



SYANNA

Refurbishments & Fabrications

# Health & Safety Manual

Issue No. 9  
January 2024

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Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluated prior to the policy being updated.

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

This Policy is supported by J Dawson Consultancy

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# Section 1

## General Statement of Health & Safety Policy

### HEALTH AND SAFETY POLICY STATEMENT

This safety policy is written in accordance with the Health and Safety at Work Act 1974 and all relevant legislation, including the Management of Health and Safety at Work Regulations 1999.

It is the policy of Syanna Limited to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of all its employees and all other persons who may be affected by our acts or omissions (e.g., members of the public). In addition, we operate a “Worksafe” policy, and all our employees and sub-contractors have the right to refuse to carry out any works without recourse should they genuinely believe it poses an unacceptable risk to theirs, or others, safety, health, or wellbeing.

Our Policy includes the following principles:

- Placing Health, Safety and Welfare in the highest category of management’s responsibility
- Promoting safety awareness among all employees through on-going training.
- Ensuring that health and safety is never compromised for other objectives.
- Encouraging all employees to involve themselves with the company’s philosophy regarding Health and Safety.
- Provide the effective control, monitoring systems and review of the measures arranged for the policies and procedures adopted by the company.

The Company also undertakes to:

- Provide a safe place of work for all its employees and other persons on the company premises or site.
- Ensure the safe use, handling, transportation and storage of substances.
- Provide suitable and adequate information, instruction, supervision and training.
- Provide safe systems of working.
- Provide safe access and egress from its premises and work sites.

This policy document will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed at least annually.

Signed:   
**Kam Huseyin - Director**

Date: **January 2023**

### ENVIRONMENTAL POLICY STATEMENT

Syanna Limited is committed to improving environmental performance by driving down CO2 emissions and reducing, reusing, and recycling waste.

We recognise that what we do today, affects the environment of both current and future generations and we are therefore committed to continuous environmental improvement. Our policy is to manage our businesses in such a manner as to have minimum impact on the environment in which we operate.

In pursuit of our environmental objectives, we shall:

- Integrate environmental performance considerations into our businesses operations.
- Identify the aspects of our business that will have an impact on the environment.
- Comply with environmental legislation, regulations, and best practice.
- Prevent pollution and contamination.
- Measure and manage energy and fuel consumption.
- Set reduction targets for waste, fuel, and energy usage.
- Minimize where possible the use of resources (materials, fuel, and energy) thereby reducing waste.
- Re-use and re-cycle waste materials where possible.
- Encourage our contractors and suppliers to work with us in securing beneficial change in our shared environmental impacts.
- Communicate this policy to all persons working for or on behalf of our organization.
- Support the purchase of energy efficient products, services, and design for energy efficient performance.

Syanna Limited's energy and environmental policies recognises a long-term commitment to update company practices according to advances in environmental understanding, technical advancements, and changes in environmental law and best practice guidance.

We also recognise that environmental objectives can only be achieved through the personal involvement of our employees. In practical terms this means a willingness of all employees to demonstrate a commitment to our environmental objectives through implementation of, and adherence to the environmental policy, processes, procedures, and best practice guidance.

The company generally adheres to the principles of the ISO14001:2015 Standard for Environmental Management.

Signed:   
**Kam Huseyin - Director**

**Date: January 2023**

## **Section 2**

# **Organisation & Responsibilities**



## Health & Safety Manual

### ORGANISATION

Syanna Limited currently has fewer than 5 employees and utilises primarily sub-contracted and self-employed labour. The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the **DIRECTOR**, but specific duties are delegated to others according to their experience and training.

The Director will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content and that this policy is adopted by all employees, sub-contractors, and visitors.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an external safety consultancy (Jon Dawson, of J Dawson Consultancy) has been appointed to provide health and safety advice and assistance to the Director of Syanna Limited.

The contact details for this person will be clearly displayed on the company notice board.

### IMPLEMENTATION OF THE POLICY

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested with the Director, responsibility for the day-to-day application of the policy is delegated to the Site Supervisors on a day-to-day basis.

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominated employees who are to ensure the following are carried out:

• Overall responsibility for Health & Safety	Director
• Day to day responsibility for Health & Safety	Site Supervisor
• DSE Assessments	Office Manager
• Company Induction	Office Manager
• Site Induction Training	Site Supervisor
• COSHH Assessments	Director and Site Supervisor
• Risk Assessments	Director and Site Supervisor
• Statutory Inspections	Director and Site Supervisor
• Portable Appliance Testing	Director and Site Supervisor
• Manual Handling Assessments	Director and Site Supervisor
• Site Fire Checks	Fire Marshal(s)
• First Aid Box Content Checks	Appointed First Aider
• PPE Inspections	Site Supervisor & PPE Users

All individuals are however expected to:

- take reasonable care for the health, safety and welfare of themselves, fellow personnel, and anyone else who may be affected by their acts or omissions.
- co-operate with others in the discharge of their duties.
- work in accordance with all safety procedures

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage and waste, and decisions about other priorities (e.g., programme and profit) are to take proper account of health and safety requirements.

Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk assessments, are to be established, implemented, and monitored so as to ensure appropriate standards of safety at all times.

## Health & Safety Manual

High standards are to be applied in complying with legislation regarding the health and safety of members of staff and others affected by our acts and omissions. Proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personnel protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to members of all staff.

All accidents, no matter how minor, are to be reported and recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The accident book is located in the following location:

**SITE(S) OFFICE - UNLESS SPECIFIED OTHERWISE ON A PROJECT-BY-PROJECT BASIS**

All accidents and incidents should be reported to:

**KAM HUSEYIN - DIRECTOR**

Safety training programmes are to be promoted with the object of achieving personal awareness of risks and hazards, and knowledge of personal responsibility.

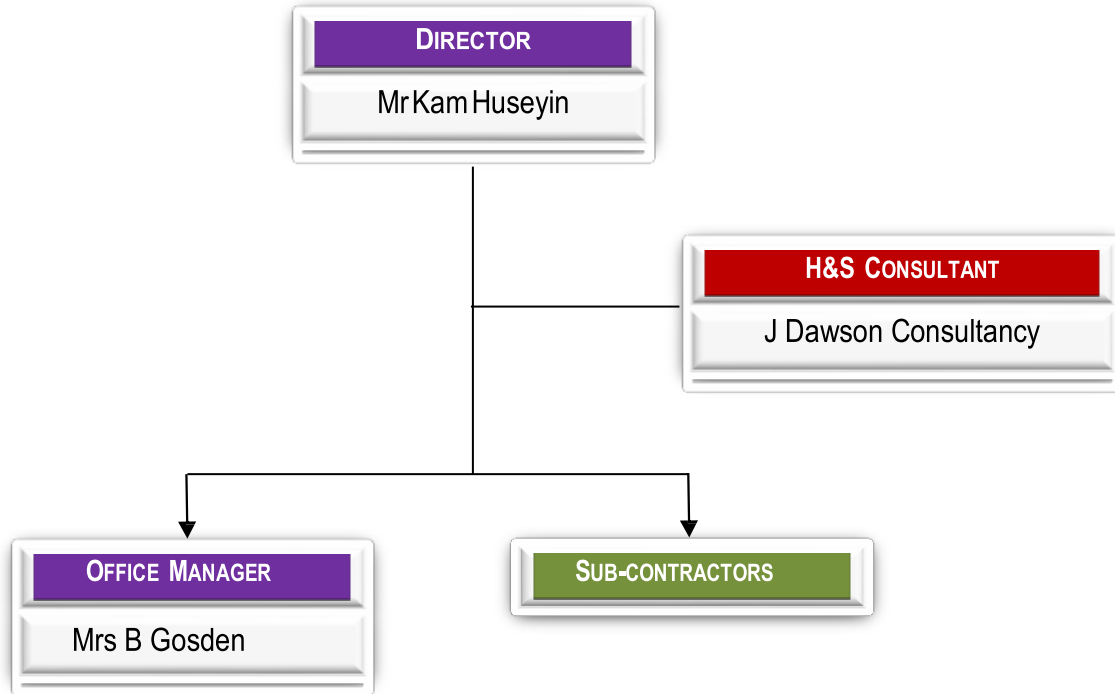
Facilities for joint consultation on matters of safety, health and welfare will be available through the Company. The agreements reached through these consultations will be taken into account, when the policy is reviewed, periodically as required.

Arrangements for implementation of the Policy are the responsibility of the Director.

The Policy is to be explained to all new staff/sub-contractors as part of their induction training, before they start work, and a copy of the policy will be made available for reference.

An annual review of the Health and Safety Policy and Procedures Manual will be carried out in conjunction with our safety consultant to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all concerned.

**COMPANY HEALTH & SAFETY ORGANISATION**



## RESPONSIBILITIES

### DIRECTOR

The Director (Mr Kam Huseyin) has overall responsibility for the organisation's Health, Safety and Welfare; however he delegates day to day responsibility to each of the SITE SUPERVISORS/FOREMEN.

The Director or his deputy will:

- Be responsible for overall implementation of the company's Health and Safety policy to prevent injury, ill health, damage, and wastage.
- Appoint a competent person to manage health and safety within the company.
- Ensuring that adequate financial provisions are made available for the implementation of the policy and setting targets for the reduction of accidents.
- Ensuring sub-contractors (including those self-employed) are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the works.
- Encouraging training for all levels.
- Ensuring that safety directives (new legislation, etc.) are communicated to site.
- Promoting the liaison on health and safety matters between the company and others working on the site, including the Client, Principal Designer, Principal Contractor, Designers, and other Contractors.
- Promoting an interest and enthusiasm for health and safety matters throughout the company and fostering, within the firm, an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.
- Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Attending regular meetings with the appropriate personnel to discuss company accident prevention, site performance, contractor performance and future possible improvements etc.
- Determining at planning stage:
  - The most appropriate order and method of working
  - The provision of adequate lighting and safe method of electrical distribution
  - The allocation of responsibilities to each level of staff
  - The welfare facilities and basic fire precautions required.
  - Any equipment, training or instruction required for personnel.
- Providing written instructions in unusual situations not covered by company policy to establish working methods and outline potential hazards at each stage and indicates precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health, Noise, Manual Handling and the Management of Health and Safety. Make them available to the Supervisor and discuss them fully.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site teams are made aware of any potentially unsafe conditions or practices which he may come across.

### OFFICE MANAGER

The responsibilities of the Office Manager are to ensure that within their areas of control, they will:

- Report any defects with office equipment to the Director.
- Identify the position of the fire-fighting equipment and emergency exits.
- Maintain the contents of the office First Aid Box.
- Know the procedures to be taken in the event of a fire.
- Reporting any accident or damage, however minor, to the Director.
- Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
- Not attempt to lift or move, without assistance, articles, or materials so heavy as likely to cause injury.
- Not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Co-operate with the employer on all safety matters.

- Suggest ways of eliminating hazards and improving working methods within the office environment.
- Warn visitors to the office, particularly young people, of known hazards and office procedures.

### **SITE SUPERVISOR**

The appointed Site Supervisor (which may be the Director) has delegated day-to-day responsibility for the organisation's Health, Safety and Welfare for all their specific areas of control.

The Site Supervisor will:

- Accept formally and publicly his role in assisting the Director in providing health and safety leadership in the Company.
- Ensure that company policies are effectively administered, monitored and that necessary alterations are made to the policies to reflect changes in legislation or company development.
- Ensure that appropriate resources are made available for Health and Safety and that those resources are adequate to enable the company to fulfil its statutory Health and Safety obligations.
- Ensure that health and safety awareness is encouraged and maintained at all levels throughout the site - this will be achieved in many ways including through the provision of information, instruction, training, and effective supervision.
- Ensure that the dangers of health and safety complacency are minimised by encouraging a culture of continuous improvement and accident prevention.
- Ensure there are adequate welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.
- Reprimand any member of the site staff failing to discharge satisfactory their responsibilities for health and safety.

### **HEALTH & SAFETY CONSULTANT**

J Dawson Consultancy, in agreement with management, provides Syanna Limited with the following services:

- Development of our health and safety documentation and keeping it updated for:
  - changes in Health and Safety legislation relevant to us
  - organisational changes which affect our management system.
- Consultant visits to designated sites, as and when requested, where the company operates to support our implementation of this Policy by:
  - assisting us to complete site-specific health & safety audits.
  - providing further training, as agreed, on relevant agreed topics.
  - reviewing and auditing our health and safety procedures and legal compliance
  - providing advice on implementing changes and system procedures.

### **SUB-CONTRACTORS**

All sub-contractors will be expected to comply with the company's Health and Safety Policy and submit their own Health and Safety Policy and procedures to the company for verification where appropriate.

Sub-contractors will receive a copy of this company's Safety Rules and Requirements and sub-contractors' operatives will be expected to be fully aware of what is required of them whilst working on the company's sites.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site and the general public and sub-contractors' employees must comply with any safety instruction given to them by the Supervisor.

All plant, equipment and tools brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of their competence.

Sub-contractors' employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site unless authorised and competent to do so. Where sub-contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that

it is inspected at weekly intervals by a suitably trained and competent person and the appropriate inspection report is completed.

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

Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the **DIRECTOR** or **SITE SUPERVISOR**.

Sub-contractors informed of any hazards or defects noted will be expected to take immediate action. Sub-contractors will provide the **DIRECTOR** or **SITE SUPERVISOR** with the name of the Responsible Person they have appointed to manage and control their works.

Suitable welfare facilities and first-aid arrangements in accordance with the Regulations must be provided by subcontractors for their employees, unless arrangements have been made for sub-contractors' employees to have the use of shared facilities, in which notification will be issued detailing the shared facilities provided. Subcontractors will be required to provide, when appropriate, that at least one of their workforces on site is a suitably trained first-aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations and information must be provided to the **SUPERVISOR** and any other person who may be affected on or off the site.

