



ESH **EVERYONE SAFELY HOME**

Health, Safety and Welfare Policy HSM010



Reviews and Revisions

Action	Date	Reason
Initial Policy	July 12 th 1999	
Various revisions	1999 to 2006	Personnel and legislation changes
Revision of policy	October 30 2006	Review of job roles / organisation chart
Revision of policy – Page C19	November 12 2006	Revision to include the Control Of Asbestos Regulations 2006
Revision of policy	April 5 2007	Revision to include the Construction (Design and Management) Regulations 2007
Revision of policy	July 5 2007	Smoking ban
Revision of policy	July 31 2008	Annual Review
Revision of Policy	13 January 2009	Introduction of OH&S management system
Revision of Policy	12 January 2010	Annual Review
Revision of Policy	1 July 2010	New Managing Director Appointed
Revision of Manual	1 July 2010	New Managing Director appointed
Revision of Policy & Manual	21 December 2010	Change of company name
Revision of Policy & Manual	1 September 2011	Organisational changes
Revision of Policy	10 th April 2012	Personnel and legislation changes including RIDDOR and Control of Asbestos Regulations 2012
Revision of Policy	3 rd July 2012	Slight amendment to Chain of responsibility
Review and Revision of Policy	18 th April 2013	
Review and Revision of Policy	15 th April 2014	
Review and Revision of Policy	12 th November 2014	Various amendments
Review and Revision of Policy	31 st March 2015	Introduction of CDM regulations 2015
Revision of Policy	10 th April 2016	Annual Review

Esh Construction Ltd

Esh Construction Ltd is made up of a number of trading divisions and the Managing Director will ultimately champion individuals within the businesses to take responsibility for the health and safety associated with the projects assigned to them.

Esh Construction Ltd operates a Management System which complies with **BS OHSAS 18001:2007** for the following scope:

Esh Construction Ltd carries out works in the Civil Engineering, Commercial Build, Social Housing and Facilities Management fields of the construction industry; our scope of works includes the following, which are undertaken by specific trading divisions, namely:

- **Esh Property Services**

Refurbishment and construction of social housing and other general building works, including the control of the design process where required.

- **Esh Facilities**

Property and facilities management including reactive maintenance and general building maintenance services.

- **Lumsden & Carroll Civil Engineering:**

Civil engineering works involving highway infrastructure, bridges and associated works, public realm, foul and surface water sewers, shaft sinking and sewage treatment works, reclamation schemes, hard landscaping, environmental engineering and supportive services, water supply and associated works .

- **Esh Build and Stephen Easten Specialist Building**

Building construction, embracing general repair, refurbishment, maintenance and new build contracts to customer specification including the control of the design process where required.

- **Esh Border**

Operates throughout Central and Scottish Borders and the North West delivering a wide range of construction, housing and civil engineering services across public and private sectors.

Contents

Section A Health, Safety and Welfare Policy

Section	Page	Item
A	1	General Statement of Intent
A	2	Training and Information
A	3	Environmental Policy Statement
A	4 & 5	Equal Opportunities Policy Statement
A	6	Chain of Responsibility
A	7 - 10	Organisation Chart
A	11	Monitoring and Review Strategy
A	12	Safety Assistance
A	13	General Safety Arrangements

Section B Individual Responsibilities

Section	Page	Item
B	1	Managing Director and Divisional Directors
B	2	Health & Safety Environmental, Quality Director and Advisors
B	3	Purchasing Director
B	4 & 5	Construction Directors
B	6 - 7	Contract/Project Managers
B	8 -10	Site Managers, Supervisors and Engineers
B	11	Commercial Managers and Quantity Surveyors
B	12	Estimators
B	13	Customer Care Manager and Advisors
B	14	Plant Manager
B	15	Plant Operators
B	16	Plant Fitter / Driver
B	17	Wagon Drivers
B	18	Office Based Employees
B	19	Site Operatives

Section C Health & Safety Construction (Site) Arrangements

Section	Page	Item
C	1	Work at Height Regulations
C	2	Scaffolding and Working Places
C	3	Ladders
C	4 & 5	Accident Reporting Procedures
C	6	Accident Book
C	7 - 8	Accident & Incident Investigation Procedures
C	9	Occupational Health
C	10 - 12	Construction (Design and Management) Regulations
C	13	Communication & Consultation with Employees
C	14	Health & Welfare (Construction Sites)
C	15	Washing Facilities
C	16	First Aid
C	17	Visitors and Public Safety
C	18 -19	C.O.S.H.H. Regulations
C	20 - 21	The Control of Asbestos Regulations
C	22 - 24	Noise at Work Regulations
C	25	Control of Vibration at Work Regulations
C	26 - 28	Fire Precautions
C	29	Safe use of LPG
C	30 & 31	The Carriage by Road of LPG Cylinders in Closed Vans
C	32	Electrical Safety
C	33	Overhead Electric Cables
C	34	Underground Services
C	35 -43	Excavations
C	44	Demolition
C	45 - 46	PPE and Clothing
C	47	Sub-Contractors
C	48 -49	Risk Assessments and Safety Method Statements
C	50	Manual Handling
C	51	Safe use of Plant and Equipment
C	52	Leptospirosis and Bacterial Infection
C	53	Safe Working Procedure for Dealing With Hypodermic Needles
C	54 - 55	Work in Confined Spaces
C	56 - 57	Management and Control of Waste
C	58	Alcohol and Drug Abuse or Misuse
C	59	Employment of Young Persons
C	60	Disabled Persons
C	61	Customer Care
C	62	Working Alone
C	63	New Employee Induction Procedure
C	64	Smoking
C	65	Company Vehicles

Section D Health & Safety Office Arrangements

Section	Page	Item
D	1	The Accident Book
D	2	Accident Reporting Procedure
D	3	First Aid
D	4	Fire Precautions
D	5	Display Screen Equipment
D	6	Manual Handling
D	7	Smoking

Health, Safety and Welfare Policy

General Statement of Intent

It is the policy of Esh Construction Ltd (the Company) that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, subcontractors and site visitors and that its activities will not adversely affect the health and safety of others i.e. members of the public, children and any other interested parties. We believe there is no conflict between our requirement to keep our workforce and members of the public safe and our long term financial success. Nothing that we do is so important that we put people, property or the environment at risk.

The Board holds the Managing Director accountable for health and safety throughout the company's operations however the Board recognises that this duty will be shared by the specific project Director.

The Managing Director will hold the appointed Director for specific projects responsible for the health and safety of all aspects of those projects.

In the field of health and safety we seek to achieve the highest standards. We do not pursue this aim simply to achieve compliance with current legislation, but because it is in our best interests. The effective management of health and safety, leading to fewer accidents involving injury and time off work is an investment which helps us to achieve our purposes.

We are committed to ensuring that all health and safety legislation and regulations are complied with. All new and proposed legislation, codes of practice and other requirements to which the company may subscribe will be considered and any significant changes will be made to the policy to ensure it continues to reflect legal compliance in all working practices, as a minimum standard.

The Health, Safety and Welfare Policy will be reviewed at least annually and monitored to ensure compliance with current and any future legal requirements are achieved.

We require that high standards of health, safety and welfare shall be achieved and maintained at all our sites and offices. We also recognise the need to have a strong commitment to the protection of the environment and to minimise waste; to this end we have set out our environmental policy statement as part of the Health, Safety and Welfare Policy in order to support this commitment.

This policy and all revisions of it will be brought to the attention of all employees by their line manager in compliance with Company procedures.

We will ensure compliance with the requirements of this policy by maintaining a thorough monitoring programme. If we feel that any part of the policy is not effective, we will take whatever steps are required to rectify the problem.


All matters concerning health and safety will be implemented only after full consultation with the employees. Monthly safety meetings are held to ensure compliance with current legal requirements. We also recognise that there is a requirement to consult with employees and will therefore encourage full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior manager of the Company.

We will ensure that all relevant health and safety training will be undertaken and that all the necessary information required to carry out a task or tasks safely will be forwarded to the appropriate parties. We are committed to arranging and carrying out our works in such a manner so as to prevent as far as reasonably possible the exposure of employees or others to injury or ill health as a result of those works. We will also ensure that sufficient resources are available to meet all reasonable health and safety requirements.

We seek continual improvement in all matters concerning Health, Safety and Welfare and firmly believe that all accidents and instances of ill health are preventable.

It is the function of management to provide all the necessary resources in order to carry out work in a safe manner. We recognise however, that a safety policy cannot function properly without the support and co-operation of all employees. We therefore remind all employees that they have a legal duty not only to work in a safe manner, but also to co-operate with efforts to create safe and healthy working conditions.

A full time HSEQ Director and team of safety advisors are employed to advise and assist the company in the implementation of procedures to meet its statutory obligations and the objectives set out in this policy document.




John P Davies
Managing Director
10th April 2016

Training and Information

Appropriate and adequate training is the key to the effective and efficient operation of Esh Construction Ltd. The Company does not regard health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law; nor does it see health and safety training as a “bolt-on extra” to skill or professional training. The Company views health and safety training as an integral part of vocational skill training for the safe and effective undertaking of any work activity.


The Company has therefore set out the following **aims**: -

 **Training that is suitable, sufficient and cost effective.**

The cost of training and the degree of risk to be countered by the training will be considered when deciding if the training is justified.

 **Training will be prioritised to ensure that information, instruction and training for high-risk activities is undertaken before general skill training.**

The Company **objective** is to ensure that all employees are able to carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

 **The more information, instruction and training received by employees the greater their level of competence and therefore the greater the opportunity for them to act as supervisors of their own work.**

The Company maintains detailed training records and a regular review of training needs is carried out in order to establish an effective training plan.

All new employees are inducted to the Company at which time the details of this Health, Safety and Welfare Policy are highlighted. Copies are provided at each main office location and are available on the Esh Group Sharepoint.

All personnel-attending sites, including visitors must report to the Site Manager or his representative when they will be made aware of the specific site rules for the project and any unusual associated risks.

Environmental Policy Statement

Esh Construction Ltd are a building construction contractor embracing general repair, maintenance and new build contracts to customer specifications. The geographical location of the works is throughout the North East of England with additional contractual operations in Yorkshire and Scotland.

Their scope of work includes civil engineering contracting, including foul and surface water sewers, shaft sinking and heading works, sewer refurbishment, road works, road improvements, bridge works, sewage treatment works, reclamation schemes, hard landscaping, environmental engineering and supportive services, water supply and associated works and Commercial Build works.

