







## **COMPANY HEALTH & SAFETY POLICY**

### **Reviewing Procedure**

1. This Policy should be formally reviewed every 12 months by the Company's Board of Directors.
2. The Directors should consider alterations and amendments, which become essential between review dates.

<b>Record of review</b>		
Date	Name	Signature
01/06/2017	Steve Devlin	
07/04/2018	Steve Devlin	
07/04/2019	Steve Devlin	
07/04/2020	Steve Devlin	

**PART A**

**HEALTH AND SAFETY POLICY**

MD Group aims to ensure, so far as is reasonably practicable, the health safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Company, we will be committed to:

- Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes.
- Setting and monitoring of health and safety objectives for the Company
- Effective communication of and consultation on health and safety matters throughout the Company
- Assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks.
- Preventing work related injuries, ill health, disease and incidents
- Providing and maintaining safe plant and equipment and implementing safe systems of work
- The safe use, handling, storage and transport of articles and substances
- Providing and maintaining a safe working environment with safe access, egress and welfare facilities.
- Providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety.
- Providing suitable and sufficient information, instruction and supervision for employees
- Continually improving the performance of our health and safety management
- Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company.
- An annual review and when necessary the revision of this health and safety policy
- Making this policy available to relevant interested parties, as appropriate.

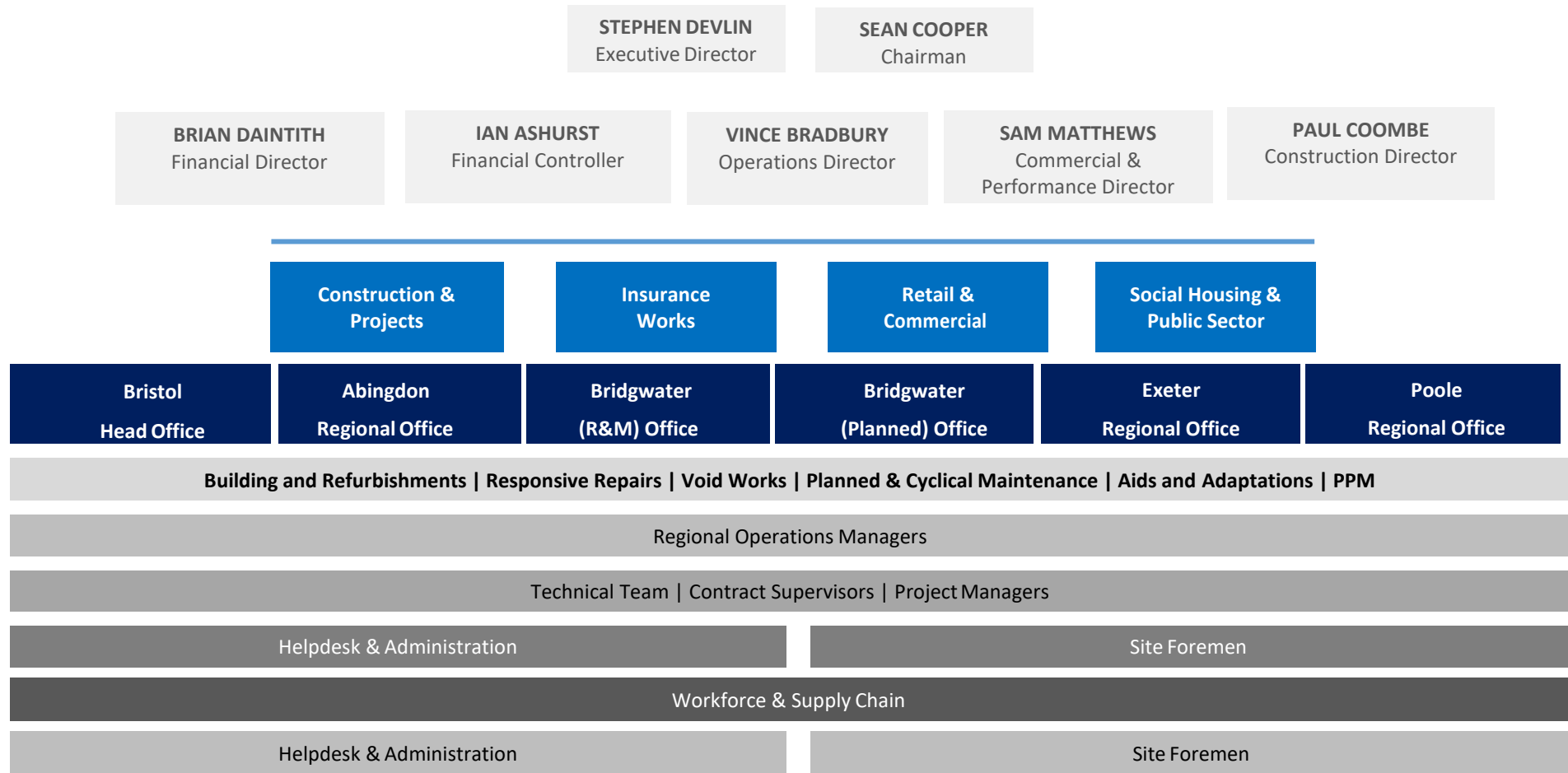
Signature		Date	09/10/2020
Name	Steve Devlin	Position	Executive Director

**PART B**

**RESPONSIBILITIES AND DUTIES**

Example of a Schematic Company Health and Safety Structure  
The Company's Duties  
Chain of Responsibility  
The Safety Manager's Duties  
Contract Managers Duties  
Duties of Site Managers, Foremen, Supervisors & Line Managers  
Operative's Duties  
The Building Safety Group Advisers Duties  
Protection of Young Persons  
Migrant Workers  
Contractors Duties and Declaration  
Accidents and Dangerous Occurrences/ near misses emergency procedures  
Smoking policy  
Misconduct  
Declaration – Employees

### Company Health and Safety Structure



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

- To observe the requirements of the Health and Safety at Work etc Act 1974
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health
- Arranging safe systems of use, handling, storage and transport of machinery, materials 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 provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc
- 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
- To liaise closely with The Building Safety Group Ltd.
- 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 finance, human resources, time etc to ensure health and safety at all times.

