



HS27: Company Health & Safety Policy

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1 Introduction

1.1 About this policy

A Company employing five or more persons has a legal duty to prepare a written health and safety policy. Policy documents are the most effective means of demonstrating management commitment and support with regard to health and safety and are considered to be the centre piece of company's health and safety. This document will therefore require editing to reflect your company's aspirations etc. in this respect.

This Policy is divided into three parts:-

PART A

This makes a statement or general declaration based on your obligations under the Health and Safety at Work etc. Act 1974.

PART B

This explains organisation and the chain of responsibility for health, safety and welfare within the company. It is important to identify posts or positions and ideally, named individuals, with specific responsibilities and duties within this part of the policy.

Your health and safety organisation can probably be best illustrated with a simple diagram. Employees also have a duty to take care of themselves and others who may be affected by their work activities, and to co-operate with you in respect of health, safety and welfare.

PART C

This deals with the arrangements that have been made by the Company. It should identify the particular hazards that are applicable to your specific activities.

1.2 Reviewing procedure

- This Policy should be formally reviewed at least every 12 months by the Company's Board of Directors. It should also be reviewed following legislative changes, Company structural changes or when any new materials, plant or technology is introduced.
- The Directors should consider alterations and amendments, which become essential between review dates.

Date	Name	Signature

2 Part A: Health and safety policy statement

2.1 General policy statement

Overall and final responsibility for health and safety in K W Dorrington is that of the Board of Directors who are advised by [Health & Safety Director Name], the director responsible for health and safety within the company.

The company will comply with the Health and Safety at Work Act 1974, and other relevant legislation and meet the standards required to protect all of our employees whilst at work and any person likely to be affected by our work operations.

The objective of this policy is to sustain high standards of health and safety performance throughout the company and detail the standards expected of employees and sub-contractors who under take work on its behalf.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:-

- The provision of information, instruction, training and supervision such as is necessary to ensure the health, safety and welfare of employees of the company.
- Adequate arrangements for suitable and sufficient assessment of work activities in order to identify associated hazards and control the risks arising.
- The provision and maintenance of safe access to and egress from any workplace under the control of the company plus safe systems of work.
- The co-operation of employees of the company to enable statutory obligations to be met.
- A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.
- The provision of first aid, fire prevention and control, welfare facilities and working environments that are, so far as is reasonable, without risk to health.
- Arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- All practicable arrangements for the minimisation and mitigation of the spread of illness during a viral pandemic.
- The provision of personal protective clothing and equipment deemed necessary as the result of a risk assessment.
- The provision and maintenance of machinery, plant and systems of work that are safe and without risk.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed at least annually.

Signed

Date

3 Part B: Responsibilities and duties

3.1 Organisational chart

3.1.1 Managing Director

The Managing Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across the organisation
- Ensuring that all viral pandemic mitigating guidelines, policies and procedures possible to minimise the spread of disease are in place and adhered to as required by current Public Health Authority and NHS advice

3.1.2 Contracts Manager

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the Organisation's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the Organisation's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Conducting site meetings remotely as far as possible during a viral pandemic. Where this is impossible, undertake these meetings outdoors or in an open space, with only absolutely necessary participants, at a safe distance of 2m recommended by the Public Health Authority. If a meeting must take place indoors, limit occupancy, hold meeting in well-ventilated space, provide hand sanitiser (minimum 60% alcohol based) in room and configure space to help people maintain social distance
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift. During a viral pandemic this should include additional cleaning and waste disposal collection from welfare and toilet facilities as well as additional hand sanitisation and cleaning products
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Ensuring that appropriate PPE to mitigate spread of viruses is available at all times for use as/when advised by the Public Health Authority. In accordance with The Use of Face Coverings in Construction during a viral pandemic, where workers are not required to wear Respiratory Protective Equipment (RPE), face coverings should be made available and they are recommended to be worn in enclosed spaces, where social distancing isn't always possible and where workers come into contact with others they do not normally meet
- Prompt investigation, recording and reporting of accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

3.1.3 Site Manager

The Site Manager is responsible to, and shall report to the Contracts Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the Organisation's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained

- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Ensuring staff are given regular briefings and reminders on the processes and procedures to minimise the spread of viruses, including focus on vulnerable groups and young people e.g. Apprentices
- During a viral pandemic, encouraging wherever possible workers travel to site in their own transport (car, van or bike) and if they have no option but to share transport request that journeys be shared with the same individuals, with the minimum number of people at one time, with good ventilation, facing away from each other, encouraging the wearing of face coverings and maximising the distance between people. Vehicles should be cleaned between each journey. Explain that they should wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and getting out of the vehicle
- During a viral pandemic, considering staggering arrival and departure on site to reduce crowding in and out and reliance on public transport at peak hours (05:45 - 8:15 and 16:00 - 17:30) for those who have no other option, providing more than one entrance and exit, one way flow routes and hand washing facilities at entrance and exit during a viral pandemic and regulate use of corridors, lifts and staircases. Additionally putting in place alternatives to touch-based security devices such as keypads and finger print recognition. Putting in place additional parking and bike racks during a viral pandemic so operatives can travel to work separately
- During a viral pandemic, explaining Government guidance on social distancing refers to "one metre plus", defined as two metres or one metre with risk mitigation measures in place, where two metres isn't viable. Ensuring staff understand the safe social distance of 2m. Review layouts to allow staff to work apart from each other and use floor paint or tape to make areas to help operatives maintain 2 metres. Where the 2m rule is not practicable, operatives should work side by side or facing away from each other, use appropriate PPE and use screens to create a physical barrier between people where appropriate. In accordance with The Use of Face Coverings in Construction, where workers are not required to wear Respiratory Protective Equipment (RPE), face coverings should be made available and they are recommended to be worn in enclosed spaces, where social distancing isn't always possible and where workers come into contact with others they do not normally meet
- Reviewing site office and site reception areas to reduce face to face contact and put in place other communications channels. Use screens to create a physical barrier between people where appropriate.
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Putting in place safe distance communications such as by radio or if face to face all attendees at least 2m apart in an open space during a viral pandemic
- Ensuring only workers deemed necessary to carry out the physical work or supervision should attend site during a viral pandemic and rearranging tasks to enable them to be safely done by one person where possible
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people during a viral pandemic
- Considering reducing job and location reduction and creating fixed, consistent pairings of people who carry out their duties together in a team during a viral pandemic (so each person works with only a few others)
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift and during a viral pandemic ensuring; additional cleaning of all toilet facilities, extra provision of soap and water (or hand sanitiser (minimum 60% alcohol based) if water is not available) for hand washing and extra hand towels as well as extra cleaning after each break or shift of welfare facilities
- During a viral pandemic stagger breaks and lunches to minimise congestion in welfare areas and staff are able to safely distance (2m). Workers should take their lunches separately, for example eating lunch in their own vehicles or well away from each other. Reconfigure seating and tables to maintain spacing and reduce face to face interactions. Encourage outside areas for breaks. Workers should be required to stay on site rather than visiting local shops. All eating areas must be thoroughly cleaned at the end of each break and shift
- Allowing regular breaks to wash hands
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager. In addition, reporting on where a worker has been diagnosed as having a virus recognised during a viral pandemic and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of the disease
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements, non-safe social distancing e.g. operatives working closely at less than 2m during a viral pandemic, etc.
- During a viral pandemic identifying areas where people need to hand things to each other and find ways to remove direct contact e.g. via drop off zones
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent. Where possible tools and plant should not be shared during a viral pandemic and should be labelled for individuals. During a viral pandemic equipment should be regularly cleaned/disinfected using appropriate cleaning products (buttons/handles/switches) and where possible after each use [see Toolbox Talk TT86: Tool hygiene and reducing spread of viruses]
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation.
- During a viral pandemic, ensuring workers do not share vehicles or cabs. If this is not practicable, use a fixed pairing system of people and with the minimum number of people at any one time. Make sure vehicles are well

ventilated and individuals face away from each other. Maximising the distance between people and encourage the wearing of face coverings may help to reduce the risk of transmission. Vehicles used by different operators should be cleaned between journeys and objects/surfaces disinfected using gloves and standard cleaning products. Provide hand sanitiser for getting in and out of vehicle.

- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way and during a viral pandemic does not risk the spreading of the virus through unsafe working
- During a viral pandemic ensuring safe deliveries and collections to mitigate the spread of the virus and that all operatives understand these procedures
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site
- Encouraging any operative who displays symptoms of a virus recognised during a viral pandemic no matter how mild or who has received a positive test result to follow Public Health advice and to stay at home as per NHS guidance, quarantining their tools/equipment from further use until they have been cleaned and disinfected
- Ensuring that extra care is taken around "extremely vulnerable" operatives, enforcing social distancing around them in the workplace
- Ensuring pandemic public notices are visible and help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace.

3.1.4 Contractors

The responsibilities on contractor personnel are the same as the Organisation's employees. The Organisation's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

3.1.5 Employees

All employees (permanent and contract) shall:

- Ensure familiarity and adherence to the Organisation's Health & Safety Policy
- Observe all safety rules and codes of practice and in particular during a viral pandemic pay attention to the company and site policies and procedures to avoid spread of the disease
- During a viral pandemic employees should observe strict social distancing of 2m whilst working and when using welfare facilities, frequently wash hands throughout the day/shift and avoid sharing tools and plant. They should also wear face coverings where; social distancing isn't always possible, in an enclosed space and where workers come into contact with others they do not normally meet.
- Ensure the appropriate safety equipment (PPE) is worn (this includes employees and limb (b) workers) and appropriate safety devices are used where there is risk of injury. During a viral pandemic under no circumstances should PPE be shared. All reusable PPE should be thoroughly cleaned after use, and single use PPE disposed of so it cannot be reused
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work as well as any non-safe social distancing (e.g. operatives working at less than 2m from colleagues)
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Make themselves familiar with viral pandemic policies and procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

3.2 The company's duties

The Company's duties will, 'so far as is reasonably practicable', be:-

- To observe the requirements of the Health and Safety at Work Act 1974.
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health including all practicable measures to mitigate the spread of viruses specified by Government and the NHS during a pandemic.
- Arranging safe systems of use, handling, storage and transport of materials, machinery and equipment etc.
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required.
- To ensure that appropriate personal protective equipment (PPE) is provided to both employees and limb (b) workers. During a viral pandemic in accordance with The Use of Face Coverings in Construction, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and the site (which may include welfare and changing facilities, site offices or site meeting rooms) meets the following criteria, the Company should make face coverings available and they should be recommended to be worn in enclosed

spaces, where social distancing isn't always possible and where workers come into contact with others they do not normally meet.

- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees.
- To consult with the company's employees on safety matters.
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects.
- Provide adequate first aid arrangements and welfare for employees whilst at work.
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- To ensure that all contractors comply with this Policy, health & safety plans, method statements and risk assessments that are relevant to their work.
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To prevent any person working whilst under the influence of alcohol or drugs.
- To provide satisfactory levels of funding, human resources, time to commit to improving health and safety at all times.

3.3 Chain of responsibility

- The overall responsibility for health and safety lies with the board of directors.
- The named Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company.
- Managers will be responsible for the organisation of health and safety on their sites and within their departments.
- Site Managers and foremen are responsible for implementing this Policy, and the requirements of all health and safety legislation, on site.
- Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures and are conversant with the Health and Safety at Work Act 1974 and other relevant legislation.

3.4 The safety director's duties

- To provide a visible management commitment to higher standards of health and safety.
- To monitor the effectiveness of this Policy and to make revisions as necessary.
- To ensure all Company employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities.
- To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken.
- To ensure all employees receive adequate and relevant training.
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- To advise the Board of Directors of their responsibilities.
- To ensure adequate funding is made to meet statutory requirements.
- To ensure that the management of health and safety within the company is periodically audited

3.5 Contract manager's duties

- To monitor the implementation of this Policy, the Client's safety requirements and statutory responsibilities.
- To ensure adequate financial provision is made for health and safety.
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work.
- To ensure co-ordination and co-operation between all parties involved in construction.
- To encourage good health and safety practises and that viral pandemic mitigation strategies are observed.
- To ensure site supervisors are competent.
- To ensure sites are adequately protected and signed.
- To ensure that members of the public, affected by the Company's operations are adequately protected.
- To ensure that statutory notices are displayed.
- To ensure provision of adequate welfare facilities.
- To set a good personal example by wearing the appropriate personal protective equipment as well as maintaining the safe social distance of 2m, wearing face coverings where appropriate and displaying good hand washing hygiene during a viral pandemic.
- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded.
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities.
- To monitor the maintenance of all relevant site safety records.

3.6 Duties of site managers and foremen

- To carry out day to day supervision of the site.
- To comply with this Policy and enforce it on site.
- To organise and co-ordinate site work with minimum risk to health and safety.
- To ensure viral pandemic mitigation processes and procedures are implemented and maintained as per current Public Health Authority and NHS guidance, (which may include all operatives accessing and exiting the site

observing safe social distances, and that work is undertaken at safe social distances (over 2m apart) and wearing face coverings where appropriate.

- To ensure that operatives are competent.
- To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date.
- To ensure that operatives are given precise instructions in respect of health and safety including health advice during a viral pandemic.
- To ensure that the storage of materials and substances are safe and, comply with statutory requirements.
- To maintain site accommodation and welfare facilities in a clean and hygienic state with additional cleaning after each break/shift during a viral pandemic as well as extra hand washing facilities in place, portable toilets cleaned and emptied more frequently and that users of facilities observe safe social distances during their use e.g. when having lunch or queuing for use of facilities.
- To maintain a tidy organised site.
- Produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas with attention paid to access and exit points to site during a viral pandemic, including alternatives to touch-based security devices, avoiding congestion with separate entrances and exits and ensuring one way flow of operatives.
- To ensure that all work equipment is used for the purpose designed, properly maintained and safe to use.
- To ensure the requirements of the First Aid Regulations 1981 are met.
- To ensure the site rules with regard to personal protective equipment are observed and to set a good personal example by both employees and limb (b) workers.
- To implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book. Where a worker has been diagnosed as having a virus recognised during a viral pandemic and there is reasonable evidence that it has been caused by exposure at work, this will be RIDDOR reported as a case of the disease.
- To immediately advise management of any suspected or diagnosed cases of a virus recognised during a viral pandemic.
- To meet and liaise with visitors to the site and co-operate with statutory authorities.
- To appoint a competent person to take charge during his temporary absence.
- To rectify defects notified by the safety adviser, HSE Inspector or client's representatives.
- To ensure that adequate induction training is given.
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and available as well as providing clear viral pandemic guidance to young persons.
- Ensure that a fire risk assessment is completed, a fire plan produced and complied with.