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

It is our policy that all operatives, sub-contractors, visitors, etc. on the company's sites will wear safety helmets and protective footwear at all times other than in areas specifically designated "no risk" areas by the **SUPERVISOR** or Principal Contractor. Subcontractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

The attention of all sub-contractors is drawn to their responsibilities under the Health and Safety at Work Act 1974, including in particular the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Sub-contractors are reminded that a breach of safety procedures could possibly result in removal from the site, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand the company Health and Safety Policy and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job Keep tools equipment in good condition.
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g., safety helmets, respirators, etc.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g., remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other workers, particularly new employees, and young people, of particular known hazards.
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it
- Report any damage to plant or equipment to your Supervisor Do not play dangerous practical jokes

or “horseplay” on site.

- Report to your Supervisor any person seen abusing welfare facilities provided
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working Suggest safer methods of working where known.

### **FIRST AIDERS**

Those persons appointed as first aiders are to have undergone suitable training by a competent training provider. First aiders are to ensure that this training remains current (normally every 3 years).

Trained and appointed first aiders are to:

- Provide immediate first aid to employees, as trained; Ensure that first aid kits are maintained.
- Record all accidents and first aid treatments in the Data Protection Act compliant accident book.
- Report all accidents to the appropriate person nominated for Syanna Limited accident reporting system.
- Assist in any accident investigation where required.

### **FIRE MARSHALS**

Those persons appointed as fire marshals or fire wardens are to have undergone suitable training.

Trained and appointed fire marshals/wardens are to:

- Ensure that firefighting equipment is in position and not misused; Ensure that safety signage is in place and visible.
- Regularly inspect the means of escape and ensure there are no obstructions.
- Ensure that current fire evacuation procedures are prominently displayed throughout the workplace; On hearing the alarm, supervise the safe evacuation of personnel from their designated area.

## **Section 3**

# **Arrangements**



## GENERAL ARRANGEMENTS & PROCEDURES

This section details the arrangements and procedures that we will use to help implement our Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

### ABRASIVE WHEELS

The following regulations cover the provision and use of abrasive wheels or portable tools:

The Provision and Use of Work Equipment Regulations 1998 The Personal Protective Equipment at Work Regulations 1992 The Management of Health and Safety at Work Regulations 1999 The Control of Vibration at Work Regulations 2005

Health and Safety at Work Booklet No 4— Safety in the Use of Abrasive Wheels and Guidance Notes from the Health and Safety Executive No PM 22, Training Advice on the Mounting of Abrasive Wheels gives advice on the precautions required.

British Standard 2092 Industrial Eye Protection gives advice on the correct type and grade of eye protection required. All work will be planned to take the above standards into account. The **DIRECTOR** will ensure that any abrasive wheel machine, hired or used by any operative, will be provided and maintained in accordance with the regulations.

All operatives will be trained, in accordance with the Abrasive Wheels Regulations, in the mounting of abrasive wheels and discs and the type of machine to be used. The names of all trained persons will be held on site.

Only certificated operatives will be employed to mount abrasive wheels or discs.

The **SITE SUPERVISOR** will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations. The **SITE SUPERVISOR** will ensure that the required statutory notices are prominently displayed.

The **SITE SUPERVISOR** will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, and other protective equipment, is available and issued when required.

Any person required to use an abrasive wheel machine or tool, must be suitably trained to the standards of the above regulations.

Supervisory staff will ensure that any abrasive wheel machine, or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

The main hazards associated with abrasive wheels are:

- Bursting of the wheel or disc
- Injuries from flying particles Cuts to hands, legs etc.
- Dusts inhaled from certain types of materials Loose clothing tangled in disc.
- Electric shock
- Noise, fire, and explosion

When there is any doubt as to the precautions required, or where unusual circumstances are to be encountered, advice must be sought.

### ACCIDENT REPORTING

All injuries resulting from accidents on site or in other workplaces however minor will be reported by the **DIRECTOR**, on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc. as well as company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Health and Safety Executive must be notified by telephone immediately by the **DIRECTOR**.

A Form 2508 should then be completed and sent to the Health and Safety Executive within 10 days.

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident.

All fatalities, major injuries, dangerous occurrences, and other notifiable accidents will be recorded in a Register. These records will be kept permanently by the company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisers.

All accidents resulting in damage to premises or plant and machinery on site must be investigated by the **SITE SUPERVISOR** and details reported to the **DIRECTOR**.

### **Accident Reporting Procedures**

#### Accident Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the Company's premises during the course of their employment. This will also apply to visitors who are members of the public and are therefore not at work.

#### Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

#### **The Accident Book**

All accidents resulting in personal injury must be recorded in the Company's Accident Book. The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

#### **Reporting Accidents**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury
- hospitalisation of a non-employee as a result of a work activity.

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

Notifications must be made to the local enforcing authority on a prescribed form (F2508 revised). Alternatively, notification can be made to:

Tel: 0845 300 9923 (Opening hours Monday to Friday 8:00am – 5:30pm).  
Website: <http://www.hse.gov.uk/riddor/report.htm> (and follow appropriate link)

The completed report form should be kept with other accident records and documents on the accident investigation. They will be kept advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

1. to ensure that all necessary information in respect of the accident or incident is collated.
2. to understand the sequence of events that led to the accident or incident.
3. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident.
4. to identify the underlying causes that may have contributed to the accident or incident.
5. to ensure that effective remedial actions are taken to prevent any recurrence.
6. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties.
7. to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs, and drawings as appropriate.

### **ASBESTOS**

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform the **SITE SUPERVISOR** so that further investigations may be carried out.

All work involving asbestos is covered by the Control of Asbestos Regulations 2012 and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators.

No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.

***This will consist of the Client supplying a copy of the site asbestos register prior to works commencing.***

The relevant survey shall be requested at the works planning stage by the DIRECTOR and the **SITE SUPERVISOR** shall not commence any works on site unless the relevant survey information is available on site.

The 2012 Regulations state that any person 'liable to be exposed to asbestos-containing materials (ACMs) must be given sufficient information, training, and instruction at regular intervals.'

Refer to Fig 1 & Fig 2 on the next page.

**PRIOR TO COMMENCING WORKS**

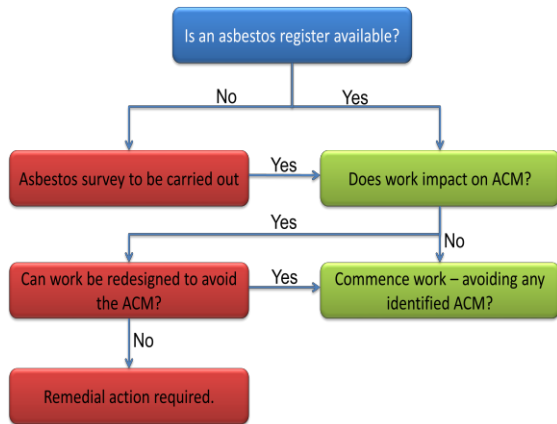


FIG 1

**DISCOVERY OF SUSPECT MATERIAL**

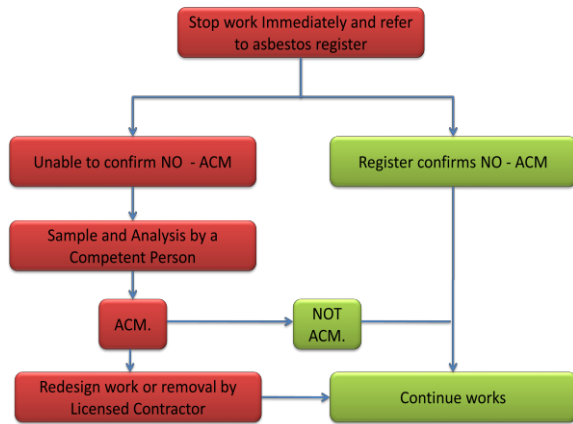


FIG 2

**CARTRIDGE OPERATED FIXING TOOLS**

The following regulations contain requirements to be complied with whilst using any cartridge operated fixing tool:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005

Further information:

- HSE Guidance Notes
- CITB Site Safety Notes - GE700/18
- BS 4078 Powder Actuated Fixing Systems
- BS EN 166B Personal Eye Protection Specifications

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

Only low velocity, captive piston type tools may be used on site. All tools should incorporate a contact pressure safety device and drop-firing safety device to prevent accidental firing of the tool.

No one shall be permitted to use a cartridge operated tool unless:

- they have been trained in the use of the tool by the supplier.
- they have been issued, by the person carrying out the training, with a certificate of competence.
- eye protection to BS EN 166B, Grade 1 impact, together with ear protection to BS EN 352 are used.
- authorisation from management has been received to use the tool.

The **SITE SUPERVISOR** must ensure that tools are securely stored and that all tools and cartridges issued (spent or unused) are return to store on completion of the works or at the end of each working shift.

Regular maintenance in accordance with the manufacturer’s instructions must be carried out.

**COMMUNAL AREAS**

Where work has to be undertaken in communal areas such as hallways, passageways and staircases, or occupied premises, provision will be made to ensure the safety, including access and egress, of all users.

The **SITE SUPERVISOR** will ensure that all work in communal areas is planned in advance so as to cause the least disruption. Where passageways or staircases cannot safely be used while work is in

progress, the Supervisor will make arrangements for alternative access routes, or for such work to be undertaken outside of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area whilst not being allowed to encroach into the area set aside for pedestrian access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs and/or barriers where practical at all times.

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

### COMPRESSED AIR POWER TOOLS

The following regulations apply to the use of compressed air equipment on site:

- Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Vibration at Work Regulations 2005

Health and Safety Executive Guidance Note PM 17, Pneumatic Nailing and Stapling Tools, give advice on precautions required with this equipment.

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

The **DIRECTOR** will ensure that any compressor and compressed air tools, which are purchased or hired for use on site, are in accordance with the above standards and are selected in accordance with the company policy on noise.

The **SITE SUPERVISOR** will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices, (jockey wheel, brake, engine cover stays, etc.) and noise control measures; and that instructions have been given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

The **SITE SUPERVISOR** will ensure that all necessary safety equipment, e.g., eye protection, hearing protection, is available and provided and used as required.

The **SITE SUPERVISOR** will ensure that any defects in the compressor, hoses or tools are reported immediately to the **PROJECT COORDINATOR** or hire company.

The **SITE SUPERVISOR** will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

Compressed air will not be used to blow down clothing etc.

When moving compressors on site care must be taken to ensure that the jockey wheel, or towing arm stand, are not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not just be folded and held or tied).

### CONFINED SPACES

The Confined Spaces Regulations 1997 applies to work in excavations, pits, tunnels and other enclosed or confined spaces and requires that ventilation be provided to ensure a safe and healthy atmosphere. Testing of the atmosphere must take place before entry into any confined space and suitable respiratory and rescue equipment must be available.

Other applicable legislation includes:

- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002

Health and Safety Executive Publication GS 55 Work in Confined Spaces provides information on the hazards involved, precautions and procedures required.

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

Before work commences, the **DIRECTOR** must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained, as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method Statements must be prepared before any work in confined spaces can commence, and all such work must be carried out with a valid permit to work.

The **SITE SUPERVISOR** will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system, and that only authorised persons are permitted to enter the confined space.

The **SITE SUPERVISOR** will ensure that operatives follows the planned procedures and permit to work system, and that only authorised persons are permitted to enter the confined space.

All changes in working methods or conditions, which were not included in the Planning Procedure, must be referred to the **DIRECTOR** before work recommences.

All safety equipment must be regularly checked, calibrated, and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to vapours, gases, fumes, or dusts
- Fire due to flammable liquids, oxygen enrichment etc
- Electrocution from unsuitable equipment
- Difficulties of rescuing injured personnel.
- Drowning
- Fumes for plant or processes entering confined spaces.
- Infection (i.e., Leptospirosis)

When conditions make it necessary, advice should be sought on carrying out sampling and air monitoring, preparing safe systems or work, permit to work systems etc., information provided on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment etc. as requested.

### **CONSTRUCTION DESIGN AND MANAGEMENT (CDM)**

Syanna Limited will fulfil its duties under the Construction (Design and Management) Regulations 2015 (known as CDM 2015), - this may, unusually, be as the Principal Contractor, but will more often involve us a contractor working for the Principal Contractor.

All work will be tendered for, negotiated, and planned in accordance with the CDM 2015 Regulations.

The Client is required to provide Pre-construction Information at the tender stage, and all tenders must include sufficient resources and time allocation to carry out the work safely and in accordance with the information.

The appointed Principal Contractor will develop the Construction Phase (Health and Safety) Plan by preparing Risk, Noise, COSHH and Manual Handling Assessments and will also include Method Statements from contractors carrying out specific work packages. Where we act as a contractor, we will assist the Principal Contractor in planning the works in a safe and controlled manner, notifying him of any specific requirements and/or hazards which are likely to be encountered.

The Principal Contractor is also responsible for developing the Health and Safety File, which is a record of the residual risks and operation and maintenance for the building after the work is completed.

Syanna Ltd will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them. This applies equally to sub-contracted design work as it does to construction work.

The **DIRECTOR** will ensure that any information relevant to the Construction Phase Plan/Health and Safety File is complied with throughout the contract and issued to the Principal Contractor or Principal Designer.

The **DIRECTOR** will ensure that all the necessary precautions have been taken to comply with this legislation.

All other contractors on site will be informed of the contents of the Construction Phase Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, Principal Designer, Principal Contractor etc. These details will be highlighted in a notice (the F10 if one is required) prominently displayed on site.

