment;

  - The possible consequences of a loss of containment e.g., fire, human harm, environmental damage;

  - How likely it is and how severe the consequences could be

  - Any other measure to reduce the risk as far as is reasonably practicable

Definitions:

Definition of Live working:

Live work: work on or near mechanical systems that are accessible and are active/energised/operational or pressurised.

We will only carry out intrusive work on live plant if there is no reasonably practicable alternative.

Live work includes live testing, commissioning and functional testing of mechanical equipment.

If the client or owner of the equipment requests the system is to remain live then they must substantiate their request including

- Reasons why the energy source cannot be isolated to eliminate the hazard.
- Details of essential equipment that cannot be isolated.
- The impact of essential equipment needing to be isolated.
- Why works cannot be undertaken outside normal business hours?
- Why works cannot be completed during a planned outage/shutdown?
- Name and signature of author, or confirming that all alternatives have been reviewed and that active/energised/operational working is the only solution.
- Reference to regulations that can support justification for working on energised systems.

The Client or their representatives must include the active/energised/operational justification within the Pre-Construction Information, Scope of Works, or Designers Risk Assessment.

There are some circumstances where it is unreasonable to make entire mechanical systems or equipment dead because of the difficulties it would cause. For example:

- It may be difficult, if not impossible, to commission complex systems without having it energised at some stage in the process.

- It may not be technically feasible to monitor the operation and performance of a mechanical system or to trace a malfunction of such equipment with it dead, i.e., fault-finding;
- Isolating or decommissioning an entire mechanical system, to carry out maintenance or repair work may not be reasonably practicable because of disproportionate disruption and cost.

The following conditions must be met for live working to be permitted where danger may arise.

The conditions are:

- It is unreasonable in all the circumstances for the system to be dead; and
- It is reasonable in all the circumstances for the person to be at work on or near that system while it is live; and
- Suitable precautions (including, where necessary, the provision of personal protective equipment) have been taken to prevent injury.

N/B If just one of the above conditions cannot be met, live working is not be permitted by the company and dead working is essential. The employee may refuse to conduct the work activity and refer the issue to the line manager or CEO

Definition of a Dead (Isolated) working:

Work on equipment (or part of a mechanical system) which is disconnected and separated by a safe distance from all sources of mechanical energy in such a way that the disconnection is secure, i.e., it cannot be re-energised accidentally or inadvertently

Other Definitions:

- **Dead:** not mechanically active/energised/operational or pressurised
- **Designated competent person (also known in some industries as 'authorised person'):** a competent person appointed by the employer, preferably in writing, to undertake certain specific responsibilities and duties, which may include the issue and/or receipt of safety documents such as permits-to-work. The person must be competent by way of training, qualifications and/or experience and knowledge of the system to be worked on;
- **Disconnected:** equipment (or a part of a mechanical system) that is not connected to any source of mechanical energy;
- **Equipment:** mechanical equipment including anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use mechanical energy.
- **Isolated:** equipment (or part of a mechanical system) which is disconnected from all sources of mechanical energy in such a way that the disconnection is secure, i.e. it cannot be re-energised accidentally or inadvertently;

Risk Assessment: Actions common to both dead and live working on Mechanical Systems:

Hazard Identification

Identification of all hazards that are to be controlled.

(e.g. Electricity/ Hydraulics/Pneumatics Steam/gas/Fuel/High Pressures/High or Low Temperatures/Reactivity or Flammability)

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Risk Assessment & Selection of Isolation Method

Assessment of the failures that can occur during the isolation activity, the likelihood of these failures, and their consequences, then the selection of the appropriate type and level of controls.

(e.g., Positive Isolation (Complete separation of the plant/ equipment to be worked on from other parts of the system).
or
Proven Isolation (e.g., Valve isolation. Effectiveness of valve closure can be confirmed via vent/ bleed points before intrusive work commences)

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Planning & Preparation of Equipment or Components

Preparation of the equipment involved in the task, and any other areas of plant that may be affected. The effects of the isolation must be clearly understood and communicated to all operatives & client. (including reducing pressure and increasing or decreasing temperature if applicable)

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Isolation of Moving or Energised Systems to be Worked On

Installation of each point of the isolation scheme. An initial isolation may be required to allow installation of the final isolation.
(e.g., Tag & Lock off/ Additional or Double Valves)

↓

Draining, Venting, Purging and Flushing

Safe Removal of Any Hazardous/Reactive & Flammable Substances from the System (including sludge etc.)

↓

Testing and Monitoring Effectiveness of the Isolation

Prove the integrity and effectiveness of isolations before intrusive work begins. Isolations must be secured, monitored and maintained throughout the intrusive activity

↓

Carrying Out Activity

It is necessary to maintain isolation integrity throughout this step.

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Reinstatement/Operational Checks of System

Safe removal of isolations and reinstatement of plant integrity including all relevant safety and operational checks

Summary of Management & Operational Control Measures

Planning the work:

The CEO or Clients Authorising Engineer shall consider the management, supervision, implementation and completion of the work, and should lead to a formal system of work based on information in the safety rules and a task-specific risk assessment.

Training & Competence:

The CEO or Clients Authorising Engineer shall consider is the amount of training and experience workers have had to do the specific task – the less experienced or knowledgeable the worker is, the greater will be the need for supervision. There will also be a greater need for supervision when working live.
Training as part of making a person competent is very important. Even the most highly qualified and capable people may not be competent to carry out specific types of work without suitable training and familiarisation.

Ensuring Correct Working Methods:

The CEO or Clients Authorising Engineer shall ensure that workers understand the correct working methods related to the specific work. People doing the work should be aware of the limitations of that work and the constraints as to how they carry out the work, including recognition of when it is unsafe to continue with the work and knowing how to deal with any contingencies that may arise.

Appropriate Protective Equipment:

Managers, supervisors and workers have a responsibility to provide the protective equipment identified in the task-specific risk assessment and make sure that, as for all other work equipment, it is:

- Suitable for the use for which it is provided;
- Maintained in a condition suitable for that use (including calibration); and
- Used properly.
- Consider the use of adequately rated, thermally insulating, flame-resistant PPE (including face/eye protection). PPE should be frequently inspected and replaced if damaged

Provide information, tools and instruments and ensure workers are fully instructed:

Workers must be supplied with and use correct and appropriate information, such as mechanical drawings, tools, measurement instruments including pressure gauges and other analytical equipment.

Arrangements for management checks and supervision of work:

The CEO or Clients Authorising Engineer and operatives must comply with the appropriate regulations, approved codes of practice and manufacturers guidance.

Managers and Supervisors must check that workers are applying correct procedures. Regular and systematic management checks of the work are necessary.

This is particularly important if the work is being done on a client's premises, or by our approved sub-contractors.

Identification of Equipment:

Adequate information should be supplied to identify equipment; whilst most mechanical systems and equipment may be correctly labelled or indicated, it must never be assumed that labelling is correct and that work can be started without having first proved that the equipment or part of the system to be worked on is no longer active/energised/operational or pressurised.

Safety Notices:

A notice or label should be placed at the point of disconnection so everyone else knows that work is being done. A 'caution' notice can be used to indicate that someone is working on the apparatus and may be injured if it is re-energised, and 'danger' notices attached to live equipment adjacent to the place of work will indicate that the apparatus is still energised.

Notices or labels should be easily understood by anyone in the area. The labels or notices must be promptly removed when they no longer apply so that the system does not fall into disrepute.

Adjacent parts:

When the system to be worked on has been partially isolated, you must still protect against danger from inadvertent contact with other live parts of the system nearby. This shall be done by erecting physical barriers and posting 'danger' notices.

The requirements regarding adequate working space, access and lighting must be met.

For further information refer to other sections of this She Management System, which may include but not be limited to:

Section 34 Electrical Working

Section 2 Risk Assessment

Section 8 Provision and Use of Work Equipment

Section 3 Control of Substances Hazardous Substances

Section 4 Personal Protective Equipment at Work

Section 11 Manual Handling Operations

Section 9 Lifting Operations and Lifting Equipment Regulations

43.0 Working on Gas Appliances & Equipment

Our policy is to ensure all persons are kept safe at work and do not suffer ill-health as a result of any accident that may occur despite control measures, or as a result of residual risks associated with gas safety.