The organisation recognises its responsibilities for the wider environment and to the local community the main focus is to ensure that safety and environmental issues are addressed prior and during contract development. It is committed to comply with all relevant environmental legislation and other requirements at local, regional and national level as a minimum performance, and to continually improve environmental performance through appropriate initiatives, controls, provision of resources and training of employees. The aim is to minimise adverse impacts on the environment of the activities, products and services of the company, continuous improvement is the main objective which will enhance the company image within both the construction and public image. The Environmental Management System has been established to comply with the International Standard ISO 14001: 2004 and the organisation achieved certification in March 2006. The EMS integrates environmental understanding and control into other systems and procedures under the direction of the senior management team with the support of all employees, suppliers and contractors. Customers are advised on Environmental Issues where appropriate. Management objectives and targets are established and reviewed on a regular basis to implement the Environmental Policy. These are based on a commitment to six environmental principles:

- Prevention of pollution by ensuring adequate resources are available on site prior and during work operations
- Minimisation of energy and material usage and the production of waste.
- Effective and responsible waste management and disposal.
- Promoting reuse and recycling of products.
- Maintaining a high awareness of environmental issues in the workforce.
- Involving suppliers, contractors and customers in environmental initiatives including additional emphasis within the company is procurement of supplies from sustainable sources

The effectiveness of the Environmental Management System is monitored and maintained by regular audit by the Esh Group Environmental and Safety Department and Management Review. Environmental responsibility at site level is emphasised through site specific documentation highlighting individual's roles.

This Environmental Policy is communicated to all employees and made available to the public on request. An electronic copy of the policy is displayed on the company web site. The involvement of its workforce and external interested and affected parties in its Environmental Policy is encouraged through effective communication procedures, this includes highlighting the company's environmental commitment to all sub – contract operations.

This policy will be reviewed at a minimum of annual review. Ultimate responsibility for formulating and implementing this policy lies with the Managing Director.



John P Davies
Managing Director
10th April 2016

Equal Opportunities and Diversity Policy Statement

Esh Group is an equal opportunities employer and service provider and believes that diversity improves performance and service delivery in the community and the region where we work. The policy applies equally to the treatment of our employees, the organisation's customers, clients, suppliers, contractors and consultants to which we endeavour to ensure that our services are accessible to everyone.

The Group believes its success is as a result of the dedication, experience and quality of our employees; we are committed to achieving equality of opportunity and valuing diversity.

Through this policy, we are committed to providing a supportive working environment, one which is based on mutual trust and which will ensure employees achieve their full potential.

The Group strives to be an employer of choice and understands that, in order to achieve this, it must act responsibly, provide equality of opportunity and value diversity. We therefore aim to promote an inclusive culture where everyone is treated with respect and dignity, ensuring that opportunities we provide are open to all employees.

The Group is committed to creating an inclusive environment, one where no employee or prospective employee, or service user receives less favourable treatment on any grounds. All recruitment advertisements will declare our Equal Opportunities Statement. The Group aims to ensure that no employee, job applicant, service user or potential user will receive less favourable treatment on the grounds of the following protected characteristics:

- race (including colour, nationality, ethnic or national origin)
- religion and belief
- sex
- sexual orientation
- gender reassignment
- age
- marital and civil partnership status
- disability
- pregnancy and maternity

As a fully inclusive organisation, we also ensure less favourable treatment will not occur in areas such as:

- political beliefs;
- trade union membership;
- HIV status;
- part time or fixed term work

Equal Opportunities and Diversity Policy Statement
(Continued)

Monitoring Equal Opportunity

The Group will monitor and review service provision, employment selection decisions, personnel and pay practices, procedures and facilities in order to assess whether equal opportunity and diversity are being achieved and that there is no unlawful discrimination.

This policy will ensure that equality and diversity is embedded into the fabric of the Group.

As well as complying with legislation, Esh Group receives advice and guidance given by specialist bodies such as the Equality and Human Rights Commission.



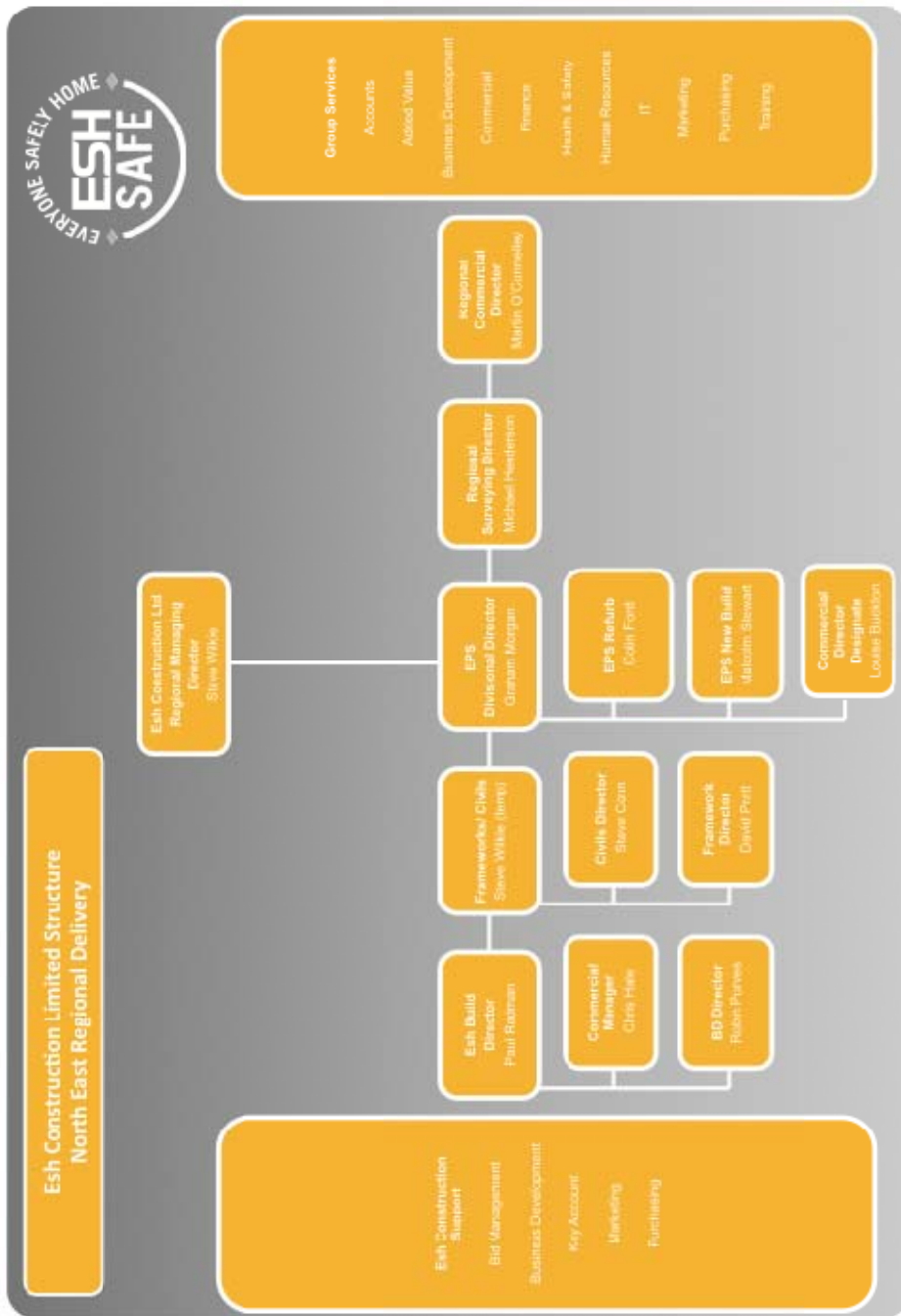
John P Davies
Managing Director
15th April 2015