**DUTIES UNDER CDM 2015**

(taken from HSE Guidance to the CDM 2015 Regulations L153)

CDM Duty holders* – Who are they?	Main duties – What they need to do
<p><u>Commercial clients</u> – Organisations or individuals for whom a construction project is carried out that is done as part of a business.</p>	<p>Make suitable arrangements for managing a project, including making sure:</p> <ul style="list-style-type: none"> <li>• other duty holders are appointed as appropriate.</li> <li>• sufficient time and resources are allocated.</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• relevant information is prepared and provided to other duty holders.</li> <li>• the principal designer and principal contractor carry out their duties.</li> <li>• welfare facilities are provided</li> </ul>
<p><u>Domestic clients</u> – People who have construction work carried out on their own home (or the home of a family member) that is <b>not</b> done as part of a business. **</p>	<p>Though in scope of CDM 2015, their client duties are normally transferred to:</p> <ul style="list-style-type: none"> <li>• the contractor for single contractor projects</li> <li>• the principal contractor for projects with more than one contractor</li> </ul> <p>However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.</p>

<p><b>Designers</b> - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, eliminate, reduce, or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• construction</li> <li>• the maintenance and use of a building once it are built</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p><b>Principal designers</b> - Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience, and ability to carry out the role.</p>	<p>Plan, manage, monitor, and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• identifying, eliminating, or controlling foreseeable risks</li> <li>• ensuring designers carry out their duties.</li> </ul> <p>Prepare and provide relevant information to other duty holders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
<p><b>Principal contractors</b> – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor, and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• liaising with the client and principal designer</li> <li>• preparing the <a href="#">construction phase plan</a></li> <li>• organising cooperation between contractors and coordinating their work</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• suitable site inductions are provided.</li> <li>• reasonable steps are taken to prevent unauthorised access.</li> <li>• workers are consulted and engaged in securing their health and safety.</li> <li>• welfare facilities are provided</li> </ul>
<p><b>Contractors</b> – Those who carry out the actual construction work, contractors can be an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control, so it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single contractor projects, prepare a <a href="#">construction phase plan</a>.</p>



### CONTRACTORS

All sub-contractors shall be issued with a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub-contractors.

"Please refer to the enclosed copy of our Company Health and Safety Policy Statement and list of Site Safety Rules and Requirements. Your acceptance of this contract will be deemed to include acceptance of the requirements of our company policy and those of both our Clients and the Principal Contractor. Please contact the DIRECTOR should you require further information on any matter in connection with health, safety or welfare".

Furthermore, no contractor or sub-contractor will be permitted to commence their works until a Contractors (Health, Safety & Welfare) Start-up Form has been completed and returned, with any other required documentation, such as risk assessments and method statements.

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

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

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

No hazardous substance assessment should be carried out without reference to EH 40 Occupational Exposure Limits. Such limits are constantly reviewed, and the latest limits should always be checked when undertaking any assessment.

Other information is contained in the Construction Industry Advisory Committee publications, the HSE Construction Information Sheets and the HSE COSHH Essentials Website.

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

The company will provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the **DIRECTOR** will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

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

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

1. Identify the problem.
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (i.e., Alternative product, method of working or personnel protective equipment)
4. Implement the chosen method of solving the problem, ensuring that all necessary equipment is present, and precautions are implemented.
5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

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

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

systems are working and that they remain adequate.

### **Hazard Warning Symbols**

NOTE – the right-hand symbols (global harmonised standard or GHS) came into effect in June 2015. The left-hand symbols are now discontinued but may still be found on products purchased before June 2015.

OLD SYMBOL	NEW SYMBOL	
		<b>TOXIC.</b> A substance which if it is inhaled, ingested, or allowed to penetrate the skin, may involve serious or chronic health risks and even death. <b>Or</b> <b>VERY TOXIC.</b> A substance which if it is inhaled, ingested, or allowed to penetrate the skin, may involve extremely serious or chronic health effects and even death.
		<b>HARMFUL.</b> A substance which if it is inhaled, ingested, or allowed to penetrate the skin, may involve limited health risks. <b>Or</b> <b>IRRITANT.</b> A non-corrosive substance which, through immediate, prolonged, or repeated contact with the skin, can cause inflammation.
		<b>CORROSIVE.</b> Substances which may on contact with living tissue destroy it.
		<b>HAZARDOUS TO THE ENVIRONMENT</b>
		<b>EXPLOSIVE.</b> A substance which either may explode under the effect of flame or which is more sensitive to shocks or friction than disturbance.
		<b>OXIDISING.</b> A substance which gives rise to a highly exothermic reaction when in contact with other substances, particularly flammable substances.
		<b>FLAMMABLE</b>
(none)		<b>RESPIRATORY HAZARD.</b> A substance likely to give ill-health effects if inhaled, either acute (short-term) or chronic (long-term)
(none)		<b>COMPRESSED GAS.</b> A gas in a pressurised cylinder which may explode, escape violently, or cause a fire if the cylinder is heated, damaged or leaking.

### COOPERATION AND CO-ORDINATION

Cooperation and co-ordination of the works being carried out by all parties on a project is essential to identify risks. Generally, the Principal Contractor will assume the lead and actively encourage cooperation and coordination between contractors on appointment.

Syanna Limited adopts a “Team” approach to this, involving designers, contractors, and suppliers to work together and identify the best solution(s) for the client needs, taking account of the practicalities of the works and any future maintenance and on-going use of the facilities. Even on projects where it may not be practical to formally establish an integrated “Team”, the Client, designers, contractors, and others involved in the project still need to work together and we will liaise and cooperate with all parties. Where there are other projects on the same or neighbouring sites then cooperation and coordination will extend to those involved with such projects.

Information about risks and precautions need to be shared sensibly (i.e., relevant information, not everything) when it is needed to plan the work. Drawings or diagrams should be used to highlight the significant hazards or unusual work sequences.

This will typically be achieved through pre-start meetings, regular weekly/daily coordination meetings between respective works supervisors and through the exchange of information such as risk assessments and safe systems of work where this is deemed necessary.

### CORONAVIRUS

The company will put in place protective measures to prevent the spread of coronavirus, as follows:

- All personnel will observe social distancing where possible.
- Where social distancing cannot be observed (e.g. on work sites), then gloves and face masks will be optional
- Anyone reporting symptoms must report this immediately and go home and isolate for 5 days, or until they receive a **negative** LFT test.
- Work areas will be sanitised on a regular basis, and hand sanitiser will be provided in the office and on work sites
- A Risk Assessment will be prepared for COVID-19 and issued to all personnel.
- Government and national health guidelines will be followed where applicable.

### DEMOLITION

All regulations which apply to construction work also apply to demolition work. All demolition work will be completed in accordance with current legislation whilst complying with the requirements of the British Standard Code of Practice BS6187 "Code of Practice for Demolition", which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure are to be demolished. It should be noted that under the CDM Regulations 2015 (Reg 29) a written plan of work is required for any demolition or dismantling of structures.

Health and Safety Executive Guidance Notes GS 29 Parts 1-4 cover health and safety in demolition work — preparation and planning, legislation, working methods, and health hazards.

The recommendations in these guidance notes will be applied to work carried out by the company. All work will be planned to take the above standards into account.

All preliminary procedures required by the Code of Practice and Guidance Note GS 29/1 will be carried out by the **DIRECTOR** in conjunction with a specialist contractor, if used, who will draw up a Method Statement and a Programme of Works detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions, and sequence of work etc. This Method Statement and Programme will be issued to the Supervisor responsible for the work on site.

The **SITE SUPERVISOR** appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding etc which may apply on site.

The **DIRECTOR** will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out. The person appointed shall be experienced in the work and will receive full training to enable him to carry out any of the responsibilities required by this policy.

The **DIRECTOR** will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear. All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

The location and disconnection of any services into the site must be identified and confirmation of disconnection in writing must be obtained from the appropriate service authority.

The existence of any hazardous substances, e.g., asbestos, lead painted steelwork etc. on Site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.

Where the building or structure to be demolished contains unusual or possibly hazardous design features, or is in a dangerous structural condition, e.g., pre-stressed or post-tensioned concrete, fire damaged building, cantilevered balcony etc., then advice must be obtained from a qualified consulting structural engineer.

On all sites where demolition work of any kind is to be carried out, a Method Statement must be prepared.

### **DISPLAY SCREEN EQUIPMENT (DSE)**

Regular computer users (i.e., in the office) will have a DSE Assessment carried out to ensure their computer, seating and workstation do not cause them, injury, ill health or discomfort. Any reasonable adjustments must be made at the cost of the employer.

### **DOCUMENTATION**

The **DIRECTOR** will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate and Principal Contractor's site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The **SITE SUPERVISOR** must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the **DIRECTOR** is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

### **DRUGS AND ALCOHOL**

The storage or consumption of alcohol or any illicit drug on site is strictly forbidden. Any workers suspected to be under the influence of alcohol or illicit drugs on site will be immediately suspended pending investigation. Where medicinal drugs are used, workers must ensure they do not affect their ability work safely, e.g., they must not operate machinery or vehicles if it is unsafe to do so while taking medication. The Company does not operate a routine drugs/alcohol testing policy but reserves the right to introduce one at any time, giving appropriate notice to workers. Some clients or Principal Contractors may, however, operate drug/alcohol testing regime on their sites, and we will co-operate with these where requested.

### **ELECTRICAL RISKS**

In accordance with the Electricity at Work Regulations 1989 electrical risks must be assessed and controlled by the use of:

1. Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
2. 5-yearly statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the

safety of employees.

3. Any power tools used, including drills etc. are to be of low voltage type and must be stringently inspected and maintained.
4. Prohibition of any employee to access or work on or alter live electrical installations. Only a suitably qualified or competent person may design, alter, adapt, or work on electrical circuits.

**Visual Inspections by the User**

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of handheld and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!!). Checks must be made for:

1. damage, e.g., cuts, abrasion (apart from light scuffing) to the cable covering.
2. damage to plug, e.g., the casing is cracked, or the pins are bent.
3. non-standard joints including taped joints in the cable.
4. the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing).
5. equipment that has been used in conditions where it is not suitable, e.g., a wet or dusty workplace.
6. damage to the outer cover of the equipment or obvious loose parts or screws.
7. signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to the **SITE SUPERVISOR** and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

*Note: Equipment which exhibits intermittent faults e.g., sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.*

**Testing of Portable Electrical Equipment**

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections.

- whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection).
- after any repair, modification or similar work.
- at regular intervals.

A visual inspection must also be carried out in conjunction with the electrical testing. Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

**Frequency of Inspection**

The initial frequency for inspection/testing suggested by the Health and Safety Executive follows. This frequency can be shortened or lengthened in the light of practical experience i.e., number of faults which appear.

Offices and other Low-Risk Environments			
Equipment/ Environment	User check	Formal Visual Inspection	Combined Inspection & Test
Battery operated (less than 20 Volts)	NO	NO	NO
Extra Low Voltage (e.g., less than 50 Volts AC)	NO	NO	NO

Information Technology (e.g., Desktop computers, VDU screens)	NO	YES 2-4 years	NO if double insulated, otherwise up to 5 years.
Double insulated equipment NOT hand-held. Moved occasionally e.g., fans, table lamps, and slide projectors.	NO	YES 2-4 years	NO
Double insulated equipment Hand- held. (e.g., floor scrubbers etc.)	YES	YES 6 months- 1 year	NO
Earthed equipment (Class 1) (e.g., electric kettles etc.).	YES	YES 6 months- 1 year	YES 1 – 2 Years
Cables (leads) and plugs connected to the above equipment and:  Mains extension leads.	YES	YES 6 months – 4 years  Depending on type of equipment.	YES 1 – 5 years  Depending on type of equipment.
<b>High-Risk Environments (e.g. construction sites, factories)</b>			
		<b>Formal Visual Inspection</b>	<b>Combined Inspection &amp; Test</b>
The HSE recommends the following needs to be carried out for all portable electrical appliances exceeding 50 volts		YES 3 months	YES 6 – 12 months

### **Electricity**

In addition to the general duty of care every employer has to employees and members of the public outlined in Sections 2 and 3 of the Health and Safety at Work etc. Act 1974, specific responsibilities for electrical safety are covered by the Electricity at Work Regulations 1989. The Management of Health and Safety at Work Regulations 1999 are also applicable to work involving electricity.

Further information is available from the following HSE Guidance Notes:

- HS(G)85 Electricity at Work: Safe Working Practices
- OS 38 Electrical test equipment for use by electricians
- HS(R)25 Memorandum of guidance on Electricity at Work Regulations 1989

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

All electrical work will be planned and carried out by qualified competent electricians.

The **DIRECTOR** will ensure that only bona-fide electrical contractors will be employed to install, construct, and maintain electrical supplies. Proof of competence is required.

The **DIRECTOR**, in conjunction with the **SITE SUPERVISOR** and any electrical contractors, will plan any temporary electricity supply and distribution on site in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply, the appropriate permit to work or certificate will be obtained.

No unqualified operative will undertake any installation, maintenance, or alteration work to any electricity supply line. All electrical supplies to tools and equipment used on site will be taken from a 110V source. 240V supplies will not be used unless a) approved by the client and b) operated with a plug-in Residual Current Device (RCD) to protect users in case of a circuit fault.

Should an operative encounter mains electricity cables during the process of work he will notify the **SITE SUPERVISOR** immediately.

All alterations and new electrical circuits will be designed, installed, tested, and certified in accordance with the 18th Edition Wiring Regulations (BS7671 2011) and/or Part P of the Building Regulations where applicable.