We will ensure that all work performed within the scope of the Institute of Gas Engineers and Managers definitions and standard of training requirements, Approved Code of Practice L56 and the Gas Safety (Installation and Use) Regulations 1998 follows both the intent and requirements of these Regulations, as well as industry Best Practice. This includes where employees install, service, maintain or repair gas appliances and other gas fittings.

Our intention when working with gas equipment and appliances (both active/energised/operational or pressurised) is to avoid "Live" work wherever possible, ensure work done on 'Dead' gas equipment and appliances is performed safely and to ensure effective safety management considers all relevant risks and their control for either scope of work.

We accept that we cannot, in all cases, avoid the need to work "Live" (e.g., for testing and commissioning purposes) and we therefore seek to control and minimise this by practical control measures.

The health and safety of all personnel who may be required to work on gas equipment and appliances will be considered, and control measures implemented to prevent this or, if not possible to entirely prevent it, to reduce risks as far as is reasonably possible.

Where Dead working is applicable, we also seek to control and minimise this by ensuring that all practical control measures are imposed to ensure safety.

For the purpose of clarity, gas equipment and appliances referred to in this policy and procedure are equipment that are on the property owners' side of the supplier's meter(s) and can be considered any gas equipment and appliances connected to a common source or sources of gas energy. These equipment are typically pressurised (0.5bar or above) and are potentially active, energised and operational.

Typical Gas equipment and appliances could include but are not confined to:

- Domestic & Commercial catering equipment including ovens, hobs etc.
- Domestic Central Heating Equipment, Combination Boilers, Gravity Fed Heating Equipment
- Heating, ventilation and air conditioning Equipment (HVAC).
- Refrigeration Equipment.
- Gas Fires

We shall comply with the Health and Safety at Work Act 1974 and all relevant guidance and codes of practice relating to the type of gas equipment and appliances to be worked on.

We assess all foreseeable risks and outcomes in order to identify what resources may be required; we then provide such resources as are reasonable to initiate treatment of those injuries. We also provide resources to deal with foreseeable eventualities involving personnel becoming ill whilst at work.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation.

We expect our employees and contractors to recognise that they have a duty to take reasonable precautions to avoid injury to themselves and others and to co-operate in maintaining first-aid resources.

Procedure: Working on Gas Equipment and Appliances

Scope

Where any work is to be undertaken that may involve working on gas equipment and appliances

2. Purpose

To define the responsibilities and procedures employed for Working on Gas equipment and appliances. To ensure that where employees or others who are exposed to work situations that have the potential to subject them to the risk of electric shock, burns, fire, explosion, asphyxiation, pressured equipment, gas leakage, contamination of corrosive liquids, or biological risks are assessed prior to any activity commencing. Once the work situation is assessed that an appropriate control system is implemented to ensure that risks are eliminated, minimised and mitigated as far as is reasonably practicable.

3. Responsibility

The CEO is responsible for ensuring that effective management equipment is in place to assure compliance and conformity with this procedure.

Managers and Supervisors have a responsibility to implement this procedure and to ensure that all persons employed to undertake gas work either have, or are provided with, the relevant classification of competence to undertake that type of work, and that periodic training and assessment maintain this.

Employees shall not undertake gas work for which either they do not have the relevant, current, competence assessment, or where they are in any doubt as to whether the work falls within the scope for which they are certificated.

4. Procedure:

a) Work undertaken by the Company's employees involving them working on, near or with gas equipment, appliances, and equipment. (See definitions) is risk assessed by the Company or their appointed Advisor.

b) The Risk Assessment considers all relevant aspects of the work including the duration of the task, the work environment including potential "Live" equipment or parts of it, adjacent works, the task to be performed and the capabilities of those performing the task.

c) From this risk assessment, specific control measures are implemented; these are identified and communicated to all relevant personnel by means of a specific Method

Statement; some actions may be necessary prior to commencing work in order to ensure a safe working environment is provided.

d) Method statements contain a contingency plan in case personnel require emergency treatment; this does not refer to the Emergency Services as a first response.

e) A person who has successfully completed an industry-recognised training course followed by assessment of competence must only undertake gas work (as defined). This includes training that leads to assessment of competence in safe gas work will be recognised by the industry's standards setting body (Gas Safe), or in the case of a currently or previously registered person (CORGI), where they have proved competence through a certification scheme.

f) Adequate competent supervision is provided to ensure that work is controlled and undertaken in accordance with the Method Statement and Permit to Work (If applicable).

g) "Live" working times are kept as short as possible; this may involve scheduling task rotation if applicable.

h) All required equipment, tools and Personal Protective Equipment such as measurement and monitoring equipment, hand tools and overalls/gloves, will be suitably rated for the working environment; if there is a risk of electrically, "Live" contact the tools and PPE will be suitably rated to prevent either contact or arcing.

i) Where work is assessed to be excessively hazardous, the Company may appoint specialist contractors to undertake the work on their behalf; such contractors will be selected based on competence. (See Procedure for Contractor Selection and Control).

j) Where possible all such work will be either arranged to be 'Dead' working where exposure to any gas energy or electricity is avoided by planning the working methods, or where work must be '"Live"' this is comprehensively planned and controlled.

k) Where all such work, "Live" and Dead, cannot be avoided a Permit-to-Work will operate; either one originated by the Client or, where the Client does not ordinarily operate a Permit system, our Company Permit-to-Work.

Assessment of Safe Working Practice/Permit to Work for Gas Work.

- You should carry out intrusive work on "Live" appliances or equipment & Equipment only if there is no reasonably practicable alternative.

- The risk assessment/permit to work will specify the requirements for isolation and associated activities.

- When considering the control measures, the risk assessment/permit to work and method statement will take into account:

- The potential consequences, in the event of isolation failure, to people, the environment and appliances or equipment and equipment;

- The likelihood of failure of each type of isolation.

- Preparatory or enabling works to achieve isolation – including depressurisation and release of stored energy, draining/venting, purging and washing out;

- Installation/removal and proving of the isolation;

- The integrity of the isolation during intrusive work, and the compatibility of any nearby work or operations on shared equipment.

- The requirements for testing and reinstatement of the appliance or equipment (e.g. purging, pressure/leak testing, controlled re-pressurisation/re-filling/analysis of flue systems etc.).

- Additional mitigating measures taking into account:

  - What could go wrong to lead to a loss of containment of gas or incomplete combustion;

  - The possible consequences of a loss of containment e.g. fire, human harm such as carbon monoxide poisoning, environmental damage;

  - How likely it is and how severe the consequences could be

  - Any other measure to reduce the risk as far as is reasonably practicable

Definitions:

Definition of "Live" working:

"Live" work: work on or near gas equipment and appliances that are accessible and are active/energised/operational or pressurised.

We will only carry out intrusive work on "Live" appliances or equipment if there is no reasonably practicable alternative.

"Live" work includes "Live" testing, commissioning and functional testing of gas equipment and appliances.

If the client or owner of the equipment requests the gas supply is to remain "Live" then they must substantiate their request including

- Reasons why the gas supply cannot be isolated to eliminate the hazard.
- Details of essential equipment that cannot be isolated.
- The impact of essential equipment needing to be isolated.
- Why works cannot be undertaken outside normal business hours?
- Why works cannot be completed during a planned outage/shutdown?
- Name and signature of author, confirming that all alternatives have been reviewed and that active/energised/operational working is the only solution.
- Reference to regulations that can support justification for working on energised
- equipment

The Client or their representatives must include the active/energised/operational justification within the Pre-Construction Information, Scope of Works, or Designers Risk Assessment.

There are some circumstances where it is unreasonable to make entire gas supplied appliances or equipment dead because of the difficulties it would cause. For example:

- It may be difficult, if not impossible, to commission appliances or equipment without having it energised at some stage in the process.
- It may not be technically feasible to monitor the operation and performance of a gas appliance or equipment or to trace a malfunction of such equipment with it dead, i.e. fault-finding;
- Isolating or decommissioning an entire gas supply, to carry out maintenance or repair work may not be reasonably practicable because of disproportionate disruption and cost.

The following conditions must be met for “Live” working to be permitted where danger may arise.

The conditions are:

- It is unreasonable in all the circumstances for the gas supply to be isolated; and
- It is reasonable in all the circumstances for the person to be at work on or near that system while it is “Live”; and
- Suitable precautions (including, where necessary, the provision of personal protective equipment) have been taken to prevent injury.