**Chain of Responsibility**

- The overall responsibility for health and safety lies with the board of directors.
- The named Safety Manager will keep the Board of Directors advised as to their health and safety responsibilities and those of the company.
- The Company's safety Advisers, **The Building Safety Group Limited**, will advise on health and safety, carry out site inspections etc.
- 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, etc, and are conversant with the **Health and Safety at Work etc Act 1974** and other relevant legislation.

### **The Safety Manager'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 keep the Board of Directors advised as to their responsibilities
- To ensure adequate financial arrangements are made to meet statutory requirements.
- To ensure that an effective management system is in place for the management of health and safety within the company and the system is periodically audited.
- To ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health & safety management system.

### **Contracts Managers 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 ensure that **The Building Safety Group Limited** is notified of our sites.
- 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 practices
- 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
- 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.

### **Duties of Site Managers, Foremen, Supervisors and Line Managers:**

- 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 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.
- 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
- 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.
- 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.
- To implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book
- 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 clients 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
- Ensure that a fire risk assessment is completed, a fire plan produced and complied with

### **All Operatives are required:**

- 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 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 wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it.
- To report any accident, dangerous occurrence or near miss to their Site Supervisor.
- 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
- 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 etc.
- 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.

### **The Building Safety Group Ltd Advisers Duties:**

- To advise members, when required, on safety matters in advance of construction operations.
- To carry out regular site inspections in company with the member's site supervisor
- To discuss and advise on matters affecting health, safety and welfare.
- To notify the member's site supervisor of all defects found and provide a written report on site.
- To notify the safety director if serious defects are continually not remedied.
- Immediately to contact the safety director if situations are found that, in the opinion of the safety adviser, are dangerous enough to warrant the stopping of any operation.
- To advise of safety training requirements for new entrants and all employees.
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.
- To carry out inspections of offices, workshops and joinery shops as required by the company.

### **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.

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.



## **Migrant Workers**

We recognise that there may be several factors making migrant workers more vulnerable, ie limited knowledge of the UK's health & safety system, limited proficiency in English Language, and lack of health & 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.
- Ensuring they are supervised by a competent person who is bilingual.

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 Etc. 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 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: .....

### **Accidents/Dangerous Occurrence 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**.

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
- The Building Safety Group Limited.

Arrangements will be made for a Safety Adviser to investigate the incident if circumstances merit it and prepare a written report if necessary.

### **Accident 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.

### **Smoking Policy**

We will conform to the requirements of the **Public Health, Smoke-free (Premises and Enforcement) Regs 2006**. Smoking will not be permitted in the company's offices, buildings,

premises that are enclosed or substantially enclosed or vehicles. 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.

### **Misconduct Subject of Disciplinary Procedures:**

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

**Employees Declaration**

I.....of.....  
(employees 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: .....

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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.....

## **PART C**

### **ARRANGEMENTS FOR HEALTH AND SAFETY**

- A. CDM Post Holder Duties
- B. Information, Training, Consultation, Welfare, Working Time
- C. Safe Access, Traffic Management, Safety Signs and Signals
- D. Work at Height, Scaffolds, Towers, Ladders, Steps and Roof Work
- E. False-work, Demolition
- F. Excavations, Earthworks and Confined Spaces
- G. Work Equipment and Lifting Operations and Equipment
- H. Environmental Protection
- I. First Aid
- J. Personal Protection Equipment
- K. COSHH
- L. Health Surveillance, Noise, Asbestos in the Workplace and Management of Stress
- M. Site Emergency Procedures, Site Safety – clients and other persons
- N. Office Health and Safety, Visual Display Screens, Fire Procedures
- O. Driving Motor Vehicles on Company Business
- P. Working with Lead
- Q. Storage and Use of Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)
- R. Electrical Equipment and Work
- S. Manual Handling

**HSE Guidance to compiling Risk Assessments:** - “Five Steps to Risk Assessment” is included as an attachment for your information and guidance on Pages 43 & 44.

## **APPENDIX A**

### **Construction (Design and Management) Regulations 2015**

#### **Introduction**

MD Building Services' responsibilities and duties under the Construction (Design and Management) Regulations 2015 fall into 3 broad work/project categories as described below:

- Response Maintenance Activity
- Void properties and/or small scale, non-notifiable planned works
- Larger scale Planned and Notifiable works

MD Building Services has taken what it considers to be an appropriate and proportionate approach to implementing the requirements of the regulations, all the while giving due consideration to its existing Health and Safety arrangements, procedures and systems.

MD Building Services' response to meeting the requirements of these regulations will vary according to the nature, complexity and scale of the project and MD Building Services' role in the project team.

#### **Definitions**

##### **Response Maintenance Activity**

These works are typically carried out when MD Building Services is appointed by the Client as Contractor under a term contract. For the purposes of this policy, and MD Building Services' interpretation of the regulations, a Response Maintenance 'project' is defined as an individual maintenance job, and not the overarching term contract.

##### **Voids Properties**

These works are typically smaller scale projects which are not notifiable to the HSE, and are carried out during those periods when a Client property is empty (or 'void') between changes of tenancy. Depending on the nature and scale of works MD Building Services could be working as Contractor or Principal Contractor on these projects.

