

A & V SQUIRES PLANT COMPANY LTD

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2007 HEALTH & SAFETY POLICY DOCUMENT

**PLANT HIRE
TIPPER HIRE
CIVIL ENGINEERING
CONTRACT EARTH MOVING**

Directors: A.D. Squires V.A. Squires P.D. Squires R.N. Squires

Company reg. no. 1000918

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HEALTH AND SAFETY

POLICY

SECTION 1

HEALTH AND SAFETY POLICY STATEMENT

1. A V Squires Plant Company Ltd recognises that health and safety management has positive benefits to the organisation and a high level of commitment to safety makes good business sense. We also recognise that health and safety is a business function and must, therefore, continually progress and adapt to changes. The approach to health and safety will be based on the identification and control of risks.
2. As distinct benefits are gained from providing a safe and healthy working environment, appropriate levels of resource will be allocated to ensure health and safety standards are maintained within the organisation. A positive culture will be encouraged within the Company and senior management shall actively support this.
3. Employees will be involved in the decision-making process, either on an individual basis or through their representatives. The performance of individuals and the organisation will be monitored and continual improvements will be made to our health and safety standards.
4. Adequate planning, monitoring and continual review of our policy implementation will be carried out.
5. In order to ensure the company policy statement is achieved, the following will form the aims and objectives, we will:
 - a. Ensure that there are arrangements put in place for the effective planning, development and review of this policy statement.
 - b. Ensure appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.
 - c. Provide the necessary information, instruction and training to employees and others, including temporary staff ensuring their health and safety competence.
 - d. Consider health and safety standards as equal to all our other business functions and attach equal importance to achieving high health and safety standards.
 - e. Devote the necessary resources and time to ensure health and safety standards are maintained. Expert assistance will be sought where the necessary skills are not available within the company.
 - f. Consult and work with all necessary persons to ensure health and safety arrangements are adequate for our visitors.
 - g. Constantly improve our health and safety standards and performance and will endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are the minimum we will comply with.

- h. Recognise that safety is the responsibility of everyone within the organisation and not just a function of management. In addition, employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with the management in achieving the requisite standards. Health and safety management is an integral part of our business function and performance standards will be monitored.
- i. Ensure health and safety is fully integrated into the management and decision-making process within the organisation.
- j. Ensure procedures are established to ensure safe plant and equipment is provided for employees and non-employees.

Signed _____

Date _____

Managing Director

HEALTH AND SAFETY
ORGANISATION / RESPONSIBILITIES

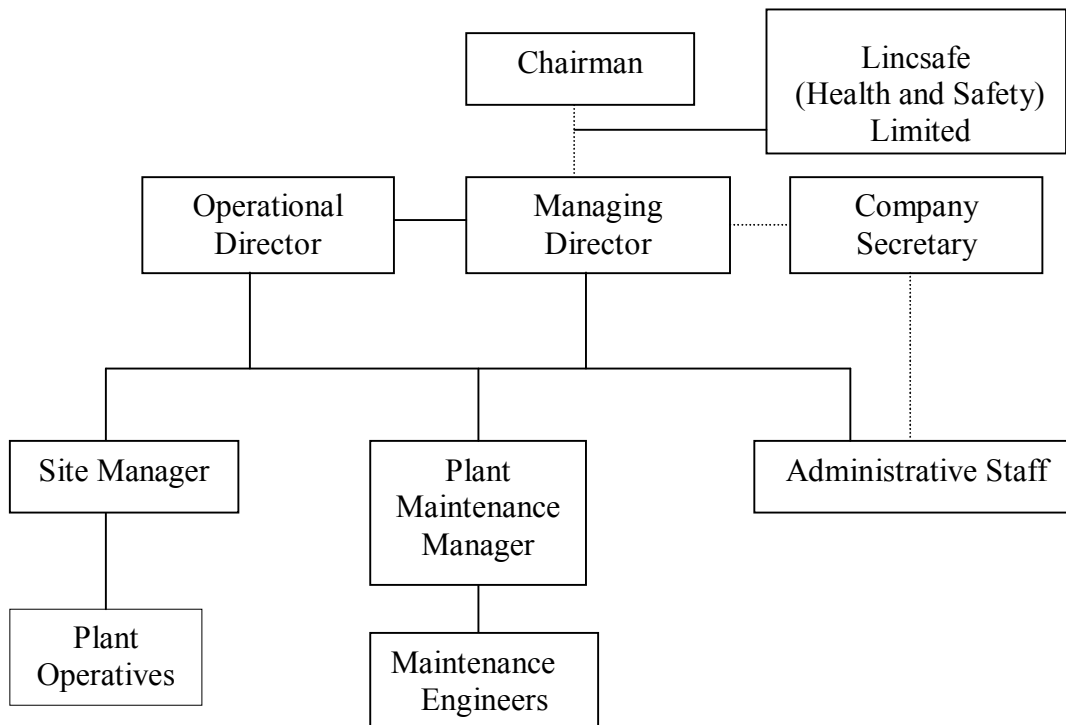
SECTION 2

ORGANISATION FOR IMPLEMENTING

A V SQUIRES

PLANT Co Ltd

SAFETY POLICY



ORGANISATIONAL RESPONSIBILITIES

MANAGING DIRECTOR

1. Maintain and review an up to date statement of the company policy for the management of health and safety, ensuring that it is brought to the attention of all employees.
2. Compile and document, for each individual in the organisation, his or her specific responsibilities for the implementing and maintenance of the health and safety policy.
3. Appoint for the business a manager responsible for the efficient and effective operation of the policy.
4. Understand the legal requirements, which impact on all of the company's operations.
5. Ensure employees understand their employment role and receive site-specific health and safety induction training and any specialist type training required for the competency level required relating to their employment.
6. All staff training is to be appropriate for each employment and a record of training is to be recorded. A regular review of their training is to be undertaken in line with their job requirement.
7. Ensure safe working practices are in place and implemented to meet current legislation. In addition, ensure work activities are planned, hazards identified, risks assessed and methods of working comply with both legislation and company standards.
8. Implement the recording, investigation and costing of injury, damage or loss. Analyse the investigations to eliminate hazards, and to detect trends reflecting early indications of the lowering of standards, or which affect the economic and efficient operation of the company.
9. Encourage, promote and distribute relevant safety literature to all employees.
10. Arrange for the provision of budgets, as appropriate, to meet the Statutory obligations.
11. Arrange for regular health and safety meetings to be convened between key Directors, Managers and the Safety Adviser to discuss the company's overall performance, accident prevention, trends and analysis. In addition, to review our current status and implement any improvements and procedures to improve the efficient and effective health and safety status of the company.

OPERATIONS DIRECTOR

1. Read and understand the company's health, safety and welfare policy and ensure any improvements or additions are brought to the attention of the Managing Director.
2. Ensure employees, especially new starters, are made aware of the company health, safety and welfare arrangements and, in particular, their personal responsibilities.
3. Ensure all relevant information affecting the health; safety or welfare of any person under your control is brought to their attention.
4. Report immediately to the Managing Director any unsafe situation or condition affecting the operation of any item of the company plant or vehicles, and in particular, any non-compliance with the company health and safety policy.
5. Execute your duties in a safe manner, setting an example to all employees, by taking all relevant safety precautions and procedures whilst on site, including the wearing of all appropriate personal protective clothing or equipment (PPE).
6. Ensure all statutory, routine inspection and maintenance records necessary for the safe and efficient operation of the plant is maintained and readily available for inspection.
7. Ensure the relevant safety precautions and procedures for all plant engineering activities and associated tasks are implemented as required by company policy.
8. Provide and maintain sufficient stocks of personal protective equipment (PPE), ensuring operatives understand, and are aware of the need to wear appropriate protection during particular high-risk activities and work procedures.
9. Ensure all potential work hazards have been identified and appropriate risk assessments have been carried out, on any substance, process or work activity, likely to affect the health and safety of operatives and/or visitors/members of the public. Ensure adequate control measures, training, instruction and supervision are implemented and, as appropriate, sufficient personal protective clothing (PPE) is identified and provisioned.
10. Continually review operatives' training requirements and bring to the attention of the Managing Director anyone who fails to comply with the company policy, practices and procedures.