N/B If just one of the above conditions cannot be met, “Live” working is not be permitted by the company and dead working is essential. The employee may refuse to conduct the work activity and refer the issue to the line manager or CEO

Definition of a Dead (Isolated) working:

Work on gas appliances or equipment, which is isolated or disconnected in such a way that the isolation or disconnection is secure, i.e., it cannot be re-energised accidentally or inadvertently

Other Definitions:

- **Dead:** not active/energised/operational or pressurised

- **Designated competent person (also known in some industries as ‘authorised person’):** a competent person appointed by the employer, preferably in writing, to undertake certain specific responsibilities and duties, which may include the issue and/or receipt of safety documents such as permits-to-work. The person must be competent by way of training, qualifications and/or experience and knowledge of the system to be worked on;

- **Disconnected:** appliances or equipment that is not connected to any type of gas supply

- **Appliance or Equipment:** gas appliances or equipment including anything used, intended to be used or installed for connection to a gas supply.

- **Isolated:** appliances or equipment which is disconnected from all sources of gas energy in such a way that the disconnection is secure, i.e. it cannot be re-energised accidentally or inadvertently;

General Safety Procedures for Gas Safe Registered Installation & Service Engineers.

- Gas fittings will be installed in accordance with appropriate standards.
  The relevant standards can be found in the Legislative, Normative and Informative document list at www.gassaferegister.co.uk .

- Only a competent person will make a modification of any gas fitting. Gas Safe registered). Alterations not classified, as 'work' on a gas fitting but which may affect gas, safety will also be conducted by a competent person. (e.g. a change to the provision of ventilation in a room)

- Where gas engineers are working on existing installations (e.g. extensions/modifications), appropriate fitting(s) must be used to seal appliance gas ways, which ensure that, the gas supply to the appliance cannot be readily restored until safe to do so.
  Note that closure of an emergency control does not fulfil this requirement
  The open end(s) of any metal pipe(s) from which a gas fitting has been disconnected must be sealed with an appropriate metal fitting.

- Where gas pipes/fittings have been disconnected/removed, all and any sources of ignition must be removed from the vicinity until the gas way is purged of gas.

- The client must also be made aware of this restriction so that they do not inadvertently introduce an ignition source (smoking, electrical sources, naked flames and so forth).

- A temporary earth continuity bond to the appropriate standard is required when disconnecting and reconnecting pipework where the production of a spark could cause a hazard.

- Purging will be carried out in accordance with the appropriate standard and will be undertaken after any work, which breaches the installation pipework integrity, not just when gas is first supplied.

- Prior to handing back/commissioning any gas system, the gas tightness of the installation will be tested in accordance with the appropriate standard as defined by Gas Safe Register.

- All joints affected by the portion of work done will be visually inspected to ensure they have been correctly made, as part of the gas tightness test.

- Joints will be tested before being painted or otherwise protected against corrosion. Gas engineers must be aware that paint or corrosion protection applied to a joint before it has been tested could provide a temporary seal and falsify the test result.

Installations.

Whenever a new gas supply is made available for use in premises, an emergency control will also be provided. Where there is a gas meter, the meter control may serve as the emergency control as long as the following conditions are met:

- Each individual premises (e.g., each house, flat, maisonette) using a supply of gas should be provided with an emergency control, whether or not that premises contains a gas meter.

- The emergency control should be situated as near as is reasonably practicable to the point where the gas supply pipe enters the premises.

- It should be readily accessible to all consumers, i.e., gas users, in the premises concerned (e.g., not located in a basement or cellar).

- A valve located in a meter-room which is normally locked, and accessible only to a landlord, gas supplier, gas transporter and/or emergency services for example, cannot act as an 'emergency control'.

- An emergency control should be protected against unauthorised operation (i.e., tamper-proof) but if situated in a locked compartment, the occupier(s) of the premises should be provided with keys. In such cases, the emergency service provider should also hold keys where access cannot be ensured for them at all times, e.g., through keys held by the responsible person for the premises.

Any person installing an emergency control shall ensure that any key, lever or hand-wheel is securely attached to the operating spindle of the control; any such key or lever is attached so that the key or lever is parallel to the axis of the pipe in which the control is installed when the control is in the open position; and

- where the key or lever is not attached so as to move only horizontally, gas cannot pass beyond the control when the key or lever has been moved as far as possible downwards;

- either the means of operating the key or lever is clearly and permanently marked or a notice in permanent form is prominently displayed nearby to indicate when the control is open and shut; and

- any hand-wheel indicates the direction of opening or closing of the control.

Where an emergency control is installed which is not adjacent to a primary meter, or where no meter is installed, a prominently displayed notice on or near the control bearing the words 'Gas emergency control' will be provided.

The notice will be in a permanent form, i.e., of durable material, and protected against damage as necessary, e.g., weather-resistant.

The notice needs to tell the consumer:

(a) To shut off the supply of gas if there is a gas escape in the premises;

(b) If gas continues to escape, immediately notify the Gas Emergency Freephone Number 0800 111 999 (if natural gas).

(c) Not to reinstate the supply until remedial action has been taken by a competent person to prevent gas escaping again;

(d) Details of the emergency gas service contact, including the emergency telephone number. In the case of natural gas, the Gas Emergency Freephone Number should be specified (as above). For any other gas, the name and telephone number of the supplier emergency service will be given (see the contact list in The Gas Industry Unsafe Situations Procedure available atwww.gassaferegister.co.uk);

(e) The date the notice was first displayed.

Where gas engineers are required to install meters and regulators as part of the scope of work, this must be done in accordance with the Gas Safe Legislative, Normative and Informative documents.

Adequate seals must be applied to prevent tampering with the meter/regulator prior to commissioning and after any remedial work (alterations or replacements).

The location and routing of gas installation pipework will take into account the following potential risks

- Corrosion or damage posed by the other building services.
- Equipment and features including other pipes, pipe supports
- Drainage or Sewers,
- Cables, conduits and electrical apparatus and to any parts of the structure of any premises in which it is installed which might affect its safe use.

This may be managed for instance by providing adequate separation.

Pipework installation and equipotential bonding will be carried out to the appropriate standard.

When designing/installing pipework, there are specific restrictions on the routes where pipes may be concealed within cavities and voids, or where movement of a structural element (walls, floors or ceilings) may result in a leakage of gas. The requirements are set out in the Gas Safe Legislative, Normative and Informative documents.

Gas engineers installing, (other than in domestic premises or living accommodation), a part of any installation pipework which is accessible to inspection must permanently mark the pipework in such a manner that it is readily recognisable as conveying gas.

Gas engineers will ensure that any appliance they install, or flue to which they connect an appliance, is safe for use. All new appliances will conform to the Gas Appliances (Safety) Regulations 1995.

Appliances must be installed in accordance with manufacturers' instructions, including any manufacturers' instructions on flues to which the appliances can be safely connected.
Engineers installing gas appliances shall leave it connected to the gas supply only if;

- The appliance can be used safely; or

- The appliance is sealed or capped from the gas supply with an appropriate fitting.

After performing work on an installed appliance, engineers will carry out the necessary checks and tests to ensure that the appliance, and any associated flue, is safe for use. Reference must be made to manufacturers' instructions and appropriate standards.

Following installation of a gas appliance, the owner/occupier of the premises in which the appliance is installed must be provided with all manufacturers' instructions relating to the appliance.

Whenever an appliance is installed to a flue, the engineer will ensure that the flue is adequate, suitable and effective for use with the appliance, which it will serve.
An effective flue must be complete and continuous throughout its length and safely carry the products of combustion from a gas appliance to the external air.
This applies regardless of how the connection is made. In each case, the necessary tests and examinations will be carried out both before and after the appliance has been fitted. Reference must be made to appropriate standards and manufacturers' instructions.

Emergency Provisions.

Where a gas engineer considers that an appliance, fitting or system is in an unsafe/dangerous condition, they must isolate the gas supply and inform the consumer/owner/occupier of the reasons why this has been done.

An appliance in this context means any appliance where both (a) and (b) which follow apply:

(a) there is a design, construction, installation, modification, servicing/maintenance deficiency or other fault (e.g., maladjustment) in the gas appliance, associated flue/ventilation arrangement or a gas fitting/other works for the gas supply to the appliance, which has or is likely to result in:

(i) Incomplete gas combustion; or

(ii) Products of combustion not being safely removed; or

(iii) Insufficient oxygen being available for the occupants of the room/space where the appliance is located; or

(iv) an accidental gas leakage; or

(v) Other danger, e.g., of fire;

(b) the resulting leakage, inadequate combustion, inadequate removal of the products of combustion, insufficiency of oxygen or other danger has caused or is likely to cause death or serious injury.