3.7 All operatives

- To comply with this Policy.
- To work in compliance with risk assessments and method statements appropriate to their work.
- To comply with all warning notices regarding site safety, viral pandemic mitigation and personal behaviour.
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required.
- To report defects in equipment and machinery to their Site Supervisor. To ensure all plant and equipment is suitably cleaned/disinfected after each use/each day (buttons/switches/handles) and where possible plant/tools not shared during a viral pandemic.
- To wear PPE as appropriate or directed. To wear it correctly, and not misuse or abuse it or share it. To ensure all reusable PPE is cleaned appropriately after each use, and all non-reusable PPE to be disposed of in a bin to avoid its reuse.
- To report any accident, dangerous occurrence or near miss to their Site Supervisor including operatives working at a non-safe social distance e.g. less than 2m during a viral pandemic.
- To take care of the safety of themselves and others who may be affected by their work.
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose.
- Not to share site/plant vehicles or cabs during a viral pandemic. If this is not possible, journeys should be shared with the same individuals e.g. use a fixed pairing system of people and with the minimum number of people at any one time, maximising distance between individuals and wearing face coverings is recommended. Make sure vehicles are well ventilated (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Vehicles used by different operators should be cleaned between each journey and objects/surfaces disinfected using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. Use hand sanitizer (minimum 60% alcohol based) before getting in and out of vehicle.
- Not to travel to work together in van/cab unless part of the same household during a viral pandemic to avoid cross contamination and if this is not possible to follow the same advice as above.
- To ensure that suitable guards are in position whilst plant and equipment are in use.
- To make unattended plant safe and secure, to switch off and remove keys.
- To dismount from dumpers whilst they are being loaded.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work or if they are categorized as a vulnerable group with respect to a virus recognised during a viral pandemic.

3.8 Protection of young persons

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work and clear guidance to viral pandemic mitigation strategies will be explained.

A 'child' is someone who is not over compulsory school age. We will ensure that where a child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:-

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as 'slinger' or 'banks-man' in lifting operations.

3.9 Contract declaration

Contractors and the self-employed who are working for this company, will be required to signify that:-

- They are conversant with the Health and Safety at Work Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.
- They will observe the special requirements relating to a viral pandemic.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, two weeks before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages.
- Before work commences on hazardous operations, a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

Contractor Declaration

I hereby declare:-

- All my employees are conversant with the requirements of the Health and Safety at Work Act 1974, all codes of practice and other statutory regulations and requirements.
- That we will conduct our operations and activities in accordance with the provisions therein, and the Principal Contractors Safety Policy.
- Risk assessments, method statements etc. will be prepared and submitted two weeks before our intended start date on site, for inspection and assessment of their relevance.
- Risk assessments etc. will be available to and within the knowledge of, my employees.

Company:

Signed:

Position in company:

Date:

3.10 Accident/dangerous occurrences procedures

- Persons who are injured at work are responsible for entering those details in an accident book or ensuring that such details are recorded on their behalf. All such incidents will be reported to site management. Accident books will be compliant with the requirements of the Data Protection Act 1998.

- Where required, we will notify the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Where a worker has been diagnosed as having a virus recognised during a viral pandemic and there is reasonable evidence that it has been caused by exposure at work, this will be RIDDOR reported as a case of the disease.
- In the case of a major accident or dangerous occurrence the Site Supervisor will telephone:-
 - The Safety Director, or
 - The Managing Director,
 - The Health and Safety Executive and
 - Arrangements will be made for a Safety Adviser to investigate the incident if circumstances merit it and prepare a written report if necessary.

3.11 Accidents and emergency procedures - principal arrangements

- Personnel trained in First Aid to be available on site at all times.
- Fully equipped first aid box, eye wash etc. to be available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- Telephone numbers and details of emergency services to be exhibited.
- Site telephone number and correct address to be exhibited.
- Ambulance authority to be advised when more than 25 operatives work on site.
- Where necessary, contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.
- A fire plan will be produced and displayed on site.
- Details of the fire plan will be included within site induction.
- Operatives will be instructed as to their duties i.e. how to:-
 - raise the alarm
 - fight the fire - if appropriate
 - escape and evacuate the premises
 - location of the assembly point
- Adequate storage will be provided in respect of highly flammable liquids, materials, fuels and liquid petroleum gases that comply with the appropriate regulations.

3.12 Smoking policy

We will conform to the requirements of the Public Health, Smoke-free (Premises and Enforcement) Regulations 2006. Smoking and vaping will not be permitted in the company's' offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

3.13 Drugs and alcohol

Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.

The Company is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, sub-contractors and members of the public.

The Company will:-

- Increase the general awareness/knowledge of the workforce regarding risks associated with excess alcohol consumption and the misuse of drugs and to encourage individuals with drug or alcohol problems to seek help and assistance as appropriate.
- Generally take a welfare based approach when dealing with individuals having drug or alcohol problems, however the severity of a problem or the refusal of help or drug related misconduct could lead to disciplinary procedures being invoked.
- Assist line managers identify individuals with drug/alcohol related problems and encourage a company culture whereby all staff realise the importance of not covering up for individuals with known drug or alcohol problems.
- Make clear that the company regards excess/inappropriate alcohol consumption, or use of illegal drugs as incompatible with acceptable employment performance, by ensuring that clear statements of the company rules regarding drug and alcohol are communicated to the workforce.
- Ensure that the company can operate in an effective manner not disrupted by drug or alcohol use, thereby reducing drug or alcohol related absenteeism and promoting satisfactory performance.
- Abide by rules and procedures adopted by clients/principal contractors whilst at their premises or sites.

3.14 Misconduct

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site without authority.
- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment.
- Failure to observe safe social distancing (e.g. less than 2m) or wearing face coverings where appropriate during a viral pandemic despite being requested to do so.
- Deliberately not observing viral pandemic mitigation measures.

3.15 Employees declaration

I of
[employee name] [employer]

Declare that I have received a copy of the above mentioned health and safety policy and,

- I have read it
- I understand it
- I agree to work according to those conditions and provisions

Signed:

Date:

Witnessed:

Or:

- I have had the above health and safety policy read to me
- I have had its contents explained to me.
- I agree to work according to those conditions and provisions

Signature of person reading and explaining policy

4 Part C: Arrangements for health and safety

4.1 CDM post holder duties

4.1.1 Client duties

A client is an Organisation or Individual for whom a construction project is carried out.

Summary of role/main duties

Make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated

Clients must also make sure that:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided (and during a viral pandemic additional hand washing facilities are provided and portable toilets cleaned and emptied more regularly)
- the HSE are informed if the project is 'notifiable'
- the principal contractor is made aware if the client is in a vulnerable group or shielding during a viral pandemic

Domestic Client

Domestic clients are people who have construction work carried out on their own home or the home of a family member, that is not done in furtherance of a business, whether for profit or not.

Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:

- the contractor, on a single contractor project, or
- the principal contractor, on a project involving more than one contractor

However, the domestic client can choose to have a written agreement for the principal designer to carry out the client duties.

If we occupy the position of client, we will ensure that the requirements of the CDM Regulations 2015 are complied with.