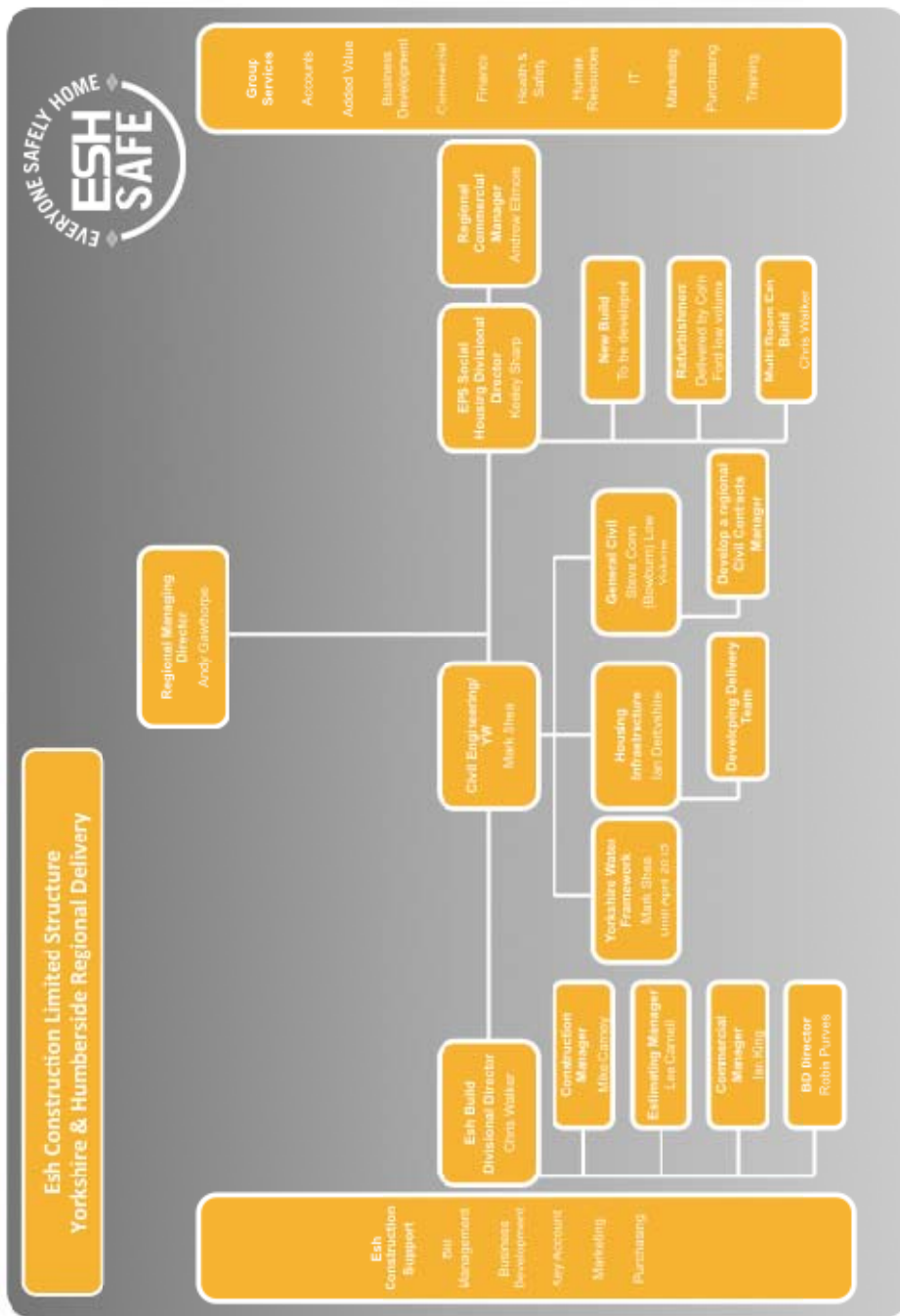
Chain of Responsibility

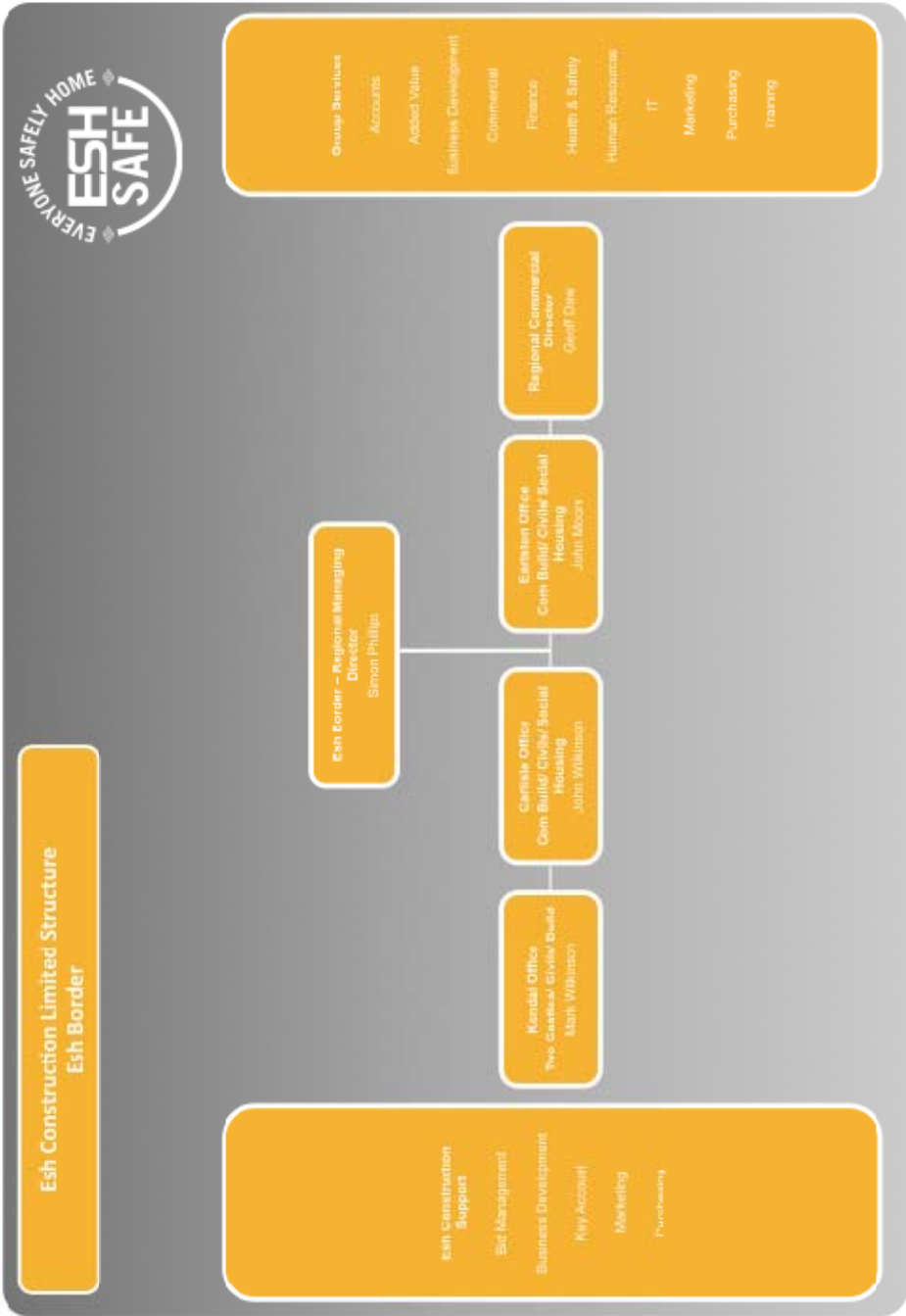
1. The Managing Director is ultimately responsible for the safety policy being implemented however the Divisional Directors will assist the Managing Director in this task.
2. The Purchasing Director is responsible for office safety.
3. The Contract/Project Managers are responsible for ensuring the safety policy is implemented on all sites.
4. The Site Agents, Managers, Engineers and Foremen are responsible for ensuring all aspects of the safety policy are complied with on individual sites.
5. The HSEQ Director and Safety Advisors are responsible for providing any specialist health and safety advice to all sites, workshops, offices, etc.
6. All employees are responsible for ensuring that every aspect of the safety policy is complied with when undertaking work tasks on behalf of the Company.
7. Employees are expected to involve themselves in general safety matters and report any unsafe equipment or dangerous situations to their supervisors.
8. Anyone who may be affected by operations undertaken by Esh Construction will be kept fully informed and the requisite liaison between the parties will be effectively maintained.
9. All employees are made aware of the Health and Safety Policy and its requirements particular to their role at initial company induction. Details of updates and significant changes to the Policy will be notified to individuals by way of tool box talks.
10. Monitoring compliance with the safety policy is the duty of every member of staff, regardless of their job title (see also "Monitoring and Review Strategy").

No safety policy can work without the full co-operation of all the employees of the Company and the co-operation of all those working on behalf of the Company. The safety policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the safety policy.

In order to achieve an effective safety policy that can work in practice with the full approval of everyone concerned, Esh Construction regards employer/employee consultation and co-operation as essential. If there are any areas of disputes within the delegation of responsibilities then this should be resolved by discussion with the appropriate line manager and reference to the Esh Group Employee handbook.







Monitoring and Review Strategy

The Company will ensure that an effective management structure is put in place to affect appropriate control over its activities and to make sure that these controls are sufficient to meet its needs. The controls include **policy making, policy implementation and planning**; it is also necessary to monitor and review the work activities and procedures to enable the Company to maintain standards and manage risks to the best possible extent. To this end the Company will carry out regular monitoring of its sites, and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all work places and work practices will be undertaken to identify any unsafe practices, any matter not complying with legislative requirements or the Company policy. All failings will be rectified immediately; investigation into the core reasons behind the failure as well as conclusions and recommendations for improvements will be reported during management reviews.

The Site Agent, Manager, Engineer, Foreman is responsible for the day to day control of safety on site and is given full backing from the Company regarding any actions he feels necessary to enforce site safety.

The Contract/Project Managers will carry out regular site visits, the frequency being dependent upon the nature and complexity of the job. During these visits a written report is completed highlighting either areas of concern or observations of good practice.

Members of the Company Safety Department will undertake to visit the sites as regularly as possible whereupon any identified problems or failings will be recorded on a safety inspection form, discussed and a formula for rectification agreed.

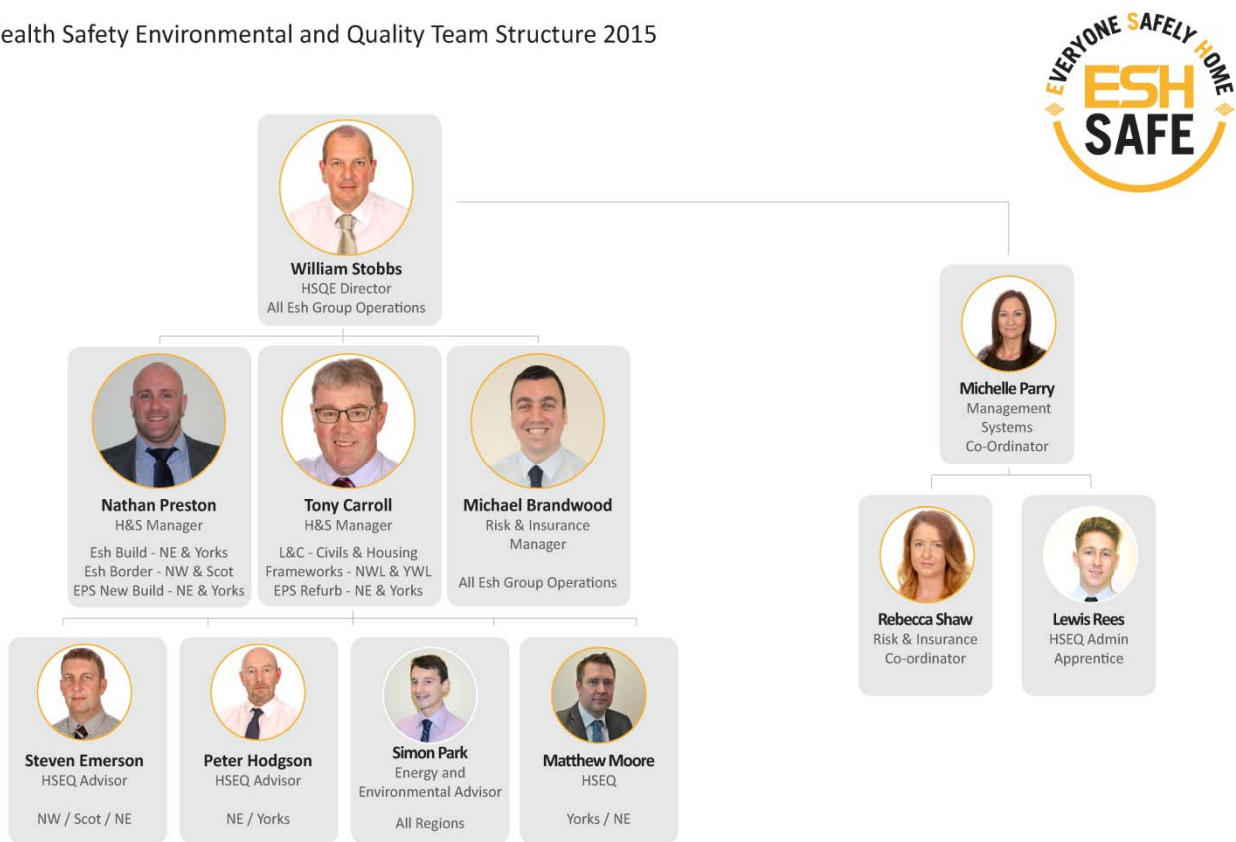
On large or complex projects, visits by external consultants will be arranged, the same inspection proceedings undertaken and a copy of the inspection report forwarded to the Company head office. The Company will carry out reviews of its safety performance in line with the programme set out within the company's safety management system; determine areas of weakness and actions required. The findings of the reviews, including changes to policy or Company rules will be disseminated to all relevant employees.