##### **Larger scale/more complex Planned and Notifiable works**

These projects are in keeping with a traditional construction site setup where MD Building Services will typically fulfil the role of Principal Contractor.

*See also the Duties section of this appendix to the Policy.*

#### **Construction Phase Plans**

##### **Construction Phase Plans for Response Maintenance.**

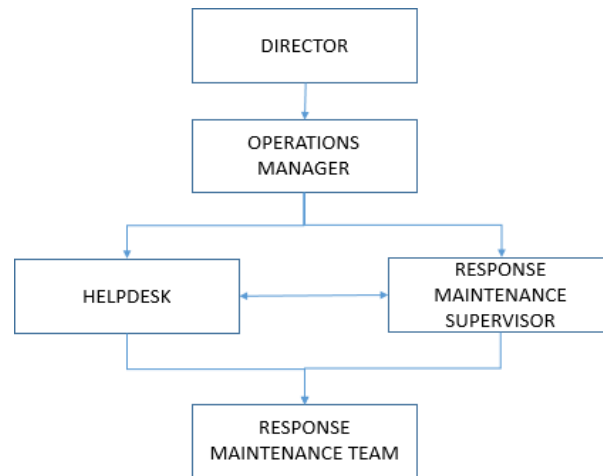
It is anticipated that the Response Maintenance works MD Building Services carry out will be small scale, and as such, MD Building Services' Construction Phase Plan for these activities will be appropriate and proportionate to the risks.

For Response Maintenance works the Construction Phase Plan requirements will be met by a combination of the content of this Policy, MD Building Services' work scheduling software, the Operative PDA (Personal Digital Assistant) device and MD Building Services' standard issue Operative Information Packs.



### **Response Maintenance Management Structure**

Further to the Health and Safety management structure defined in Part B of this Policy, the typical management structure for Response Maintenance works is described below:



### **Response Maintenance - Planning**

MD Building Services uses work scheduling system software to plan, manage, record and communicate activity relevant to each job (e.g. OneServe)

Once a job is received from the client, it is entered onto the scheduling system by MD Building Services' Helpdesk teams.

The system identifies which Operative resource is available with the appropriate knowledge, skills and experience to carry out the work, and also identifies when this resource is available. (Information relevant to Operative skillsets is pre-loaded onto the scheduling system). The Helpdesk teams then allocate jobs to the available resource and book appointments with the Client's tenants.

The job information is relayed electronically to the individual Operative who will see the job included on the daily schedule of works on their PDA device.

### **Key project information**

For each job/project, the scheduling system details key information key such as:

- Client information
- Tenant (site) address
- Start dates and times
- Job specification /description
- Existing Plans and records, Client information

This job information is communicated to the Operative via their PDA device.

### **Response Maintenance Existing Plans and records**

Existing information and records relevant to the site/ property and the tenant are provided by the Client and included on the Job Details when it is loaded onto the scheduling software. (This

information can include such items as Asbestos Register information/ survey reports and tenant information, e.g. where a 2-man attendance is required).

Wherever this information is missing or insufficient the Operative should, in all instances, contact their Line Manager for clarification *before* work begins.

### **Operative PDA (Personal Digital Assistant) devices**

Each Operative who carries out Response Maintenance is issued with a Personal Digital Assistant (PDA) device. The PDA is a smartphone device which has an interface with the work scheduling system. The Operative receives instruction and information relevant to the job via their PDA, and updates the job as they progress.

The key project information included on the scheduling software is also available to the Operative on their PDA.

### **Response Maintenance Contract/ Project Rules**

The following rules are mandatory:

- All MD Building Services Operatives will receive a company induction and, where necessary and appropriate to the nature and scale of work, a site induction
- Unauthorised persons are not allowed on site
- Site rules must be brought to the attention of those affected
- MD Building Services uniform, steel toe-capped footwear, and PPE as appropriate to the task or the materials being used are to be worn at all times
- All persons must strictly comply with MD Building Services' safe systems of work – especially PPE requirements- and conduct themselves in an orderly manner at all times
- Vehicle access to the site will be strictly controlled. Operative vehicles will park in accordance with the requirements of the Highway Code.
- All site plant and equipment must be designed and fit for the task for which it is being used
- All maintenance operations are to be carried out by trained & authorised persons
- All vehicles and plant are to be operated by trained persons only (a current driving licence or a certificate of competence for the category of vehicle being driven is required.)
- The use of mobile phones while operating plant or vehicles is prohibited, including hands free equipment
- No smoking on site, in or around tenanted properties, or in company vehicles.
- Portable electric tools shall only operate at 110v or below, or be battery powered. Charging equipment to be used in conjunction with an RCD. Before first use on site, evidence must be produced that the portable electrical equipment has been and will continue to be subject to a portable appliance testing regime or similar.
- Unauthorised persons are not permitted to alter safety precautions (including scaffolding) that are in place.
- Safety equipment (i.e., fire extinguishers) must not be interfered with.
- No personal radios or MP3 players to be used on site. Site noise must be maintained at a level so as to prevent nuisance noise to neighbouring properties.
- Eating and drinking must only be undertaken at the nominated welfare facilities.
- Welfare facilities are to be kept clean and tidy at all times. Operatives are not to use

- residents' toilets without gaining prior permission from the resident.
- Any person caught causing graffiti will be immediately removed from the site.
- Site access and egress is only permitted via the designated site entrances. Operatives will maintain tenant and communal properties secure at all times.
- MD Building Services Operatives will receive regular toolbox talks via the Line Management organisation.
- All accidents/incidents are to be reported via the Line Management organisation as it is described above. These reports are to be forwarded to MD Building Services' SHEQ and HR functions.
- All warning signs are to be obeyed at all times.
- Hands & faces should be thoroughly washed before eating & drinking

The above list is standard, the MD Building Services Line Management structure for the contract has the authority to add to the above at their discretion, as activities dictate. Further rules relevant to Client or location requirements may also be added.