4.1.2 Principal designer duties

A Principal Designer is a designer 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.

Summary of main duties

Plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties
- preparing and providing relevant information to other duty holders
- liaising with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase

4.1.3 Designer duties

Designers

Those who, as part of a business, prepare or modify designs for a building, product or prepare or modify designs to system relating to construction work.

Summary of role/main duties

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built

Provide information to other members of the project team to help them fulfil their duties.

When we act as Principal Designer, we will be fully compliant with all our duties under the CDM Regulations 2015.

4.1.4 Principal contractor duties

Principal Contractors

Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.

Summary of role/main duties

Plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising co-operation between contractors and co-ordinating their work

Ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided
- viral pandemic mitigation strategies, policies and procedures are in place both pre-and during the construction phase during an outbreak.

When we are appointed as a principal contractor, we will be fully compliant with our duties under the CDM Regulations 2015.

4.1.5 Contractors

Contractors

Those who do the actual construction work. They can be either an individual or a company.

Summary of role/main duties

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor and observe social distancing during a viral pandemic as well as observing any phasing of the works to avoid congestion or cross contamination on site.

For single-contractor projects, prepare a construction phase plan.

When we are appointed as contractor, we will be fully compliant with our duties under the CDM Regulations 2015.

4.1.6 Workers

The people who work for or under the control of contractors on a construction site.

Summary of role/main duties

They must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- co-operate with their employer, fellow workers, contractors and other duty holders
- observe policies and procedures in place to mitigate the spread of disease during a viral pandemic

4.2 Information, training, consultation, welfare and working time

4.2.1 Health and safety information

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

Additional viral pandemic Site Operating Procedures have been prepared by the Construction Leadership Council (CLC) Task Force which can be accessed on <https://www.constructionleadershipcouncil.co.uk/>

4.2.2 Training

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

The guide (GE700) is the official supporting publication for the CITB Site management safety training scheme.

4.2.3 Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged, and should be made through normal management channels. The Safety Director is available for consultation on any safety or health matter.

4.2.4 Contractors

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this policy.

Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

4.2.5 Health and welfare

The Company acknowledge that construction work requires risk assessments of each element of the works (as required by the Management of Health and Safety at Work Regulations 1999), and the application of suitable and sufficient or reasonably practicable measures to ensure the safety of employees and other persons.

We undertake to ensure, that following assessment, all reasonably practicable means will be applied to achieve a safe working environment with suitable and sufficient standards of health, safety and welfare for persons under our control with full implementation of the regulations and guidance as further information becomes available.

We will ensure that suitable and sufficient welfare facilities that conform to Schedule 2 of the Construction (Design and Management) Regulations 2015 and Guidance on Welfare facilities (CIS 59) are provided at accessible places, that are kept clean and in a sanitary condition.

We undertake to ensure, that following assessment, all practicable means will be used to mitigate the spread of Covid-19 disease during viral pandemic and as further guidance becomes available this will be adopted where possible.

4.2.6 Working Time Regulations 1998

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

4.3 Safe access, traffic management, safety signs and signals

4.3.1 Safe access

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely.
- Every place of work shall be made and kept safe for anyone at work there.
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements.
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there.
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely.
- Traffic routes will be suitable for purpose and the vehicles authorised to use them.
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained.
- Where travelling separately to site due to illness (travel share to be avoided if possible during a viral pandemic), additional parking/bike racks will be advised of. Public transport is not recommended during an outbreak. If it is the only option for workers, management will consider changing/staggering working times to reduce congestion on public transport and avoid workers using it during peak times.
- During a viral pandemic sign in and sign out processes will be modified to avoid touch points, reduce congestion, maintain hand cleanliness and ensure safe access.

4.3.2 Traffic management

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health, as required by Construction (Design and Management) Regulations 2015. The following arrangements will be considered when planning and designing the site set-up and logistics:-

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing additional parking and bike racks during a viral pandemic where possible;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a 'banks man' should be considered.
- Site management will produce a site traffic route plan.

4.3.3 Safety signs and signals

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations 1996. They consist of:-

- | | | |
|---------------------|-------------------------|---|
| • Warning signs | yellow triangular signs | e.g. "Overhead Power Lines", "Fragile Roof" |
| • Prohibition signs | red round signs | e.g. "No Smoking", "No Entry" |
| • Mandatory signs | round blue signs | e.g. "Eye Protection", "Safety Gloves", "2m distance" |
| • Emergency signs | green rectangular signs | e.g. "First Aid", "Fire Escape Route" |
| • Fire signs | red rectangular signs | e.g. "Fire Extinguisher" |

4.4 Work at heights, scaffolds, towers, ladders, steps and roof works

4.4.1 Work at heights

'Work includes moving around at a place of work.'

'At height describes a place from which a person could be injured when falling from it, even if it is at or below ground level.'

We will avoid working at height, where it is reasonably practicable to do the work safely some other way.

When we are required to work at height, we will ensure that:-

- The Working at Height Regulations 2005 are conformed to.
- All work at height is properly planned, organised and supervised.
- Work is carried out in a manner that is safe.
- Falls will be prevented or, if not able to be prevented.
- The consequences or distance of falling will be minimised.
- Those working at height are competent to do so.
- Risks are assessed and appropriate equipment selected and used.
- Objects are prevented from falling.
- Risks from fragile surfaces are avoided or properly controlled.
- Equipment used at height will be inspected and properly maintained.
- Planning for emergencies and rescue will be made.

Scaffolds and working platforms:-

- Scaffolding will be erected to currently recognised standards only by trained, competent and authorised operatives
- A competent person will inspect scaffolding before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days.
- Results of the inspection will be recorded in a register
- Scaffold incomplete notices will be displayed as required.
- Ladders will be removed or secured to prevent unauthorised access after working hours.
- Special scaffolds will be subject of design or calculations.
- Design drawings and calculations for special scaffolds must be available on site for the information of the person carrying out inspections etc.
- Scaffolds will be secured against bad weather conditions and short boards secured down.
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired.
- Tower scaffolds will only be erected by trained, competent and authorised operatives as per manufacturer's instructions.
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them.
- When moved they will be pushed via the narrowest side at the bottom of the tower.
- Brakes will be set when used
- The SWL of scaffolds working platforms and Loading bays will be established, displayed and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

4.4.2 Ladders (including step ladders and podiums)

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under The Working at Height Regulations 2005 has demonstrated alternative methods are unsuitable. The HSE publication 'An employers' guide to the safe use of ladders and stepladders' will be complied with fully in that:-

When ladders are used, they will be:-

- Used by trained and competent operatives only.

- Subject of an inspection regime with records of inspections maintained.
- Visually inspected by operatives before use.
- Marked with a means of identifying them.
- Class 1 Industrial Heavy Duty or Class 2 Light Trade.
- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs.
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area.
- Used by only one person at a time.
- Overhead cables will be identified and made safe when working at height.

Operatives will:-

- Maintain three points of contact at all times.
- Not use the top 3 rungs when used as a work platform.
- Not 'over reach'.
- Not carry materials or tools when ascending or descending ladders.

When step ladders are used, they will be:-

- As with ladders - suitable for purpose.
- Used on safe, level ground.
- Used for short duration and light work.
- Properly 'set up' and not inclined against walls.
- Operative not to use top 2 steps (or top 3 on a swing-back).
- Not to 'over reach'.