Safety Assistance

Management of Health and Safety at Work Regulations

The Company recognises its duties under this legislation. A full time Health & Safety Director and Safety Advisors are directly employed by the Company to provide specialist health and safety advice as necessary; the service of external safety assistance is also sought on large or complex projects.

Health Safety Environmental and Quality Team Structure 2015



General Safety Arrangements

Esh Construction is involved in many activities, a number of which are dealt with on a day to day basis.

A comprehensive list of common and special hazards, which the Company is involved with, are included in the **Esh Construction “Company Procedures (Arrangements)”** section of this policy.

1. To assist in complying with these arrangements, all Managers and Supervisors are to note that the Company expects the minimum standards set out in the “(Company Procedures) Arrangements” sections are to be achieved. These are supported by written procedures within the accredited management system.
2. In order to ensure safe systems of work on site, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular contract. Precautions required to address unusual considerations will be included in the site documentation and adequate resources will be made available to meet the requirements of the Plan and Policy objectives.
3. To provide for an emergency evacuation of a site or premises an assembly point will be organised by the person in charge of the site prior to the start of the work. All persons under the control of the Company will be informed about the location of the assembly point. All personnel will meet at this point and will remain there until such time as a thorough check has been completed to ensure that everyone is accounted for. All personnel will then be advised of further action, if required, before being allowed to leave the assembly point.
4. It is essential that a high level of housekeeping be maintained on all sites and at all premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Additionally, there is a requirement to maintain safe access and egress to and from the site or premises. There must be adequate areas on site to provide safe walkways, away from vehicular traffic, and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and kept free from obstruction.
5. Employees must not operate any plant, machinery or equipment unless he or she has:
 - a) is fully conversant with all the safety requirements, has reached the minimum statutory age and been fully trained on the working of the machine.
 - b) Is certified to operate that machine
6. The Company will ensure that all employees are fully trained as required and are made aware of all matters regarding Health and Safety.

General Safety Arrangements

(Continued)

7. Safety inspections of sites and premises will be undertaken by a number of persons, i.e. :
- by Directors and Contract/Project Managers on visits to sites or premises – they will report their findings directly to the person responsible for the site or premises.
 - by Site Agents, Managers, Engineers, and Foremen – this will form a vital part of any site or premises inspection.
 - regular inspections will be undertaken by members of the Safety Department – a written report of the significant findings will be left with the Supervisor of the site or premises and a copy will be retained within the Company head office.

Work operations may be suspended where there is serious or imminent danger to company personnel, members of the public or any property.

Section B

Individual Responsibilities

Managing Director and Divisional Directors

Main Duties and Responsibilities:-

1. To help formulate the Esh Construction Health, Safety and Welfare Policy and organise all revisions to it.
2. To ensure that the contents of the Policy are notified as appropriate to all employees.
3. To arrange for sufficient funds and resources to meet the requirements of the Policy.
4. To monitor the effectiveness of this Policy at all levels and to bring into effect any changes which are considered necessary.
5. To understand the main principles of the Company Safety Policy and appreciate the duties and responsibilities given to each employee level.
6. To ensure that all employees receive appropriate and adequate training and each employee has the opportunity to contribute to discussions on health and safety.
7. To ensure that health and safety issues are co-ordinated between the Company and all other relevant parties i.e. Clients, Subcontractors, etc. to ensure safe working practices are adopted in accordance with the health and safety plan for the project.
8. To ensure that all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
9. To ensure that the risk of injury and the damage to health of all persons affected by the Company's operations is minimised by arranging procedures for risk assessments to be carried out and by effective management of health and safety.
10. To ensure that preventative maintenance of plant, equipment and places of work is provided and that these are safe when in use.
11. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulation of safe working methods; the recording of these assessments and methods and to ensure that relevant employees are made aware of them. Furthermore, to take whatever steps may be necessary to comply with these assessments and methods, including bringing the requirements of the health and safety plan to the attention of the employees.
12. To ensure the provision in tenders and other preparatory documents for adequate safe working methods, welfare facilities, storage of materials (including hazardous substances), waste disposal, safe access, etc.
13. To ensure that procedures are implemented which ensure that employees' exposure to harmful substances is reduced or eliminated in line with the **Control of Substances Hazardous to Health Regulations (COSHH)**.
14. The observance of, and to encourage others to observe, the requirements of the **Personal Protective Equipment at Work Regulations** and the **Construction (Head Protection) Regulations**.
15. **To encourage all employees to work in a safe manner and at all times to set a good personal example.**

Health & Safety Director and Advisors

Main responsibilities to Esh Construction:-

1. To provide specialist health and safety advice on all aspects of the Company's activities.
2. To identify hazards and risks during site visits. To advise and assist in the preparation of risk assessments, method statements and the development of preventative and protective measures to combat the risks.
3. To advise the Company of all new legislation and any changes to current legislation and assist in the implementation of the same.
4. To advise and assist the Directors in keeping the health, safety and welfare policy under review and to recommend changes that may be required to the policy as and when necessary.
5. To take control, where required, of any internal investigation into an accident or incident, prepare a report on the accident or incident and advise or assist the Divisional/Construction Director and Contract/Project Managers and site management in any remedial action required following recommendations to prevent a recurrence.
6. To liaise with the Enforcing Authority, Client and/or Client's Representative on matters of health and safety.
7. To recommend and monitor safety training requirements.
8. Monitor the development of construction phase plans to ensure the Company complies with the **Construction (Design and Management) Regulations**.
9. Prepare reports on the Company's health and safety performance and make available such reports for management review.
10. Liaise with the Directors of the Company on all matters concerning health, safety and welfare.
11. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Purchasing Director (Office Safety)

Responsible to the Managing Director

Main duties:-

1. Ensuring that the Company Health, Safety and Welfare policy is effectively implemented by all employees within the Company offices.
2. To ensure that the office welfare facilities are kept up to the required standards.
3. To ensure that arrangements for first-aid, as required by the **Health and Safety (First-Aid) Regulations** are in place and that the location of equipment is known to employees. To ensure that such equipment and provisions are kept as complete as possible and that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.
4. To ensure fire fighting equipment is in place and in good working order and the fire/emergency procedure is made known to all employees.
5. To ensure that sufficient Fire Marshals and Fire Wardens are appointed and trained in their duties as identified by the fire risk assessment.
6. To ensure that the building and external premises are adequately lit and are in a safe state of repair.
7. To ensure office based employees are aware of the correct kinetic or manual handling techniques where applicable and receive training in such techniques where required.
8. To ensure good housekeeping is maintained in all areas and that fire escapes and emergency evacuation routes are kept clear at all times.
9. Ensure safe access to and around places of work is maintained so that personnel can move freely without hindrance.
10. Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Health & Safety Manager as soon as possible after the occurrence. Assist in establishing the cause of such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
11. Ensure that assessments of workstations are reviewed as necessary and that the agreed control measures are implemented to ensure employees are not put at risk.
12. **Set a good personal example at all times and follow safe working practices and encourage others to observe the same.**

Construction Directors

Responsible to the Managing Director for implementing the Company safety policy on sites. Main duties are:-

1. To be aware and observe the requirements of the Company Safety Policy, the Construction Phase Plan, the **Health and Safety at Work Act**, relevant regulations, associated Approved Codes of Practice, Guidance Notes and other statutory requirements appropriate to the operations under their control, seeking guidance and assistance from the Managing Director and Safety Advisor as deemed necessary.
2. To ensure the site management understands their duties and responsibilities under the Company safety policy and to take all steps to ensure these are carried out.
3. To determine, at the planning stage (seeking advice from the Safety Advisor where necessary) :-
 - the most appropriate order and method of working;
 - allocation of responsibilities;
 - consideration of all potential and existing hazards to determine suitable methods to overcome these hazards;
 - facilities for welfare and sanitation;
 - ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of these assessments and their effectiveness;
 - check over work method statements and safety precautions prior to work commencing and monitor the effectiveness;
 - the development (where appropriate) of the Construction Phase Plan and Site Waste Management Plans to ensure legal compliance; and
 - ensure subcontractors are registered on the approved list and introduce arrangements for the receipt of health and safety information from the subcontractor in adequate time prior to the commencement of the work.
4. Carry out regular site inspections of operations under their control with particular reference to safety procedures, ensuring that statutory records and registers etc. are being completed accurately and arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the Client or the Company's appointed Safety Advisor and to see that action has been, or will be, taken to correct any failings or shortcomings. Record any safety deficiencies on the appropriate form that are observed during these visits and discuss with site management.
5. **To ensure that once work has commenced, it is carried out as planned following the Construction Phase Plan where appropriate, complying with the requirements of the Health and Safety at Work Act, regulations made by virtue of the Act, construction regulations and any other relevant legislation, codes of practice etc.**
6. To ensure that during the construction phase of a project the required information is passed on to relevant parties including Clients, CDMC and all site personnel.

Construction Directors

(Continued)

7. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulation of safe working procedures as required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Assist the site management in the preparation and implementation of assessments and safe working procedures.
8. To co-operate with the Company in identifying training needs of individuals under their immediate control and ensure the individuals are given the opportunity to undertake training.
9. To monitor the work activities against the policy standards and Construction Phase health and safety plan and bring into effect any changes necessary that are within your immediate control. Liaise with Clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
10. To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Managing Director and the Safety Advisor as soon as possible after the occurrence. Assist the Safety Advisor to establish the cause of all such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
11. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on health and safety.
12. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
13. To ensure health and safety issues are co-ordinated between the Company and all contractors to ensure safe working in accordance with the Construction Phase Plan for the project.
14. Ensure that personal protective equipment (PPE) and clothing is available and issued where appropriate and that such equipment and clothing is used and maintained in a proper manner and as required by the Personal Protective Equipment at Work Regulations.
15. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Contract/Project Managers

Responsible to the Operations/Construction Directors for implementing the Company safety policy on designated sites.