In addition to the rules set out above, the following will also apply:

- Horseplay, fighting and malicious damage on site is prohibited; any person found to be involved will be instantly removed from site.
- Possession or consumption of alcohol, drugs or other intoxicants on site or being under their influence while working is prohibited.
- Any person found to be intoxicated on site or found to be consuming alcohol or using drugs (other than prescribed drugs) will be instantly removed from site.
- Safety barriers, notices and signs must not be interfered with or removed by unauthorised personnel

### **Response Maintenance - Arrangements for controlling Significant Site Risks**

In addition to those arrangements described in 'Part C- Arrangements for Health and Safety' of this policy, arrangements specific to response maintenance projects include:

- Operative Information Packs
- Reactive Maintenance Risk Assessments / Method Statements (including Construction Phase Plan)
- PDA Risk Assessment Survey

These arrangements are expanded further below.

### **Operative Information Packs**

Operatives working on behalf of MD Building Services are issued with an Operative Pack. This pack gives the Operatives access to key documents and information relevant to the Quality, Health, Safety & Environment (SHEQ) and Human Resources (HR) functions of MD Building Services.

Contents of the Operative Information Packs include:

- MD Building Services' Health and Safety Policy
- MD Building Services' Quality Policy
- MD Building Services' Environmental Policy and Waste Carriers Licence
- MD Building Services' Reactive Maintenance Risk Assessments / Method Statements (including Construction Phase Plan)

### **Reactive Maintenance Risk Assessments / Method Statements (including Construction Phase Plan)**

The Reactive Maintenance Risk Assessments/Method Statements (including Construction Phase Plan) are available in each Operative pack.

These document the following items for Response Maintenance activities:

- Those persons potentially at risk
- The potential harm caused by the activity
- The minimum PPE requirements
- A description of potential hazards
- Control Measures required
- Welfare Information
- Key Job information
- Client Information

Wherever this information is missing or insufficient the Operative should, in all instances, contact their Line Manager for clarification *before* work begins.

### **PDA Risk Assessment Survey**

Further to the arrangements described above, the Operative must complete a Risk Assessment Survey on their PDA device for each job, *before they begin work* on that job.

### **The Operative must stop work and contact their Line Management organisation:**

- Whenever they feel their Health and Safety is at Risk.
- Where a specific site risk is not covered by the Reactive Maintenance Risk Assessments/ Method Statements.
- Where the stated job scope or specification is not relevant to the work required, or where the work required could potentially exceed the agreed variation limits.
- Where information provided by the Client is not sufficient or appropriate to the task.
- Where the Operative suspects the presence of Asbestos Containing Materials

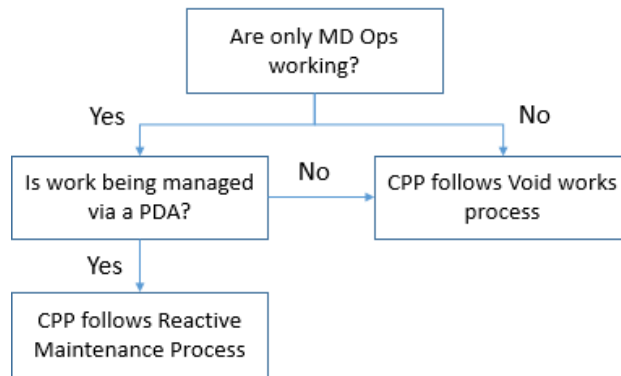
### Construction Phase Plans for Voids Properties

Where only MD Building Services' Operatives are working in the void property, and their work is being managed by a PDA, then the process for Reactive Maintenance will be followed, and MD Building Services will fulfil the role of Contractor.

Where only MD Building Services Operatives are working in the void property, and their work is not being managed by a PDA, then the CPP process for Voids works (as described below) will be followed, and MD Building Services will fulfil the role of Contractor.

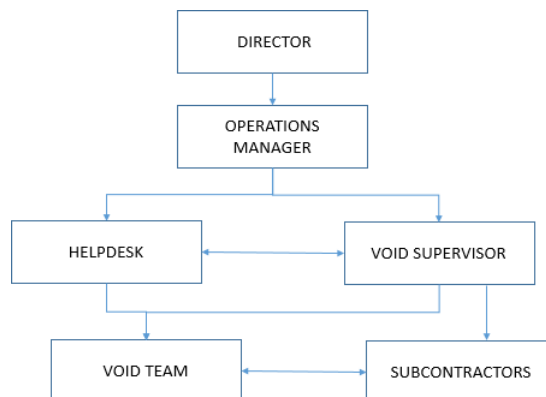
In those instances where more than one contractor is working in the property, then the CPP process for Voids works (as described below) will be followed and MD Building Services will fulfil the role of Principal Contractor. It is understood that the Client will fulfil the Principal Designer role. (The client's surveyor typically describes the scale and specification for work at the property, hence it is anticipated that the client will fulfil the PD's role).

### Construction Phase Plans for Voids Process



### Void Works Management Structure

Further to the Health and Safety management structure defined in Part B of this Policy, the typical management structure for Void works is described below:



## **Void Works – Planning**

### **Change of Tenancy Job Specification**

When a change of tenancy is notified to the Client their surveyor will visit the property and prepare a change of tenancy specification for the work to be undertaken. This specification is communicated to MD Building Services, and used by the local Supervisor to compile the CDM Plan/ Summary Risk Assessment document. It is then added to the site information pack for the void project works.