4.4.3 Roofing

Operatives engaged in roof work shall be trained and competent and aware of The Working at Height Regulations 2005 and the HSE document HSG 33. Method statements will be prepared for the work and adhered to.

We will ensure:-

- That all work at height is properly assessed and planned by a competent person.
- Work at height will only be carried out by trained and competent operatives.
- A safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means.
- A safe place of work will be provided with edge protection that conforms to the regulations.
- No one will be permitted to walk on or near to fragile roofing.
- Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed.
- Tar boilers will be fitted with fire resistant bases and sited appropriately.
- LPG cylinders will be located at least 3m away from the sources of heat.
- Fire extinguishers will be available where tar boilers or hot work takes place.
- Where possible portable tools will run off 110 volt supply systems or batteries.
- Work at height will be only carried out if weather conditions permit it.
- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

4.5 Temporary works and demolition

4.5.1 Temporary works

Temporary Works covers an extremely wide range of temporary support methods. In simpler and more commonplace situations, standard solutions (given in BS 5975:2008 + A1: 2011 – Code of Practice for Temporary Works Procedure and the Permissible Stress Design of Falsework) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of false-work will be clearly defined in BS 5975:2008 + A1: 2011 – Code of Practice for Temporary Works Procedure and the Permissible Stress Design of Falsework and CIS 56 where it is recommended that the main items for which responsibility should be established are:-

- The concept of the scheme
- The design brief
- The design – drawings and specification etc.
- Checking of the design

- Integration of the Temporary Works design with the Project design
- Adequacy of materials used
- Communicating details to those who need to know
- Site control of erection, maintenance and dismantling
- Checking of site control
- Authority to use or remove

Once responsibility is established, the company will ensure that the individuals concerned do not work in isolation. A "Temporary Works Co-ordinator" will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion. The co-ordinator's duties include:-

- Control and co-ordination of all TW activities
- Communication of information amongst all the parties involved in TW
- Registration and recording of all correspondence and documents relating to TW
- Preparation of a meaningful and comprehensive design brief
- Progress monitoring at all stages
- Verification of the design and the construction methods

And to ensure that

- The design is checked
- The methods and materials satisfy the requirements of the design
- Changes and corrections are designed, verified and carried out as required.
- Inspections are carried out at critical stages during construction and before loading
- The strength of the Permanent Works is adequate to permit removal of the TW
- Formal permits to Load/Dismantle are issued
- Liaison exists with the project team

4.5.2 Demolition or dismantling

The Construction (Design and Management) Regulations 2015 requires that demolition or dismantling of a structure, or part of a structure, shall not commence unless a written method statement, prepared by a competent person, has been produced and is available to those involved in that work.

The following arrangements should be considered when planning and developing a method statement:-

- The sequence, programme and working hours.
- The way in which the work will be carried out safely.
- How safe access/egress and a safe place of work will be provided for each operation.
- Edge protection at stairwells, lift shafts and external floor edges.
- Plant and machinery to be used.
- Details of any temporary support required.
- Arrangements for the protection of the public.
- Details of any scaffolding required.
- Arrangements for the removal of demolition waste including the control of site transport.
- Assessment of existing services with arrangements for making them safe.
- Temporary services available or required.
- Arrangements for storage/use of LPG and compressed gases.
- Assessments of hazardous substances e.g. asbestos, chemicals, lead paint, abandoned materials.
- Welfare facilities to be provided.
- Environmental impacts e.g. noise, dust, fumes, smoke vibration, crushing plant and run-off will be minimised.

4.6 Excavations, earthworks and confined spaces

4.6.1 Excavations and earthworks

'Excavation includes any earthwork, trench, well, shaft, tunnel or underground working.'

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc. to ensure:-

- Any excavation or part, does not collapse.
- No material from the side, roof or adjacent to any excavation is dislodged or falls.
- No person is buried or trapped in an excavation by dislodged or falling materials.
- No part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment.
- Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
 - At the start of the shift.
 - After any event likely to affect its strength or stability.

- After any material unintentionally falls into the excavation.
- The person carrying out the inspection is satisfied work in the excavation can continue safely.
- Tests will be carried out on landfill sites for gases and other contaminants with appropriate action taken if found.
- Safety helmets will be worn in and near excavations.
- Information, instruction and training on the use of laser devices will be given.
- Underground services shall be traced and steps taken to protect them.
- Suitable precautions must be taken to prevent undermining or weakening of nearby structures.
- Overhead power lines will be protected against accidental contact by machines.
- Underground services will be located and digging carried out by hand within 0.5 m.

4.6.2 Confined space operations

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided'.

- The company will comply with The Confined Spaces Regulations 1997 and Approved Code of Practice.
- An Assessment of the work will be made.
- Method Statements will be available on site.
- Permit to work and permit to enter schemes will apply.
- No entry into a confined space shall be permitted until we are satisfied that entry is safe.
- Atmosphere testing will be continuous during the work within a confined space.
- Appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need.
- Only suitably fit and trained personnel will be used in these operations.
- Constant and competent supervision will be provided at the scene of operations.
- Appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need.
- Only suitably fit and trained personnel will be used in these operations.
- Constant and competent supervision will be provided at the scene of operations.
- Confined space operations with close contact between individuals and/or with skin to skin contact should not take place during a viral pandemic unless essential work to make sure an emergency situation in which case;
 - Plan all work to minimise contact between workers. Government guidance on social distancing refers to "one metre plus", defined as two metres or one metre with risk mitigation measures in place, where two metres isn't viable. Any time spent closer than 2m should be kept to an absolute minimum and with risk mitigation in place e.g. workers should work side by side or back to back or with a screen between them
 - Good hand hygiene should be practised
 - PPE for normal activities requiring PPE to be provided
 - During a viral pandemic in accordance with The Use of Face Coverings in Construction, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and the site (which may include welfare and changing facilities, site offices or site meeting rooms) meets the following criteria, the Company should make face coverings available and they should be worn in enclosed spaces, where social distancing isn't always possible and where workers come into contact with others they do not normally meet. Face coverings can be marginally beneficial in reducing the spread of the disease if operatives are in an enclosed space where social distancing isn't possible.
 - Ventilation in enclosed spaces should be increased
 - Where lifts and hoists are used lower their capacity to reduce congestion and contact at all times and regularly clean touchpoints
 - Where possible a pairing system of consistent/fixed teams who can carry out their duties in those teams should be put in place
 - If people must work face-to-face for a sustained period with more than a small group of fixed partners, then it needs to be assessed whether the activity can safely go ahead.

4.7 Work equipment and lifting operations and equipment

4.7.1 Work equipment

Work equipment will be suitable and sufficient for purpose and comply with The Provision and Use of Work Equipment Regulations 1998. In particular we will: -

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair.
- Ensure that all equipment and plant shall be inspected as required with records of inspections kept.

- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery.
- Ensure that equipment will only be used in a stable or stabilised condition.
- Suitable and sufficient lighting to be available if necessary.
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped.
- Ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order.
- Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts.
- Ensure appropriate personal protective equipment is provided and worn.
- Ensure all work equipment is appropriately cleaned and disinfected (handles, buttons, switches etc.) after each use/shift or where there is a change of user/operator during a viral pandemic.
- Ensure equipment is not shared between workers during a viral pandemic as far as possible and where it is practice good hygiene behaviours, avoiding touching the face. Commonly shared tools will be stored together in a separate toolbox. Cleansing instructions will be provided on the toolbox where the hand tools are stored alongside washing supplies available for that toolbox. Regular tool cleansing when there is no suspected case of illness can be achieved through soap and water, or disinfecting wipe or by disinfecting spray or wash. Read the manufacturer's instructions to prevent potential damage to the equipment and consider any appropriate PPE. When more people are expected to use the tools, increase the amount of cleaning the disinfecting method. Operators to be reminded that wearing of gloves is not a substitute for good hand washing.
- When someone has either symptoms of a virus recognised during a viral pandemic or has been diagnosed as a positive case of it, the tools that the worker has been using will be isolated from further use, cleaned and disinfected.

4.7.2 Lifting operations and equipment

- The Lifting Operations and Lifting Equipment Regulations 1998 will be complied with in all respects.
- All lifting operations will be planned and supervised by a competent person.
- A method statement will be prepared before any lifting operations are commenced.
- Lifting equipment will only be operated by competent and authorised personnel.
- Evidence of thorough examination of all lifting equipment must be provided.
- Structures and ground surfaces from which lifting equipment will operate will be suitable for purpose.
- Slingers and banks-men will be trained and authorised.
- Barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- Safe working loads must be clearly displayed and not exceeded.
- Routine inspections will be carried out every 7 days and recorded.
- In particular during a viral pandemic, where lifts and hoists are used, their capacity should be reduced to reduce congestion and contact at all times and regularly clean touchpoints.

4.8 Environmental protection

We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far as is reasonably practicable.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and, standard operating practices will be employed to control the pollution of the working and general environment from noise, dust and hazardous substances.

Due care and attention will be given to the protection of all water courses from spillage and wastes arising from our workplaces.

Whenever possible and prior to disposal, waste materials will be segregated on site and kept in suitable containers. All waste materials from site will be handled by registered waste carriers and in accordance with the 'Duty of Care' requirements contained in the Environmental Protection Act 1990.

We will comply with the requirements of the Site Waste Management Plan Regulations 2006.

4.9 First aid

First Aid arrangements shall be in compliance with First Aid Regulations 1981 and the Approved Code of Practice.

Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the principal contractor sufficient first aid arrangements shall be assessed as part of the welfare requirements.

Sites shall be provided with a first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing gloves.

To minimise the spread of illness during a viral pandemic, any operator who displays any symptoms of the disease, however mild or who receives a positive test result for Covid-19 will be requested to go home and asked to follow the stay at home guidance of Public Health.

4.10 PPE (Personal Protective Equipment)

The company will ensure that suitable and sufficient protective clothing and equipment is provided for both employees and limb (b) workers, and worn wherever there are risks to health and safety that cannot be controlled in other ways.

PPE will be:-

- Properly assessed before use to ensure it is suitable for purpose.
- Employees and limb (b) workers consulted regarding its selection.
- Properly maintained and stored.
- Provided with instructions how to use it safely.
- Used correctly by employees and limb (b) workers.

Types of PPE will be compatible to other PPE that is also worn or used, appropriate for the risks and where necessary, adjustable for the comfort of the wearer. PPE will be 'CE' marked and comply with the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022).

Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed during a viral pandemic:

- Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.
- Both the fit tester and those being fit tested should wash their hands before and after the test.
- Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).
- Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
- Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)
- Reusable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so it cannot be reused.

During a viral pandemic, in accordance with The Use of Face Coverings in Construction, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and the site (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, the Company will make face coverings available and they are recommended to be worn in:

An enclosed space;

Where social distancing isn't always possible; and

Where workers come into contact with others they do not normally meet.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as required.

4.11 COSHH (Control of Substances Hazardous to Health 2002)

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002.

Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents).
- Substances generated during work activities (e.g. fumes).
- Naturally occurring substances (e.g. grain dust).
- Biological agents (e.g. bacteria and other micro-organisms).

When using such substances we will:-

- Establish whether the substance has an Occupational Exposure Limit (OEL) or a Workplace Exposure Limit (WEL).
- Assess the risks.
- Decide what precautions are needed.
- Prevent or control and monitor the exposure.

- Carry out health surveillance.
- Ensure our operatives are suitably trained, informed and supervised.
- Obtain Data Sheets in respect of those substances.
- Relevant assessments will be provided to operatives. Operatives will ensure that precautions outlined in the relevant assessments are implemented.
- Any equipment preventing or controlling exposure to hazardous substances will be maintained and tested periodically, and as required.
- Employees who are required to make appropriate use of such equipment must report any defects immediately.

4.12 Health surveillance, noise, asbestos in the workplace and management of stress

4.12.1 Health surveillance

Health surveillance may be undertaken for specified employees. Where necessary, the advice of a qualified Occupational Health Practitioner will be obtained. The staff concerned will co-operate.

Records will be kept of:-

- Assessments issued for specific contracts.
- Information, instructions and training provided.
- Employees trained.
- Cases of a virus recognised during a viral pandemic.
- Equipment maintenance and testing (minimum 5 years).
- Monitoring data (minimum 30 years).
- Health surveillance (minimum 40 years).

The Company will monitor operatives exposed to potential harm from activities or operations likely to result in them suffering conditions of:-

- Hand, arm and whole body vibration syndrome.
- Occupational dermatitis.
- Noise.
- Lead ingestion.
- Musculoskeletal disorders.
- Damage to their eyesight.
- Exposure to asbestos.

4.12.2 Noise

The Noise at Work Regulations 2005 will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry.

Ear protection shall be provided and worn by all within the noise affected area. Employees and limb (b) workers will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders. Records will be kept of exposure assessments, information, instructions and training provided, employees trained.

4.12.3 Asbestos in the workplace

- The company will comply with The Control of Asbestos Regulations 2012 and the associated Code of Practice, including the Management of Asbestos in Premises.
- All work places will be surveyed by a competent person to ascertain whether or not asbestos is present.
- Work places include those premises which are occupied or used by this company.
- Records will be kept of the survey findings.
- Before undertaking any demolition or major refurbishment work a survey will take place in accordance with HSG 264 (Invasive).
- Licensed contractors will be engaged to undertake removal, repair or disturbance of asbestos where appropriate.
- The company will ensure that such work is properly planned, assessed for risk and executed.
- Assessment to include those employees and others exposed, or liable to be exposed to asbestos.
- Where notification is a requirement, the HSE will be informed of the proposed work at least 14 days prior to commencement.

4.12.4 Management of stress

The company acknowledges that stress in the workplace might affect staff at all levels. It could lead to absence from the workplace or even severe mental illness and can be caused by:-

- Job content
- Working environment
- Sexual and racial harassment
- Bullying
- Relationship with others at work
- Excessive workload or working hours
- Inadequate training
- Personal problems outside the workplace.
- Impact of a virus recognised during a viral pandemic on mental health.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

4.13 Site emergency procedures, site safety - clients and other persons

4.13.1 Site emergency procedures

Wherever we control the site, the Site Manager will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include:-

- Adequate fire precautions and the production of a fire risk assessment.
- That emergency procedures and contingency plans are established for dealing with such risks.
- Ensuring that employees are familiar with and understand the procedures providing training as necessary.
- The control and use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.
- Our local manager will ensure that our employees are familiar with, understand and comply with the procedures.
- Hot work will only be carried out under a 'hot work permit' scheme.
- Gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors will be fitted.