SITE / PLANT MANAGERS

1. Understand the Company Safety Policy for Health and Safety and ensure that it is brought to the notice of all employees, particularly new starters. Ensure all work is carried out in accordance with company requirements, and advise the Managing Director of any improvement you feel may be necessary.
2. Ensure work on site is carried out to the required standards, with the minimum of risk to employees, other contractors, the public, equipment or materials.
3. As appropriate, issue written instructions setting out the method of work.
4. Be familiar with the requirements of the Construction Regulations, and other relevant legislation, ensuring they are observed on site.
5. Ensure risk assessments have been carried out on any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
6. Ensure noise assessments have been carried out on any noise hazardous process or plant and that appropriate control measures, training, instruction, protective equipment etc. have been implemented.
7. Maintain up to date registers, records and reports properly filled in and ensure the registers are kept in a safe place. Ensure statutory notices are prominently displayed.
8. Ensure an appointed “competent person” carries out all statutory inspections i.e. excavations, plant, etc.
9. Ensure all operatives under your control are aware of their responsibilities for safe working, and they are neither, required or permitted to take unnecessary risks.
10. Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before excavation work starts.
11. Do not allow the mechanical excavators within the limits of the any under-ground service or as specified by the Service and Company Policy.
12. Protect all overhead services in accordance with the Service Provider’s recommendations and Company Policy before any work starts.
13. Check site machinery and plant, including power and hand tools, are maintained in good condition and that all portable electrical appliances are rated at 110 volts.
14. Ensure adequate supplies of protective clothing and equipment are to be maintained.
15. Ensure records are kept of all Personal Protective Equipment issued.

16. Ensure adequate first aid facilities are available and operatives are aware of their location and the procedures for receiving first aid treatment for injuries.
17. Ensure emergency systems are in place, for calling and alerting the ambulance services.
18. Co-operate with the Safety Adviser and seek his advice before commencing any new methods of work or potentially hazardous operations.
19. Ensure adequate fire precautions are provisioned for the site office and welfare facilities and any flammable liquids or liquefied petroleum gases are safely stored and used on all occasions.
20. Examine drawings, soil investigation reports and initial excavations to ensure adequate support requirements are planned and available in advance. Ensure the site register is filled in and the excavation is managed in accordance with Company Policy.
21. Set a personal example by wearing protective clothing on site.
22. Ensure any accident on site resulting in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy.
23. Ensure that operatives are given and records maintained of site induction training, highlighting site hazards, emergency procedures, safe methods of work and any other relevant safety precautions necessary.
24. Any employee under the age of 18 is categorised as a “Young Person” and his details and record of employment are to be entered in the site register. In addition, they must not be allowed to drive or operate any plant or hazardous equipment unless under direct supervision.

ENGINEERS / OPERATIVES

1. Be familiar with the Company Health and Safety Policy and carry out your work in accordance with its requirements.
2. Use the correct tools and equipment for the job.
3. Wear safety footwear and safety helmets at all times and, as necessary, all other Personal Protective Equipment provided, e.g. goggles, respirators etc. as required by either the Site Supervisor or appropriate C.O.S.H.H. requirements.
4. Keep tools in good condition.
5. Report immediately to the site agent any defects in plant or equipment.
6. Work in a safe manner at all times and do not take unnecessary risks likely to endanger yourself or others. If possible, remove site hazards personally, e.g. tie unsecured ladders, remove or flatten nails sticking out of timber, etc.
7. Do not use plant or equipment for work for which it is not intended and never use it, unless you are trained and experienced.
8. Warn other employees, particularly new employees and young people, of particular known hazards.
9. Do not play dangerous or practical jokes or engage in “horseplay” on site.
10. Maintain all provisioned welfare and sanitary facilities and report any person seen abusing the welfare facilities provided.
11. Report immediately any injury sustained from an accident at work, even if the injury does not stop you from working.
12. Suggest safer methods of working.

SUB-CONTRACTORS

1. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is available on site whilst work is being carried out.
2. All work must be carried out in accordance with the relevant statutory provisions taking account of and considering the safety of others on the site and the general public.
3. Risk assessment of any substance, process or work activity on site, which will be hazardous to health and safety, must be provided before work commences. The assessment is to be communicated to all sub-contract employees on site. Any material or substance brought on site which has a health, fire or explosion risk must only be used and stored in accordance with current Regulations and recommendations, and that information is provisioned to all other site operatives who may be affected.
4. Sub-contract employees are not permitted to alter or interfere with any plant or equipment provided for their use.
5. Any plant or equipment brought on site by sub-contractors' must be safe, free from defect and maintained in good working order. All appropriate guards and safety devices are to be fitted and all necessary certificates and documentation must be available for inspection. Information and assessment on the noise levels of plant, equipment and operations are to be carried out by the sub-contractor and be provided before any work commences.
6. Only power tools or electrical equipment rated at 110 Volts may be brought on and be employed site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, be in good condition and have been routinely tested.
7. Any injury sustained or damage caused by sub-contract employees must be reported immediately to the site agent.
8. Sub-contract employees must comply with all safety instructions given by the site agent.
9. A V Squires have appointed an independent safety adviser to inspect and report on all health, safety and welfare matters where directed. Sub-contractors' informed of any hazards or defects noted during these inspections are to rectify the matter immediately and confirm their action to our site agent. Sub-Contractors' will provide the site agent with the name of the person appointed to act as their safety adviser.
10. Suitable welfare and first aid equipment in accordance with current Regulations is to be provided by sub-contractors' for their employees unless arrangements have been made for the use of our company facilities.
11. Sub-contractors' are particularly to note that all workplace are to be kept clean, tidy and free from all debris, waste materials and the area is to be cleared as work progresses.

12. Sub-contract operatives are to wear safety helmets at all times except in an area specifically designated otherwise by the site agent.
13. A detailed method statement will be required from all sub-contractors' and must be agreed with our site agent before any work commences, and copies are to be available on site in order that compliance can be ascertained.
14. Sub-contract plant operatives must be in possession of a recognised and valid Certificate of Training Achievement detailing the categories authorised to operate or an equivalent proof of competence (details of employees and copies of their relevant CTA is to be forwarded to the Company before any work is commenced). In addition, relevant details of operatives qualified to mount abrasive wheels and/or use any hazardous item of plant or equipment must also be forwarded to the Company.

ADMINISTRATIVE STAFF

1. Be aware of the Company Safety Policy and co-operate with its implementation.
2. Follow all instructions, laid down working methods or, other procedures designed to ensure safe and healthy working, paying particular attention to fire precautions and emergency procedures.
3. Report any hazard or defect in any equipment to your supervisor.
4. Keep offices clean, tidy and free from obstructions and fire risks.
5. Seek advice on any health, safety or welfare concerns.
6. Suggest ways of preventing or eliminating hazards.
7. Report any injuries sustained at work.

SAFETY ADVISER - LINCSAFE (HEALTH AND SAFETY) LTD

Lincsafe (Health and Safety) Ltd are retained by A V Squires from August 2007 to August 2008 as their "Competent Person" in regards H & S as required by the Management of Health and Safety Regulations, Regulation 7.