### **Key project information**

Key information relevant to the project will be found in the following documentation included in the project information packs:

- Client's Change of Tenancy Specification
- CDM Plan & Summary Risk Assessment Record Sheet – Plan & Working Together sections

### **CDM Plan / Summary Risk Assessment**

The information pack will include a completed CDM Plan /Summary Risk Assessment document – this document is completed by the supervisor **and acts as a simple construction phase plan for the project works.**

This document summarises the following information:

- Project team information (e.g. Client details, etc.)
- Site address
- Summary scope of work
- Key project dates
- Welfare information
- Contractor details
- Contact information.

The document also includes a Summary Risk Assessment section – in this section the supervisor identifies which of MD Building Services' Reactive Maintenance Risk Assessments / Method Statements are relevant to the activity on site.

Any activity not covered by these Risk Assessments/Method Statements can be risk assessed by the supervisor in the appropriate section of the CDM Plan.

Once completed, this document is added to the Void information pack. Wherever this information is missing, insufficient or not appropriate to site activity, the Operative should, in all instances, contact their Line Manager for clarification *before* work begins

### **Existing Plans and Information**

Existing information and records relevant to the site/ property are provided by the Client and where appropriate included in the information pack. (This information typically includes the Asbestos Register information/ survey reports for the property).

Wherever this information is missing or insufficient the Operative should, in all instances, contact their Line Manager for clarification *before* work begins.

### **Void Works - Arrangements for controlling Significant Site Risks**

In addition to those arrangements described in 'Part C- Arrangements for Health and Safety' of this policy, arrangements specific to void projects include:

- CDM Plan / Summary Risk Assessment (*as described above*)
- Content of the Project Information Packs

The project information pack details are described below.

### **Project Information Packs**

A project information pack -which acts as a site file for the project works -is put together by the local supervisor for the work to be carried out in the void property.

### **Contents of the information pack**

Each void pack should include the following documentation and information:

- CDM Plan /Summary Risk assessment document
- Site Register
- Emergency Response Information
- Change of Tenancy Job Specification
- Asbestos Survey / Register information
- Copy of HSE's 'Health and Safety Law What you need to know'
- Copies of the following MD Building Services policies and documents:
  - Copy of MD Building Services' Employer's Liability Insurance
  - Copy of MD Building Services' Upper Tier Carrier Dealer certificate
  - Copy of MD Building Services' Health and Safety Policy statement
  - Copy of MD Building Services' Quality Policy
  - Copy of MD Building Services' Environmental Policy
  - Copies of MD Building Services' Reactive Maintenance Risk Assessments / Method Statements
- Copies of MD Building Services' CoSHH assessments

### **Void Works Project Rules**

The following rules are mandatory:

- All MD Building Services Operatives will receive a company induction and, where necessary and appropriate to the nature and scale of work, a site induction.
- All Subcontractor Operatives will receive an MD Building Services and/or a site-relevant induction, as appropriate to the nature and scale of work.
- Unauthorised persons are not allowed on site
- Site rules must be brought to the attention of those affected
- Hi-vis wear jackets/vests (Hi-vis clothing to be worn fastened), steel toe-capped footwear are to be worn at all times
- All persons must strictly comply with their employer's safe systems of work – especially PPE requirements- and conduct themselves in an orderly manner at all times
- Vehicle access into the site will be strictly controlled. Operative and Contractors vehicles will park in accordance with the requirements of the Highway Code and on larger sites will be allowed to park within designated areas only
- All site plant and equipment must be designed and fit for the task for which it is

being used

- All maintenance operations are to be carried out by trained & authorised persons
- All vehicles and plant are to be operated by trained persons only (a current driving licence or a certificate of competence for the category of vehicle being driven is required.)
- The use of mobile phones while operating plant or vehicles is prohibited, including hands free equipment
- No smoking on site, in or around tenanted properties, or in company vehicles.
- Portable electric tools shall only operate at 110v or below, or be battery powered. Charging equipment to be used in conjunction with an RCD. Before first use on site, evidence must be produced that the portable electrical equipment has been and will continue to be subject to a portable appliance testing regime or similar.
- Unauthorised persons are not permitted to alter safety precautions (including scaffolding) that are in place.
- Safety equipment (i.e., fire extinguishers) must not be interfered with.
- No personal radios or MP3 players to be used on site. Site noise must be maintained at a level so as to prevent nuisance noise to neighbouring properties.
- Eating and drinking must only be undertaken at the nominated welfare facilities.
- Welfare facilities are to be kept clean and tidy at all times. Operatives are not to use residents' toilets without gaining prior permission from the resident.
- Any person caught causing graffiti will be immediately removed from the site.
- Site access and egress is only permitted via the designated site entrances. Operatives will maintain tenant and communal properties secure at all times.
- MD Building Services Operatives will receive regular toolbox talks via the Line Management organisation and these toolbox talks will also be delivered to subcontractor operatives.
- All accidents/incidents are to be reported to the Principal Contractor's site supervisor. These reports are to be forwarded to MD Building Services' SHEQ and HR functions.
- All site hazards are to be guarded and signed. All warning signs are to be obeyed at all times.
- Hands & faces should be thoroughly washed before eating & drinking

The above list is standard, the MD Building Services Line Management structure for the contract has the authority to add to the above at their discretion, as the site activities dictate. Further rules relevant to Client or location requirements may also be added.