General examples of the kinds of fault described above which would be regarded as an 'unsafe' appliance, are given in The Gas Industry Unsafe Situations Procedure; see www.gassaferegister.co.uk. The level of risk (i.e., whether an appliance is 'dangerous' in a particular case) has to be a matter for judgement by a competent person, based on their knowledge and experience, and taking into account the specific circumstances.
In some cases, danger will be clear, such as:

(a) Where gas is escaping, or there is a high risk of this happening (e.g., open-ended pipes connected to the gas supply)

(b) Gas appliance safety devices (flame protection etc.) are inoperative; or

(c) Where there are clear signs of products of combustion being emitted into occupied areas (and there is no evidence to show that the problem has been corrected).

If a gas engineer discovers an unsafe gas appliance, they must report any such eventuality to their Line Manager immediately.

They will then seek to inform the user and, if different, the owner of the appliance of the unsafe nature of the appliance.

In rented accommodation, the landlord; (or managing agent where the landlord is absent or has entrusted the agent to deal with gas safety matters on their behalf) must be informed in writing that the appliance is unsafe and could cause death or serious injury and that continued use is an offence.

The Manager/Regional CEO will then seek to persuade the user/owner to allow them to repair or disconnect the appliance; however, The Company have no legal power to take such action if the user/owner disagrees.

If consent for such action is not obtained, the appliance will be suitably labelled as being unsafe and could cause death or serious injury and that continued use is an offence.

With the agreement of the responsible person, the appliance shut-off device (if one is fitted) will be closed.

Irrespective of any action taken by The Company, the obligation rests on the responsible person(s) not to use or allow the use of any unsafe gas appliance.

In line with the Gas Industry Unsafe Situations Procedure (available at www.gassaferegister.co.uk) where agreement of the responsible person cannot be obtained for repair or disconnection of a dangerous appliance, it is recommended that the Regional CEO or Manager contacts:

(a) In the case of an appliance supplied with LPG, the gas supplier; or
(b) In any other case including natural gas, the Gas Emergency Freephone Number 0800 111 999.

In an emergency, a public gas transporter has powers to enter property and take action to avert danger to life (and property) under the Gas Safety (Rights of Entry) Regulations 1996.
In the case of LPG, a contractual right of entry may exist between the supplier and customer.

In addition to requiring reports of specified gas incidents, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require a report of certain dangerous fittings to be made to HSE (see RIDDOR regulation 11(2)). A report will generally be required where disconnection of an appliance is considered necessary.

Other legislation & Guidance

IGEM Communication /G/ 4 Definitions for the Gas Industry

ACOP L56

Other Policies and Procedures within this SHE Management System including but not limited to:

Section 34 Electrical Working

Section 2 Risk Assessment

Section 8 Provision and Use of Work Equipment
Section 3 Control of Substances Hazardous Substances

Section 4 Personal Protective Equipment at Work

Section 11 Manual Handling Operations

Section 9 Lifting Operations and Lifting Equipment Regulations

44.0 New and Expectant Mothers Procedure

Abbey Construction Services Limited will make suitable and sufficient assessments of the particular risks associated to 'New or Expectant' Mothers and their babies. This will include the provision of comprehensible and relevant information on the risks to their health and the details of preventative measures and controls required in regards to their work activities.
This document considers practical Health & Safety precautions for employees who are expectant or new mothers (i.e., have given birth in the last six months or who are breast-feeding).

No two pregnancies are the same and therefore, New and Expectant Mothers should always seek medical advice if they have any concerns regarding their working activities.

Abbey Construction Services Limited will consider an individual's capability to carry out their work safely and without risks to either their health or that of their baby(s), and that they may need to amend the hours of work or working conditions of 'New and Expectant Mothers' to avoid such risks.

1. Purpose

To define the procedure for ensuring all foreseeable harm to pregnant employees and their babies is adequately assessed and prevented. To provide proportionate control measures to eliminate or reduce identified risks.

2. Procedure

A New and Expectant Mothers risk assessment must be undertaken as soon as the Company has been notified of a person being pregnant. The risk assessment will address the hazards that New and Expectant Mothers may face and be proactive through devising and implementing safe working practices, where required.

Hazards may include:

- Abdominal impact
- Manual handling
- Posture
- Dehydration
- Hazardous Substances
- Noise
- Vibration
- Hours of work
- Rest areas
- Smoking

RISK ASSESSMENT TO BE USED WITH THIS PROCEDURE

New and Expectant Mothers Risk Assessment

45.0 Fatigue

Our policy in relation to potential health risks resulting from our work scope is to avoid or reduce those risks through effective health and safety management.

The health and wellbeing of all personnel who may be affected by exposure to hazardous substances or physical conditions is considered and appropriate measures are implemented.

We will adhere to all relevant HSE and industry guidance and codes of practice. We will at all times ensure that all employees are treated fairly, this is in addition to ensuring that the employee is protected from any further risk to their health or safety whilst in the workplace.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health may be, or has been, affected in the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill health to themselves and others.

1. Purpose

The purpose of this procedure is to establish a systematic process to identify and manage work health and safety risks associated with fatigue.

2. Responsibility

Managers

- Utilise a risk assessment process to identify and manage any risks associated with fatigue within their area of responsibility.
- Consult with workers during the identification and management of risks associated with fatigue.
- Establish mechanisms to monitor and review controls implemented to manage fatigue within their area of responsibility.
- Develop a plan for their area of responsibility to manage fatigue during an emergency.
- Monitor fatigue levels of workers within their area of responsibility.
- Ensure workers are not placing themselves at risk of injury as result of their levels of fatigue.

Supervisors

- Support managers to identify fatigue risk factors within their area of responsibility and implement appropriate controls to manage these risks.
- Monitor fatigue levels of workers within their area of responsibility.
- Ensure workers are not placing themselves at risk of injury as result of their levels of fatigue.

Operatives

- Support their manager to identify fatigue risk factors and appropriate controls to manage these risks.
- Take responsibility for the management of their own fatigue levels, ensuring they turn up fit for work in a state that enables them to conduct their work in a safe manner.

- Notify their line supervisor or manager if they believe their ability to safety undertake their duties is impaired due to fatigue.

3. Procedures

3.1 What is fatigue?

Fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

The following table provides a summary of common causes of fatigue;

General causes	Work related causes	Non-work related causes
Inadequate amounts of restorative sleep (less than 7-8 hours)	Poor scheduling	Family responsibilities, including sleep disruptions from young babies or ill family members
Long periods of being awake (more than 17 hours)	Extended hours of work and call-out requirements. Second Jobs	Social, community and sporting obligations
Sustained mental or physical effort	Aspect of tasks e.g. greater workload within a standard shift resulting in sustained mental and physical effort, and large amounts of driving	Inappropriate use of alcohol, medication or illicit drugs
Disruption to internal biological clock	Inadequate rest breaks	Stress from financial difficulties or personal relationships
Health and emotional issues	Work environment e.g., noise and temperature extremes, conflict with supervisor, managers or colleagues	Physiological e.g., age, medical or mental health conditions, sleeping disorders