Main duties are:-

1. To be aware and observe the requirements of the Company safety policy, the construction phase health and safety plan, the **Health and Safety at Work etc. Act**, relevant regulations, associated Approved Codes of Practice, Guidance Notes and other statutory requirements appropriate to the operations under their control, seeking guidance and assistance from the Construction Director and Health & Safety Manager as deemed necessary.
2. To ensure the site management understands their duties and responsibilities under the company safety policy and to take all steps to ensure these are carried out.
3. To determine at the planning stage (seeking advice from the Health & Safety Manager where necessary):-
 - the most appropriate order and method of working
 - allocation of responsibilities
 - consideration of all potential and existing hazards to determine suitable methods to overcome these hazards
 - facilities for welfare and sanitation
 - ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of these assessments and their effectiveness
 - check over work method statements and safety precautions prior to work commencing and monitor the effectiveness
 - the development (where appropriate) of the health and safety plan to ensure this is instigated.
4. Carry out regular site inspections of operations under their control with particular reference to safety procedures, ensuring that statutory records and registers etc. are being completed accurately and arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the Client or the Company's Health & Safety Director/advisor and to see that action has been, or will be, taken to correct any failings or shortcomings.
5. To ensure that once work has commenced, it is carried out as planned following the health and safety plan where appropriate, complying with the requirements of the **Health and Safety at Work Act**; regulations made by virtue of the **Act**, construction regulations and any other relevant legislation, codes of practice etc.
6. To ensure that during the construction phase of a project the required information is passed on to relevant parties.
7. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulation of safe working procedures as required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Assist the site management in the preparation and implementation of assessments and safe working procedures.

Contract/Project Managers
(Continued)

8. To co-operate with the Company in identifying training needs of individuals under their immediate control and ensure the individuals are given the opportunity to undertake training.
9. To monitor the work activities against the **policy standards** and **construction phase plan** (where required) and bring into effect any changes necessary that are within your immediate control. Liaise with Clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
10. To report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Divisional/Construction Director and the Safety Department as soon as possible after the occurrence. Assist the HSEQ Director establish the cause of all such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
11. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on health and safety.
12. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
13. To ensure health and safety issues are co-ordinated between the Company and all contractors to ensure safe working in accordance with the health and safety plan for the project.
14. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Site Managers, Supervisors & Engineers

Responsible to the Contract/Project Managers under the health, safety and welfare policy.

Main duties:-

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.
2. To be aware and observe the requirements of the Esh Construction Health, Safety and Welfare Policy, the various accredited management systems adopted by the company, the construction phase plan, the **Health and Safety at Work etc. Act**, Regulations, Approved Codes of Practice, Guidance Notes, other statutory requirements and safety procedures contained within the management system appropriate to operations under their control seeking guidance and assistance from Senior Management and the Company Health & Safety Director when necessary.
3. Implement the Company risk assessment procedure. Carry out additional site specific risk assessments as necessary and formulate safe working procedures required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps are necessary to comply with them.
4. Carry out regular inspections of operations under their control as required by legislation and Company policy with particular reference to safety procedures. Keep records of each inspection as deemed necessary, ensuring that statutory registers and records, etc. are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.
5. Ensure that at places of work under their control employees and others authorised to be at that place, or in connection with it, receive adequate working instructions in particular to arrangements for safe working, the prevention of accidents, risk avoidance or reduction and that these are carried out.
6. Liaise with Clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
7. To arrange for fixed and mobile plant and equipment to be positioned safely and to ensure that all machinery etc., including power and hand tools, are maintained in good condition, are suitable for the work being carried out and operated in a safe manner only by persons competent to do so.
8. Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury including periods when the workplace is unattended. Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of the Company. Identify or designate the location of emergency assembly points, where applicable, and ensure these locations are made known to all appropriate personnel.

Site Managers, Supervisors & Engineers (Continued)

9. Ensure that personal protective equipment (PPE) and clothing is available and issued where appropriate and that such equipment and clothing is used and maintained in a proper manner and as required by the **Personal Protective Equipment at Work Regulations**.
10. To ensure that arrangements for first-aid, as required by the **Health and Safety (First-Aid) Regulations**, are available and that the location of equipment is known to employees, and that such equipment and provisions are kept as complete as possible. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Comply with the requirements of the policy for the reporting and recording of accidents or incidents.
11. Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Contract/Project Manager as soon as possible after the occurrence. Assist in establishing the cause of any such incidents and thereafter carry out any recommendations to prevent recurrence.
12. Establish a site procedure to enable consultation with the work force, to receive safety queries raised by employees or others under his control, and to respond in the most appropriate way to meet the policy objectives.
13. Accompany HM Factory Inspectors on site visits and act upon their reasonable recommendations. Report all such visits to the Contract/Project Manager, noting any observations made, as soon as possible after the visit. In the event of an improvement or prohibition notice being imposed or any indication of legal proceedings are to be initiated, the Divisional/Construction Director and Company HSEQ Director must be notified without delay.
14. Co-operate with the Company and Clients safety personnel and act upon their reasonable recommendations. Accompany Clients safety personnel and report all observations made to Contract/Project Managers and act upon any reasonable recommendations.
15. Encourage the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out.
16. Conduct personnel and visitors health and safety induction's and ensure that subcontractors personnel are aware of the requirements of this policy, any site specific documents and the requirements for safe working. Ensure all subcontractors' information (risk and COSHH assessments, method statements etc.) are provided before work starts.
17. Comply with the Company policy on COSHH, vibration and noise and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.
18. Where necessary, implement changes to working practices to ensure safe working and maintenance of standards.

Site Managers, Supervisors & Engineers
(Continued)

19. Maintain in a proper and orderly state all reference documents issued by the Company to assist in compliance with this policy.
20. Ensure that adequate fire fighting equipment is available and that appropriate fire precautions have been taken.
21. Ensure all welfare arrangements are provided and maintained in accordance with the **Construction (Design and Management) Regulations** and the requirements of the safety policy.
22. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Commercial Managers and Quantity Surveyors

Responsible to the Operations or Commercial Director. Main duties:-

1. To understand the Company policy and appreciate the responsibilities allocated to each grade of employee.
2. Put in place arrangements for the issue of health and safety information to all subcontractors and other interested parties prior to award of orders.
3. Ensure subcontractors are informed of: -
 - a) The requirement to fully co-operate on all matters of health and safety and respond immediately to any reasonable request or direction.
 - b) The requirement to inform the Company of
 - i) training provision and/or requirements
 - ii) risk assessments
 - iii) COSHH assessments
 - iv) safety and work method statements
4. Ensure subcontractors are registered on the approved list and introduce arrangements for the receipt of health and safety information from the subcontractor in adequate time prior to the commencement of the work.
5. Ensure health and safety information is passed to the relevant department where vetting of the information is required.
6. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Estimators

Responsible to the Managing Director and Operations Directors.

Main duties:-

1. To understand the Company policy and appreciate the responsibilities allocated to each grade.
2. Introduce arrangements to ensure health and safety information is issued with tender enquiries.
3. Ensure that adequate allowance for health and safety issues is made within the tender.
4. Ensure that the site team is adequately advised of all health and safety issues that have been raised during the tender period.
5. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Customer Care Manager and Advisors

Responsible to the Operations Director.

Main duties:-

1. To develop a personal concern for the health, safety and welfare of themselves, the home occupiers/neighbours and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work etc. Act**, other applicable legislation and this policy.
2. To ensure at all times the safety of themselves and adhere to the procedures developed for this purpose.
3. Ensure office furniture, cables, etc do not obstruct access routes, corridors and escape doors.
4. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc
5. Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Divisional Director as soon as possible after the occurrence.
6. **Report to the Divisional Director any change in your personal situation that will need to be taken into account by the Company when assessing the risks associated with the work activity e.g. illness, allergy, pregnancy, etc.**
7. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Plant Manager

Responsible to the Plant Yard Director under Company policy.

Main duties:-

1. To establish and organise operations within the plant yard to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, plant, equipment and materials.
2. To be aware and observe the requirements of the Company safety policy, the **Health and Safety at Work etc. Act**, the **Provision and Use of Work Equipment Regulations (PUWER)**, the **Lifting Operations and Lifting Equipment Regulations (LOLER)** and safety procedures appropriate to the operations, seeking guidance and assistance as deemed necessary.
3. To ensure that all plant and equipment supplied for use meet the requirements of relevant legislation, is suitable for its intended purpose and is fitted with the necessary guards and safety devices.
4. Ensure that all preventative maintenance, repair and inspections are carried out in accordance with **PUWER, LOLER** and the manufacturers and suppliers recommendations, and that all necessary documentation, logs, etc. are up to date and accurately maintained.
5. When plant and equipment is supplied to site ensure that a copy of any relevant documentation (e.g. certificates of thorough examination, etc.) accompanies the plant and equipment.
6. To ensure suitable Personal Protective Equipment (PPE) and clothing is readily available and worn correctly.
7. To ensure the plant yard is kept clean and tidy and that adequate heating and lighting is provided where necessary.
8. To ensure all statutory and other necessary notices are prominently displayed.
9. To ensure smoking is only permitted in designated areas and that “No Smoking” notices are displayed appropriately.
10. To ensure the Fire Action Plan is clearly understood by all personnel and the means of escape are maintained, fire-fighting equipment is readily available and in good working order and that testing of the emergency procedures is organised.
11. To ensure all fire fighting equipment supplied to construction sites is correctly maintained and of a type suitable for the intended purpose.
12. To ensure all employees under your control are adequately trained and competent to carry out the work and, where necessary, adequately supervised.
13. When visiting construction sites, always report to the Site Manager or Supervisor in charge and wear the correct PPE and clothing.
14. Ensure all hired plant and equipment meets the order specification and complies with all relevant statutory requirements, including any certificates of thorough examination. Where the plant or equipment is hired with an operator ensure the operator carries his certificate of competence and any certificates of thorough examination required.
15. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**

Plant Operators

Main duties and responsibilities are to:-

1. Inspect their machine and equipment daily, carry out any agreed maintenance and maintain records of inspection.
2. Report any defects to the Plant Manager.
3. Carry out the duties of a plant operator following the training received.
4. Clarify the weight of any load to be lifted, taking into account the weight of any lifting gear required and never exceed safe working loads.
5. Before attempting to lift or move any load ensure that it is properly secured and that you have an unobstructed view.
6. Ensure that when a banksman/signaller is involved in the operation he can be seen clearly at all times and that he understands and gives clear and proper signals.
7. Co-operate with the Company in meeting the policy objectives and specific site requirements as appropriate to the work circumstances.
8. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**
9. **All relevant Breaking of Ground Procedures must be followed including participation in completion of permit to excavate.**
10. **Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.**

Plant Fitter/Driver

Responsible to the Plant Manager

Main duties:-

1. To be aware of and observe the requirements of the Company safety policy, the **Health and Safety at Work etc. Act**, the **Provision and Use of Work Equipment Regulations**, the **Lifting Operations and Lifting Equipment Regulations (LOLER)**, and safety procedures appropriate to the work.
2. To ensure all plant and equipment is fitted with the necessary guards and safety devices, meets the requirements of relevant legislation and is suitable for its intended purpose.
3. When visiting construction sites always report to the Site Manager or Supervisor in charge and wear the correct PPE and clothing.
4. Ensure all maintenance and repair work carried out on site is performed in a safe and proper manner.
5. Ensure all emergency repairs are carried out safely and satisfactorily as soon as practically possible.
6. **Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.**
7. **Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.**

Wagon Drivers

Main duties and responsibilities are to:-

1. Inspect their vehicle and equipment daily, carry out any agreed maintenance and maintain records of inspection.
2. Report any defects to the Plant Manager.
3. Carry out the duties of a wagon driver following the training received.
4. Clarify the weight of any load to be carried and never exceed the vehicles capacity.
5. Before attempting to move any load ensure that it is properly secured and sheeted if applicable.
6. Ensure that when a banksman/signaller is involved in the operation he can be seen clearly at all times and that he understands and gives clear and proper signals.
7. Adhere to all site rules applicable to the circumstances.
8. Co-operate with the Company in meeting the policy objectives and the safe working practices as appropriate to the work circumstances.
9. **Set a good personal example onsite at all times and encourage others to observe the same.**
10. **Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.**

Office Based Employees

Responsible to the Purchasing Director.