### **Electrical Power Tools**

The following regulations apply to the use of electrical power tools on site or other workplace:

- The Electricity at Work Regulations 1989
- Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Vibration at Work Regulations 2005

Guidance on the safe use of electricity on construction sites is found in the following HSE Guidance Notes:

- PM 29 Electrical Hazards from Steam/Water Pressure Cleaners
- PM 32 The Safe Use of Portable Electrical Apparatus
- GS 24 Electricity on Construction Sites
- HS(G) 107 Maintaining portable and transportable electrical equipment

All work will be planned to take the above standards into account and all electrical equipment on company sites, or other workplaces, will be supplied, installed, maintained, and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The **SITE SUPERVISOR** must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt shall be used on sites, unless special arrangements are made and discussed with the Health and Safety Executive. Lower voltage tools, lighting etc., may be required in damp or confined situations.

The **SITE SUPERVISOR** will ensure that the temporary electrical supply is installed and tested as planned, while also ensuring that all sub-contractors' equipment is in good condition and tested.

The **SITE SUPERVISOR** must ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by an electrical or hire company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting all bulb sockets are live, steps are therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Power tools must be maintained in good condition, with casing intact and a label fitted showing voltage and other information. Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

### **EMERGENCY PROCEDURES**

On all sites a means of warning of a fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all

areas and can be readily identified as being a fire alarm. A verbal warning may be suitable on smaller sites if everyone is in earshot.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations, and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

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

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

On a client's site, it may be appropriate to follow their emergency procedures.

All person must be accounted for – any missing person must be reported to the fire brigade.

### EXCAVATIONS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- CDM Regulations 2015

Every year, people are killed or seriously injured when working in excavations. The DIRECTOR will ensure that all excavation work has been properly planned, managed, supervised and carried out to prevent accidents.

#### **Planning**

Before digging any excavations, it is important to plan against the following:

- Collapse of the sides
- Materials falling onto people working in the excavation.
- People and vehicles falling into the excavation.
- People being struck by plant.
- Undermining nearby structures
- Contact with underground services.
- Access to the excavation
- Fumes e.g., from vehicles, plant, or equipment
- Contaminated soil
- Accidents to members of the public

The **SITE SUPERVISOR** is to ensure the necessary equipment needed such as trench sheets, props, baulks, etc., is available on site before work starts. The **DIRECTOR** should consider all of the following when planning any task that involves excavations.

#### **Evacuation 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.
- Do not go into unsupported excavations Never work ahead of the support.
- Remember that even work in shallow trenches can be dangerous.
- You may need to provide support if the work involves bending or kneeling in the trench.

#### **Materials Falling into Excavations**

- Do not store spoil or other materials close to the sides of excavations.
- The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.
- Make sure the edges of the excavation are protected against falling materials.



- Provide toe boards where necessary.
- Wear a hard hat when working in excavations.

### ***People and Vehicles Falling into Excavations***

- Take steps to prevent people falling into excavations.
- For any excavation consideration must be given to providing substantial barriers, e.g., guard rails and toe board.
- 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.

### ***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.

### ***Undermining Nearby Structures***

- Make sure 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.

### ***Avoiding Underground Services***

- Look around for obvious signs of underground services, e.g., valve covers or patching of the road surface.
- Use locators to trace any services and mark the ground accordingly.
- Make sure that the person supervising excavation work has service plans and knows how to use them.
- Everyone carrying out the work should know about safe digging practices and emergency procedures.

### ***Access/Egress***

- Provide good ladder access/egress or other safe ways of getting in and out of the excavation, particularly in an emergency.

### ***Fumes***

- Exhaust fumes can be dangerous.
- 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.

### ***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

### ***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.

### ***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
  - After any accidental fall of rock, earth, or other material
  - A written report should be made at least every 7 days (stop work immediately if the

inspection shows the excavation to be unsafe)

**FITNESS TO WORK**

All personnel must present themselves for work in a fit state, and not under the influence of drugs, alcohol, fatigue, or injury that prevents them from working safely. Any persons suspected of not being fit for work will be immediately suspended. Any person suffering the symptoms of coronavirus (new persistent cough, flu-like symptoms, change in taste or smell), or testing positive for coronavirus, must leave work and self-isolate for 10 days.

**FIRE PRECAUTIONS**

The Head Office will be subject to a Fire Risk Assessment (by the Landlord) covering both the office and all communal areas. The building will be provided with suitable alarm, escape and fire-fighting measures.

Fire precautions on site will be provided and maintained to the requirements of the CDM Regulations 2015





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

The names, locations, and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

**Safe System of Work - Site**

The **SITE SUPERVISOR** will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency. Ensure this procedure is executed in such an event.
- Summon the emergency services when an incident is reported.
- When conditions require, fire extinguishers of a suitable type will be kept on site and adjacent to any activity which may lead to the outbreak of fire.
- Instruct site staff in the use of portable fire extinguishers.
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

TYPES AND SUITABILITY OF FIRE EXTINGUISHERS	
	<p><b>WATER:</b> The most widely used and available fire extinguisher. Used for <b>SOLIDS</b> such as paper, wood, plastic etc.</p> <p><b>NOT SUITABLE FOR USE ON ELECTRICAL OR FLAMMABLE LIQUIDS.</b></p>
	<p><b>FOAM:</b> More versatile than water extinguishers. Used for <b>SOLIDS</b> such as paper, wood, plastic and <b>FLAMMABLE LIQUIDS</b> such as paraffin, petrol, oil etc.</p>
	<p><b>DRY POWDER:</b> Multi-purpose extinguisher, can be used on: <b>SOLIDS</b>; Paper, wood, plastic, fires. <b>FLAMMABLE LIQUIDS</b>: Paraffin, petrol, oil. <b>FLAMMABLE GASES</b>; Propane, butane, methane.</p>
	<p><b>CARBON DIOXIDE:</b> ideal for fires involving <b>ELECTRICAL APPARATUS</b>. Carbon Dioxide will also extinguish <b>FLAMMABLE LIQUIDS</b> such as paraffin, petrol, and oil.</p>

**FIRST AID**

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type

of work and numbers of persons affected at each site or workplace.

The **DIRECTOR** will ensure that all first-aid facilities are provided and that they are maintained to at least the minimum required standards.

A First Aid box is provided in the office kitchen/staff welfare area. The contents will be monitored and maintained by the company's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.






Arrangements may be made for employees to make use of any site first aid arrangements and in such cases the employee will confirm such arrangements prior to starting their work.

At least one trained first aider (in-date HSE approved course) shall be employed by the company; additional first aiders will be provided in accordance with HSE guidance.

### HEALTH AND SAFETY SIGNS

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain **safety signs** where there is significant risk to health and safety that has not been avoided or controlled by other means (e.g., safe systems of work) provided that the use of a sign can help reduce the risk. They also require, where necessary, the use of road traffic signs in workplaces to regulate road traffic, and **pipe work** markings where pipe work contains dangerous substances.

Health and Safety Signs normally consist of the follow types of signs:

Colour	Purpose/Meaning	Instruction & Information	Intrinsic feature	Example
Red Circle	Prohibition/Danger	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign.	
Yellow	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
Blue	Mandatory	Specific behaviour or action e.g., wear personal protective equipment	Round shape: White pictogram on blue background: Blue to be at least 50% of the area of the sign.	
Green	Safe condition	Doors; exits; escape routes equipment and facilities. Return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign.	
Red	Firefighting equipment	Identification & location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

## HEALTH HAZARDS

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

- The Control of Asbestos Regulations 2012
- The Control of Lead at Work Regulations 2002
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment at Work Regulations 1992
- The Chemicals (Hazard Information and Packaging) Regulations 1994
- The Chemicals (Labelling and Packaging) Regulations 2009

The General Guidelines to be applied are covered in the following HSE Guidance Notes:

- EH 18 Toxic Substances, a precautionary policy.
- EH 26 Occupational Skin Diseases Health and Safety Precautions
- EH 40 Occupational Exposure Limits
- EH 44 Dust in the Workplace: General Principles of Protection

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work will be planned to take the above standards into account.

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

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

The **SITE SUPERVISOR** must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The **SITE SUPERVISOR** will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substances and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

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

Ill health effects can be obtained from hazardous or toxic substances through:

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

## HEALTH SURVEILLANCE

The company will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the employee's employment unless the risk to which the worker is exposed, and associated health effects are short term. Health surveillance will be recorded on individual records.

Surveillance will include:

- Inspections of readily detectable conditions by a competent person

- Enquires about symptoms, inspection, and examination by a qualified person.
- Medical surveillance, which may include clinical examinations.
- Biological effect monitoring, if deemed necessary due to exposure to a hazardous substance

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

### **HIGHLY FLAMMABLE LIQUIDS (HFL'S)**

Highly flammable liquids are covered by the Dangerous Substances and Explosive Atmospheres Regulations 2002 and must be stored and used in accordance with those regulations. This section also applies to the storage of petrol and products containing petroleum on site or other premises.

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

The **DIRECTOR** will ensure that suitable storage facilities are provided for highly flammable liquids, in accordance with the above standards, and will arrange for a license for the storage of petroleum or petroleum mixtures where applicable.

The **SITE SUPERVISOR** will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable, but which could be a fire hazard and will arrange for any necessary firefighting equipment or materials to be available before work starts.

The **SITE SUPERVISOR** will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in storage facilities until required for use.

The **SITE SUPERVISOR** will ensure that fire resistant, absorbent material is available to soak up any spillage of highly flammable liquids and that this material is immediately disposed of safely after use.

The **SITE SUPERVISOR** will ensure that any firefighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that defects are noted.

Advice will be sought when there is any doubt about precautions required, or where highly flammable liquids are used in large quantities or in unusual situations.

### **HOT WORKS**

Where hot works are to be undertaken, e.g., welding, cutting-off with a grinder, soldering, using a blowtorch etc., a Permit to Work will normally be required from the Client or Principal Contractor. The following precautions will be put in place:

- Suitable heat protection mats to prevent damage or ignition of nearby surfaces.
- A suitable fire extinguisher at the point of work
- All adjacent flammables/combustibles to be moved away or screened.
- A 'fire watch' will be carried 1 hour after work is completed to ensure there are no remaining embers or 'hot spots'.

### **LADDERS**

All ladders must be provided and used in accordance with the Work at Height Regulations 2005.

Only ladders constructed in accordance with current British/European Standards and has been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe use of Ladders, Step-ladders and Trestles" will be applied to all ladder work.

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

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked before use to ensure that there are no defects and will be checked at least weekly while in use. Where a defect is noted, or a ladder is damaged, it will be taken out of use immediately. The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (e.g., carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g., securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc.)
- Using a ladder where alternative working method should have been adopted.
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position.
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders
- Failure of the ladder causing persons or equipment to fall.
- Items falling from the ladder.
- The ladder touching / earthing an electrical supply.
- Slipping of the ladder due to not being correctly secured
- Overloading of the ladder

Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from a height.

**Ladders should only normally be used for short duration (<30 mins) light duty work.**

### LIFTING GEAR

The **DIRECTOR** will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used. All lifting equipment should be supplied in accordance with current British/European Standards and be accompanied by the relevant inspection certificates.

Training must be provided for operators, slingers, and supervisors.

The **SITE SUPERVISOR** will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

The **SITE SUPERVISOR** will arrange for proper storage of all lifting gear and accessories.

Only authorised slingers, over eighteen years of age, are permitted to use lifting gear.

Where defects are noted or reported, the equipment must be taken out of use immediately and reported

to the **SITE SUPERVISOR**.

The main hazards associated with lifting gear are:

- Overloading
- Incorrect use (i.e.: too wide an angle between legs of sling, use of eyebolt at an angle etc.)
- Abuse (i.e.: use of sling as towing rope etc.)
- Use of defective equipment.
- Damage to slings, i.e., lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets and where necessary protective gloves.

Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear.

Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e., knots, bolt through links, etc.

Sufficient materials for packing between sling and load must be provided.

### **LIFTING OPERATIONS**

All lifting operations will be planned and carried out in accordance with:

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Manual Handling Operations Regulations 1992 (MHOR)

The information and recommendations of British Standard BS7121 - Code of Practice for Safe Use of Cranes will be adhered to where applicable.

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

The **DIRECTOR** will ensure that a suitably qualified and experienced 'Appointed Person', as required under LOLER, coordinates and plans all lifting operations, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of loads to be handled etc. Suppliers will be asked to provide information on weights, lifting points, safe sling procedures etc. of materials or articles supplied.

Any height, weight, overhead service, or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before being taken into use on site. Training will be provided for operators of lifting appliances and banksmen, slingers, and riggers.

The **SITE SUPERVISOR** will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined, and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any unapproved or uncertified equipment will not be used to carry out lifting operations.

The **SITE SUPERVISOR** will check that lifting appliances, such as gin wheels, pulley blocks, etc. are correctly erected and used.

Only authorised competent operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of eighteen and be competently trained to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the **SITE SUPERVISOR** must be informed immediately.

Any defect noted in any lifting appliance machine, gear, or tackle, must be reported immediately and

the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the **SITE SUPERVISOR** will stop operations until conditions improve.

The **SITE SUPERVISOR** will ensure that all lifting appliances are inspected weekly, and a record of the inspection made in the Site Register.

The main hazards associated with lifting operations are:

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets.

All lifting appliances must be secured and left in safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested standards must be used.

Loose items must be secured, or covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the company must be contacted immediately, and the procedures detailed for dangerous occurrences in this policy must be carried out.

### **LIQUEFIED PETROLEUM GAS (LPG)**

A number of official publications deal with the precautions to be adopted in the storage and use of LPG and other compressed gases, in particular HSE Guidance Notes:

- DS 4 "The Keeping of LPG in Cylinders and Similar Containers"
- CS 5 "The Storage of LPG at Fixed Installations"
- CS 5 "The Storage and Use of LPG on Construction Sites"
- Leaflet HSE 8 "Fires and Explosions due to the Misuse of Oxygen"

A number of British Standards cover the colours used for compressed gas cylinders, the construction and materials of fittings, cylinders, hoses etc. to be used with LPG and other compressed gases.