In addition to the rules set out above, the following will also apply:

- Horseplay, fighting and malicious damage on site is prohibited; any person found to be involved will be instantly removed from site.
- Possession or consumption of alcohol, drugs or other intoxicants on site or being under their influence while working is prohibited.
- Any person found to be intoxicated on site or found to be consuming alcohol or using drugs (other than prescribed drugs) will be instantly removed from site.
- Safety barriers, notices and signs must not be interfered with or removed by unauthorised personnel



### **Subcontractor Selection and approval process**

MD Building Services' Subcontractors will be selected and approved in line with the procedure set out in document *ISM 06.10 Purchasing*. Subcontractors will complete form *QMF 10 Supplier Assessment Questionnaire*, provide requested supporting documentation, with company checks carried out on statutory websites (e.g. HSE & Environment Agency).

### **Health and Safety File**

The arrangements for the timely gathering and passing on of information for the preparation of the health and safety file are as follows:

Layout and format

- The content and layout of the Health and Safety File will be agreed with the Principal Designer and Client as appropriate.

Arrangements for the collection and gathering and storage of information

- Developing the Health and Safety File will be a continuous process throughout the project. As elements and/or trades complete their works their contribution to the Health and Safety File will be requested.

Where applicable the Principal Designer will be kept updated by M D Building Services Ltd site management of all revisions to the Health and Safety Plan and any information that may be necessary for the compilation of the Health and Safety File. Regular liaison with the Principal Designer and/or Client will ensure that any relevant information is passed on

### **Construction Phase Plans for smaller scale Planned, non-notifiable works.**

Where MD Building Services is engaged as Contractor or Principal Contractor for planned works which are not notifiable, then the approach for compiling the Construction Phase Plan will either follow the process described above, for voids (i.e. the CDM Plan/Summary Risk Assessment document serving as the CPP with a supporting project information pack) or will follow the approach taken for larger scale notifiable works.

The approach taken will depend on the nature and complexity of the project, the site risks involved and the input of the Client, and/or Principal Designer.

### **Construction Phase Plans for larger scale Planned and notifiable Works.**

Where MD Building Services fulfils the role of Principal Contractor for larger scale Planned and Notifiable projects, a Construction Phase Plan will be created for each project which will meet the requirements described in Regulation 12 of the Construction (Design and Management) Regulations 2015.

## **Construction (Design and Management) Regulations 2015 - MD Building Services' Duties**

### **MD Building Services' Duties as Principal Contractor:**

'Contractor' means any person (including a client, principal contractor or other person) who, in the course or furtherance of business, carries out or manages construction work.

When appointed as principal contractor MD Building Services will:-

- Satisfy ourselves that the client is aware of their duties and that a Principal Designer has been appointed where necessary
- Ensure the Client has informed the HSE of the project via F10
- Ensure the construction phase is properly planned, managed and monitored, adequately resourced and site management is appropriate and competent
- Ensure that contractors employed on the project are informed of the minimum amount of time they will be allowed for planning and preparation before they begin on site
- Ensure contractors receive adequate information about the project
- Arrange for the control, co-ordination and co-operation between all contractors involved in work on the construction site
- Ensure the Construction Phase Plan is prepared before work commences, developed, implemented and kept up to date as the project progresses.
- Satisfy ourselves that designers and contractors are competent.
- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times.
- Prepare and enforce site rules
- Inform all contractors of those parts of the safety plan that effect their operations.
- Liaise with the Client, and / or the Principal Designer on design carried out during the construction phase
- Provide the Client, and / or the Principal Designer with any information that is required for inclusion in the Health and Safety File
- Ensure that the workforce have been adequately inducted onto site
- Ensure the workforce are consulted re health and safety matters
- Display in a prominent position on site, the F.10, Health & Safety at work law poster and a copy of the employer's liability insurance.
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE where necessary.
- Provide induction and methods of ensuring workers are adequately trained and supervised

### **MD Building Services' Duties as Contractors:**

'Contractor' means any person (including a client, principal contractor or other person) who, in the course or furtherance of a business, carries out or manages construction work.

When appointed as contractor, MD Building Services will:-

- Plan, manage, supervise and monitor our work and that of our workers to ensure it is carried out safely and that health risks are addressed
- Check that the client is aware of their duties
- Ensure that only competent contractors, suppliers and workers are employed
- Comply with the Principal Contractors instructions relating to matters of health and safety
- Co-operate and co-ordinate our activities with the Principal Contractor and other Contractors who may be affected by our operations.
- If we produce a design, we acknowledge our duties as a designer
- Acknowledge our duties with regard to health and safety on site
- Ensure our workers are inducted onto site
- Ensure suitable welfare facilities are provided from the start of the project
- Provide method statements, risk and **COSHH** assessments as required.
- Inform all our employees and sub-contractors of those details in the Safety Plan that may affect their operations and any safety rules they are required to comply with.
- Provide the Principal Contractor with evidence of all training our employees have received
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File.
- Assist the Principal Contractor to ensure that only authorised persons have access to the construction site where the company's operations are taking place. .
- Ensure that our workforce is properly consulted on health and safety matters.
- Ensure that all near misses, injuries, diseases and dangerous occurrences, that are reportable under **RIDDOR 2013**, are promptly reported to the Principal Contractors site management.

## APPENDIX B

### Information, Training, Consultation, Welfare, Working time

#### **Health & 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.

We are advised by **The Building Safety Group Ltd**, which provides us with health and safety guidance, advice, support and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

#### **Training**

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities
- Competent to operate specialist tools, plant and work equipment.
- Adequately inducted
- Further training needs will be provided as identified necessary that are relevant to their work, and in conformance with this Policy.