Main duties:-

1. Develop a personal concern for the health, safety and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work etc. Act**, other applicable legislation and this policy.
2. To be familiar with the Fire/Emergency Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
3. To comply with the Company's no smoking policy within the offices.
4. Ensure office furniture, cables, etc do not obstruct access routes, corridors and escape doors.
5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.
6. Practice good housekeeping, clearing away waste into proper receptacles.
7. Use equipment only after being instructed by another competent employee. Ensure electrical equipment is switched off and plugs removed when not required, left unattended and on leaving the office.
8. Seek assistance when lifting heavy, awkward items or when items are beyond your own personal ability; ensure that you are aware of the correct methods of lifting.
9. Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" as soon as possible after the occurrence.
10. Use workstations as instructed to ensure you are not put at risk of injury or ill health.
11. **Report to the Purchasing Director any change in your personal situation that will need to be taken into account by the Company when assessing the risks associated with the work activity e.g. illness, allergy, pregnancy, etc.**
12. Any office activity that involves work at height e.g. use of stepladders etc ensure relevant risk assessment RA09 and RA14 are checked prior to work commencing.

Site Operatives

Directly responsible to the Site Manager, Foreman, Engineer or Supervisor in charge.

All site operatives must:-

1. Develop a personal concern for the health and safety of themselves and for others, to co-operate with others in the provision of safe working conditions and the observance of the requirements of the health and safety plan, safe working procedures, the **Health and Safety at Work etc. Act** and this policy.
2. Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
3. Use and take care of any personal protective equipment or clothing provided by way of statutory regulations or as detailed in a risk assessment. Report any defect or loss of the equipment or clothing to your immediate supervisor.
4. Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
5. Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to you, other persons or damage to property and equipment. Report to your immediate supervisor any defects in plant or equipment and hazardous situations that you believe may present danger.
6. Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the site supervisor or other person in charge.
7. Ensure that reference is made to the Company’s COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill health. Any substance or material not included in the COSHH manual must be referred to your supervisor.
8. Bring to the attention of your supervisor any deficiencies in personal ability e.g. untrained to operate plant and equipment.
9. Refrain from misusing or abusing welfare facilities.
10. Take an active part in promoting the Company safety policy and safe systems of work.
11. Carry out work activities in compliance with risk assessments, safety method statements, health and safety plan requirements including site rules.
12. **Set a good personal example on site at all times and follow safe working practices and encourage others to observe the same.**
13. **Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.**

Section C

Health & Safety Construction (Site) Arrangements

Work at Height Regulations

These regulations place legal duties on everyone involved with work at height including a place at, above or below ground level. They place duties on employers, the self employed and any person who controls the work of others.

These regulations require duty holders to:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

Where work at height cannot be avoided then duty holders must ensure that:

- all work at height is properly planned and supervised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained using the relevant Esh Construction documents including harnesses and other fall protection /prevention measures.

Employees or those working under someone else's control must:

- report any safety hazard to them;
- use the equipment supplied (including safety devices) properly, following any training and instructions (unless it would be unsafe, in which case further instructions should be requested before work continues).

In addition to work above ground particular attention must be applied to prevention of falls of materials and persons into excavations.

Scaffolding and Working Places

Site supervisors are responsible for ensuring that all scaffolding units, ladders and working places are complete and in compliance with the regulations governing their use. It must be recognised that roof edge protection scaffold is covered by the regulations and should therefore be inspected as any other scaffold.

Hand over certificates must be requested from scaffolding sub-contractors after completion of a pre-handover inspection. The scaffold and certificate should only be accepted when the supervisor is satisfied the scaffolding is completed to the order requirements and complies with the **Work at Height Regulations**. This certificate will be retained on site with other relevant documentation.

Formal statutory inspections must be carried out weekly, or after inclement weather which may affect the scaffold. The results of all such inspections must be entered onto the inspection report form. Where the scaffold has been substantially added to or altered, the competent person should re-inspect the scaffold prior to use, to confirm its suitability. Again, the results of the inspection should be recorded on the inspection report form.

It is recognised that additional monitoring by Safety Advisors or Consultants may be necessary from time to time, in order to ensure scaffolds are meeting the policy requirements and that Supervisors are complying with their duties under the policy. Site supervisors should take note of any remedial action required and act immediately to bring the working place back up to minimum standards.

Supervisors should not view this monitoring as a reason for not carrying out their own inspections and corrective action.

The Company will provide any training considered necessary to enable the supervisor to competently inspect scaffolds and working places.

The responsibility for maintaining the scaffolding and working platforms in a safe condition rests with the user and not the erector or owner, when scaffold is hired. It is the duty of the site supervisory staff to ensure the proper maintenance of the scaffolding is undertaken, even when in use by sub-contractors. However, where the user is a sub-contractor, costs of maintaining the scaffold may be to the sub-contractor's account if wilful neglect can be established.

Ladders

The majority of accidents within the construction industry occur as a result of falls from height, particularly when climbing, descending or working from ladders.

Ladders should only be considered where the use of other more suitable work equipment is not appropriate and where they are used as a work place this should be for light work of short duration only.

The measures that can be taken to prevent accidents are basic; before use, ladders must be **inspected** for defects such as:-

- ***Missing, loose or defective rungs or treads.***
- ***Rungs or treads relying for support solely on nails, spiles or similar fixings.***
- ***An insecure tie rod.***
- ***A defective stile or tie rod.***
- ***A defective rope or fitting.***
- ***Any sign of warping.***
- ***Ladders must not be painted in such a way that defects may be concealed. For protection, only clear varnish or wood preserve should be used.***

The ladder must be long enough, and of a suitable type, for the work and in any case must project at least one metre above the landing place or stepping off point. However, it must not be too long as to cause tipping at the upper end when the ladder is climbed. When in use all ladders must be adequately secured by tying around both stiles, or proprietary devices used. The ladder must be adequately footed during climbing and descending until such time as the ladder is adequately tied, or released when stripping. The feet of the ladder must be on firm, solid and level ground, capable of withstanding the expected loads to be placed upon it.

Only one person at a time should be on the ladder, and climbing the ladder while carrying tools and equipment is prohibited under company policy unless proper tool pouches or belts are utilised.

Accident Reporting Procedure

All accidents, however minor, will be recorded in the **Accident Book**.

If the accident causes DEATH or MAJOR INJURY, the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**, the following procedures must be followed:-

- i. The Supervisor, or senior employee, will telephone the Director or Contract Manager giving all relevant details available at the time the call is made.
- ii. They will contact the Company HSEQ Director who in turn will contact the local office of the Health and Safety Executive and report the incident and evoke the Crisis Management Plan procedure.
- iii. In the case of death, amputation or serious fractures, the supervisor, or senior employee, must ensure that nothing is touched at the scene of the accident before a full investigation is undertaken. With other accidents causing major injury the supervisor, or senior employee, must obtain authority from the Department or Contract Manager before continuing to work at the site of the accident.

If any employee is absent from work for more than **seven** days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the supervisor must inform the HSEQ Director.

The HSEQ Director will forward the appropriate F2508 form to the Health and Safety Executive for any accident causing death, major injury or an accident which results in an employee being absent from work for more than **seven** days. The report is to be sent to the HSE area office where the work is taking place.

The HSEQ Director will investigate ANY accident, dangerous occurrence or "near miss" and will provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, must be relayed to the HSEQ Director who will complete and forward the appropriate F2508 form to the Health and Safety Executive.

From April 6th 2012 Employers must still keep a record of all over-three day-injuries The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

Accident Reporting Procedure – Visitors and Contractors

Any non-employee, who is involved in an accident or near-miss incident whilst on Company premises, or sites controlled by the Company, must report the incident immediately to the supervisor. If the supervisor is not available, the visitor or contractor must obtain the assistance of another responsible person from the Company to ensure that the Company's procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. **It will be necessary for the site management to bring to the attention of visitors at the induction, the above requirement.**

Accident Reporting Procedure - Members of the Public

If an injury occurs to a member of the public on company premises, sites or workplaces under the control of the Company, which results in their removal from site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) must be sent within 15 days. Ensure the details of the incident are reported to the HSEQ Director so that the proper notification can be sent to the Enforcing Authority.

The Accident Book

All accidents resulting in personal injury must be recorded in the Company accident book. This is located at head office reception (Bowburn) and contains information, which must be recorded by law.

If an accident occurs on site then the Supervisor must telephone head office reception (or report in person) all the details required for the accident book. The records of accidents are maintained by the Health & Safety Manager. A copy of the record may be requested by the injured party.

The accident book will be regularly reviewed by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation by the supervisor of the circumstances surrounding each incident.

All near misses must also be reported to the Supervisor and relevant Department or Contract Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the Company is informed of these incidents, it will be unable to take remedial action.

Accident and Incident Investigation Procedure

A factual report, with objective conclusions and practical recommendations, can serve two purposes to the Company:

1. For senior management to re-assess risks in the light of the findings with the view to taking measures to prevent recurrence of a similar accident or incident.
2. For insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims or readily acceptance of liability to minimise claim costs..