Wherever the company act as contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

4.13.2 Site safety - clients and other persons

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not.
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the Client, then careful consideration should be given to the phasing of the works. During a viral pandemic the phasing of contractors and individual tradesmen should be carefully planned to avoid unsafe social contact (e.g. less than 2m) and face to face meetings with clients and contractors to be avoided and replaced with remote meetings such as phone calls, video calls or emails. Where multiple workers are in a home, creating fixed teams of workers who carry out their duties in those teams is recommended.
- Building work should be separate to that of the Client's activity where possible. During a viral pandemic works should be divided off from the rest of the property, leaving the client with sufficient kitchen and bathroom facilities, this will enable work to be carried out whilst observing social distancing. When this is not possible, residents should stay in a different room with the door closed. Other internal doors and windows should be left open in order to optimise ventilation and avoid workers contact with handles.
- Should Clients and Client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.
- Assessment of hazard and risk will be carried out in respect of any work activity.
- Management will monitor control measures and review the assessment as necessary.
- Effective protection controls in the work area, such as fans, barriers, warning notices etc. will be in place at all times and inspected regularly.
- Information, communication and control measures are essential matters, which need to be discussed with Clients at regular meetings.
- Care in detailing design should be applied to minimise any health and safety risk.
- A safe method of work will be planned and put in place prior to work commencing.
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of Site Managers for necessary action.
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken.
- In the event of an incident or accident to Client personnel or member of the public the details will be entered in the company/site accident book and the HSE will be informed if appropriate (i.e. reportable under RIDDOR 2013)

- In the event of a worker having been diagnosed with a virus recognised during a viral pandemic and there is reasonable evidence that the exposure was caused by exposure at work, then this will be RIDDOR reported as a case of the disease.
- Any Fire Plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.
- If a worker has symptoms of virus recognised during a viral pandemic or received a positive test result, it is recommended by Public Health that the worker self-isolates as per NHS guidance.

4.14 Office health and safety, visual display screens, office fire emergency procedures

4.14.1 Office health and safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials.
- Protecting against or eliminating trailing electrical cables.
- Closing filing cabinet drawers.
- Keeping staircases and fire exits clear and unobstructed.
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- An office work place Risk Assessment for Viral Pandemic will be put in place
- During a viral pandemic, office staff should work from home if at all possible. Employees critical for business or whom cannot work from home due to home circumstances can go in but the minimum number of people should attend.
- During a viral pandemic, layouts, line set ups or processes should let employees work further apart (at 2m distance), arranging for employees to work side by side or facing away from each other in a well-ventilated environment. Hot desking should be avoided. Screens should be put in place to create physical barriers between people. Limit use of high-touch items and shared office equipment. Avoid sharing equipment. Hand sanitizer should be provided. Avoid meetings face to face and if essential, limit attendance, ensure room ventilation, reconfigure seating and tables to maintain spacing and reduce face to face interactions.
- Cleaning and disinfecting all office equipment such as phones, keyboards, tablets, printers etc. which are regularly touched by personnel.
- Chemical hazards will be subject of COSHH assessments.
- If a worker has symptoms of a virus recognised during a viral pandemic or received a positive test result, it is recommended by Public Health that the worker self-isolates as per NHS guidelines.
- Face coverings can be marginally beneficial as a precautionary measure in reducing the spread of illness during a viral pandemic if operatives are in an enclosed space where social distancing isn't possible. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. It is not the same as a face mask, nor the same as the PPE used to manage risks like dust and spray in construction. It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk.

Electrical hazards will be minimised by ensuring:-

- That all cables and connections are maintained in good condition.
- Equipment is properly earthed and correctly fused.
- Sockets are not overloaded.
- Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months.

4.14.2 Visual display screens

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections.
- Adequate space to be provided to allow postural changes and leg room.
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area.
- Eye sight test to be provided at request of user.
- Damaged or faulty equipment will be taken out of use and reported to management.

4.14.3 Office fire emergency procedures

- A risk assessment will be completed under The Regulatory Reform (Fire Safety) Order 2005
- All staff will be instructed in the 'emergency evacuation' procedures.
- Emergency evacuation drills will be carried out and recorded.
- Alarms and firefighting equipment will be serviced and maintained.
- Fire and emergency evacuation instructions will be posted in conspicuous positions.
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency.

Fire hazards will be minimised by:-

- Keeping fire doors closed.
- Keeping fire extinguishers in place.
- Keeping paper and other flammable materials to a minimum.
- A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.

4.15 Driving of motor vehicles on company business

4.15.1 Company cars, vans and lorries

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs.
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol, take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- All employees driving on Company business will be the subject of risk assessment.
- During a viral pandemic workers should not share vehicles or cabs, where suitable distancing cannot be achieved. If this is not possible, use a fixed pairing system of people maximising distance between individuals in the vehicle. Vehicles used by different operators should be cleaned between each journey and objects/surfaces disinfected particularly in areas of high use such as handles, switches and buttons using appropriate cleaning products and methods. Additionally hand cleaning facilities at entrance and exit to site will be provided. This should be soap and water but if not possible, hand sanitiser. Make sure vehicles are well ventilated. Provide hand sanitizer for getting in and out of vehicle.

4.15.2 Fork lift truck safety

- Fork lift truck operations will comply with The Lifting Operations and Lifting Equipment Regulations 1998.
- Fork lift trucks will be selected that are suitable for purpose.
- Fork lift trucks will only be operated by trained, competent and authorised persons.
- Operatives will only operate fork lift trucks of the type that they have been trained to use.
- Fork lift trucks will be immobilised and Keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine safe working loads are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be made before lift trucks are taken into service.
- During refuelling and maintenance operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects to the appropriate supervisor.
- All incidents or accidents involving fork lift trucks will be reported to the supervisor.
- During a viral pandemic workers should not share vehicles or cabs, where suitable distancing cannot be achieved. If this is not possible, use a fixed pairing system of people maximising distance between individuals in the vehicle. Vehicles used by different operators should be cleaned between journeys and objects/surfaces disinfected particularly in areas of high use such as handles, switches and buttons using appropriate cleaning products and methods. Additionally hand cleaning facilities at entrance and exit to site will be provided. This should be soap and water but if not possible, hand sanitiser. Make sure vehicles are well ventilated. Vehicles used by different operators should be cleaned between journeys and objects/surfaces disinfected. Provide hand sanitizer for getting in and out of vehicle.

4.16 Electrical equipment and work

All electrical work will be carefully planned and subject of a risk assessment. Electrical work will only be carried out by sufficiently trained, competent and authorised operatives.