The Safety Adviser shall report directly to the Managing Director, but strong communication links will be maintained with all other employees of the Company. They will:-

1. Advise on the application and maintenance of the Company Health and Safety Policy arrangements
2. Maintain an up-to-date knowledge in matters of legislation and regulations as they affect the Company and its Health and Safety Policy.
3. Advise the Managing Director on safety matters.
4. Advise on all matters of health and safety to all levels across the Company.
6. Monitor by visits to sources of the Company's operations to ensure compliance with the Law and Company Policy and standards.
7. On request, investigate and report accidents and dangerous occurrences and recommend means of prevention.
8. Liaise with the Health and Safety Executive, its Inspectors and other relevant Departments and Personnel; also liaise with other relevant organisations as applicable.
9. Participate in encouraging a high profile for Health and Safety within the Company at all levels and review Health and Safety recommendations received from the workplace.
10. Advise on training needs for employees to ensure that they are competent to carry out the tasks within the realms of Safety Legislation.
11. Brief the Managing Director to arrange that all new employees are aware of and understand the Company Safety Policy, Codes of Practice and Safe Systems of Work.

**HEALTH AND SAFETY
ARRANGEMENTS**

SECTION 3

RISK ASSESSMENT

Instructions for using the Risk Assessment Calculator and Recording Form

1. Analyse the task or process that is being subjected to risk assessment. If it is a complex task, then break it down into a number of sub-tasks. Write a brief description of the task or process in column 1.
2. Identify all the hazards associated with the task or each sub-task. List the hazards in column 2.
3. For each hazard that identified, determine the likelihood of it actually causing harm using the 1 - 5 likelihood scale (*assuming no control measures*). Record the likelihood figure in column 3.
4. For each hazard that you have identified, determine how serious the outcome will be if it actually causes harm by using the 1 - 5 severity scale (*assuming no control measures*). Record the figure in column 4.
5. By multiplying these 2 numbers together, calculate the risk factor for each hazard that you have identified. This will show how high the risk is if either:
 - a. no control measures are introduced or
 - b. existing control measures failRecord the risk rating in column 5.
6. No prioritise the hazards in descending order of risk rating.
7. Dealing with the highest risk hazards first, record the control measures that are in place in column 6, or if no control measures exist, decide what measures you need to implement and record them in column 6.
8. Now carry out the risk calculation again (likelihood x severity) taking into account the existing or proposed control measures. Record the residual risk in column 7.

Note: If the control measures introduced are effective, then there should be a significant difference between the figures in columns 5 and 7.

This difference will also indicate how high the risk will become if the control measure fails and what back up controls you may need to consider.

RISK ASSESSMENT

Likelihood Scale

- 0 Impossible: Cannot happen
- 1 Unlikely: Has never happened
- 2 Possible: Has happened
- 3 Likely: Happens regularly
- 4 Probable: Happens regularly and frequently
- 5 Imminent: Will definitely happen soon

Severity Scale

- 0 No effect
- 1 Slight: Minor injury requiring first aid only – continue working
- 2 Moderate: resulting in up to 3 days absence
- 3 Serious: Urgent medical attention required and/or hospitalisation or more than 3 days absence
- 4 Major: Major injury (RIDDOR), chronic medical condition or death.
- 5 Catastrophic: Large number of seriously injured and/or deaths

CALCULATING RISK

Risk = Likelihood x Severity

	No Effect	Slight	Moderate	Serious	Major	Catastrophic
Impossible	0	1	2	3	4	5
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Probable	4	4	8	12	16	20
Imminent	5	5	10	15	20	25

Risk factor 1 - 4 = low risk

Risk factor 5 - 12 = medium risk

Risk factor 15 - 25 = high risk

1 Task or Process	2 Hazard	3 Likelihood	4 Severity	5 Uncont' Risk	6 Control Measures (existing or proposed)	7 Res' Risk

Risk: 1 - 4	Low risk
Risk: 5 - 12	Medium risk
Risk: 15 - 25	High risk

Comments:

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

Planning for Safety -outline Procedures

1. The Construction (Design and Management) Regulations place duties on various parties involved in the construction programme from Client to Contractors. The Company shall fulfil the requirements of the Regulations related to its activities.
2. On contracts where the Company has a design responsibility. Relevant hazards/risks shall be reduced in the design process.
3. The Company shall carry out a survey of work tasks/workplace in relation to Health and Safety and produce a plan to minimise risks prior to works being undertaken.
4. Sub-contractors shall be required to assist with the Safety Plan by submitting their own proposals to overcome potential high risk areas.
5. Specific advice shall be called on from the Company Safety Adviser as required.
6. During the course of the residential development and, as each home is purchased, we will compile for each incoming occupant a “home owner’s” file. The file will be given to the new occupant at handover and will serve as an aid for the safe running, maintenance and repair of the purchased property.

WELFARE AND FIRST AID

Planning Procedures

The Site Agent will establish the welfare and first aid requirements, before work starts, taking into account sub-contractors requirements if applicable.

In workplaces where contamination by rats or other risks to health may prevail e.g. used sharps or ground contamination, the necessary health, hygiene and welfare arrangements will be explained to operatives during site induction.

Monitoring

The Site Agent will ensure all welfare; fire and first aid facilities are provisioned and maintained to the required standards as set out in the Construction (Design & Management) Regulations.

Where the Company has arranged to use the facilities provided by the Principal Contractor, the Site Supervisor will report to management any deficiencies in shared facilities.

Special Welfare Arrangements

When short-term work is to be carried out on a site and there is no provision of huts or mobile units, the minimum of equipment to be carried in vehicles is:

- (a) Drinking water container
- (b) Means of boiling water (taking into account requirements for safety and ventilation if LPG used - see section in Policy)
- (c) Hand cleanser in dispenser.
- (d) Paper towels or other suitable means of drying hands.
- (e) Storage facilities for protective clothing.
- (f) Adequate first aid equipment.

Before any work commences the Operations Manager must make arrangements for the use by operatives of convenient and adequate sanitary and washing facilities throughout the duration of the work.

SITE OFFICES

1. During site set-up, office accommodation and full welfare facilities will be provisioned and will comply with the requirements of the Construction (Design & Management) Regulations Part 4.
2. All fire extinguishers will comply with the relevant British and European standards and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use. They will be wall-mounted or placed in a fire point box and their position prominently highlighted with a sign.
3. The Site Supervisor will ensure that all office and mess accommodation is cleaned daily and waste material is not allowed to accumulate in these areas.
4. If appropriate, any liquefied petroleum gas heating appliance is to be used in accordance with the requirements of company policy.
5. Electrical installations will meet the requirements of the IEE Regulations and will be installed, tested, altered and maintained by qualified electricians only.
6. The Site Agent will ensure, as appropriate, that any office machinery or domestic appliances are installed safely and maintained in accordance with manufacturer's recommendations and current Regulations.
7. Training will be provided in the use of office machinery and no person may is to operate or maintain any machinery unless authorised to do so.

HUSBANDRY AND ACCESS

General Husbandry and Access

More than 50% of the accidents that keep men away from work involve falls or collisions, of men, materials and vehicles. It is therefore vital that access from place to place be made safe. This can be achieved in the following ways:

- Clear away all waste materials as work progresses and dispose of correctly in skips.
- Maintain all floor areas clean and dry, if possible.
- Keep access to materials clear and retain items of plant materials in their correct location until required and, if used return them when finished.
- Clean up spillages immediately and dispose of waste correctly.
- Remove protruding nails from timber before stacking.
- Do not leave loose materials or stack sheet materials in working areas unless safely contained, or restrained.
- Lay any sheets of materials flat, if possible.
- Keep welfare facilities clean and do not use them for storage of plant or materials etc.
- Keep areas around plant and machinery clean and tidy.
- Ensure electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.
- Ensure clear access to all working areas and where necessary provide sound temporary steps or ramps.
- Excavations and other holes or openings must be covered over with securely fixed covers, or securely fenced off.
- Adequate proximity and task lighting provided when work has to continue after dark.