Therefore, any factual reports will not address issues of blame but will include sufficient details for senior management to decide whether or not further investigation by someone other than the Company HSEQ Director is justified.

The Company may utilise one or more levels of investigation depending upon the incident and its outcome.

Investigation Levels

Level 3: Director, Department or Contract Manager and Health & Safety Director:

- I. any incident to be reported to the Enforcement Authority.
- II. any incident involving the death of, or personal injury to, anyone doing anything with or in relation to any work activity undertaken by the Company.
- III. any incident which a Department/Contracts Manager believes could have led to the death of, or personal injury to, any person.

Level 2: Department or Contract Manager and Health & Safety Director:

- I. any incident involving the failure of any part of the premises, plant or equipment;
- II. any incident within the workplace involving damage to Company property;
- III. any incident which any employee believes could have led to the death of, or injury to, any person
- IV. any incident which any employee believes could have led to the failure or damage of any Company property, or to damage to any personal property.

Level 1: Supervisor:

- I. any incident requiring first-aid treatment, or following an entry into the accident report book;
- II. any incident reported to a supervisor by an employee under his or her supervision which the employee believes indicates the presence of any danger to any Company or personal property, or to any employee, contractor, visitor or neighbouring resident.

N.B. IMPORTANT

The reporting of accidents must be carried out quickly and accurately. It is also important to learn from any mistakes that have been made. If any employee is unsure of any procedures they **MUST** seek assistance from the main office.

Occupational Health

Health surveillance

Health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work related ill health among employees exposed to certain health risks and then acting on the results.

The company operates a health care programme, which primarily consists of pre-employment health checks, periodic health screening and sickness absence monitoring. The purpose of the programme is to ensure that the work that employees are required to do does not expose them to unnecessary health risks, and that any employees general state of health does not put their safety, or that of others, at risk.

1. As a condition of employment, all new employees will complete a health questionnaire. Health screening will be provided by virtue of the hazards to which employees are exposed and/or relevant legislation.
2. All existing staff are required to participate in the health surveillance and screening programme to the extent that it is applicable to the hazards within their workplace.
3. Initial screening for new employees will take place within their first three months of employment, with subsequent screening normally annually.
4. Human resources, with the assistance of the HSEQ Director will formally assess the data from sickness absence monitoring and health screening on an annual basis, reviewing control measures where adverse trends are identified.
5. Confidential records are maintained by the human resources department.

Where health surveillance shows that an employee's health is being affected by their work, the following steps will be taken:

1. Reduce or temporarily remove the individual from the hazard to prevent further harm. Where necessary the individual will be referred for further examination and/or treatment by a doctor with expertise in occupational health.
2. Re-examine the risk assessment to decide whether to take action to protect the rest of the workforce or to extend surveillance.
3. Improve control measures.

Construction (Design and Management) Regulations

These regulations place legal obligations on everyone involved in the construction process including Clients, Consultants, Contractors and Sub-Contractors to provide for health and safety throughout all stages of the construction project.

The degree of input by the Company to comply with the CDM Regulations will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.

Individuals within the Company may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of the policy. In order to carry out these functions, training of individuals may be required. The Company will arrange training, as necessary, to ensure individuals supporting the functions are competent to perform the duties placed upon them.

The duty holders shall ensure arrangements for compliance with any specific safety requirements are in place, so far as is reasonably practicable.

The Company's main duties will be to:

- Develop and implement the Construction Phase Plan.
- Arrange for competent contractors with adequate resources.
- Co-ordinate the activities of all contractors.
- Ensure co-operation between all contractors.
- Obtain the main findings of contractors' risk assessments and details of their intentions of carrying out any potentially high risk operations.
- Ensure all contractors are furnished with information regarding risks on site.
- Ensure that workers and contractors comply with all site rules set out in the Construction Phase Plan.
- Ensure that all workers on site have been provided with adequate health and safety training.
- Take all reasonable steps to ensure no unauthorised persons are allowed onto site or into any premises or part of premises where construction work is being carried out.
- As necessary ensure that all workers are properly informed and consulted with regards the health and safety matters.
- Monitor health and safety performances.
- Display the required notification of the project.
- Provide all necessary information to the client and principal designer for the health and safety file.

It will be a condition of any sub-contract order that the Company, as Principal Contractor, receive full co-operation from any sub-contractor in complying with these regulations.

Construction (Design and Management) Regulations Contents of the Construction Phase Plan

Below is the contents sheet of the Construction Phase Plan which covers all the requirements as laid out in the Approved Code of Practice.

Index			
Section	Sub Section	Page	Contents
1. Description of project			
1	1a	4 & 5	Description of works & programme details
2	1b	6 & 7	Details of stakeholders
3	1c	8	Extent and location of existing records and plans including information about existing structures including services
2. Management of the work			
4	2a	9 & 10	Management structure and responsibilities
5	2b	11 & 12	Health and safety goals for the project / review of safety performance
6	2c	13 - 20	Arrangements for:
	2c (1)	13	Liaison between parties
	2c (2)	13	Consultation
	2c (3)	13	Exchange of design information
	2c (4)	14	Handling design changes
	2c (5)	14	Selection and control of contractors
	2c (6)	15	Exchange of information between contractors
	2c (7)	16	Site security
	2c (8)	17	Site induction
	2c (9)	17	Onsite training
	2c (10)	17	Welfare and First Aid
	2c (11)	18 & 19	Accidents, Incidents and Near Misses
	2c (12)	20	Risk Assessments and Safe Systems of Work
7	2d	21	Site Rules
8	2e	22	Fire and Emergencies

Construction (Design and Management) Regulations
Contents of the Construction Phase Plan
(Continued)

3. Arrangements for controlling significant site risks			
9	3a	23 - 26	Safety Risks
10	3b	27 & 28	Health Risks
4. The health and safety file			
11	4	29	Health and safety File

Section		
12	Appendix 1	General Safety Information including welfare arrangements, traffic routes etc
13	Appendix 2	Environmental Information Waste Disposal
14	Appendix 3	Public Utility Services and Site Specific Restrictions
15	Appendix 4	Accident and Emergency Planning Accident Procedures, Fire Procedures, A & E route, Site emergency procedures
16	Appendix 5	Health and Safety Monitoring (Safety Inspections including plant, site etc)
17	Appendix 6	Communication of the work (Site safety meetings, Health and Safety minutes etc) Liaison between interested parties, communication with the workforce.
18	Appendix 7	Managing the works
	7a	Inductions
	7b	Tool Box Talks
	7c	Traffic Arrangements,
	7d	Risk Assessments
	7e	COSHH assessments
	7f	Safe Systems of work (Method Statements) including method statement log
19	Appendix 8	Competency (Training records) Personnel and Plant Certificates, Lifting certificates, sub-contractors
20	Appendix 9	Health and Safety File Required information, arrangements for the collection and gathering of the information

Communication and Consultation with Employees

Employee engagement and communication is recognised within the company as being crucial to managing risks at work and managing these in the most effective way.

Consultation means not only giving information to employees, but also listening and taking account of what employees say before any decisions on health and safety issues are made.

The company communicates and consults with employees in the following ways:

- Informally during visits to workplaces by Directors and managers and during inductions, toolbox talks or other briefing talks.
- Monthly safety meetings held and attended by Directors of the company and a safety advisor. All employees are invited and encouraged to attend.

The purpose of these meetings is to provide a means of communicating relevant information to employees and receiving comments back. The minutes of these meetings are distributed to all employees by way of tool box talks.

- Comments are received from employees by way of the company intranet systems, suggestion boxes and actions recorded. Any actions are allocated and timescales set for completion.

Communication and Consultation with Sub- Contractors

The company recognises the importance of communication with all parties on Projects, by the very nature of the work undertaken by Esh Construction, sub-contract involvement is a priority. Initial discussions are recorded on the Subcontractor Prestart meeting agenda form. This identifies any risk activity which needs to be controlled prior to works commencing and defining expectations of sub contractors operating on our Sites.

On site communication includes detailed site inductions and tool box talk discussions. Where appropriate and relevant to the complexity of the works – daily safety meetings are held at the commencement of the shift.

Health and Welfare

The Company recognises and accepts its responsibilities in relation to health and welfare facilities provided on site and in particular the requirements contained in the **Construction (Design and Management) Regulations**.

Where the Company is the controller of the site there is a duty placed upon it to ensure that suitable and sufficient welfare facilities have been provided and made available for everyone to use, including subcontractors. On every site the Company will provide the following facilities, or arrange for the facilities to be provided:

- Protection during inclement weather.
- Storage of personal clothing where specialist working clothing is necessary.
- Storage of protective clothing for specialist work activities.
- The accommodation for clothing shall include or allow for facilities for drying clothing.
- Taking meals with seating accommodation and means for heating water.
- Means of heating food e.g. gas ring, electric ring or microwave oven.
- Suitable and sufficient toilets.
- Suitable and sufficient washing facilities, to include hot and cold, or warm running water.

Drinking water will be provided at a convenient point on every site and will be marked "**drinking water**" unless this is obvious. Where appropriate drinking cups will be provided.

When estimating mess room accommodation size and required facilities, account will be taken at the planning stage of the number of personnel likely to use the facilities at any one time, including subcontractors under a shared welfare agreement.

All accommodation provided will be kept in a clean and orderly condition and must not be used for the deposit or storage of materials or plant. **Supervisors are responsible for making the daily arrangements for ensuring facilities meet the policy objectives.**

All site accommodation is classed as "No Smoking".

Washing Facilities

Every site shall have adequate washing facilities, which will include:

- Wash basins.
- Soap and towels or dryers.
- Hot and cold (or warm) water, which shall be running water wherever practicable.

Washing facilities must be near any mess room or toilet unit on site. They must be kept in a clean and serviceable condition.

Sanitary Conveniences

The Company shall provide, or arrange for, a suitable and sufficient number of toilet units for the site. Each unit will be connected to the main sewage system as soon as possible. However it may be necessary to use chemical toilets for a short duration until toilet units are connected. Where it is not reasonably practicable to connect toilets to the main sewage system, recirculating toilets are an alternative means of providing suitable toilet facilities. Chemical type toilets can still be used on short duration contracts where it may not be reasonably practicable to provide connected or recirculating units.

Every convenience will be kept in a clean and serviceable condition. The site supervisor shall be responsible for ensuring that toilet units are cleaned on a daily basis. Where units are hired, arrangements shall be made for regular servicing and cleaning. The site supervisor shall be responsible for ensuring the servicing agreement with the supplier is followed through.

The provision of some, or all, of the above facilities may be by way of an agreement with a Client or Principal Contractor working on the site, where the Company is not the Principal Contractor. All facilities, including those provided by the Company must be respected and must not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage or misusing the facilities will be subject to disciplinary action.