Information in respect of electrical matters will be made available to:-

- Clients
 - Principal Designers
 - Designers
 - Principal Contractor
-
- If existing power supplies are present, they will be subject of a survey by a suitably qualified person to ensure they are safe before work commences. On larger sites any existing or new fixed supply is not to be used to supply contractor's equipment during construction work.
 - All electrical distribution systems on a construction site will be re-tested every 3 months by an electrician other than those doing the construction work.
 - Electrical installations or equipment which may be exposed to mechanical damage, inclement weather or harmful conditions will be protected so as not to cause danger or injury to operatives or other persons.
 - Electrical installations will only be made by qualified and competent persons who will issue certificates on completion of work, which will remain on site.
 - Battery powered or 110v electrical equipment will be used so far as practicable on construction or civil engineering sites.
 - All portable generators and other electrical equipment will only be used in accordance with the manufacturer's instruction.
 - Where overhead power lines are likely to cause a danger the area electrical authority will be consulted and their advice will be followed.
 - Routes of all underground electrical supplies will be traced; locations marked and notices posted.
 - Excavators and power tools will not be permitted to be used within 0.5m of underground cables.
 - A competent person will supervise all work adjacent to overhead or underground electrical supplies.
 - Only electrical equipment which has been tested and for which certificates of test are in force, will be permitted to be used.
 - Electrical equipment etc. will not be used or misused, so as to cause danger or injury.
 - All persons who use electrical equipment should be trained to carry out visual inspections.
 - All electrical equipment will be tested by qualified persons annually.
 - All operatives will be informed when electrical systems are capable of being energised.
 - A plant handover/commissioning work programme will be implemented to ensure that all operatives are aware whether plant is still safe to work on.

4.17 Working with lead

Exposure to lead is potentially dangerous and The Control of Lead at Work Regulations 2002 have been introduced to minimise those risks. The Regulations apply to any work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies. We acknowledge that there are occupational exposure limits for lead. Where engineered solutions to the control of this exposure cannot be achieved, operatives will be provided with the necessary respiratory protective equipment and protective clothing.

Wherever our operatives are exposed to significant exposure to lead, we will carry out medical surveillance consisting of initial screening followed by blood tests as required by the Regulations.

Where there is a possibility that our operatives are likely to be exposed to lead, a risk assessment of that exposure will be carried out.

- Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping as the lead in the fumes and dust is absorbed into the body of those exposed and can result in lead poisoning.
- Where lead is known to be in paintwork requiring stripping, the method used to strip the paint will be such as to prevent dust or fumes being generated. COSHH assessments will be required for chemical stripping.
- If hot work or abrasive methods are used for stripping paint, then the lead in air levels will be monitored and appropriate personal protective equipment issued and used.
- Where exposure to lead is unavoidable then The Control of Lead at Work Regulations 2002 applies and the Approved Code of Practice will be complied with.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- Lead is also found during demolition, refurbishment work and industrial re-roofing. In these instances, build-up of lead in the system is a possibility and health surveillance appropriate.
- There are two action levels referred to in the Regulations. 'Action levels' and 'suspension levels'. 'Action levels' are initiated when concentrations of lead in blood measured as a number in micrograms of lead for each decilitre (100 millimetres) of blood. If these are reached or exceeded, we will :-
 - Carry out an investigation to find out why.
 - Review our control measures.
 - Take steps to reduce the operative's blood / lead concentration.

'Suspension levels' are concentrations of lead in blood (or urine) at which further exposure to lead must be prevented we will:-

- maintain health surveillance records for at least 40 years
- conform to the HSE current guidance

4.18 Highly flammable liquids (HFL) and liquefied petroleum gases (LPG)

4.18.1 Storage and use of highly flammable liquids (HFL)

- The Dangerous Substances and Explosive Atmosphere Regulations 2002 will be complied with at all times.
- Containers of all HFL's will be identified and properly marked.
- Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
- Manufacturers or suppliers' data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

4.18.2 Storage and use of liquefied petroleum gases (LPG)

LPG (butane propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures.

When used we will ensure:-

- The company complies with The Dangerous Substances and Explosive Atmospheres Regulations 2002.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.
- When stored Used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Fire extinguishers must be in place.
- When being transported cylinders will be kept upright and secured.
- Vehicles will display warning notices and carry a TREM card, be equipped with fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.

Where there is evidence of an LPG leakage the following action will be taken:-

- Gas turned off at cylinder valve.
- All doors and windows opened.
- Area will be vacated and Site Manager to be informed.
- Electrical switches and telephones WILL NOT BE OPERATED.

In the event a cylinder catches fire the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

4.19 Manual handling

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:-

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will consult with The HSE MAC Charts and ensure that the below factors are addressed:-
 - The task.
 - The load.
 - The working environment.
 - Individual capacity.

- Other factors that may affect the activity.
- Make full and proper use of handling aids.
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.
- During a viral pandemic 2 person lifts should be avoided and alternative solutions sought. If essential use fixed pairings of operatives to consistently work together.

4.20 Five steps to risk assessment

4.20.1 Look for the hazards

- Walk around your workplace and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people.
- Ask your employees or their representatives what they think. They may have noticed things which are not immediately obvious to you.
- Manufacturer's instructions or data sheets can also help you spot hazards and put risks in their true perspective.
- So can accident and ill-health records.

4.20.2 Decide who might be harmed and how

Consider those who may be at particular risk:-

- Employees who are young, trainees, new or expectant mothers.
- Cleaners, visitors, contractors, maintenance workers, etc. who may not be in the workplace all the time.
- Members of the public, or people you share your workplace with, if there is a chance they could be hurt by your activities.

4.20.3 Evaluate the risks

Consider how likely it is that each hazard could cause harm. This will determine how much you need to do to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide is whether this remaining risk is high, medium or low.

Ask yourself whether what you have already done is sufficient e.g. guards on dangerous parts of machinery.

But don't stop there, because the law requires you to do what is reasonably practicable to keep your workplace safe. Your aim is to make all risks small.

In taking action ask yourself:-

- Can I get rid of the hazard altogether?
- If not, can I control the risks so that harm is unlikely?

In controlling risks apply the principles below and in the following order:-

- Try a less risky option.
- Prevent access to the hazard (e.g. by guarding).
- Organise work to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities (e.g. washing facilities for the removal of contamination and first aid).

4.20.4 Record your findings

If you employ 5 or more employees you must record the significant findings of your assessment. This means writing down the significant hazards and conclusions. You must also tell your employees about your findings. If you employ less than 5 employees you do not have to (legally) record your findings but keeping a written record of your risk assessments is strongly recommended.

Risk assessments must be suitable and sufficient- not perfect

You need to be able to demonstrate that:-

- A proper assessment was made.
- You asked who might be affected.
- You dealt with all the obvious significant hazards.
- The precautions are reasonable and the risk has been reduced as a consequence.
- Keep the written record for future reference or use

4.20.5 Review your assessment and revise if necessary

Don't amend your assessments for every trivial change or for each new job but if a new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down. In any case it is good practice to review your assessment from time to time to make sure that the precautions put in place are still relevant and are working effectively. Review will also be necessary following legislation changes or the availability of new technologies.

4.21 Migrant workers

We recognise that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK's health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers, we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

- The worker's language and literacy skills, their ability to communicate and understand information (written and oral) about the work activities and general work environment health and safety;
- The level of information, instruction, training and supervision required in relation to the work;
- Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken;
- Perception of risk and the extent to which this may differ due to experience of another country's health and safety workplace culture;
- Interrelationships between migrant workers and UK workers and the potential impact this could have on health and safety.

We will implement and monitor any additional control measures identified under the risk assessment.

These may include:-

- Ensuring each individual's competency matches as closely as possible the required competency for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
- Appropriate levels of information, instruction and training in their own language including information on viral pandemic processes and procedures to mitigate the spread of the disease.
- Ensuring they are supervised by a competent person who is bilingual.