All work requiring the use of LPG and other compressed gases will be planned to take the above standards into account.

The **DIRECTOR** will ensure that the provision, installation of equipment and storage facilities for LPG, and any other compressed gases that will be used on site/workplace by sub-contractors, are planned in accordance with the above standards and that, where necessary, liaison takes place with the local Fire Brigade to establish the safe storage and siting facilities.

The **DIRECTOR** will ensure that any necessary training in the Safe Working Practices, or Emergency Procedures, associated with LPG or compressed gases, is arranged, and carried out before work starts.

The **SITE SUPERVISOR** will ensure that the planned storage facilities are erected and maintained in accordance with the above standards.

The **SITE SUPERVISOR** will check all storage facilities, appliances, hoses, fittings, connections,



firefighting equipment etc., at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

Advice will be sought where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations.

### LONE WORKING

In the event of employees being required to work alone, the following is mandatory:

1. Access to contacting assistance (mobile phone or radio device in areas without signal)
2. The employee is required to inform his immediate line manager of where he is going and for how long. Details shall also be entered into the office diary which is kept by the administrative staff.
3. No employee shall enter a void site alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
4. No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists.
5. No entry into a Confined Space e.g., void, basement, manhole, pit or shaft
6. Employees are required to call the office on a regular basis to confirm their whereabouts.

### MANAGEMENT OF HEALTH AND SAFETY AT WORK

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is contained in the appropriate Approved Code of Practice (ACoP).

The company will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees:

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks will enable the necessary preventive and protective control measures to be implemented.
- Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.
- This risk assessment will be recorded, and copies issued to all those affected.
- Appoint a competent person(s) to assist in health and safety matters.
- Ensuring that effective arrangements are put in place for the planning, organisation, control and monitoring & review of health and safety.
- Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- Provide adequate information and training, and consultation with employees on health and safety matters.

The **SITE SUPERVISOR** will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The **SITE SUPERVISOR** will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The company will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

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

The company will co-operate with other sub-contractors sharing the workplace and will ensure that

operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

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

Before commencing work on a new site, all employees will receive a site safety induction by a competent person. The competent person may be the **DIRECTOR** or the **SITE SUPERVISOR** or the Principal Contractor.

### MANUAL HANDLING AND LIFTING

The following regulations apply to the manual handling or lifting of materials:

- The Manual Handling Operations Regulations 1992
- The Lifting Operations and Lifting Equipment Regulations 1998

The current regulations require the following three steps:

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

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

The **SITE SUPERVISOR** will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The company will ensure that all persons on site wear safety footwear and the **SITE SUPERVISOR** will caution any sub-contractor employees wearing unsuitable footwear.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

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

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

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

The company shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- Load factors such as size, weight, rigidity, movement, centre of gravity, shape, and surface factors.
- Task factors such as: duration, repetition, and the requirement to make awkward bending or twisting movements.

- Environmental factors such as route length, lighting, obstruction, weather effects, Floor surfaces and distractions.
- Individual factors such as health, level of training, mobility, and pre-existing injuries.

**Good Lifting Techniques:** Follow these eight simple lifting techniques for good back health.

**Plan to lift.** First, decide what you are going to do. Think about what you will lift and where you will go with it. This will prevent awkward, unexpected movements while holding the object. If you are moving something to a different location, clear a path. If you are working with a second person, agree on your plan. Be sure both use good lifting techniques.

**Hug the object.** Hugging the object close to your body will give you stability and make you stronger. Get a firm hold on the object, pull it close to your body, and keep it balanced there.

**Plant your feet.** Place your feet firmly under you, placing them about as far apart as your shoulders are. This will give you the most solid support base for lifting. As you move, take short steps.

**Bend knees / straighten back.** Take time to practice the lifting motion the way a golfer practices a swing before hitting the ball. Focus on keeping your back straight as you bend your knees to stoop and lift.

**Tighten your stomach.** Tight stomach muscles will hold your back in the proper position and prevent excess force on your spine.

**Lift with legs.** Use the greater strength of your leg muscles instead of your weaker back muscles. Bend your knees, not your back, as you lower yourself to lift. Look upward to keep your back straight.

**Get help.** Think of your back, not your ego. If the object is so heavy or awkward that you feel strain, get someone to help.



### MOBILE ACCESS EQUIPMENT

All mobile access equipment (including Mobile Elevating Work Platforms (MEWP's), Telescopic and Articulated Boom Platforms and Mast Platforms) will be used in accordance with:

- The Working at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999

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

Mobile access equipment shall be operated only by persons trained, certificated and competent to do so. Emergency procedures to deal with power failure, fire, injury to or collapse of the operator should be established and personnel made familiar with them.

Equipment must be suitable for its intended use, be soundly constructed and regularly maintained with records of the maintenance kept.

The safe working load (SWL) shall be clearly displayed and must not be exceeded.

The condition of the surface on which equipment is to operate shall be checked for its suitability and stability and equipment shall not be permitted to be operated on excessively uneven or sloping ground in accordance with the manufacturer's recommendations.

Equipment shall be installed, modified, and dismantled only by competent persons.

Adequate barriers shall be installed to prevent persons, property or vehicles being struck by the moving platform, or from falling materials.

No part of the equipment shall be allowed closer than 15m to an overhead electricity cable carried on a steel tower, or 9m to a cable on a wooden pole, except by arrangement with the electricity company. Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Base units and outriggers (where fitted) shall be protected from damage or disturbance. Due consideration shall be given to the effects of inclement weather, including high winds in siting, and using the equipment.

At the end of each day, platforms should be cleared of all tools and materials, isolated from power, and secured against unauthorised use.

All persons operating or riding on mobile access equipment shall wear suitable harnesses, the lanyards of which shall be securely clipped to a suitable part of the platform.

Care must be taken when travelling with the platform elevated to avoid overturning, collision, or displacement of the occupants or anything carried on the platform. Only platforms which have been designed to travel whilst elevated shall be used in such a manner.

Mobile access equipment must not be used as a jack, prop, tie, or other support, as a crane or lifting appliance, primarily for the transfer of goods or materials.

All operators of MEWps will hold the relevant IPAf card.

### **MODERN SLAVERY**

Syanna are below the threshold for a company requiring to publish a Modern Slavery Policy – however, we will not be involved in or tolerate any coercion, blackmail or forced working of our employees, or our sub-contractors at any time. Where this comes to light, such sub-contractors will be banned from working for us.

### **MONITORING POLICY**

**SUB-CONTRACTORS** are encouraged to bring to the attention of their immediate supervisor areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the Director for his consideration and review.

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

### **NOISE**

Noise is covered by the Control of Noise at Work Regulations 2005.

British Standard Code of Practice — British Standard 5228:1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise.

All tasks and work activities will be planned and arranged to take the above standards into account.

The **DIRECTOR** must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on workers, the general public or the end users of the facility.

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

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

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

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

The **DIRECTOR** will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery.
- Consider if works can be re-programmed when the noise problem will no longer be present.
- Consider alternative methods of working.
- Provide suitable noise control mechanisms and personnel protective equipment.
- Ensure suitable warning notices are clearly displayed around the affected area.
- Regularly monitor noise levels and frequencies.
- Give advice on noise control measures.

### PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

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

- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Asbestos Regulations 2012
- Noise at Work Regulations 2005
- Control of Lead at Work Regulations 2002

Other regulations may also apply and are referred to in other sections of this policy.

All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

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

Before work starts, the **DIRECTOR** will ensure that adequate supplies of all necessary protective clothing, or equipment is available on site for issue, as required, and that when issued to employees a record is kept.

The **SITE SUPERVISOR** will ensure that when sub-contractors employees are set to work, they have been provided with any necessary protective clothing and equipment. Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory and/or company policy requirements and instructed not to continue working until protective clothing and/or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear etc., and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap, though in certain circumstances steel sole plates and chemically resistant soles may be required.

All persons issued with protective clothing, or equipment is responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

### **Safety Helmets**

The provision and use of head protection on sites where there is a risk of head injuries should be imposed. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban-wearing Sikhs are exempt from these regulations.

Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturer's recommendations.

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

The **SITE SUPERVISOR** will ensure that operatives and sub-contractors are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site.

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

Signs warning that safety helmets to be worn will be displayed at access points to working areas.

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

The **SITE SUPERVISOR** will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy.

The **SITE SUPERVISOR** will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The **DIRECTOR** will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide safety helmets to all their employees, and that they are instructed in the requirements of this company's policy.

The **SITE SUPERVISOR** will report any disregard of this policy by sub-contractors' employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced.

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, purchasers etc. at all times and in all areas of the site. However, helmets need not be worn in the following areas if construction

operations are not taking place in these areas:

- Site office and welfare facilities
- Areas where premises are occupied.
- Inside buildings after second fix complete

All persons working in such “exempt areas” will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

### ROOF WORK

Before undertaking any work on roofs, or at heights, a risk assessment of the required work needs to be completed in accordance with the Management of Health and Safety at Work Regulations 1999 and the Working at Height Regulations 2005.

Other relevant legislation includes:

- The Personnel Protective Equipment at Work Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Provision and Use of Work Equipment Regulations 1998

Relevant Health and Safety Executive Guidance Notes include:

- GS28 Safe Erection of Structures
- HSG 33 Health and Safety in Roof work
- HSG 150 Health and Safety in Construction

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

The **DIRECTOR**, in conjunction with **SITE SUPERVISOR**, will plan the following arrangements:

- Edge protection barriers or scaffolds to prevent falls.
- Protection of the public, or other operatives who may be at risk.
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.

Short duration work will also be carefully planned to identify hazards and arrange equipment, as necessary. Training will be provided for supervisors and operatives required to work on roofs.

The **SITE SUPERVISOR** will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced. The roof surface must be checked at the commencement of work after rain, frost, or snow.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

The main hazards associated with work on tiled/slatted roofs are:

- Falls from the edge of the roof.
- Falls between rafters/trusses of roofs before tiles/slats fixed.
- Materials, tools falling from roof.
- Contact with overhead electric cables (see separate section)
- Falls through roof lights or other fragile material.

Timber battens must not be used as a foothold for access on a roof if they are fixed to rafters, or trusses, more than 400mm apart, or are not of the quality specified in Guidance Note GS 10.

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roof tiling/slating Operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours. All roof work, no matter how small, e.g., small areas of flat roof on porches etc., will be carried out to

the above standards.

### SCAFFOLDING

All scaffolding erected on company sites, or used by employees, will be erected in accordance with, the Work at Height Regulations 2005, British Standard Code of Practice 5973, British Standard 5974 and British Standard 2482.

All work involving the erection and use of scaffolding will be planned to take the above standards into account and erected using competent trained scaffolders.

The **DIRECTOR** will arrange for full details of the required usage and loading of the scaffold, to be provided to the scaffolding contractor.

As with the erection of the scaffolding, alterations and dismantling will only be undertaken by a competent trained person.

Before accepting a scaffold erected by a specialist scaffolding contractor for use by the company's employees, the Electrical Supervisor will ensure that the scaffold is thoroughly inspected, and a signed handing-over certificate obtained from the scaffolding contractor.

No scaffolding shall be used until such a certificate has been received.

The **SITE SUPERVISOR** will ensure that all scaffolds are erected in accordance with the above standards and, at the beginning of each week, will ensure that the scaffold is inspected by a competent person and any defect is rectified. A written report of each inspection will be retained on file and a record of the inspection entered in the Site Inspection Register and signed by the person carrying out the inspection. A similar inspection will also be carried out after high winds or other adverse weather conditions.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a competent scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent scaffolder, will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on company sites or for use by company employees.

The **SITE SUPERVISOR** will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

All scaffolders erecting scaffolds on company sites must hold a current CITB, CSCS or equivalent card. All scaffolds must be tied in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is incomplete and not suitable for use.

All scaffolds must be checked at the end of each working day to ensure that access onto the scaffold by children has been prevented.

### SCAFFOLD TOWERS, TRESTLES AND STAGING

Scaffold towers must only be used where fixed scaffolding is neither practicable or economic, or for short-duration tasks with a constant change of position. Scaffold towers must be erected by suitably competent and trained personnel, ideally holding a PASMA qualification. Bracing and outriggers must be used to ensure the tower remains stable. Scaffold towers must be erected and used in accordance with the Working at Height Regulations 2005.

All stepladders, trestles and stagings will be provided and used in accordance with the Working at



Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe Use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All ladders, trestles and stagings are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

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

Training provided to the Site Supervisor and operatives will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site. Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The **SITE SUPERVISOR** will check that the equipment is being used correctly and is not being used where a safer or more practical method should instead be provided.

The **SITE SUPERVISOR** will ensure that proper storage is provided for stepladders, trestles or stages, undercover where possible.

The main hazards associated with stepladders, trestles and stagings are:

- Unsuitable base, e.g., unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment (i.e.: placed onto on scaffold platforms, roofs etc., where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided Overhanging of boards or staging at support ("Trap Ends") Using defective equipment.
- Excessive span of scaffold boards when used with trestles (must not exceed 1.5m where 38mm board used) The minimum width of all working platforms should be 600mm.

Podiums or 'hop-ups' may be used where it is impracticable to use towers, steps, or ladders, for short duration light tasks requiring short duration access to ceilings, walls etc. e.g., decorating or touch-up, and working base height is less than 500mm from floor level.

### **SITE OFFICES**

Where applicable, site offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 or the Construction (Design and Management) Regulations 2015 as applicable.

The **DIRECTOR** will ensure that a fire risk assessment is carried out in accordance with the Regulatory Reform (Fire Safety) Order. All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

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

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

Any electrical installation shall be to the requirements of the IEE Regulations (17th Edition) and shall only be installed, tested, altered, and maintained by competent qualified electricians.