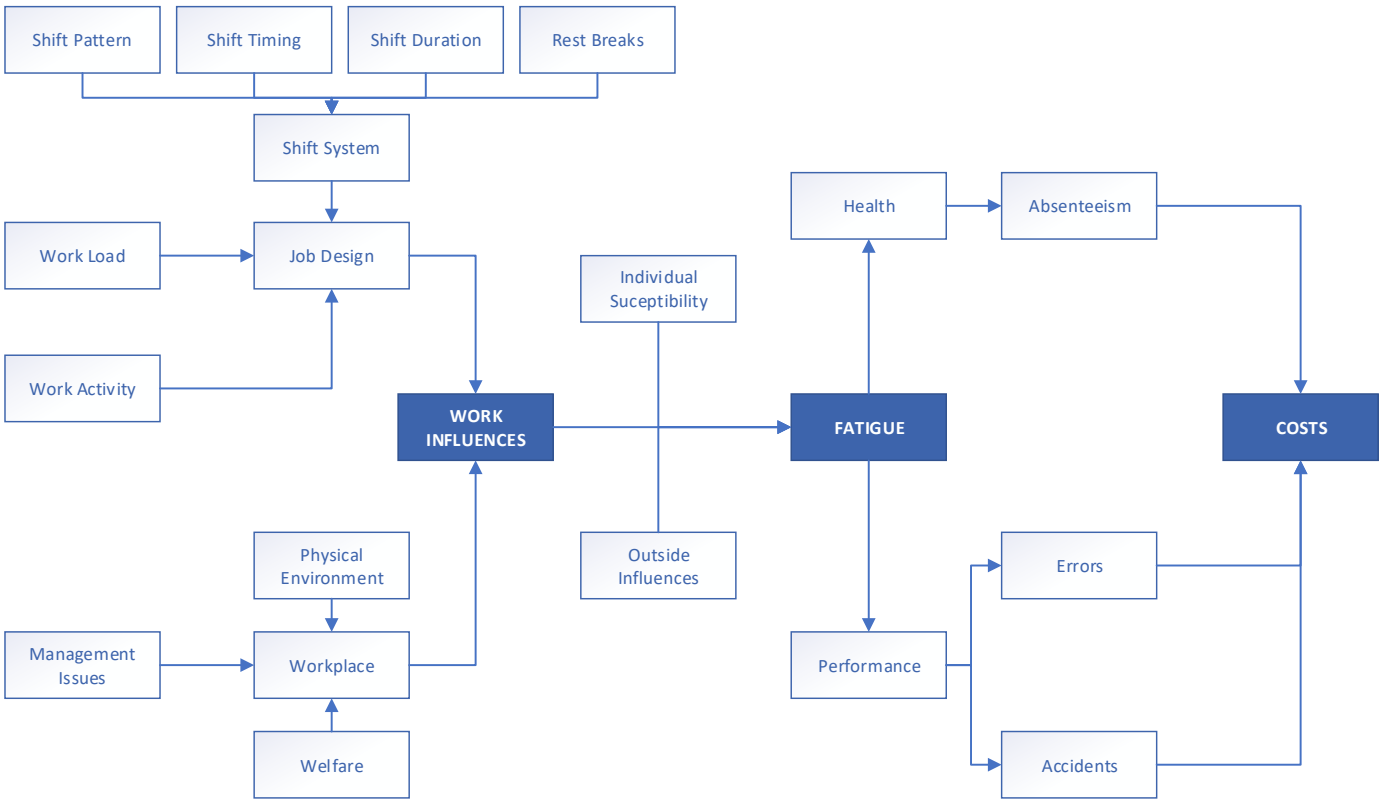
3.2 What are the risks associated with fatigue?

Fatigue can adversely affect safety at the workplace. Fatigue reduces alertness, which may lead to errors and an increase in incidents and injuries. As a worker experiences rising fatigue levels, there are corresponding physiological, behavioural and emotional changes that may impact on the ability of a worker to safely undertake work. The following signs or symptoms may indicate a worker is affected by fatigue:

- excessive yawning or falling asleep at work
- short-term memory problems and an inability to concentrate
- noticeably reduced capacity to engage in effective interpersonal communication
- impaired decision-making and judgment
- reduced hand-eye coordination or slow reflexes
- other changes in behaviour, for example repeatedly arriving late for work
- increased rates of unplanned absence.

A fatigued worker may also experience symptoms not obvious to others including:

- feeling drowsy
- headaches
- dizziness
- difficulty concentrating
- blurred vision or impaired visual perception
- a need for extended sleep during days off work.



The Causes and Consequences of Fatigue (HSG256).

3.3 Management of fatigue

Managers must utilise a risk assessment process to identify and manage the risks associated with fatigue. This involves the following steps:

STEP 1 – Hazard identification - Identify the factors which may cause fatigue in the workplace.

STEP 2 – Risk assessment: inherent risk - Assess the risks of injury from fatigue.

STEP 3 – Control risks - Control the risks by implementing the most effective risk control measures reasonably practicable in the circumstances.

STEP 4 – Risk assessment with control measures: residual risk - Re-assess whether the risks of injury from fatigue are adequately controlled.

STEP 5 – Monitor and review control measures - Review risk control measures to ensure they are working as planned.

When undertaking the risk assessment, it is important for managers to ensure workers are consulted at each of step of the process. This encourages everyone to work together to identify fatigue risk factors and implement effective control measures. Consultation also helps to raise awareness about the risks associated with fatigue.

3.4 Identification of factors that may cause fatigue

The first step in the risk management process is to identify all reasonably foreseeable factors which could contribute to and increase the risk of fatigue. Fatigue is often caused by a number of inter-related factors which can be cumulative. Common factors that may contribute to fatigue are:

- Work schedules which limit the time workers can physically and mentally recover from work. This may include workers who undertake shift work, night work, work extended hours or are not able to take regular breaks.
- Job demands, particularly work that requires extended periods of work that is physically or mentally demanding.
- Sleep, including the length of sleep time, the quality of sleep and the time since sleep.
- Environmental conditions, such as exposure to heat, cold, vibration or noise, can make workers tire quicker and may impair performance.
- Non-work-related factors, such as a worker's lifestyle, family responsibilities or health may all increase the risk of fatigue.

Methods that managers may utilise to identify whether there are any of the above risk factors affecting their workers include:

- consulting with workers
- examining work practices and systems of work
- examining human resource records and data such as timesheets and overtime payments
- incident data and the findings of incident investigations
- seeking advice and information from the Health and Safety representative or other relevant experts.

3.5 Assessing the risk

Once a manager has identified factors which may cause fatigue, they should undertake an assessment of the risk to consider:

- where, which and how many workers are likely to be at risk of becoming fatigued
- how often fatigue is likely to occur
- the degree of harm which may result from fatigue
- whether existing control measures are effective
- what action should be taken to control the risk of fatigue
- how urgently action to control the risk needs to be taken.

When assessing risks, contributors to fatigue should not be considered in isolation. For example, job demands, hours of work and environmental conditions may all increase the risk of fatigue in the workplace. The risks of injury from fatigue may increase if workers work long daily hours in a physically or mentally demanding job.

3.6 Controlling the risk

The best way to control the health and safety risks arising from fatigue is to eliminate the factors identified as causing fatigue at the source. If elimination is not reasonably practicable, the risks must be minimised. The determination of the most effective controls to manage the risks associated with fatigue should always be identified in consultation with workers where possible.

This section outlines common control measures that may be considered based on the factors identified as contributing to or increasing the risk of fatigue. Form 48 for a summary of common control measures based on risk factors that may contribute to fatigue.

3.6.1 Work scheduling

Control measures for fatigue risks which can be built into the work scheduling may include:

- Plan a workload that is appropriate to the length and timing of the shift.
- Designing working hours and scheduling to allow for good sleep opportunity and enough recovery time between work days or shifts for travelling, eating, washing and sleeping. Where possible, a minimum of a 10-hour break should be provided between shifts
- If reasonably practicable, schedule a variety of tasks to be completed during the shift and allow workers some choice about the order they need to be done in.
- Avoid scheduling demanding, dangerous, monotonous and/or safety-critical work during the night, early morning, towards the end of long shifts and during other periods of low alertness.
- Consider increasing supervision during key periods of low alertness, eg during the night, early morning, towards the end of long shifts and other periods of low alertness.
- Make sure supervisors and team members with responsibility for shift-working arrangements are aware of the risks associated with shift work and can recognise shift work-related problems
- Control overtime and shift swapping by monitoring and recording hours worked and rest periods. Discourage workers from taking second jobs.
- ensuring workers have and take adequate and regular breaks to rest, eat and rehydrate
- considering alternative options to face-to-face meetings, for example teleconferencing or video conferencing so workers are not required to spend time travelling to meetings.
- Flexible working patterns, reduced hours or workload and working from home (when relevant).

3.6.2 Shift work and plans

Consideration should be given to implementing additional specific control measures when planning work schedules and assigning operatives for specific work arrangements, including shift and night work, seasonal, emergencies and on-call arrangements. These may include:

- structuring shifts and designing work plans so work demands are highest towards the middle of the shift and decrease towards the end
- avoiding morning shifts starting before 6am where possible
- Where possible, adopt a forward-rotating schedule for rotating shifts rather than a backward-rotating schedule.
- In general, limit consecutive working days to a maximum of 5-7 days and make sure there is adequate rest time between successive shifts.
- When switching from day to night shifts or vice versa, allow workers a minimum of 2 nights' full sleep.