Ladders

More accidents arise each year from the use and/or misuse of ladders than from any other single piece of equipment (for short duration work only). In order to reduce hazards from the use of ladders on site the following is to be checked weekly:

- Ladders with defective rungs must not be used.
- Ladders to be in good condition, of adequate length and strength for the work in progress.
- Ladders to be secured at the top and be long enough to extend 1.50m above the landing place.
- It is recommended that ladders are placed at an angle of 1:4.
- Place ladders on a firm and level base.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
- Ladders shall not be used where both hands are required for the work task, unless a harness is clipped in position.
- Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs.
- Ladders should be inspected as part of the regular inspection of scaffolding on site and the results entered in the site register.

PLANT

Many accidents occur as a result of the misuse of items of plant. The following checks should be carried out on a daily or weekly basis to ensure that site agents are aware of the condition and maintenance of their plant:

Plant

- All equipment shall conform to the Provision and Use of Work Equipment Regulations.
- Carry out daily checks on plant before use and report any defects. Notify your Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.
- Only trained, authorised and certified persons will operate plant.
- All guards must be in good order and in position while plant is operating.
- Only use the correct item of plant or the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Signallers must be trained, and available for operations e.g. reversing, crane work etc.
- Ensure servicing schedules are available and maintained.
- Secure and immobilise plant when left unattended. Do not leave plant engines running when operator is not present, especially in public areas.
- Wear high visibility clothing when working in the vicinity of operating plant vehicles.
- Hearing protection must be worn when working in high noise levels.
- All lifting operations shall follow the requirements of the Lifting Operations and Lifting Equipment Regulations.
- All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc.) are to be provided with safety helmets and will be required to wear them as directed by site supervision.
- Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site
- Plant which contains pressure vessels such as air receivers, steam boilers, etc. will require specific inspection, tests, examinations of those parts and relevant records kept.
- Lifting appliances will be inspected weekly and details recorded in the register and have a thorough examination at the specified period in accordance with statutory requirements.

LIGHT PLANT AND TRANSPORT

- Only authorised, licensed drivers will drive site transport and be over the age of 18 unless under the direct supervision of an authorised driver.
- Site transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects.
- Checks will include water, oil, fuel, lights, tyres, brakes, etc.
- Site transport will only be used for the work it was designed for and will not be used improperly.
- Loads on site transport will be secure and the vehicle will not be overloaded.
- Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.
- No person will ride on or in any vehicle unless there is adequate seating provided, and it is used correctly.
- No persons will remain on or in a vehicle during the loading of loose materials unless they are adequately protected.
- Where necessary a signaller will be used during reversing or other operations.
- Vehicles will be driven in relation to the site conditions with regard to the speed of the vehicle especially on slopes.
- Vehicles will be left securely braked and the engine switched off when left unattended.
- Where vehicles are required to tip into any excavation or over the edge of an embankment, then signallers and physical stops will be used to prevent the vehicle overrunning the edges.
- Refuelling will take place at the designated areas using the equipment provided to ensure no spillage.
- Vehicles will not be driven in Confined Spaces unless specific ventilation measures have been installed.
- When working in those areas designated, all persons will wear high visibility clothing, especially slingers and signallers.
- All necessary guards will be in place before a vehicle is used on site and will not be operated without them.
- Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.
- Transport drivers will not consume any intoxicating liquids during the working day or shift.
- All company cars and other vehicles used on public roads must be maintained in accordance with manufacturers recommendations.
- Any defects affecting the safe handling or use must be reported and attended to immediately.
- The Highway Code will be observed at all times.

EXCAVATORS USED AS CRANES

Before an excavator is used as a crane the following checks are to be carried out:

- Ensure the necessary tests have been carried out for excavators required to be used as a crane, or has an exemption certificate been obtained and all conditions complied with.
- Only trained and authorised persons will operate these machines.
- Only trained, certificated and authorised slingers are to carry out slinging operations and give relevant signals to the driver. The correct lifting gear must be used and secured to the excavator properly.
- Excavators are to be maintained and inspected regularly and any defects reported immediately.
- Excavators must not be overloaded by incorrect use or by failing to estimate the load correctly. Information about the weight of loads to be lifted must be obtained before work commences.
- Excavators must be marked with the safe working load permitted and be fitted with an automatic safe load indicator.
- Measures will be taken to ensure the stability of excavators when working on soft ground or slopes.
- All personnel working with or near these excavators will wear a safety helmet.
- All excavators must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
- Loads are not to be left suspended while the excavator is unattended.
- Loads are not to be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials will be fully secured or covered during lifting operations.
- Safety measures will be required when operatives carry out maintenance work or inspections where a fall from any height may occur.
- If an excavator collapses, overturns on site or any part fails, the Safety Adviser must be contacted immediately and the procedures for Dangerous Occurrences detailed in this Policy must be carried out.
- The Safety Adviser is to be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
- When working under overhead cables the electricity authority is to be contacted and appropriate precautions will be taken to ensure adequate clearance is maintained to overhead electricity cables and other services. (See separate section).

Adequate clearance is to be maintained when working next to any structure or object etc. to prevent personnel becoming trapped.

FORKLIFT AND TELE-HANDLERS

- Trucks should be selected for the type of work to be done and the ground conditions on site.
- Only trained and certificated operators will drive the forklift.
- The truck must not be overloaded in excess of the manufacturers loading table.
- Ensure the load is stable on the machine and driving operation is carried out smoothly.
- Pallets to be lifted are to well maintained and in good repair.
- Loading tower and scaffold platforms must be designed to take specified loads and the Buying Department must specify the maximum weight of unit loads from suppliers.
- Drivers and those involved with the use of forklift trucks are required to wear a safety helmet.
- Ensure personnel are clear of the load during lifting operations and when travelling.
- Trucks must be maintained and serviced in accordance with manufacturers recommendations and the lifting chains examined at 6-monthly intervals.

ELECTRICITY ON SITE

General Safety

- All cable connections must be properly made. Under no circumstances is insulation tape alone be used to protect any repair or join in an extension cable.
- Work on equipment is only to be carried out by authorised persons.
- Only 110v equipment (or less) is permitted on site.
- The correct extension cables are to be used, to cope with wet and rough conditions.
- Extension cables are to be minimised by the provision of adequate numbers of socket outlets.
- Extension cables, when used, are to be routed so as not to cause tripping or similar hazards.
- Wherever possible, site electrical supplies are to be protected by residual current and other such protection devices.
- All portable tools, cables etc. should be identified and regularly inspected and maintained by a competent person.
- Check equipment before use for any sign of damage and report defects immediately.
- Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- If anything goes wrong, switch the equipment off and disconnect from the power supply.
- Do not lift or pull equipment by the cable, the connections may become broken and cause a hazard.
- Cables will be routed so as to protect from damage.
- On festoon lighting, all bulb sockets are live. Open sockets must be protected where 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.

Overhead Cables

The main hazards associated with overhead electrical cables are contact with the cables by plant, vehicles or by operatives handling long object, e.g. scaffold tubes, cladding sheet, ladders etc. Where plant or vehicles are required to work adjacent to or pass under, or any work activity takes place in the vicinity of overhead power cables the following should be adhered to:

- Suitable barriers will be erected in order to maintain a safe distance from the cables.
- Care will be exercise when handling long objects such as scaffold tube, ladders etc. which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power cables. Electricity can “arc” across a gap and this must also be taken into account.
- Where specified work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-to-Work system operated. The Safety Adviser must be consulted for advice in these circumstances.
- In certain situations, capacitor or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30 kv.
- The Safety Adviser must be consulted for specialist advice before work commences.
- The Company will issue suitable notices for use as required.

EXCAVATIONS

Almost all ground will collapse given the right environmental conditions. It is essential therefore that certain precautions and regular checks be made on the excavation to ensure the integrity and stability of it. The following is an essential guide to the good management of excavations.