### SITE TIDINESS

Syanna Limited strongly adhere to the belief that a '**Safe Site is a Tidy Site**'. In this respect every effort shall be taken to keep sites clean and tidy at all times. Waste materials and rubbish will be cleared from the working area and placed in designated areas for disposal off-site.

The CDM Regulations 2015 also stress the need for workplaces and accesses to be kept clean and clear of debris and other materials.

A tidy site and workplace also result in increased efficiency and better public relations; therefore, tidiness is to receive priority on the company's sites.

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

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

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

Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site. Similar requirements will be placed on cables, ropes and other materials that have the potential to cause tripping hazards and become entangled around plant, materials or even site operatives.

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

The **SITE SUPERVISOR** will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be clearly marked and securely covered/barricaded to show that there is an opening below.

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

The **SITE SUPERVISOR** will arrange for sufficient labor and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc. to be carried out in accordance with these standards.

### STEP-LADDERS

All stepladders will be provided and used in accordance with the Work at Height Regulations. Only British/European Standard approved and equipment design for the required usage will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe Use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All step ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

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

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site. Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The main hazards associated with stepladders are:

- Unsuitable base, e.g., unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment (i.e., placed onto on scaffold platforms, roofs etc., where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided.
- Using defective equipment

**Step ladders should only be used for short term work (<30 minutes) of low risk.**

### **STRESS AND MENTAL HEALTH**

Work should be planned and programmed so that no worker is put under undue stress, or is made to work excessive hours, or is subject to unreasonable commercial pressure to meet deadlines. Overtime should be optional. Supervisors and Managers must learn to recognize the signs of stress in themselves and their colleagues and be prepared to ask for, or offer, help where necessary. Workers should not be harassed, bullied, or coerced into working excessive hours or taking unreasonable responsibility beyond their capability.

### **TENDERING & PLANNING**

At planning stage, the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the **DIRECTOR** and written procedures defined. If necessary, pre-contract meetings will be held, and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exist, its contents shall be reviewed, and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

### **TRAINING**

All staff shall receive appropriate training in their responsibilities as defined in this policy, training will be updated at regular intervals and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by the company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The company will provide such staff training as is appropriate and necessary for the requirements of their duties. All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

### **VIBRATION AT WORK**

Syanna Limited will comply with its duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the construction industry,

they are:

1. **Hand-arm Vibration (HAV)** – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.
2. **Whole Body Vibration (WBV)** – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

### **Controlling the Risk**

The risk of permanent damage depends on a number of factors including: For HAV:

- How high the vibration levels are.
- How long the equipment is used for.
- How awkward the equipment is to use.
- How tightly the equipment is gripped.
- How cold or wet the operative gets using the equipment.

For WBV consideration should also be given to:

- Operative's posture.
- The design of the controls and the seating.
- The driver visibility.
- Handling and lifting operations associated with machine's operation.
- Personal factors i.e., level of fitness, etc.

The risk assessment should consider the following hierarchy:

**Elimination** – Seeking alternative ways of carrying out the task without using high vibration tools i.e., hand scabbling of concrete construction joints can be eliminated by using concrete retarders sprayed or painted onto the joint. Once the concrete has cured, jet washing can then expose the top surface of the joint.

**Reduction** – several methods should be employed, including:

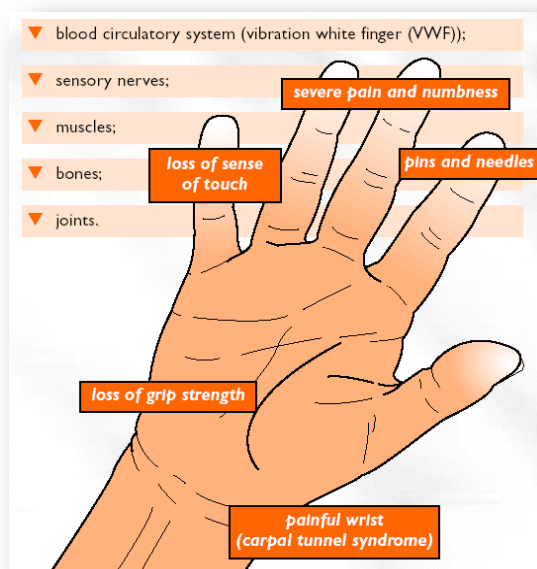
- making sure that all new tools have vibration control built in.
- modifying existing tools to reduce vibration levels or the grip force needed.
- use of the right tools for the job;
- limiting the usage time to those recommended by the manufacturer or supplier; job rotation or reduced 'trigger times'
- keeping all tools and machines in good working order.
- not using more force than necessary when using tools and machines.
- personal factors like cutting down on smoking (smoking affects blood flow);
- exercising hands and fingers to improve blood flow.

**Isolation** – providing a physical barrier between the user and the vibration source.

**Control** – methods include:

- information, instruction, and training in the correct use of tools and equipment.
- method statement and safe systems of work briefings.
- recognition of early symptoms of injury.
- arranging advice and routine health checks if the use of high vibration tools is unavoidable.
- assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

Symptoms of hand-arm vibration (vibration 'white finger') include:



### **VIOLENCE AND HARASSMENT**

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work.

The risk of such instances is to be controlled by arrangements including:

1. Constant supervision by site representatives in high-risk areas of sites such as prisons, remand centres or sites occupied by persons suffering from mental ill health.
2. Employees are instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so.
3. Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc.) in public areas as far as possible.
4. Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book. These occurrences shall be monitored by the Directors. Physical assaults shall be notified to the HSE as a 'dangerous occurrence' under RIDDOR 1995.
5. Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary.

### **WELDING & CUTTING OPERATIONS**

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Health and Safety at Work etc. Act 1974: Section 2
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The **SITE SUPERVISOR** must carry out a risk assessment and ensure that all necessary protective clothing, ventilation equipment, respirators, fire resistant sheets, fire extinguishers, screens etc. are provided before any such works are permitted to commence.

Welders and any person assisting them must be provided with eye protection to BS 679 or BS 1542. Suitable screens must be used to prevent injury to other persons working or passing near welding or cutting operations. Any Permit to Work or Hot Work Permits must be complied with in full, together with

the provision and rules on fire prevention, detection and fighting.

Only trained and experienced operatives are permitted to carry out welding or other cutting operations. All welding/cutting equipment must be checked daily, prior to commencement of work by a competent person and any defective parts repaired or replaced before use.

### WELFARE

The Construction (Design and Management) Regulations 2015, Schedule 2, specifies minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

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

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

The **DIRECTOR** will ensure that the welfare and first-aid requirements are established before work starts or that sub- contractors are notified of their requirement to provide such facilities.

The **DIRECTOR** will ensure that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

The **DIRECTOR** will formally notify any contractor/sub-contractor to whom joint/shared facilities are provided on site.

A First Aid box is provided in the kitchen/staff welfare area. The contents will be monitored and maintained by the company's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.

Arrangements may be made for employees to make use of any site first aid arrangements and in such cases the employee will confirm such arrangements prior to starting their work.

At least one trained first aider (in-date HSE approved course) shall be employed by the company; additional first aiders will be provided in accordance with HSE guidance.

### WORK AT HEIGHT REGULATIONS 2005

The company will comply with its duties under the Working at Height Regulations 2005 (WAHR), as part of its risk assessment procedures. All work at height will be thoroughly assessed by a competent person and alternatives to working at height will always be considered. The use of ladders for any work at height will only be approved where other more suitable work equipment is not considered to be appropriate.

The hierarchy of control measures listed in the Working at Height Regulations are:

- Avoid work at height.
- Prevent any person from falling.
- Use an existing place of work which complies with Schedule 1 of the Regulations.
- Use work access equipment which eliminates or reduces the risk of falling.
- Mitigate falls by using work equipment to minimize the distance and consequences of a fall.
- Where work equipment does none of the above, provide additional training and instruction or other suitable measures.

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the WAHR are established and implemented. Other factors such as the

location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

This policy and its arrangements cover the use of all types of ladder, for example those used for gaining access to positions above or below ground. In this policy a ladder / step ladder (ladder) should be referred to as a temporary measure which may be used as a working platform for no more than 30 minutes, **for light duty maintenance work.**

What are the main rules to follow when working at height?

- First, as a part of the planning of the work, carry out a Risk Assessment.
- Plan to do as much of the work as possible at low level.
- Do not work at height unless it is absolutely unavoidable.
- Provide a secure platform which will:
  - be securely footed on stable ground.
  - support the weight of the personnel and equipment to be used.
  - provide a stable access and will not overturn.
  - be secured to an existing structure, where necessary and wherever possible.
- Take account of the gradient of the ground, especially where mobile platforms are used.
- Provide guardrails to any platform.
- Provide barriers on open edges, holes and openings in the platform floor, the edges of roofs and working areas.

What can be done to help prevent falls?

- Plan all instances of working at height.
- Think about where and how the work is to be done.
- Where possible use an existing structure, which will allow safe access and provide a safe working platform.
- Where this is not possible, a safe working platform will need to be provided.
- Consider any lifting and handling requirements needed to carry out the work.
- Be aware and prevent possible electric shock dangers that may initiate accidents.

**REMEMBER TO ALLOW ADEQUATE CLEARANCE WHEN EQUIPMENT IS USED, PARTICULARLY NEAR OVERHEAD POWER LINES; AND AROUND NEARBY STRUCTURES WHEN MOBILE EQUIPMENT IS BEING USED.**

Ensure that only properly CE marked Category III approved Personal Protection Equipment is used for working at height. Domestic grade ladders and step ladders should NOT be used, all ladders used are of the correct type for the specific task, should be inspected before use, subject to regular checks and maintenance, and meet appropriate legislative and equipment standards.

These are summarised below:

- Keeping wooden ladders free of paint or any other coating which could hide cracks or splits.
- Marking of ladders with a unique number to aid recognition.
- Securing and footing of ladders as soon as possible after erection.
- Use of ladders at the correct angle (75 degree from horizontal).
- Provision of ladder attachments, as necessary.
- Marking of safe zones around ladders where persons are working above or below ground, plus use of barriers and warning notices.

### WORK EQUIPMENT

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

Further information is contained in the appropriate Approved Code of Practice. The specific requirements of this legislation cover the following:

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

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

The company will make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

The company will provide adequate information, instruction and training for the use of all work equipment and will ensure that all equipment conforms to the EC product safety directive, i.e., is 'CE-marked'.

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

### **WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992**

*These regulations do not apply to construction sites, reference should be made to Schedule 2 of the Construction (Design & Management) Regulations 2015 already referred to within this policy. They do, however, apply to all other workplaces.*

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The company's **HEALTH & SAFETY CONSULTANTS** will provide advice on the requirements as required.

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

The **DIRECTOR**, or person responsible for the offices, will ensure that the welfare and first aid requirements are provided.

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

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

#### **Temperature**

All offices will be maintained at a minimum temperature of 16°C.

#### **Ventilation**

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

#### **Lighting**

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

#### **Working Areas**

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

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

Floors and traffic routes will be kept free from obstructions at all times.

Effective measures will be taken to prevent persons being struck by falling objects etc.

Wherever possible regularly used and heavy files, boxes etc., will not be stored at high level.



All windows and transparent areas in doors, gates, walls, and partitions will be made of safety material and be suitably protected.

### **YOUNG PERSONS**

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk, or immaturity.

#### **Definitions**

**Young person** – An employee or work placement student who has not attained the age of eighteen.

**Child** – Person who is not over the compulsory school leaving age (16)

The 'Health and Safety at Work etc. Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees and require a specific assessment of risks to young persons.

Usually, the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However, where this is not the case additional measures should be determined and implemented before the young person's commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc. Act 1974 employees have a responsibility for their own health and safety. This needs to be significantly emphasised to young persons as they are potentially more likely to 'mess about' or play practical jokes, etc. without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young person's risk assessment:

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety the fitting out and layout of their workstation and workplace
- the nature, degree, and duration of any exposure to biological, chemical, or physical agents the form, range, use and handling of work equipment.
- the way in which processes and activities are organised any health and safety training given or intended to be given.
- risks associated with certain specified agents, processes, and work activities.

## **Section 4**

# **Method Statement Requirements**

### USE OF METHOD STATEMENTS

Method statements are used as a means of demonstrating that the hazards and risks associated with a particular task or series of tasks have been properly considered and evaluated, with the appropriate risk control strategies having been implemented. A method statement can only be completed once the potential hazards have been identified and assessed; this therefore requires the completion of a properly considered risk assessment for the activity, which identifies not only the hazards, but also the required controls to manage any residual risks.

The risk assessment procedure is set out within Section 7 of this document.

All method statements should be completed using the company standard method statement pro-forma, as detailed on the following pages (or alternatively at least contains all of the information specified and set out in a logical easy to understand format). When completing the method statement, reference should be made to the various safety procedures within Section 4 of this document. Method statements should address all of the issues whilst avoiding irrelevant material which is not applicable to the specific situation. Further information on the production of Method Statements is also given in the CITB Publication 'Construction Site Safety – Safety Notes' (GE 700/42/2).

Details of the information to be contained within Method Statements are also given in the following pages.