- overlapping consecutive shifts to allow enough time for communication at shift handovers
- minimising overtime allocation after afternoon or night shifts
- consider if night work is necessary and rearrange schedules so non-essential work is not carried out at night
- providing information to shift workers including tips for them to prevent and manage the risk of fatigue.

3.6.3 Job demands

Control measures to prevent or minimise the risk of fatigue associated with job demands can include:

- ensuring fit-for-purpose plant, machinery and equipment is used at the workplace (e.g. ergonomic furniture, lifting equipment)
- redesigning the job to limit periods of excessive mental or physical demands
- considering job rotation to limit a build-up of mental and physical fatigue
- developing contingency plans for potential situations where workers may have to unexpectedly work longer hours, more shifts or a long sequence of shifts
- planning for expected changes in work flow including anticipated peaks and troughs throughout the year.

3.6.4 Environmental conditions

Control measures to prevent or minimise the risk of fatigue associated with environment conditions can include:

- avoid working during periods of extreme temperature or minimise exposure time through job rotation
- provide a cool area where workers can take a rest break and rehydrate in hot work environments
- consider installing ventilation and mechanical cooling devices in hot, small and enclosed spaces
- provide adequate facilities for rest and meal breaks
- install adjustable, low-vibration seats in machinery and vehicles and provide low vibration hand held equipment
- consider the provision of Personal Project Equipment (PPE)
- provide and maintain a workplace which is well lit, safe and secure.

3.6.5 Non-work-related factors

Workers have a duty to take reasonable care for their health and safety and this includes enough sleep so they can arrive fit for work.

3.6.6. Pre-Existing Health Conditions

Employees diagnosed with medical conditions such as MS (Multiple Sclerosis), ME (Myalgic Encephalomyelitis)/Chronic Fatigue Syndrome, Fibromyalgia,

All the above include fatigue as a recognised symptom, that is likely to impact upon the individual’s day to day physical and mental health, and may impact upon their performance.

Similarly, employees who are required to take certain medication, anti-depressants or opiate painkiller etc can cause fatigue.

If the affected employee is required to operate any heavy machinery or drive as part of their role, details of the side effects of any medication will need to be obtained/provided

3.7 Review requirements

Once control measures are implemented, managers should establish mechanisms to monitor and review the controls, to ensure they continue to be effective in managing fatigue.

Managers need to consider the risks associated with fatigue when determining the frequency of reviews, with high-risk hazards needing more frequent assessments. Control measures should also be reviewed when:

- there is any indication risks are not being controlled
- new tasks, equipment, procedures or schedules are introduced
- changes are proposed to the work environment, working hours and schedules
- there is an incident due to fatigue at the workplace
- new information regarding fatigue becomes available
- if a health and safety representative requests a review

3.8 Call-outs

Should a worker be required to attend call-outs of a volume or duration that prevents their ability to obtain sufficient rest prior to the next shift (e.g., 10 hours as per section 3.6.1), their manager should discuss with the worker whether they require a later commencement time for their next shift to allow sufficient time to rest.

3.9 Emergencies

3.9.1 Planning for an emergency

The nature of the company's business may expose workers to the effects of emergency situations and as such, managers need to plan for the fatigue risks associated with managing these events. This plan should be developed in consultation with workers in their team, along with any other teams that may be involved in managing the event.

The following should be considered when developing this plan:

- establishing an emergency plan which considers the following:
  - numbers of workers
  - skill sets required
  - duration workers are required per day
  - regular rotation of worker to ensure adequate rest and recovery.
- whether people need to be sent home when an emergency is announced to allow sufficient rest time prior to participating in the emergency plan
- whether backfilling arrangements are required for workers that form part of the emergency team
- any transportation requirements, particularly supporting workers to return home following periods of extended work or work that is physically or mentally demanding
- whether facilities should be provided to allow workers to rest or sleep.

3.9.2 Management of fatigue during an emergency

At the beginning of an emergency the manager should review their emergency plan with the team to ensure that it will effectively manage the fatigue risk factors associated with the emergency. Consideration will also need to be given to the workers who will undertake the

roles identified in the emergency plan and whether any workers need to be sent home to participate in the plan at a later time.

In addition, during the emergency the manager should:

- monitor how effective the emergency plan is at managing fatigue levels
- ensure workers participating in the emergency have sufficient food and water to sustain them during the emergency
- instruct workers to take rest breaks during periods where critical work is not required
- ensure workers are not placing themselves at increased risk of injury due to fatigue levels
- encourage workers to speak up about their fatigue levels if they believe there is a risk to the safety of themselves or others
- arrange for alternative methods of transport home for workers at increased risk of injury due to fatigue levels.

3.10 Driving and Travel

Fatigue slows a driver's reaction time and affects their scanning ability and information processing skills. Driving between the hours of midnight to dawn is especially dangerous, and night shift workers should consider these increased dangers when driving during these times.

Workers driving vehicles to and from work or for long periods of their working day should:

- plan any driving or travel well in advance
- avoid driving after being awake for a continuous period of 17 hours
- avoid driving if they have not accumulated more than five hours sleep in the previous 24 hours or 12 hours sleep in the previous 48 hours
- avoid driving for more than 8-10 hours in any one day
- ensure adequate sleep the night before a long journey
- share driving where possible
- take a rest break from driving of at least 10 minutes every two hours or more frequently if feeling tired
- if concerned about the fatigue risks, consider arranging an alternative method of transport and/or accommodation.

Where work duration reaches 14 hours (including travel time), a worker is to be provided with transport for the return journey to their home or provided with a suitable place for sleep or rest prior to driving home. Note that manager approval is required prior to any workers undertaking this duration of work.

In addition, the following tips to manage fatigue when driving should be followed:

- avoid driving when you are tired
- avoid using the heater as it can make you feel drowsy. In cool conditions direct warmth to your feet, and open the window a little to allow fresh air on your face
- keep your mind active by listening to the radio while driving
- share the drive with other people.

It is important to note that these methods only have an effect for approximately 15 minutes. Therefore, whenever a worker is driving a vehicle and begins to feel fatigued or consider that

they are at risk of falling asleep, turning up the radio or relying on cold air should only be used as a method to stay awake until they find a safe place to pull over and rest.

Forms to be used with this procedure:

- **FORM 48 Fatigue Risk Controls**

46.0 Mental Health and Wellbeing

Our policy in relation to our employees Mental Health and Wellbeing from our work scope is to avoid or reduce those risks through effective management.

The Menth Health and Wellbeing of all personnel who may be affected is considered and appropriate control measures implemented. Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health may be, or has been, affected in the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Our goals with regard to Mental Health and Wellbeing are;

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- Prevent, so far as is practicable, those circumstances detrimental to health and wellbeing.
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employee's active participation in a range of initiatives that support mental health and wellbeing.

While recognising that the Abbey Construction Services Limited has a legal obligation to manage work-related factors that could harm employees' health and wellbeing, including work-related stress, we acknowledge that the majority of those who describe their wellbeing as poor attribute this to a combination of problems both at work and outside work in their personal life. This policy, therefore, makes no distinction between work-related and personal factors in supporting employee health and wellbeing.

<u>Definitions;</u>

Health – "health is a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity."

Mental Health – "Mental Health is defined as a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his society."
(World Health Organisation, 2014)

In order to avoid stigmatised terms which may deter employees from accessing the guidance and support required at work, in this policy the terms **health and wellbeing** are used as alternatives to **physical and mental health**.

Abbey Construction Services Limited
SAFETY, HEALTH AND ENVIRONMENTAL POLICY
AND MANAGEMENT SYSTEM

1. Purpose

The purpose of this policy is for Abbey Construction Services Limited to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

Abbey Construction Services Limited believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

2. Responsibility

Abbey Construction Services Limited is responsible for:

- promoting a culture of co-operation, trust and mutual respect;
- providing support and advisory services through Staff Counselling, Occupational Health Service and access to qualified Mental Health First Aiders;
- providing information on resources and services external to the workplace;
- ensuring that there is advice and guidance on procedures to support staff experiencing health and wellbeing issues, and their colleagues/line managers;
- ensuring that mental health first aid training is available for staff;
- Complete the Management standards indicator tool found on the HSE website
- encouraging a non-stigmatising work environment for all staff within Abbey Construction Services Limited;
- ensuring sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.