- Ensure excavations which require the sides supporting, stepping or battering back are done so to an angle that is suitable for the material being excavated and the type of work in progress.
- Ensure adequate materials, plant, pumps, etc are available before work commences.
- Identify the underground services before excavation commences (a permit to dig is to be used).
- Trench or excavation supports, underpinning or shoring is to be designed by specialists and only installed by trained persons.
- The Site Agent is to provide a suitable method statement before work commences.
- Installation of supports is always to be carried out from the safety of an already supported or protected section.
- Ladders are to be used for access unless the excavation is such as to allow easy access e.g. shallow batter, steps etc.
- If the ground is unstable, even shallow excavations may need support. If in doubt, contact your site agent.
- Support all services where they cross the excavation and do not use them as “steps” for access.
- Ensure a safe distance is maintained between the excavation and any adjacent building or traffic.
- Keep spoil, tools, materials etc. at least 1.5m away from the edges of excavations.
- Use stops to prevent vehicles driving too close to the edge of excavations.
- Protect the public and others by installing barriers around the working area and ensure that necessary lighting, signs and barriers are maintained when the excavation is unattended.
- Wear your safety helmet and safety footwear.
- Deep, narrow excavations may require ventilation due to presence of gases (e.g. gas leaks, exhaust gases, contaminated ground etc.). If in doubt contact the site agent.
- Do not cross the excavation unless a properly guarded gangway is provided.
- Do not stand closer than 6m from a machine whilst it is excavating or backfilling.
- Signallers are required for excavators if the excavation is deep or the working area is limited.
- A nominated competent person is to check the excavation is daily and a weekly thorough examination is also to be made and recorded in the site register.
- Where health hazards may be encountered e.g. landfill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc. the Safety Adviser will be asked for advice on precautions required e.g. air sampling, monitoring etc.
- Spoil heaps are to be sited clear of overhead cables with the sides suitably battered to prevent collapse. When removing spoil, ensure no vertical sides are left unattended.
- Regular checks are to be made for signs of children “burrowing” into them.

- Stability of plant is to be considered when working on peat, soft ground conditions to ensure plant does not tip over or sink etc.
- There may be a requirement for the provision of such safeguards as excavator mats or ground stabilisation techniques.
- The presence of “marsh gas” (i.e. methane) can cause an explosive mixture with air, this should be considered in such conditions.
- Where necessary, excavation supports, underpinning or shoring is to be designed by specialists.

Underground Services

Underground services are a potential threat to any operative engaged in excavation work. The location of underground services can often be difficult and time consuming and with pressures on target times and dates many operatives take short cuts and do not follow the recommended procedures thereby placing themselves in serious danger. In order to manage excavations and to reduce the potential for a serious accident or incident the following details should be considered and followed:

- Ensure that plans and locating equipment are available before any excavation work begins (**a permit to dig system is to be operated**).
- Do not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers of services. Continue to use the locating tool as excavations proceed.
- Use the locating devices provided. Training will be arranged, for those persons required to use this equipment, by the safety adviser, if requested.
- Do not rely on the locating equipment alone, look for physical indicators such as, previous excavations, junction boxes, manholes, cable transmission poles, lamp posts etc.
- Dig trial holes carefully using hand tools only, to confirm the location of services. If pointed implements have to be used then do so carefully and avoid thrusting spikes into the ground.
- Mark the line of services with paint, crayon, wooden pegs etc. and place signs to indicate their presence.
- Do not assume that services will be at their recommended depth and do not use mechanical tools or excavators within 0.5m of any service.
- Treat all services as hazardous until safely proved otherwise.
- Electricity cables and gas pipes can look like water services and it has been known for these services to be laid in pipes or ducts etc.
- Where services are encased in solid materials such as concrete etc, arrange for the services to be isolated before any excavation or breaking away commences.
- If any service is damaged report it immediately and have the area cleared.
- If a machine strikes a cable, the operator is to remain in the cab of the machine and no attempt is to be made to jump clear or climb down.
- Water supply and sewage pipes can also be hazardous so always ensure there are safe exits from the excavation in the event of flooding.
- All services crossing an excavation must be adequately supported and they are never to be used as stepping points for access.

LIFTING OPERATIONS

The collapse of an overturning crane can injure other people as well as the crane driver, especially on a crowded site or where the crane is working near a public thoroughfare. In order to minimise the potential for an incident or accident certain key issues should be checked. The following is a check of the safety aspects to be considered or checked before and during lifting operations:

- Cranes are required to be inspected weekly, thoroughly examined every 12 months and tested. Thoroughly examinations are to be carried out as prescribed by a competent person and the details recorded.
- Before any equipment used for lifting persons is used a 6 monthly thorough examination is to have taken place.
- The requirements of the Lifting Operations and Lifting Equipment Regulations are to be followed, in particular to the planning of lifting operations and the use of a permit to lift system.
- Before any lift is undertaken, the certificates of test and thorough examination are to be made available.
- Drivers must be competent and over 18 years old, trained and certificated.
- Controls (levers, handles, switches etc.) must be clearly marked.
- Cranes should be sited on a hard, level base.
- Any items of lifting gear - slings, shackles, eyebolts etc. are to be checked and should be in good order with test certificates provided. Each item must have been thoroughly examined within the last 6 months with appropriate entries made in the register.
- Only trained and authorised slingers are to carry out the slinging operations and give relevant signals to the driver.
- Cranes are to be maintained and inspected regularly and any defects reported immediately.
- Cranes must not be overloaded either through incorrect use or failing to estimate the load correctly.
- Information about the weight of loads to be lifted must be obtained before the lift commences.
- Cranes must be marked with the permitted safe working load and fitted with an automatic safe load indicator.
- Cranes are only to be erected and dismantled by trained persons under the supervision of a competent person.
- Measures will be taken to ensure the stability of cranes when working on soft ground or slopes.
- All personnel working with or near cranes will wear a safety helmet.
- All cranes must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
- Loads are not to be left suspended whilst the crane is unattended.
- Loads are not to be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials will be fully secured or covered during lifting operations.
- Safety measures are to be taken when persons are carrying out any maintenance or inspections where a fall of any height may occur
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- If any crane collapses or overturns on site or any part fails, the Safety Adviser is to be contacted immediately and the procedures for Dangerous Occurrences detailed in this Policy must be carried out.
- The Safety Adviser is to be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
- Appropriate precautions are to be taken to ensure adequate clearance is given to overhead electricity cables and other services.
- Adequate clearance is to be given when working next to any structure or object etc. to prevent personnel becoming trapped.
- If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.
- Slings must be securely attached and account taken of the angle of the legs, the centre of gravity, the weight of the load and the attachment method.
- Slings must not be knotted or bolted together.
- Slings are to be protected at the edges of loads by the use of suitable packing.
- Do not drag slings from beneath loads.
- Ensure the safe working load is displayed on the lifting gear or is identified to establish the safe working load.
- Ease loads from the floor to check the security before the full lift is performed.
- Lifting gear repairs are only to be carried out by authorised persons and the lifting gear is to be used again until a relevant test certificate has been issued.
- Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook and be fitted so that the device operates correctly.
- “Dynamo” type eye-bolts are not to be used, only the “Collar” type is to be used.

COMPRESSED AIR EQUIPMENT

Compressed air equipment can be dangerous, even fatal if not used or maintained correctly. In order to minimise the hazards associated with the operation of this type of equipment the following checks should be carried out:

- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices, brakes etc. are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.
- Engine covers/flaps must be in place during use, to ensure noise control is effective, this also included mufflers fitted to breakers. Additional protective equipment such as ear defenders or goggles may be required and these will be worn.
- Hoses, connections and valves must be in good condition and correctly fitted.
- When using an air “lance” or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply.
- The work area should be cleared of other persons unless they are adequately protected.
- Take care when blowing out condensation etc. from hoses and ensure that the open end is secured and not pointed at anybody.
- Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to “fool around” with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc., do not just fold.
- Ensure the jockey wheel, stands and brakes are operational before manhandling compressors.
- Use a vehicle to move compressors whenever possible.
- Wear eye, foot and ear protection especially with breakers and abrasive discs.
- Ensure the air receiver has been thoroughly examined within the last 24 months and a certificate provided.