### INFORMATION TO BE INCLUDED IN METHOD STATEMENTS

The Method Statement will depend on the complexity and size of the job and is intended to show how the work will be executed safely. The Method Statement should give details of the following:

1. Details of supervisory personnel on site who will be responsible for the work to be undertaken.
2. Details of Safety Consultant and their name and telephone number.
3. Details of any personnel not involved on site but who can be contacted regarding design or other specialist information if necessary.
4. Work sequences.
5. Stabilisation of the works during their progress e.g., any temporary props, struts or supports that are required.
6. The method of executing the works which will include methods of lifting, fixing, holding, or bolting. Slings and unslings practice where necessary.
7. Methods to prevent any fall from heights. Full details should be given i.e., working, " platforms, handrails, safety harnesses or other means of preventing falling.
8. Access and egress to the job, i.e., by ladders, mobile work access platforms, hoists etc. Location of any ladders or other means of access.
9. Methods of protecting materials falling from heights i.e., toe boards, debris/brick guards, boarding on platforms etc.
10. The description of plant to be used in the execution of the work its safe working load and details of any tests, certificates, inspections/registers which are applicable.
11. Details of what to do in case of emergency. This would include details of first aid and names of qualified first aiders.
12. Details of storage and stacking of items on site together with any delivery procedures and any assembly work that is going to be carried out.
13. Detailed calculations for any loading platforms, props, temporary works or supports that are to be provided during the progress of the job.
14. Personal protective equipment to be provided for employees and sub-contractors in particular, safety helmets etc.
15. Details of any confined space hazards and where necessary, atmospheric monitoring procedures and emergency equipment to be provided.
16. Details of any shoring to be provided in excavations, means of entry and barriers or secure coverings to be provided.
17. Details of certification of personnel on site i.e., Construction Industry Training Board Certification Scheme for Scaffolding, Steel Erectors, Plant Operators, Demolition Operatives etc. Details of any certification such as Mounting of Abrasive Wheels, Cartridge Operated Tools etc.
18. The training of operatives on site i.e., induction training and any details regarding their part to be played within the Work Method Statement.

The Method Statement or System of Work is a requirement of the Health and Safety at Work Etc. Act 1974 and is intended to provide both the client and the individuals that are carrying out the work, the necessary information to undertake the job safely. It is essential that a copy of the Method Statement is kept on site available for inspection by all personnel. In addition, it is the responsibility of Management to ensure that all operatives are aware of their role in the job which is outlined within the Statement.

It is pointed out that this check list is not exhaustive and just gives outlined details of the type of information that should be provided.

## **Section 5**

# **Permit to Work Procedures**

## PERMIT TO WORK PROCEDURES

### INTRODUCTION

A Permit to Work system should be implemented whenever work has to be undertaken that involves special or particular levels of hazard and risk and additional levels of management control. Examples of the types of work that shall be covered by a Permit to Work are as follows:

- Excavating in toxic ground or where there are buried underground services.
- Breaking flanges, opening valves or cutting into operational pipe work etc.
- Entry into confined spaces
- Work on plant when guards have been removed.
- Work near overhead cranes or power lines
- Work involving any hazardous substances such as asbestos.
- Welding or use of any tools in areas where flammable liquids or atmospheres are present.
- Work on live electrical installations
- When chemicals, gases or dusts are present in the workplace.
- Entry into rooms that have been fumigated.
- Certain works at height

### LIMITATIONS OF PERMITS TO WORK

The issue of a Permit to Work does not in itself guarantee safety, it merely documents and communicates the hazards and risks identified and the precautionary measures that have been taken in order to minimise risk. Thus, Permit to Work procedures are only as good as the people operating them and the people supervising them. It is crucial therefore that supervisors of Permit to Work Systems:

- Are competent persons.
- Ensure that every person on the site understands where permits are required.
- Carry out regular checks to verify that the conditions specified by Permits are being maintained.
- Rigorously enforce Permits and discipline anyone not meeting the requirements of a Permit

### PERMIT TO WORK USAGE

Permit to Work forms should be issued by an appointed competent person and it is important that the following conditions are met:

- Only appointed persons shall issue Permits to Work. Each Permit shall be given a discrete sequential number which will be recorded on a master register of Permits to Works.
- Copies of the Permit shall be issued as follows:
  - **First Copy** To the permit holder/operators
  - **Second Copy** Posted at the workplace
  - **Third Copy** Retained by Issuer
  - **Fourth Copy** Issue to the Principal Contractor
  - **Fifth Copy** Issue to Client (Only required where the works impact on the clients existing operations)

### PERMIT TO WORK FORM

A standard form, as attached, will be used for the issue of all Permits to Work. As a minimum the following information should be contained on the Permit to Work form:

- **Permit Number, Date of Issue, Time of Issue, Site, Work Activity.**
- **Limits of Permit**  
This section should define the scope of work to be undertaken; the area in which the defined work should be undertaken; the type of work to be covered by the Permit - i.e., Entry into Confined Space, Work on Electrical Systems made dead; the date and time of expiry of the Permit shall be defined (not normally beyond the end of that working day).
- **Restrictions**  
This section should identify what areas and activities have not been included and for which the Permit is thus not valid. Should work be required for areas, activities or using tools or equipment that are not defined on the current Permit, then another Permit should be sought. Under no circumstances should such work commence without a valid Permit to Work being obtained first.

- **Hazards**  
This section should detail any hazards and risks that may be present during the works activity.
- **Precautions**  
Wherever a hazard or risk has been identified in the above section, then an appropriate control measure shall be defined in this section.
- **Conditions**  
Any protective equipment, PPE, tools, atmospheric monitoring, emergency alarms, gas test equipment, or procedures that are required, should be defined in this section.
- **Issue of Permit**  
Prior to issue, the appointed responsible person shall ensure that the precautions and the conditions, defined above, have been complied with and that the limits, restrictions, precautions, and conditions have been discussed with the person to whom the permit is to be issued (the permit holder).
- **Receipt of Permit**  
Before acceptance, the permit holder on receiving the permit shall ensure that he fully understands the limits, restrictions, hazards, precautions and conditions detailed on the Permit to Work form. Only when he is satisfied should the form be signed. This is important as he then accepts responsibility for informing all persons under his/her control of these measures and for supervising compliance with the standards defined.
- **Clearance**  
The permit shall be signed and dated as completed:
  - When the work is complete
  - Before the permit holder leaves site
  - When the Permit Time has expiredIf either of the last two occur before the work has been completed then the Permit must be cleared, cancelled and a new permit raised.
- **Cancellation**  
Permits cannot be cancelled until returned and the appointed responsible person and the permit holder have cleared the Permit. This must be strictly adhered too even if it means holding up the job until the person concerned is recalled to site. When a permit has been cancelled it must be marked on both sides with a clear diagonal line, corner to corner, and filed in a cancelled permit file.

**Notes** Permits are only valid whilst the permit holders remain on site. If any permit holder leaves the site then their permit must be cleared, cancelled and another permit raised in the name of someone who will be remaining on site for the duration of the job.

Where conditions or circumstances change, or the permit holder becomes concerned that the precautions, conditions defined by the permit are not sufficient or conditions differ to those anticipated, then all personnel should be withdrawn from the job and the permit referred back to the appointed responsible person. The appointed responsible person should consider the difficulties encountered the change in conditions or work methods and decide upon suitable controls. The new controls should be added to the permit and countersigned by both the appointed responsible person and the permit holder.

## **Section 6**

# **Risk Assessment Policy**



**INTRODUCTION:**

Syanna Limited fully understands the importance of risk assessment and in fact all safe systems of work within the organisation are driven by risk assessments. It is important therefore that risk assessments are carried out in a structured way to ensure we fully understand any risk and can therefore ensure that suitable control measures are in place to minimise such risk.

**1.0 DEFINITIONS**

- **Hazard:** Something with the potential to cause harm.
- **Risk:** A measure of the likelihood/probability and severity/consequence of an adverse event.
- **Risk Assessment:** The process of evaluating the impact of risk.
- **Mitigation:** The measures taken to control risk.
- **Residual Risk:** The risk remaining after the control measures have been put in place.

**2.0 LEGISLATION**

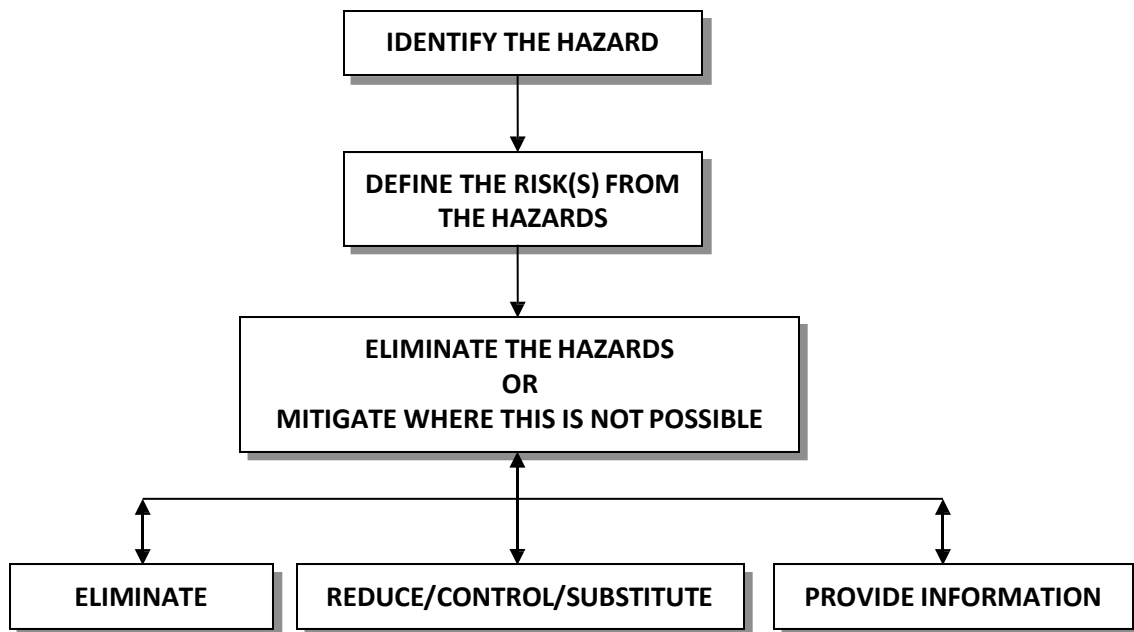
Health and Safety legislation places duties on employers to undertake risk assessments when:

- Planning a work activity, e.g.: site inspection, maintenance activities, entry into confined space, etc.
- When work activities are within the scope of Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- Working with substances hazardous to health (COSHH)

**3.0 RISK MANAGEMENT**

Risk management is a complex process, but the principles are quite simple. We all make risk assessments in our everyday lives, from crossing the road to deciding whether or not to undertake hazardous sports.

The process which you consciously or unconsciously undertake is:



Risk assessments are a structured method to identify, control or mitigate the hazards/risks produced by our activities or work. Risk assessments and the decisions made require formal recording. Risk assessments go beyond hazard identification and must involve analysis to evaluate risk levels, to eliminate these, or to take all reasonable steps to reduce the level of risk. Risk assessment methods vary in their complexity. Client need or statutory requirements may require more complex methods of risk assessment.

**Hazard Identification**

The process of risk management starts with an effective means of identifying hazards. Experience and relevant knowledge are important elements in the identification of hazards and competent resources will need to be allocated to this activity.

It may not always be possible to identify every hazard for every activity on every project; however, a structured and systematic approach will help you to identify as many hazards as possible. Try using a combination of the following techniques; though remember that there is no substitute for experience:

- Brainstorming
- Hazard identification checklists
- Review of similar examples
- Worst cases scenarios
- Interviews
- Peer reviews
- Research into past incidents/accidents

You should always document the hazards identified in your risk assessment documentation. This may, where appropriate result in a project risk register.

**Risk Assessment Table**

There are many methods of assessing health and safety risks in items of numerical value or ratings. Most are based on the principle:

**LIKELIHOOD X SEVERITY OF CONSEQUENCE = RISK RATING**

In order to assess risk, you need first to identify the likelihood of something occurring and the potential consequences.

The table shown below illustrates one method of calculating risk. CIRIA SP 125 shows a more complex version of the same approach and gives some guidance on non-numerical assessment.

TITLE	LIKELIHOOD DESCRIPTION	SCALE	TITLE	CONSEQUENCE DESCRIPTION	SCALE
Probable	Likely to occur several times in a relevant period.	3	Catastrophic	Fatality or loss of total systems.	5
			Critical	Major injury or Illness Major damage Severe environmental impact	4
Occasional	Likely to occur at least once in a relevant period.	2	Serious	Loss of time/injury Illness or damage Environmental impact	3
			Marginal	First Aid accident Routine maintenance/repair	2
Remote	Unlikely to occur in a relevant period.	1	Negligible	Very minor Little consequence	1

As with hazard identification, it is important that persons with the appropriate level of knowledge and experience identify the likelihood and consequence for each hazard. If you feel unsure about the classification of the likelihood and consequence of a hazard occurring, discuss it with a colleague or other safety advisor.

Having determined the applicable scales for the consequence and likelihood of occurrence for each hazard, the level of risk is determined by simply multiplying out the resultant scales.

The risk is then assessed against the table below in order to determine the action to be taken. The required aim is to eliminate the risk or reduce the risk to "as low as reasonably practicable" before accepting the risk as manageable.