Managers have a responsibility to:

- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals.
- manage the implementation and review of this policy.
- risk assessing work-related stress within their department
- instructing managers and supervisors in stress prevention;
- providing staff with wellbeing awareness information, this may be in the form of toolbox talks;
- defining clear roles for employees and ensuring that the employees are competent to undertake their roles;
- treating team members with consideration and dignity, and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- ensuring that any member of their staff who is affected by health and wellbeing issues is appropriately and sensitively supported;
- ensure that they are aware of guidance, policy and available support and advisory services in relation to health and wellbeing;
- ensure that they, and appropriate members of their staff, attend training on health and wellbeing; by encouraging staff to participate in events and initiatives undertaken by the Abbey Construction Services Limited to promote wellbeing;
- supporting and encouraging flexible working practices wherever practical to do so;
- taking action where the performance and/or behaviour of a staff member may cause stress to their colleagues.
- reviewing annually the management information provided by HR and monitoring factors that might suggest there is a problem with stress-related illness;
- reviewing audits on the management of stress through the Safety Services audit programme; and ensuring that recommendations are considered and taken forward as appropriate.

All **employees** are encouraged to:
- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing Abbey Construction Services Limited
- support fellow workers in their awareness of this policy
- support and contribute to Abbey Construction Services Limited aim of providing a mentally healthy and supportive environment for all workers.

All **employees** have a responsibility to:
- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- informing their manager of health and wellbeing difficulties so that appropriate support can be put in place;
- raising concerns with their manager about workplace pressures and asking for help;
- participating in appraisals and responding to training and development opportunities;
- treating all team members with consideration and dignity and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- contributing towards a non-stigmatizing culture;
- upholding confidentiality (wherever safety is not compromised);
- supporting peers within appropriate limits and boundaries.
- Complete the Management standards indicator tool found on the HSE website.

3. Procedures

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Policy actions:

- Reduce discrimination and stigma by increasing awareness and understanding Mental Health and Wellbeing
- Give employees information on and increase their awareness of Mental Health and Wellbeing.
- Include information about the mental health policy in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Promote the Five Ways to Wellbeing concept; **Connect**, **Be Active**, **Take Notice**, **Keep Learning**, **Give.** (FORM 49 Five ways to Wellbeing).
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.

- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties.

Policy actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro-active support to individual staff that experience mental health problems and pro-actively discuss referral to support services such as counselling, CBT etc
- Ensure employees are aware of the support that can be offered through occupational health department or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

To encourage the employment of people who have experienced mental health problems.

Policy actions:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and are trained in appropriate interview skills.
- Ensure all line managers have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue.

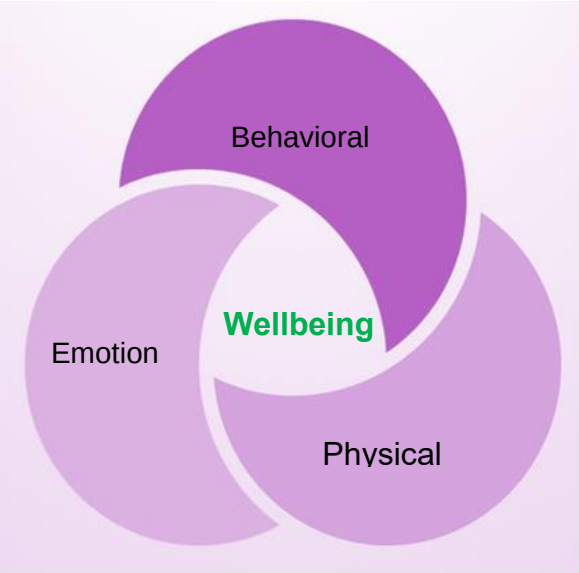
Policy actions:

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress
- Provide training in good management practices
- Provide confidential counselling and adequate resources.
- Align with other relevant policies e.g alcohol and absence management.

Stress is what can be experienced when individuals feel unable to cope with the pressures and demands placed upon them. Abbey Construction Services Limited recognise that certain

events will cause stress for many people. Some of these events are linked to daily lives in or out of work, some to the workplace and some to the actual job role.

Stress can come from any direction, and sometimes from several sources at once. It is important to recognise that it is how individuals react that causes stress, as well as the actual event itself. These reactions can be quite different between people experiencing the same event. For example, one person may thrive on deadlines as it gives them something to aim at and helps order their work – another may find them imposing or even threatening.
There are three areas to monitor – **physical**, **behavioural** and **emotional** issues. These often overlap, but we can put symptoms into these categories. The following list of typical symptoms is not exhaustive but does cover many of the common symptoms we can see in employees as reactions to stress.



Physical
- Cardiovascular problems (heart, blood pressure, shortness of breath, etc.)
- Headaches and migraine attacks
- Digestive problems (indigestion, ulcers, diarrhoea, constipation)
- Dizzy spells
- Muscle tension, leading to conditions such as back pain
- Nervous tension – including sweating, dilated pupils, high adrenalin levels, hot and cold spells, ‘lump in the throat’, ‘butterflies’, panic attacks
- Interrupted sleep patterns
- Skin problems

Behavioural
- Mood swings
- Uncharacteristic behaviour (e.g., someone who is normally cheerful and loud is quiet and withdrawn)
- Edginess/short temper/hypersensitive
- Nervous laughter/faster speech/fidgeting
- Lack of eye contact
- Restlessness/trembling
- More prone to accidents
- Changes in eating habits (over or under-eating leading, in extreme cases, to eating disorders such as anorexia)

- Absenteeism
- Low morale – less commitment to the job/less job satisfaction/less concerned
- Difficulty in decision making
- Confusion
- Unreasonable behaviour
- Escapism – alcohol and drug abuse, excessive smoking

Emotional

- Depression or boredom
- Anxiety
- Aggression
- Frustration
- Guilt
- Lack of confidence in self and maybe others
- Lack of self-esteem, even a loss of interest in outward appearance or personal hygiene
- Loneliness
- Tiredness (body and mind)
- Overwhelmed/unable to cope and eventually 'burn-out'.

Work Related Stress (WRS) Risk Assessment & Action Plan

There is a legal requirement to assess the nature and scale of risk to the health of employees in order to take the appropriate preventative and proactive steps. The WRS Risk Assessment Action Plan Form 51 should be used as a tool to identify the triggers and potential stress factors. The WRS Risk Assessment should be completed by the individual and Line Manager, it may also be necessary to invite another manager, if the individual feels this is appropriate. Once the potential stress triggers have been identified, it is then necessary to assign actions which will endeavour to eliminate or minimise the 'stressors', these arrangements should be agreed by all parties with realistic timescales and subject to regular review.

Managing Change

Change is happening all the time. However, it is recognised that dealing with the effects of organisational change can be challenging for those involved. It is important that during times of change, employees are kept up to date with information and managers should liaise directly with all parties for detailed advice. Employees should feel able to approach managers with questions relating to change. Regular and relevant communications from those managing and overseeing the period of change are critical.

Managing & Minimising Cases of Work-Related Stress

The Abbey Construction Services Limited WRS Risk Assessment can be used to identify a number of potential factors that may trigger stress. It is important for managers to understand how these factors impact the working environment, Abbey Construction Services Limited culture and employees' wellbeing.

Managers should be aware of any changes which may be introduced into the team which may affect employees. This could be the introduction of new processes or tasks, a reduction in employees' hours which in turn have implications for remaining employees and increased workload. Other triggers may include changes to existing employees' responsibilities or interpersonal relationships within teams.

Where symptoms of stress are identified by the Line Manager, other team members or raised by the individual concerned, the Manager should meet with the individual to discuss the potential triggers and what can be reasonably implemented to try and reduce any work-related stressors and or cope with the effects of personal/home life related issues.

Where employees have been absent from work owing to a stress related illness, a return-to-work plan should be agreed between the individual concerned, the Line Manager and the HR team May not have an HR Department. The return to work may be phased and increased over a period of time and may be with additional measures in place as identified via an Individual WRS Risk Assessment.