#### **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.

#### **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.

#### **Health and Welfare**

The Company acknowledge that construction work requires risk assessment 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** are provided at accessible places, that are kept clean and in a sanitary condition.

#### **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.

## APPENDIX C

### Safe Access, Traffic Management, Safety Signs and Signals

#### 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

#### Traffic Management, Safety Signs and Signals

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health – **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 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.

## **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"
Emergency signs	- green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs	- red rectangular signs	e.g. "Fire Extinguisher"

## APPENDIX D

### Work at Height, Scaffolds and Towers, Ladders and Steps, Roof Work

#### Working at Height

'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 with
- 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 etc. 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

#### Scaffolding

- Orders for scaffolding shall be placed with scaffolding contractors that are included on the MD Group Approved Supplier and Sub-contractor List
- All PO's for scaffolding shall include full details of the corresponding quote, ensuring that the ongoing inspection of the scaffolding by the scaffolding contractors is clearly defined.
- Scaffolding will be erected to recognised standards by trained, competent and authorised operatives employed by the scaffolding company contracted to supply & erect the scaffolding.
- Scaffolds to be erected in accordance with TG20:13 or where appropriate, designed, to eliminate the need for the use of harnesses for other trades using that scaffolding.
- On completion of erection, the scaffold shall be handed over with a certificate that meets the requirements of the Work at Height Regulations schedule for inspection before first use and confirms that the scaffolding has been completed and complies with the WaH Regs. and current standards.
- A competent person from the scaffolding contractors will inspect scaffolding before use and after substantial 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 & inspection reports issued to MD



Group after each inspection. These will be retained on the respective job file by local MD Group management.

- 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.

### **Mobile Working Platforms**

- 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 and working platforms 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.

### **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.

When ladders are used they will be:-

- Recorded on a regional register. (QMF 82)
- Subject of an inspection regime with records of inspections maintained (QMF 320)
- Marked with a means of identifying them (QMF 320)
- Compliant with EN 131 or BS2037
- 
- Used by trained and competent operatives only
- Visually inspected by operatives before use
- 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 etc
- Operative not to use top 2 steps
- Not to over reach

## **Roofing**

Operatives engaged in roof work shall be trained and competent, 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.

## APPENDIX E

### False-work, Demolition

#### False-work

False-work covers an extremely wide range of temporary support methods. In simpler and more commonplace situations, standard solutions (given in **BS 5975**) 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. **BS 5975** recommends that the main items for which responsibility should be established are:-

- the design brief
- the concept of the scheme
- the design, drawing out and specification of the false-work
- the adequacy of the materials used
- the control of erection, maintenance and dismantling on site
- the checking of design and construction operations
- the issue of a formal permission to load and dismantle the false-work.

Once responsibility is established, the company will ensure that the individuals concerned do not work in isolation. To comply with **BS 5975** a "False-work 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:-

- the co-ordination all false-work activities
- ensuring that the various responsibilities have been allocated
- ensure that a satisfactory false-work design is carried out
- ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it
- ensuring that checks are made at appropriate stages covering the more critical factors
- ensuring that, during use, all appropriate maintenance is carried out
- after final check, issue permission to load if this check proves satisfactory
- when it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the false-work

#### 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 etc.
- Welfare facilities to be provided.
- Environmental considerations e.g. noise, dust, vibration, crushing plant

## APPENDIX F

### Excavations and Earthworks and Confined Spaces Operations

#### 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 .5 m

#### Confined Spaces 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.

## APPENDIX G

### Work Equipment and Lifting Operations

#### 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

#### 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.

Slings 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.

## **APPENDIX H**

### **Protection of the Environment**

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment we have prepared a separate Environmental Policy and an Environmental Management System.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

## **APPENDIX I**

### **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.



## APPENDIX J

### Personal Protective Equipment

The company will ensure that suitable and sufficient protective clothing and equipment is provided, 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 consulted regarding its selection
- Properly maintained and stored
- Provided with instructions how to use it safely
- Used correctly by employees

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 Regulations 2002**.

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

## APPENDIX K

### **Control of Substances Hazardous to Health Regulations (COSHH) 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.

## APPENDIX L

### Health Surveillance, Noise, Asbestos, Management of Stress

#### 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  
Equipment maintenance and testing (minimum 5 years)  
Monitoring data (minimum 30 years)  
Health surveillance (minimum 40 years)

We 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
- musculo-skeletal disorders
- damage to their eyesight
- exposure to asbestos

#### 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 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.

### **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.

Licensed contractors will be engaged to undertake removal, repair or disturbance of asbestos

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

The HSE will be informed of the proposed work at least 14 days prior to commencement.

### **Management of Stress**

The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

- job content,
- working environment,
- relationship with others at work,
- excessive workload or working hours,
- inadequate training
- Personal problems outside the workplace.

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.

## APPENDIX M

### Site Emergency Procedures, Site Safety – Clients and Other Persons

#### 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.
- A safe system of refuelling plant and portable tools, including a designated refuelling area which is situated away from any inflammable materials.

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.

#### 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.

- Building work should be separate to that of the Client's activity where possible.
- 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 Safety Adviser will be informed and carry out an investigation and report, if necessary.  
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.

## **.APPENDIX N**

### **Office Health and Safety, Visual Display Screens, Office Fire Emergency Procedures**

#### **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.
- Chemical hazards will be subject of **COSHH** assessments
- 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

#### **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

#### **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 Fire fighting 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) Regs 2006



## APPENDIX O

### Driving of Motor Vehicles on Company Business

#### 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

## APPENDIX P

### 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 etc 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 and

Take steps to reduce the operatives 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 guidance contained in **HS(G)53**

## APPENDIX Q

### Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)

#### 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.

#### Storage and Use of Liquefied Petroleum Gases (LPG)

L P G (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 of 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.