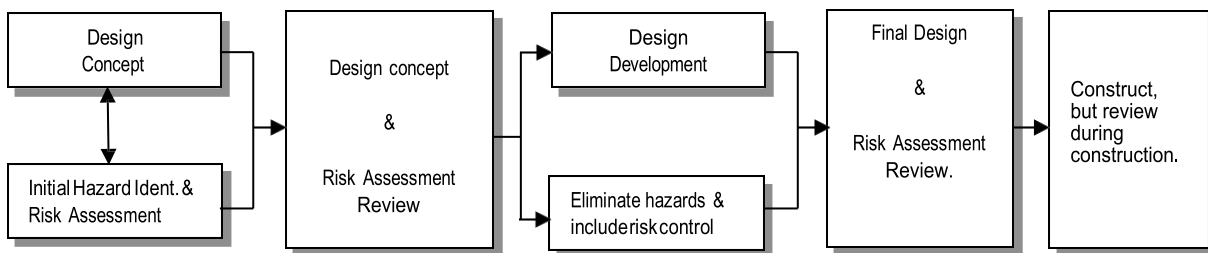
	CATASTROPHIC	CRITICAL	SERIOUS	MARGINAL	NEGLIGIBLE
PROBABLE	15	12	9	6	3
OCCASIONAL	10	8	6	4	2
REMOTE	5	4	3	2	1
<b>Score</b>	Actions (All risks must be eliminated or reduced as far as is reasonably practicable)				
<b>10 to 15</b>	Very High Risk – Not acceptable, apply mitigation to eliminate or reduce risk(s) – Seek Approval if significant risk remains.				
<b>6 to 9</b>	High Risk - Apply mitigation to eliminate or reduce risk(s) – Seek Approval if risk(s) cannot reasonably practically be reduced below this category.				
<b>1 to 4</b>	Low Risk – May be acceptable if all reasonably practical control measures are in place.				

Having categorised the health and safety risks, the next thing to do is to record the hazards in your risk assessment and determine the risk and what to do about them. This requires designers to consider the hazards and their effects and where possible they should amend the design to eliminate such hazards.

Where the elimination of hazards is not practical, appropriate control measures should be considered and the design amended to take account of them. It is then necessary to reassess the risk in order to establish the residual risk associated with the hazard. In some cases, the control measure itself may introduce additional hazards that also need to be assessed.

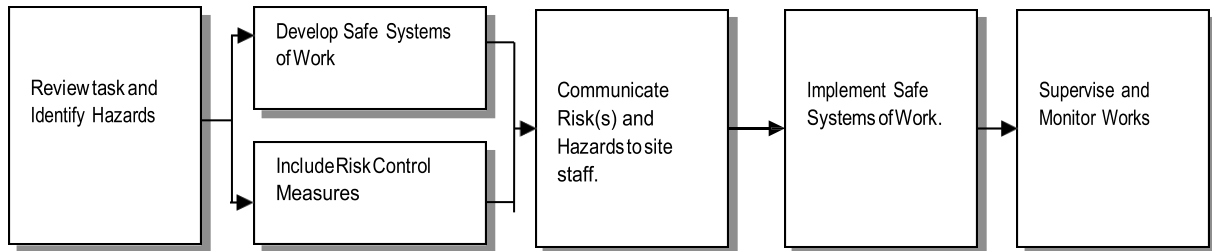
**4.0 DESIGN**

The way in which risk assessment fits in the design process is illustrated below, a process of continual audit and review should also be implemented throughout all stages of a project:



## 5.0 CONSTRUCTION

The way in which risk assessment fits in the construction process is below, a process of continual audit and review should also be implemented throughout all stages of a project: Liaison with the staff carrying out the operation is essential to ensure the most appropriate method of working is implemented.



Liaison with staff carrying out the operation is essential to ensure that the most appropriate method of working is implemented.

## 6.0 RECORD OF ASSESSMENT

The results of hazard identification and risk assessment together with evidence of actioning risk control measures should be documented. The level of documentation depends on the activities and levels of risk involved.

## 7.0 FIVE STEPS TO RISK ASSESSMENT

1. Identify the task and the potential hazards.
2. Determine the Likelihood and Consequence of the risk.
3. Decide on the necessary action, though wherever possible the hazard should be eliminated.

***Can the hazard be removed completely/could the job be done in a different way or with an alternative material? If it can, change the job/process to eliminate the risk.***

*If the risk cannot be eliminated, can it be controlled, or the effects reduced? Follow the principles of prevention and protection.*

4. Implement your decisions and record the findings on design risk assessments and drawings.
5. Regularly review your assessment and revise it if necessary, and ensure sufficient information is provided to the contractor and others.

Finally remember to communicate the risks to others in the design team and ensure a copy of all risk assessments are provided to the Client, Principal Designer, Principal Contractor, for inclusion in the Construction Phase Plan.

# Appendix A

## Glossary of Safety Terms Key Health & Safety Acts and Regulations

## GLOSSARY OF SAFETY TERMS

**ABSOLUTE DUTY:** No defence available against non-compliance with statutory requirements.

**ACCIDENT:**

- An unplanned unexpected event which may result in loss, injury or damage.
- Contact with energy resulting in a loss (injury, damage).
- Contact with substances resulting in a loss.
- Or any combination of the above.

**ACM:** Asbestos Containing Material.

**ALLERGEN:** An antigen (molecule capable of being recognised by the immune system) that causes an allergic reaction.

**APPOINTED PERSON:** One who is trained in accordance with the appropriate schedule, competent to carry out the duties and appointed in writing.

**APPROVED CODE OF PRACTICE (ACOP):** A Code of Practice (COP) prepared by management, unions and/or the HSE that has been approved and accepted by The Health and Safety Commission (HSC). ACOP have a special legal status and failure to comply with their recommendations could lead to a prosecution.

**CARCINOGEN:** A substance or physical agent that causes cancer.

**CARCINOGENIC:** Inherent potential of a substance or physical agent to be a carcinogen.

**CODE OF PRACTICE:** A body of rules for Practical Guidance only and not having the force of law although failure to comply may be used in evidence in legal proceedings.

**COMPETENT PERSON:** A practical and reasonable person with sufficient documented training and experience, who knows what to look for, how to recognise it when they see it, and how to deal with it to make it safe. They also know and work within the limits of their competence.

**COSHH:** Control of Substances Hazardous to Health.

**DANGER:** A state or condition in which personal injury and/or asset damage is reasonably foreseeable.

**DERMATITIS:** Inflammation of the skin. When the condition is due to contact with a substance at work it is called 'occupational' or 'industrial' dermatitis.

**DSE REGULATIONS:** Health and Safety (Display Screen Equipment) Regulations 1992.

**ERGONOMICS:** The study of the relationship between workers and their occupation, equipment and environment and particularly, the application of anatomical, physiological and psychological knowledge to the problems arising there from.

**ERROR:** Mistake; error of judgement leading to action resulting in an accident and its subsequent effects.

**ERROR RATE PREDICTION:** A forecast of the possibility of error based on statistical data.

**FIRE PRECAUTIONS:** The measures taken, and the fire protection features provided in a building (e.g. design, systems, equipment and procedures) to minimise the risk to the occupants from and outbreak of fire.

**FIRE PREVENTION:** The concept of preventing outbreaks of fire, of reducing the risk of fire spreading and of avoiding danger to persons and property from fire.

**FIRE RISK ASSESSMENT:** A fire risk assessment is an organised look at what, in your work activities and workplace, could cause harm to people. This will allow you to consider whether you have taken enough precautions or should do more to avoid harm. The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is acceptably low.

**FIRST AID:** The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities or materials available at the time.

**FREQUENCY RATE:**

$$\frac{\text{Number of injuries in the period} \times 100,000}{\text{Total hours worked during the period}}$$

**HARM:** Injury or damage.

**HAZARD:** Something with the potential to cause harm.

**HSC:** Health and Safety Commission

**HSE:** Health and Safety Executive

**HSWA:** Health and Safety at Work etc Act 1974.

**INCIDENCE RATE:**

$$\frac{\text{Total number of accidents} \times 1000}{\text{Number of persons employed during the period}}$$

**INCIDENT:** An event where there is no shown damage, injury or loss, but which may cause problems to an organisation.

**LOCK-OFF:** A system whereby controls such as switches or valves can be physically and intrinsically locked in the 'OFF' position as part of a SAFE SYSTEM of work.

**LOLER:** Lifting Operations and Lifting Equipment Regulations 1998.

**LOSS:** Personal injury and/or asset damage.

**MANAGEMENT REGULATIONS (or MHSWR):** Management of Health and Safety at Work Regulations 1999.

**MANUAL HANDLING:** Any means of transporting or supporting a load manually. Lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

**MEAN DURATION RATE:**

$$\frac{\text{Total number of days lost}}{\text{Total number of accidents during the period}}$$

**MEANS OF ESCAPE:** Structural means whereby a safe route is provided for persons to travel unaided from any point in a building to a place of safety.

**MISTAKE:** A human action that produces an unintended result.

**NARCOTIC:** Agent that depresses brain functions ea. organic solvents.

**NEAR MISS:** An incident, which does not show a visible result, but had the potential to do so.

**NEGLIGENCE:** The omission to do something, which a reasonable person, guided upon those considerations which ordinarily regulate the conduct of human affairs would do, or something, which a prudent and reasonable man would not do.

**PERMIT TO WORK:** A formal written or verbal authority to operate a planned procedure, which is designed to protect personnel, working in hazardous areas or activities. Authority for a safe system of work.

**POLICY:** A statement of corporate intent, which will be adopted and pursued as advantageous or expedient. PPE: Personal Protective Equipment (i.e.: hard hat, gloves, safety goggles, gas monitor etc)

**PRACTICABLE:** Technical feasibility without reference to costs.

**PUWER:** Provision and Use of Work Equipment Regulations 1998.

**QUALIFIED WORKER:** One who is accepted as having the necessary physical attributes, who possesses the required intelligence, training and education, and has acquired the necessary skill and knowledge to carry out the work in hand to satisfactory standards of safety, quantity and quality.

**QUANTIFIED RISK ASSESSMENT:** Resulting from calculations allied to error rate predictions.

**REASONABLY PRACTICABLE:** A computation made in which the quantum of risk is placed on one scale, and the disadvantages involved in the measure necessary for averting the risk is placed upon the other. A balance between risk and cost, inconvenience, effect on production.

**RIDDOR:** Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

**RISK:** The potential for harm, not actual harm. Risk reflects both the likelihood that harm and/or damage will occur and its severity.

**RISK ASSESSMENT:** A process where hazards are identified and risks evaluated, with the objective of eliminating or reducing the risks as low as is reasonably practicable.

**SAFE SYSTEM OF WORK:** A method of working that eliminates or reduces the risk of injury.

**SAFETY AUDIT:** Monitoring of the implementation of a safety policy by subjecting each area of an activity to a

systematic critical examination with the purpose of minimising loss and providing a quantified assessment of performance. SAFETY CASE: Formal explanation of methods to be adopted to reduce risk of accident often used in high potential risk situations - e.g. Rail, Petro-chemical, Nuclear Installations.

**SAFETY COMMITTEE:** A committee representative of all staff with the objective of promoting co-operation in investigating, developing and carrying out measures to ensure the health, safety and welfare of the employees.

**SAFETY CULTURE:** This term has no widely agreed definition. It may be described as a product of the individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of an organisations health and safety programmes.

**SAFETY INSPECTION:** Systematic assessment of safety standards for plant, place of work, working. Carried out by a manager and not a safety adviser/engineer.

**SAFETY MANAGEMENT SYSTEM (SMS):** Management of Safety in order to promote a strong Safety Culture and achieve high standards of safety performance.

**SAFETY MONITORING:** Periodic checks on observance of corporate safety standards and procedures.

**SAFETY POLICY:** A legal requirement on an employer to prepare and keep up to date a written

statement of their policy regarding the health and safety of their employees. The requirement for a written statement is for 5 or more employees.

**SAFETY REPRESENTATIVE:** A person appointed by a recognised trade union, who is recognised by the employer under the Safety Representatives and Safety Committees Regulations 1977 and who fulfils the function conferred upon them by the Regulations.

**SAFETY SAMPLING:** Systematic sampling of particular dangerous activities, processes or areas.

**SAFETY SURVEYS:** General inspections of the particular dangerous activities, processes or areas.

**SAFETY TOURS:** General Health and Safety inspections.

**SEVERITY RATE:**

$$\frac{\text{Total number of days lost} \times 1000}{\text{Total number of man hours worked}}$$

**TOXIC:** Inherent potential of a substance to cause harm.

**TOXIN:** Substance that causes harm.

**WORKPLACE:** The workplace may be described as any place where people are at work.

### KEY HEALTH & SAFETY ACTS AND REGULATIONS:

The following list of acts and regulations are the key statutory instruments applicable to the management of occupational health and safety in the UK. As new acts and regulations are introduced on a regular basis, those acts listed below may from time to time be supplemented or superseded by newer regulations.

- Building Regulations 2010
- Carriage of Dangerous Goods by Road (Driver Training) Regulations 1996
- Carriage of Dangerous Goods by Road Regulations 1996
- Carriage of Dangerous Goods (CPL) and Use of Transportable Pressure Receptacles Regulations 1996
- Chemicals (Hazard Information and Packaging for Supply) Regulations 1994
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazards Regulations 2015 (COMAH)
- Control of Noise at Work Regulations 2005
- Control of Pesticides Regulations 1986
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Control of Vibration at Work Regulations 2005
- Coronavirus Act 2020 and pursuant Regulations
- Dangerous Substances (Notification and Marking of Sites) Regulations 1990
- Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)
- Electricity at Work Regulations 1989 (SI 1989 No. 635)
- Food Premises (Registration) Regulations 1991
- Food Safety (General Food Hygiene) Regulations 1995
- Gas Appliances (Safety) Regulations 1992
- Gas Safety (Management) Regulations 1996
- Hazardous Waste (England and Wales) Regulations 2005
- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Information for Employees) Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Young Persons) Regulations 1997
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98)
- Lifting Plant and Equipment (Records of Test and Examination) Regulations 1992
- Management of Health and Safety at Work Regulations 1999



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- Manual Handling Operations Regulations 1992
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Personal Protective Equipment (Amendment) Regulations 2022
- Pressure Equipment Regulations 1999
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998 (PUWER 98)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)
- Safety Representatives and Safety Committees Regulations 1977
- Simple Pressure Vessels (Safety) Regulations 1991
- Supply of Machinery (Safety) Regulations 1992
- Transport of Dangerous Goods (Safety Advisers) Regulations 1999
- Work at Height Regulations 2005
- Working Time Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992