Forms to be used with this procedure:

- **FORM 49** **Five ways to Wellbeing**
- **FORM 50** **How to Manage Your Mental Health**
- **FORM 51** **Department work related stress (WRS) risk assessment action plan**
- **FORM 52** **Individual WRS Assessment and Support Plan**

47.0 Management of Stress Policy and Procedure

Our policy in relation to our employees' stress management from our work scope is to avoid or reduce those risks through effective management.

The stress management of all personnel who may be affected is considered and appropriate control measures implemented. Stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees equally.

We will adhere to all relevant HSE and industry guidance and codes of practice.

We accept that health and safety are management responsibilities; however, we rely on the co-operation of all of our employees to meet this obligation, we consider that every employee has the obligation and right to inform management if they feel that their own health may be, or has been, affected in the course of their work.

We expect our employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

Our goals with regard to stress management are;

- To build and maintain a resilient workplace environment and culture that supports stress management and prevents discrimination
- Prevent, so far as is practicable, those circumstances detrimental to stress.
- To increase employee knowledge and awareness of stress, what causes stress and how to deal with stress.
- To reduce stigma around stress in the workplace.
- To facilitate employee's active participation in a range of initiatives that support dealing with stress and developing resilience.

While recognising that CEO has a legal obligation to manage work-related factors that could affect employees' work-related stress, we acknowledge that the majority of those who describe their wellbeing as poor attribute this to a combination of problems both at work and outside work in their personal life. This policy, therefore, makes no distinction between work-related and personal factors in supporting employee stress management.

Definitions;

HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

1. Purpose

The purpose of this policy is for Abbey Construction Services Limited to establish, promote and maintain the awareness of stress management of all staff through workplace practices, and encourage staff to take responsibility for their own stress management regarding work and outside of work.

Abbey Construction Services Limited believes that the stress management and resilience of our staff is key to organisational success and sustainability.

2. Responsibility

CEO is responsible for:
- promoting a culture of co-operation, trust and mutual respect;
- providing support and advisory services through Occupational Health Service and access to qualified Mental Health First Aiders;
- providing information on resources and services external to the workplace;
- ensuring that there is advice and guidance on procedures to support staff experiencing stress related issues, and their colleagues/line managers;
- Complete the Management standards indicator tool found on the HSE website
- encouraging a non-stigmatising work environment for all staff within Abbey Construction Services Limited;
- ensuring sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.

Managers have a responsibility to:
- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals.
- manage the implementation and review of this policy.
- risk assessing work-related stress within their department
- instructing managers and supervisors in stress prevention;
- providing staff with stress management information, this may be in the form of toolbox talks;
- defining clear roles for employees and ensuring that the employees are competent to undertake their roles;
- treating team members with consideration and dignity, and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- ensuring that any member of their staff who is affected by stress related issues are appropriately and sensitively supported;
- ensure that they are aware of guidance, policy and available support and advisory services in relation to stress management;
- ensure that they, and appropriate members of their staff, attend training on stress management; by encouraging staff to participate in events and initiatives undertaken by Abbey Construction Services Limited to promote stress management and awareness;
- supporting and encouraging flexible working practices wherever practical to do so;
- taking action where the performance and/or behaviour of a staff member may cause stress to their colleagues.
- providing planning, training and support that can reduce pressure and bring stress levels down.
- reviewing annually the management information provided by HR and monitoring factors that might suggest there is a problem with stress-related illness;

All **employees** are encouraged to:
- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing Abbey Construction Services Limited
- support fellow workers in their awareness of this policy
- support and contribute to Abbey Construction Services Limited's aim of providing a mentally healthy and supportive environment for all workers.

All **employees** have a responsibility to:

- take reasonable care of their own stress management, including physical health and wellbeing
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- informing their manager of stress management difficulties so that appropriate support can be put in place;
- raising concerns with their manager about workplace pressures and asking for help;
- participating in appraisals and responding to training and development opportunities;
- treating all team members with consideration and dignity and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- contributing towards a non-stigmatizing culture;
- upholding confidentiality (wherever safety is not compromised);
- supporting peers within appropriate limits and boundaries.
- Complete the Management standards indicator tool found on the HSE website.

3. Procedures

Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether an employee can cope.

There are six main areas of work design which can affect stress levels. Management which is in place should be suitable and sufficient. They are:

Demands
- Includes issues such as workload, work patterns and the work environment.

Control
- How much say do the people have over the way they work?

Support
- Includes encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

Relationships
- Includes promoting positive working to avoid conflict and dealing with unacceptable behaviour

Role
- Do people understand their role within the organisation and does the organisation ensure roles are not conflicting?

Change
- How is organisational change (large and small) managed and communicated?

Employers should assess the risks in these areas to manage stress in the workplace.

Possible sources of stress in the work place include;

Work organisation and conditions:
- Continual changes in work
- Over promotion
- Lack of control over work
- Complexity and demands of new work systems
- Job insecurity
- Low pay or low status
- Unclear reporting lines Lack of facilities for rest breaks
- Long work hours

- Lone working
- Lack of participation in decision making
- Excessive workload Inadequate staffing
- Lack of recognition of promotion prospects

Work relationships
- Inconsistent management
- Conflicting demands
- Lack of support or assistance
- Surveillance
- Social isolation
- Time pressures
- Boring or repetitive work
- Stakeholder complaints
- Under-use of skills
- Lack of appropriate training
- Poor communication from management
- Violence, actual or threatened
- Bullying
- Uncertainty about responsibilities
- Harassment
- Responsibility for others

Physical conditions
- Excessive noise
- Poor lighting
- Poor temperature control
- Poor ventilation
- Poor equipment
- Poor workstation design
- Exposure to adverse weather conditions
- Exposure to fumes, chemicals or other unpleasant chemicals

3.1 Risk Assessment
The Management of Health and Safety at Work Regulations 1999 require employers to assess health and safety risks, including stress, and to introduce suitable control measures based on such risk assessment. Priority will be given to assessing the causes of stress at work and introducing measures to reduce or, where reasonably practicable, prevent it.

3.2 Organisational Risk Assessment
A key component of Organisational Risk assessment will be the use of the complete series of questions from the Health & Safety Executive Stress Management Standard questionnaire, now embedded in the regular staff survey. (Form 51 Department Work Related Stress Risk Assessment Action Plan)

This will be used to identify ‘hot spots’ where stress is identified as a particular issue within the organisation.

The information arising from the survey will be considered in conjunction with other organisational data, such as absence management statistics and occupational health activity statistics, to give a more detailed and informed picture of the incidence of work-related stress and its causes.

3.3 Post Survey actions

The results of the survey element of the risk assessment will be analysed by appropriate staff, using the HSE Management Standard Indicator Tool software, to identify the primary causal factors associated with work-related stress in the particular subject area.

The CEO will then work with and advise managers and staff on how to address the significant issues highlighted by the survey results. This will include engaging the assistance of employees, as appropriate, to facilitate identification of and potential resolution to the specific issues contributing to work-related stress.

3.4 Local Risk Assessment

Routine regular staff meetings and one-to-one sessions with employees should be used to discuss ongoing work activities to assess whether they currently have or are likely in the future to have the potential to cause stress.

Individual Stress issues may come to light at any time throughout the year and should be addressed by the Manager at the first appropriate opportunity. There is a work-related stress hazard identification document (Form 52 Individual WRS Assessment and Support Plan), which may be a helpful tool to use to agree suitable mechanisms to support the individual.

In the course of ongoing performance management, the issue of workload and related stress may also come to light. If so, managers should use the opportunity to begin to discuss and address the matter with their member of staff. If an issue is raised during a Performance and Development Review meeting, they may decide to deal with the issue promptly, but separately and outside the formal review process.

3.5 Review

Review of the risk assessments is recommended to be undertaken on an annual basis to ensure that objectives are being met and the stress management of Abbey Construction Services Limited is being controlled to an acceptable standard.

Forms to be used with this procedure:

- **FORM 51** **Department work related stress (WRS) risk assessment action plan**
- **FORM 52** **Individual WRS assessment and support plan**
- **FORM 53** **How to Stress Management**

APPENDIX A

HEALTH AND SAFETY FORMS

APPENDIX B

COSHH ASSESSMENTS

APPENDIX C

GENERIC RISK ASSESSMENTS

APPENDIX D

GENERIC METHOD STATEMENTS

APPENDIX E

LEADING HEALTH AND SAFETY AT WORK