ABRASIVE WHEELS

Certain safety conditions are required for the safe operation of abrasive wheels. Site agents should be aware of these requirements and ensure appropriate supervision is exercised over operatives who use abrasive wheels on site.¹

- Only trained, competent and appointed persons are to mount abrasive wheels.
- Ensure the disc or wheel is mounted correctly.
- The machine must be regularly maintained to ensure the speed of the machine spindle is correct.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection and ear defenders must be used when using abrasive wheels.
- Ensure protection is provided against hazardous dusts generated.
- Wearing loose clothing is prohibited, especially ties, sleeves, scarves etc.
- All machines are to be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials.
- Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

HEALTH HAZARDS

Control of Substances Hazardous to Health

All construction work activity will impact with the use of chemicals, substances or bacteriological agents which will lead to short term (acute) ill health or in some more serious cases long term (chronic) health disorders. To ensure workplace substance hazards are reduced to a minimum and as a method of informing operatives of the risk, from these substances, COSHH assessments will be undertaken. Almost all chemical materials are potentially dangerous and although they may find their way into daily use, it is usually in a very diluted or otherwise modified form.

COSHH assessments should take account of a number of factors including:

- A site or building survey to establish if there are any existing health risks where work is to be carried out
- Comprehensive information obtained from the suppliers of certain substances etc.
- The type of work, will it involve potential risks to health e.g. spray painting, grit blasting, entry into confined spaces, dust, etc.?
- Protection of the skin, mucous membrane and eyes
- How to avoid or reduce the hazard?
- Is the operative trained and authorised in the use of the substance?
- If there is a risk of inhalation of chemical vapours; is there adequate ventilation or does ventilation have to be provided or suitable respiratory equipment?
- The type of Personal Protective Equipment required and training requirements
- Good industrial hygiene practice. Do not swallow materials or use in areas where food is being consumed. Prohibit smoking during the application and curing of hazardous substances.
- Are adequate facilities for the washing and cleansing of the skin available along with, the necessary cleansers and barrier creams.
- Ensure operatives read the assessment, associated data sheets, container labels and detailed health and safety information before using any product.

In addition to the above information required for a workplace COSHH assessment, consideration will also have to be given to the following:

- The storage of product, it should be in well-ventilated areas away from extremes of temperature and environment.
- Cleaning all spillages instantly and proper disposal of the waste, including part filled and empty containers
- Except for transportation in closed containers, materials are only to be handled by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows any symptoms of ill health from exposure to chemical products, the procedures for the removal from the area and obtaining immediate medical advice
- Measures to keep others, especially children, away from areas where harmful substances are present or being used.

The Site Supervisor will provide written assessments and list precautions required with any substance where a potential risk to health is known, or suspected, and will request any sampling, analysis, monitoring, etc. as required. The details of COSHH assessments will be kept in an Assessment Register held on site

NOISE

Noise at work, if allowed to remain unchecked could lead to the reduction or even the complete loss of hearing in operatives exposed to it. It is imperative that measures are swiftly taken to reduce the excessive noise levels to a minimum and where possible to the levels required by the “Control of Noise at Work Regulations”.

The Regulations have placed duties on employers at 3 defined action levels:

1st Action Level	80db(A)	Employees to be informed of the potential damage to their hearing and, if requested by them, provisioned with suitable hearing protection
2nd Action Level	85db(A)	Where possible, the noise levels are to be reduced below the 85db(A) threshold. If this is not possible, the area is to be defined as a noise hazard zone and suitable signs are to be displayed; employees to be informed of the damage which will be caused to their hearing and they are to be provisioned with suitable hearing protection
Peak action level	87db(A)	Action same as 2 nd action level

As required by the Regulations, whenever a potential noise hazard exists, arrangement will be made to carry out suitable noise assessments and appropriate action will be taken, as appropriate. In addition, the site agent is to ensure the following:

- Ensure any site instruction regarding the wearing of hearing protection in designated areas is obeyed
- Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use
- Where possible, consider alternative methods of work to eliminate and reduce possible noise levels
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided
- When necessary, ensure that you have instructed operatives in the use of any equipment provided for your protection

The Safety Adviser, if requested will provide the following services, noise surveys, noise assessments, noise control measures, individual noise monitoring, training and instruction for operatives.

VIBRATION

The Company shall whenever possible use mechanically propelled equipment as opposed to hand held. Where this is not possible low vibration equipment shall be requested from suppliers (this also applies to contractors plant). Personnel will be instructed in the regards of vibrating equipment and procedure to be followed to reduce over exposure.

Vibration exposure from prolonged and regular work with powered hand-held tools, equipment or processes can have adverse effects on the hands and arms of users. Without effective controls, workers using such equipment may suffer various forms of damage, collectively known as ‘hand-arm vibration syndrome’ (HAVS). This is a painful condition and the effects can include impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly. The best-known form of damage is ‘vibration white finger’ (VWF), which is a prescribed industrial disease under RIDDOR Regulations.

Individual work processes and the tools being used should be observed. The following points shall be considered to assist in identifying the problem.

- The number of employees using power hand-held tools and where they work.
- Is there a high turnover of people in any department using powered hand-held tools?
- Ask operators about vibration levels when the tool or machinery is in use. Do they get numbness or tingling in their fingers? Have the operators complained about recurring pain or throbbing in their hands, or difficulties with gripping objects, or completing fiddly tasks such as fastening a button?

Looking at the task:

- Could the process be redesigned to avoid or reduce the use of powered hand-held tools, e.g. by substitution or alternative mechanization?
- Are alternative lower vibration processes or methods available?
- Could remote or power-assisted controls be introduced?

Reducing Vibration Transmitted to the Hands

- Suitable and sufficient information, instruction and training shall be provided to all operatives that use equipment that causes vibration to the hands. This should cover working techniques to avoid excessive grip pressure and push and guiding forces. The encouragement of workers to select the lightest tool capable of doing the work, to rest the tool as much as possible on the material being worked, and hold it with a light but safe grip.
- Job rotation and careful planning of the work can also keep the vibration exposure down. Suitable levels of supervision of the activity will take place to make these controls effective.
- It is very important to maintain blood circulation. This will be achieved by keeping the hands and body warm to help maintain a good flow of blood to the fingers and reduce the risk of injury.
- Gloves must be worn at all times when operating equipment that allows vibration to reach the hands. This will assist in keeping the hands warm, so as to increase the blood flow and reduce the vibration level to the hand.

- Special soft lining gloves are available. These gloves can reduce high-frequency vibration but have little effect a mid or low frequencies, which are those most likely to damage blood flow to the hands. The wearing of gloves also offer physical protection to the hands.
- As in all cases involving personal protective equipment, it must only be used as the last means of defence (i.e. when all other options of removing the hazard have been used).
- Exhausts from pneumatic tools and equipment must not be allowed to discharge towards the operator's hands. A flexible hose to lead the exhaust away will also help with noise control.
- Avoiding or cutting down smoking will help blood circulation, as will massage and exercising of the fingers during work breaks.

HEALTH SURVIELLANCE

Supervisors shall ensure that prior to employment, personnel shall be asked as to their general health in relation to work tasks required.

Should any person have a health problem which could affect their safety while at the workplace, they shall inform their immediate supervisor.

Supervisors shall, where work activities could cause health problems, regularly check on the welfare of personnel. Medical Practitioners (i.e. Occupational Health) shall be approached whenever assessments/pre-contract information identifies possible health risks.