## APPENDIX R

### 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

If **CDM Regulations 2015** are applicable then information in respect of electrical matters will be made available to:-

- Clients,
- Principal Designers,
- Designers,
- and the 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.

## APPENDIX S

### Safe Electrical Isolation

#### Introduction

Safe isolation is deemed to be one of the hierarchy of measures that should be carried out at all times in order to ensure that a safe working environment is provide not only for operatives working directly for the company, but also to ensure the continued safety of those we are working with and on behalf of.

#### Employer Responsibilities

To ensure that all safe isolation activities are undertaken safely and that safe systems of work are clearly understood throughout the company, we will:

Identify all situations that require safe isolation to be undertaken

Ensure only those qualified and trained in safe isolation undertake the task

Assess and reduce unavoidable risks

Provide all employees, including lone workers, with adequate information, instruction and training to enable them to perform their work safely

Ensure that adequate resources are made available to fulfil the requirements of this policy

Review this policy at least annually or more frequently if significant changes occur

#### Procedure

To fulfil those items outlined above, the following must be adhered to at all times.

The following must only be carried out by adequately trained and qualified operatives. Any operative carrying out safe isolation must as a minimum have the following equipment:

Approved lock off device, and blanking modules for distribution boards

Safety signage

Approved proving device as recommended HSE guidance note GS38

Suitably insulated hand tools

A copy of the Electrical Safety Councils Guidance on Safe Isolation procedures for low voltage installations

Prior to commencement of works all circuits to be adapted or in any way worked on shall be fully identified

#### Method 1

Once identified:

1. Check proving device is fully operational on known live equipment
2. Isolate live feed to circuit
3. Lock of protective device using approved lock off device
4. Check all effected accessories no longer have a voltage present using proving device
5. Re-check proving device is fully operational on known live equipment
6. Erect warning sign at mains position stating

**DO NOT SWITCH ON ELECTRICIAN WORKING  
ONLY AT THIS POINT SHOULD CIRCUIT BE WORKED ON**

7. Ensure all accessories and wiring no longer in use is removed back to point of origin where practicable
8. Once all works complete carry out full dead tests to circuit
9. When satisfied that the circuit is complete and no faults have been detected the circuit should then be re-energized by removing lock off device
10. Carryout all live tests to circuit
11. Ensure all accessories and wiring no longer in use is removed back to point of origin where practicable, check at all times no item has been inadvertently left energized
12. If any accessories or wiring is found to be live revert back to start of Method 1.

**Method 2**

Once identified:

1. Check proving device is fully operational on known live equipment
2. Carry out 3-point isolation of circuit
3. Tape circuit conductors and fold into enclosure
4. Remove circuit protective device and fit blanking module
5. Check all effected accessories no longer have a voltage present using proving device
6. Re-check proving device is fully operational on known live equipment
7. Erect warning sign at mains position stating  
**DO NOT SWITCH ON ELECTRICIAN WORKING  
ONLY AT THIS POINT SHOULD CIRCUIT BE WORKED ON**
8. Ensure all accessories and wiring no longer in use is removed back to point of origin where practicable
9. Once all works complete carry out full dead tests to circuit
10. When satisfied that the circuit is complete and no faults have been detected
11. Remove blanking module
12. Replace circuit protective device and reconnect circuit conductors
13. Carryout all live tests to circuit
14. Ensure all accessories and wiring no longer in use is removed back to point of origin where practicable, check at all times no item has been inadvertently left energised
15. If any accessories or wiring is found to be live revert back to start of Method 2.

## APPENDIX T

### 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 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.



## APPENDIX U

### RIDDOR Guidelines

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 came into force on the 1st October 2013.

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

Responsible persons must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public.

The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

The regulations require the following to be reported to an enforcing authority (usually the HSE): -

#### **Death or Major Injury**

If there is an accident connected with work and:

- An employee, or a self-employed person working on the premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;

...then the enforcing authority must be notified immediately.

#### **Over seven Day Injury**

An over seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-work days).

If there is an accident connected with work (including an act of physical violence) and:

- an employee, or self-employed person on your premises, suffers an over seven day injury;

...then the enforcing authority must be notified within fifteen days.

#### **Disease**

If a doctor notifies that an employee suffers from a reportable work-related disease then the enforcing authority must be notified

#### **Dangerous Occurrence**

A dangerous occurrence is one which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone. The list of dangerous occurrences which are reportable under RIDDOR can be found in Schedule 2 of the Regulations.

## **Internal Accident Reporting and Investigation Guidelines**

For MD Group procedures relating to the internal reporting and investigation of accidents and incidents, please refer to procedure *ISM 06.14 Emergency Preparedness & Response*

### **RIDDOR Reporting procedures**

#### **Telephone**

All incidents may be reported online but a telephone service is available for the reporting of fatal and major injuries **only**: call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

#### **When do I need to make a report?**

In cases of death or major injuries, the enforcing authority must be notified without delay, most easily by reporting online. Alternatively, you can telephone following the process described above.

Cases of seven day injuries must be notified within fifteen days of the incident occurring using the appropriate online form.

Cases of disease should be reported as soon as a doctor notifies you that an employee suffers from a reportable work-related disease, using the online form.

#### **Ways to report an incident at work – online**

Complete the appropriate online report form on the HSE website. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

#### **Contacting the HSE out of hours**

The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

## **Five Steps to Risk Assessment**

### **STEP 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.

### **STEP 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.

### **STEP 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 eg 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)

#### **STEP 4 Record your findings**

- If you employ more than 5 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 would be useful.
- 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

#### **STEP 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.