MANUAL HANDLING

Manual handling of equipment and materials accounts for approximately 43% of all workplace injuries. The costs of these injuries weighs heavily on the National Health Service budget not to mention the cost to the company and the individual concerned. The Manual Handling Regulations therefore require all tasks to be assessed before any work is undertaken and where possible, for them to be mechanised.

Site agents are therefore to be aware and ensure the following are implemented:

- Wherever possible, use mechanical means to lift and transport items
- Where use of mechanical means is impracticable, a risk assessment must be made and sufficient persons must be available to lift the relevant load taking into account the size, shape and weight of the load
- Ensure operatives are trained to lift correctly i.e. straight back and using the strong leg muscles to raise themselves if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other. Avoid twisting, stooping or reaching to lift or deposit the load
- Ensure access areas are clean and clear and the lighting is adequate
- Wear gloves and safety footwear
- Protect sharp edges. Avoid long lifts and, if necessary, change grip when the load is at waist height. Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range. For long distances arrange supports to allow the load to be placed for brief breaks. During repetitive work allow sufficient time for resting.
- If more than one person is involved then a suitable person must be nominated to control the job. If possible, break the load down into smaller items
- Provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items which are loose to prevent the load shifting when being carried
- Avoid, where possible, lifting and carrying up and down stairs

ALCOHOL AND DRUG ABUSE

Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site. It is, therefore, our company policy that any person is known to be, or strongly suspected of being, affected by alcohol or substance abuse, he/she is to be referred to the site agent who is to arrange for the person to be removed from site.

Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be considered. If there is any doubt as to the person's medical condition or to the cause of their condition, then, medical advice should be sought immediately.

SPECIAL RISK OPERATIONS

The following section identifies work activities as “special risk operations” and the relevant detail contained in each is to be noted in order to reduce the potential risk of an incident or serious accident occurring. All “special risk operations” require a Permit to Work system to be operated.

Permits To Work

All high-risk activities have to be planned if they are to be executed safely and successfully. Procedures will be required to control all work activity in work areas where hazardous conditions are present. Potential areas where a “Permit to Work System” will be required include:

- Working near toxic substances
- Working on live electrical systems and installations
- Confined spaces
- Working with or near to cranes
- Welding and hot work operations
- Working with pressurised systems
- Demolition
- Fumigation

Permits to work should be used for all of the above conditions and they should clearly show the safety precautions required and be properly supervised at all times. On no account is anyone to work in a hazardous environment on their own or without the proper safety precautions and protective equipment present.

Demolition (CDM Regulations apply)

- The nominated Supervisor will ensure all appropriate Risk Assessments and suitable Method Statements are in place detailing the work involved and the control measures to be followed to ensure the safety of all operatives, visitors and members of the public. These measures must take into account the prevention of accidents especially to children.
- Before any work commences, existing services into the site must be located and disconnected. Confirmation of the disconnection is to be obtained, in writing, from the appropriate utility service company.
- The existence of any hazardous substances, e.g. asbestos, lead painted steelwork etc. on site must be determined from any historical documents provided, the results of a physical survey of the site, the results from any sampling or analysis carried out
- Information from the above, will determine suitable precautions and controls required to be incorporated into the method statement, including the proper removal and disposal of hazardous materials before and during demolition.
- Where a building or structure to be demolished contains unusual or possibly hazardous design features, or it is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire-damaged building, cantilevered balcony etc., before any work commencing advice is to be obtained from a qualified structural engineer

- All plant used on demolition sites is to be suitable for the demolition work and is to be provided with any necessary safeguards to protect the operator
- All operatives on demolition sites will be required to wear safety helmets and any other associated protective equipment provided

Asbestos and Asbestos Cement Products

Asbestos has been widely used in the past for various applications such as:

- a) Insulated and sprayed coatings on boilers, plant, pipework and insulation of buildings
- b) Insulating board, fire protection on doors, partitioning, ceiling tiles and wall cladding
- c) Asbestos cement, roof sheets, drain pipes and gutter sheets for cladding and partitions.

Reference shall be made to premises Asbestos Registers following the introduction of the Control of Asbestos Regulations 2006, particularly in relation to Regulation 4 – the Management of Asbestos in Non-domestic Premises.

The information contained in these registers shall identify any areas containing or strongly suspected of containing ACM's and shall be avoided or dealt with accordingly.

It is company policy not to interfere with, or remove, insulated sprayed coatings or insulating boards unless specifically required to do so or during demolition works and in this instance we shall either employ a licensed Asbestos Removal Company to undertake such works or follow the procedures below.

If during general work operations a suspect material is found the Supervisor shall be informed immediately, work shall cease in that area until a full analysis has been undertaken.

Pre-planning

Before commencing any demolition the consideration should be given to the following:

1. Full details of structure (is sheeting helping to support)
2. Confirmation about type of sheeting
3. Means of access to work area (cherry pickers/scissor lifts are to be used in favour of ladders/crawl boards)
4. Requirements for scaffold, edge protection, crawlboards and harness attachment
5. Seclusion of non-employees/public from the area by means of fencing and signs
6. Where applicable close liaison with occupiers of premises to ensure areas are kept clear while sheeting is removed

Method of Work

In addition to the above methods of work will have to address the following:

1. Suitable changing and washing facilities are to be on site prior to work commencing
2. All personnel involved shall be briefed as to the method of work and sign the method statement to the fact that they agree and understand
3. Disposable overalls and respirators will be worn by those involved. Respirators are not to be removed at any time while there is a risk of sheets breaking and/or the risk of fibres being released.
4. All sheeting shall be removed in one piece (as far as is possible) to prevent fragmentation (no cutting of sheets)
5. Any countersunk screws shall be sprayed before and during removal
6. Areas where fragmentation cannot be avoided shall be damped down and filters placed on drains
7. Where removal of sheets/tiles is undertaken within a structure, air samples to confirm that standards are maintained shall be taken by an approved organisation before handling over the area to others. Should the contamination exceed the threshold standards, a controlled cleaning operation using asbestos filtered vacuum cleaners (industrial standard) will be undertaken (personnel to wear suitable P.P.E.). Further analysis will be required during this type of operation.

Note: Before work of this nature is undertaken, consult the Safety Adviser who will give every assistance required.

Work at Height

All work at height undertaken by A V Squires will be carried out within the scope of The Work at Height Regulations 2005. All work at height will be subject to risk assessment being undertaken.

Where A V Squires operate as a sub-contractor, but before any work at height is undertaken on a principal contractors premises, our Safety representative will communicate with the principal contractor and satisfy himself that the work has been planned and suitable equipment has been selected in respect of access, edge protection and fall protection.

Where A V Squires undertake the role of principal contractor, and in respect of working at height we shall ensure that:

- Work at Height is **avoided** where possible, i.e. done at ground level and lifted into place;

- If avoidance is not possible, equipment will be selected to **prevent** a possible fall, this will be achieved by the use of scaffold, edge protection, birdcage scaffold, powered access platforms and suitable access methods, i.e. Haki stair towers;
- Where it is not possible to **prevent** a fall, a method will be used to **mitigate** the consequences of a fall ie fall nets, soft landing systems or personal suspension equipment(harnesses).

In all cases Kingfisher Developments will ensure:

- All work at height is planned and organised.
- Weather conditions are taken into account.
- The location of the work place is safe.
- All operatives undertaking the work at height are trained and competent.
- The equipment selected for work at height is appropriately inspected.
- The risk from fragile materials i.e. roof lights, asbestos is controlled.
- The risk from falling materials is controlled.

Other access and work platforms can be used, i.e. ladders and steps, but only after more appropriate methods have been exhausted, and only for short duration, following a risk assessment

CONFINED SPACE ENTRY

- Only suitably trained, certificated and authorised persons are permitted to enter confined spaces
- Set procedures will be agreed and followed before work commences and a Permit-To-Work will be issued
- Carry your Leptospirosis Card (Weil's Disease) at all times and show this whenever you go to your doctor or to a hospital because of this illness
- Check the weather before entry into sewers, sudden storms can cause rapid rises in water levels. Ensure that the correct equipment is available and checked before entry e.g. gas monitor, harnesses, breathing apparatus, resuscitators, lamps, protective clothing, first aid kit, barriers, winch, airhorn etc.
- Ensure the area is well ventilated before entry by opening manholes etc. above and below the point of entry.
- Place barriers around the manhole if needed
- Establish a suitable communications link for use in emergencies and to notify of commencement and finish of operations
- Check the gas monitor and test the confined space by lowering the monitor in
- Put on your safety equipment if needed
- Enter the confined space with a lifeline attached to your harness (if needed). Check step-irons and runs before putting your full weight on them
- Lower tools and equipment by use of a line and leave both hands free for climbing up and down
- If the alarm sounds, put on the escape set (if needed) and leave the area quickly and calmly
- Do not attempt to retrieve other equipment
- If anyone collapses, assume the worst and put on your escape set, stop only to put the face mask on the collapsed person, leave the area and arrange a rescue with full working sets by the emergency services
- If work is required along a sewer then set procedures will be followed including use of lifelines, check depth of flow, establish clear communication between team members
- Keep areas of skin covered which may come into contact with the sewage
- Avoid rubbing your nose, eyes or mouth with your hands during work and wash thoroughly before eating, drinking or smoking. Do not take matches, naked lights or smoke into a confined space.
- Do not take petrol, diesel or LPG powered equipment into confined spaces and ensure that exhaust systems are sited away from openings into the area
- Do not use electrical equipment in confined spaces unless specifically authorised, check, if there is any doubt.
- Clean and cover with a waterproof dressing any cut, scratch or graze before entry
- Replace manhole covers after use

REMEMBER: IF IN DOUBT - GET OUT

Where necessary, the Safety Adviser, on request, will arrange all necessary training, sampling, air monitoring and prepare safe systems of work. The Company will arrange Permit-To-Work systems and provide relevant equipment as required.

PERSONAL PROTECTIVE EQUIPMENT

The head, eyes, hands and feet are all very vulnerable to injury and equipment to prevent such accidents to these parts of the body is available. All operatives are required to wear suitable footwear whilst at work on company sites and site agents are to ensure that operatives wear at all times suitable PPE. In particular the following should be adhered to:

- Suitable footwear is to worn containing some or all of the following features:
 - Ø steel toe cap
 - Ø steel mid-sole
 - Ø waterproof (e.g. wellingtons)
 - Ø oil or chemical resistant soles
 - Ø specific protection (e.g. chainsaws etc.)
- Operatives are to obey the requirements of any sign or notice indicating that equipment is to be worn
- When necessary operatives are to wear appropriate hearing defenders for the type of work process they are involved in and have been instructed in its maintenance and use
- Operatives will wear appropriate eye protection for the work being carried out
- As appropriate, operatives will wear suitable respiratory protective equipment
- All management, staff, contractors, employees and visitors will wear safety helmets whilst on company sites
- Helmets are to be worn by all operative on company sites and information to this effect is to be displayed at the site entrance, mess hut and issued to each person or contractor working on company sites
- Disciplinary action will be taken by the site agent against any employee or contractor not complying with this requirement
- Where any fall prevention measures are not practicable, a full body safety harness is to be used. It is to be suitable for the specific purpose intended and a full harness is to be used and the operatives are to trained and instructed in its correct use
- All operatives required to wear personal protective clothing or equipment must report any defect in the equipment or the safe system of work immediately to the supervisor or site agent

FIRE SAFETY PRECAUTIONS ON SITE

If a fire should break out, people must be able to escape from it. The following points will be considered during the planning of any housing development project and as it progresses:

- **Means of raising the alarm:** to include the procedures for alerting persons to leave their place of work immediately but not to leave the site. The alarm can be raised by operation of an air horn, bell, whistle, or even by word of mouth, on very small sites
- **Means of escape:** All areas used for access/egress must be maintained clear at all times. All operatives are to be made aware of the escape routes and assembly points during the period of induction training
- **Means of fighting the fire:** suitable fire extinguishers, fire blankets maintained in prominent positions, appropriate fire points around the site. All operatives to receive training in the use of the various first aid fire appliances.

Fire precautions will be reviewed during the course of each development to ensure they remain effective and that all operatives are fully aware of the appropriate action to be taken in the event of a fire breaking out.

All forms of 'hot work' are to have a suitable and appropriate "permit to work" and effective monitoring of the hot work areas are to be carried out at cease work. Sub contractors will include fire safety within their submitted risk assessments/method statements, as appropriate.

ACCIDENTS

Company Procedure

When an accident or dangerous occurrence takes place, it will fall into one of the following categories. Proceed as indicated in the accompanying procedure as described below:

Accidents Involving Injury

1. Minor accident to employee:
 - (a) Ensure details have been entered in Accident Book B1510
 - (b) Where an employee is incapacitated from work for more than 3 consecutive days (excluding the day of the accident but, including any days, which otherwise would not have been working days) because of any injury, complete internal accident report form and send direct to the Safety Adviser
 - (c) If injured person is admitted to hospital and is an in-patient for more than 24 hours, the accident becomes specified “major injury” and must be notified as described under the category
2. Minor accidents to any other person; complete the internal accident report form and send as outlines (1). If the other person is an employee of another company, the responsible person at the workplace should notify his employer.

Note: The Accident Book B1510 will continue without change. The recording of injuries in this book is unaltered.

3. In the event of a specified major injury or a fatal accident occurring to ANY PERSON arising out of or in connection with our work, immediately telephone the Safety Adviser.

Note: Copies of F2508 or any enquiries from the DSS completed in respect of any accident will be sent to the site or other workplace. These documents must be made available, if requested, to the enforcing authority or safety representative. They should therefore be filed in the Safety Register.

General Notes

1. An accident involving the death of or specified major injury to any person has to be notified and reported to the enforcing authority by the responsible person immediately.
2. An accident involving an employee being incapacitated for work more than three consecutive days (excluding the day of the accident but including any days which would not have been working days) because of the incident.

3. A copy has to be kept by employers of all notifiable diseases. This will be a copy of F2508A.
4. Where an employee has suffered an injury as a result of a notifiable accident or dangerous occurrence resulting in the cause of death within one year of the date of that accident, the employer shall inform the enforcing authority in writing as soon as it comes to his knowledge.

PROCEDURES THE EMPLOYMENT OF NEW EMPLOYEES TO SITE

This procedure is to be carried out by the Site Agent of the site where the new employee will be required to work:

- Explain to the new employee his duties and to whom he is responsible
- Advise of the location of the Company Safety Policy and ensuring the employee is aware of his/her responsibilities
- Ascertain from the new employee suffers from any disability/illness which may prevent him/her carrying out certain work activity or who requires additional protective measures.
- Warn the new employee of any potentially dangerous areas, hazardous operation and/or any prohibited actions on site e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- Arrange appropriate training or instruction to be given and inform head office management, e.g. abrasive wheels etc.
- Issue appropriate PPE e.g. safety helmet, goggles, ear defenders and obtain their signature for the items issued.
- Advise of the location of the first aid box and of the procedures to be taken in the event of an accident, in particular, the necessity to record all accidents however trivial it may appear at the time.

ADDITIONAL PROCEDURES FOR YOUNG PERSONS (UNDER 18 YEARS OLD)

- Inform employees that they must not operate any plant (including dumpers), give signals to a crane driver, use power tools or equipment unless being trained under the direct supervision of a competent person
- Enter the employee's name in the General Register located in the General Register
- All appropriate hazard risk assessments specific to their work activities are to be reviewed to ensure they are suitable taking account of their age and inexperience and ensure they are brought to the attention of their parent/guardian