First Aid

The Company will make adequate **assessments** of the first aid requirements for each construction site, workplace, office and permanent location. The assessment will assist the company in deciding the number of first aiders and the amount of first aid equipment required.

At each construction site, workshop, office and permanent location there will be at least one first aid box, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there. In addition the assessment will determine if first aid kits to BS-8599-1 are required.

Each box will be clearly identifiable and its location made known to all persons. The manager, or supervisor, when carrying out safety induction training, shall ensure the location of the box and the person being inducted knows the name of the first-aider.

Every box will be checked frequently and replenished as necessary to ensure that they are fully stocked. The appointed first-aider or emergency first-aider shall be given the responsibility of checking the box contents on a weekly basis, and for arranging the replenishment of the contents.

A competent person will be appointed to take charge of the box and to take the essential steps necessary in the event of a serious incident. Generally the competent person will be the person trained in First Aid, or the Appointed Person, trained in emergency aid.

First Aid Containers

Suggested minimum contents:

1. One guidance card
2. Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
3. Two sterile eye pads, with attachments.
4. Six individually wrapped, sterile, unmedicated wound dressings (Medium)
5. Two individually wrapped, sterile, unmedicated wound dressings (Large)
6. Three individually wrapped, sterile, unmedicated wound dressings (Extra large)
7. Six individually wrapped triangular bandages
8. Six safety pins
9. Disposable Rubber Gloves

Additional First Aid Material and Equipment

Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape, etc. these items may also be kept in the first aid container.

Where tap water is not readily available on sites, for eye irrigation, at least 900 ml of sterile water or normal saline solution in sealed, disposable containers will be provided. The site supervisor is responsible for arranging the provision of the sterile or saline water. **Opened or partially used solution is to be discarded immediately and replaced with sterile sealed units.**

UNDER NO CIRCUMSTANCES MUST MEDICATION OF ANY DESCRIPTION BE KEPT IN THE FIRST AID CONTAINERS.

Visitors and Public Safety

The Company recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The following arrangements have been developed to enable the company to effectively discharge its duties under the **Health and Safety at Work etc. Act**, and have assigned the Contract/Project Managers the overall responsibility of implementation.

Information and Communication

Any special arrangements required by visitors or public to be ascertained, where practicable, before arrival to the premises or site. This may include special access requirements, or language arrangements. Safety signs may need to be in a language easily understood by those who are targeted. The Contract/Project Manager must also consider special needs of the visually impaired.

Induction

Visitors are to be given the appropriate safety induction to ensure their safety while on the premises or site. Where it is necessary for the visitor to enter the site, or other risk area, the induction must address the identified hazards and risks that the visitor is likely to be exposed to. The supervisor of the site or premises is to ensure inductions are undertaken.

Supervision

Adequate supervision must be maintained while visitors are on the premises or site. This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors.

Visitors must also be adequately supervised to ensure they cannot stray into hazardous areas.

Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards. These barriers shall be provided as appropriate.

It should be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers. The Contract/Project Manager or Site Supervisor will carry out suitable risk assessments and the precautions necessary to prevent public or visitor exposure to danger must be identified. The Supervisor in charge of the premises or works must ensure the preventative and protective measures necessary to safeguard the public and visitor are implemented.

Personal Protective Equipment

Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.

Control of Substances Hazardous to Health (COSHH) Regulations

As the Company undertakes operations that involve the use of substances that may be hazardous to health these regulations are of particular relevance.

The Company will do all that it can reasonably do to comply with the above regulations. Any arrangements will include:-

1. Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
2. Adequate control of exposure which must be achieved by means other than the use of personal protective equipment (PPE) so far as is reasonably practicable.
3. Provision of approved respiratory protective equipment (RPE) when necessary.
4. Provision of suitable protective clothing and equipment when necessary.
5. Control measures to be properly used and maintained.
6. Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
7. The provision of the necessary instruction, information and training.
8. Monitoring and health surveillance procedures where necessary for protecting the health of workers.
9. Provision of suitable approved hygiene facilities.
10. Provision of practical means to prevent exposure of the public to hazardous substances.
11. Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European and British Standards, etc

The company will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments which will be made available to all employees.

Control of Substances Hazardous to Health (COSHH) Regulations (Continued)

Purchasing Personnel

Purchasing personnel shall be responsible for obtaining all relevant information relating to the safety and health requirements of any product. This information is normally in the form of a Material or Product Safety Data Sheet, or Hazard Data Sheet. These information sheets are to be passed on to the relevant Department Managers, Contract/Project Managers and the HSEQ Director.

Department and Contract/Project Managers

To assess the information provided by suppliers and to assist in the production of the COSHH assessments on appropriate forms.

Site Managers and Supervisors

To assist with the production of COSHH assessments and ensure their availability and correct use on sites and in workshops etc.

To ensure all personnel understand the controls indicated on the assessments and that the correct work methods are being applied.

To ensure any PPE being used is of the correct type and being used correctly.

Local Site Purchases

It is the responsibility of the people who make local purchases to obtain all the necessary safety and health information from the supplier, or check the COSHH assessment manual to ensure sufficient information is available to enable the product to be used safely.

Training

All employees who are required to use hazardous materials or products will be given appropriate instruction and training to enable them to safely use the material or product. The supervisor will ensure that the person using the product has been given the necessary health and safety information.

The Control of Asbestos Regulations

The Control of Asbestos Regulations 2012 cover the prohibition of asbestos, the control of asbestos at work and asbestos licensing.

When work with asbestos or which may disturb asbestos is being carried out, the Asbestos Regulations require employers and the self-employed to prevent exposure to asbestos fibres. Where this is not reasonably practicable, they must make sure that exposure is kept as low as reasonably practicable by measures other than the use of respiratory protective equipment. The spread of asbestos must be prevented. The Regulations specify the work methods and controls that should be used to prevent exposure and spread.

The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or who may disturb asbestos as well as those involved in asbestos removal work.

Most asbestos removal work must be undertaken by a licensed contractor but any decision on whether particular work is licensable is based on the risk. Work is only exempt from licensing if:

- the exposure of employees to asbestos fibres is sporadic and of low intensity (but exposure cannot be considered to be sporadic and of low intensity if the concentration of asbestos in the air is liable to exceed 0.1 fibres per cm³ measured over 10 minutes); and
- it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit; and
- the work involves:
 - Short, non-continuous maintenance activities. Work can only be considered as short, non-continuous maintenance activities if any one person carries out work with these materials for less than one hour in a seven-day period. The total time spent by all workers on the work should not exceed a total of two hours.
 - removal of materials in which the asbestos fibres are firmly linked in a matrix, Such materials include: asbestos cement; textured decorative coatings and paints which contain asbestos; articles of bitumen, plastic, resin or rubber which contain asbestos where their thermal or acoustic properties are incidental to their main purpose (e.g. vinyl floor tiles, electric cables, roofing felt) and other insulation products which may be used at high temperatures but have no insulation purposes, for example gaskets, washers, ropes and seals.
 - encapsulation or sealing of asbestos-containing materials which are in good condition, or
 - air monitoring and control, and the collection and analysis of samples to find out if a specific material contains asbestos.

Under the Asbestos Regulations, anyone carrying out work on asbestos insulation, asbestos coating or asbestos insulating board (AIB) needs a licence issued by HSE unless they meet one of the exemptions above.

- From 6 April 2012, brief written records should be kept of non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

- By April 2015, all workers/self employed doing Notifiable non-licensed work with asbestos must be under health surveillance by a Doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for Notifiable non-licensed work are not acceptable for those doing licensed work.

See Procedures:

- ECP 037 - Asbestos Survey Procedure**
- ECP 038 - Asbestos Management on sites**
- ECP 038A - Flowchart in the event of a disturbance of asbestos**

Noise at Work Regulations

The company is involved with many operations which are likely to expose employees and others to high noise levels. In recognising its duties under the above legislation the Company will implement the following procedures:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

Exposure Values

Lower exposure action values: daily or weekly exposure of **80dB**; peak sound pressure of **135dB**.

Upper exposure action values: daily or weekly exposure of **85dB**; peak sound pressure of **137dB**.

Exposure limit values: (these are levels of noise exposure which must not be exceeded) daily or weekly exposure of **87dB**, peak sound pressure of **140dB**. These exposure limit values take account of any reduction in exposure provided by hearing protection i.e. personal protective equipment.

Noise Risk Assessments

The Regulations require an assessment of the risks to health and safety from work which is liable to expose employees to noise at or above the lower exposure action value.

The following table highlights test that can be applied as a rough estimate of whether a risk assessment is required:

<i>Test</i>	<i>Probable noise level</i>	<i>A risk assessment will be needed if the noise is like this for more than:</i>
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2 metres away - <i>the 2m rule</i>	85 dB	2 hours
You have to shout to talk to someone 1 metre away	90 dB	45 minutes

Where required a noise meter can be used to monitor site noise levels

Noise at Work Regulations
(Continued)

Hearing Protection and Hearing Protection Zones

Hearing protection, a form of personal protective equipment, should not be used as an alternative to controlling noise by technical or organisational means. However, where there is a need to provide additional protection beyond what has been achieved through noise control measures then hearing protection must be:

- made available between the lower and upper exposure action value (80 dB); and
- must be worn at or above the upper exposure action value (85 dB).

Hearing protection such as earmuffs (which fit over and surround the ears) and earplugs (which fit into or cover the ear canal) come in various forms. Such protection should be made available to employees at 80 dB; and at 85 dB or above it is mandatory, therefore hearing protection must be worn by employees. Hearing protection zones should be demarcated and signage displayed where:

- work is carried out requiring individuals to wear hearing protection; and,
- where the upper exposure limit is likely to be exceeded if individuals spent a significant portion of the working day therein.

No-one should enter a hearing protection zone unless it is necessary to carry out their work and suitable hearing protection must be put on before entering the zone.

Information, Instruction and Training

In order for individuals to understand the level of risk they may be exposed to, how it is caused and the possible effects and consequences it is important they are provided with adequate information, instruction and training where they are likely to be exposed to noise levels at or above the lower exposure action value.

Requirements of the Regulations:

Provision	Regulation Requirements
Reduce risk	Eliminated at source or reduced to a minimum.
Assess and where necessary measure exposure	Where employees are, or are likely to be, exposed to risk.
Assessment period	8 hours or one week
Provide information and training	80 dB(A) and 112 Pa
Workers rights to hearing checks/audiometric testing	85 dB(A) by or under the responsibility of a doctor. To be available at 80 dB(A) and 112 Pa where risk indicated.
Health surveillance	Provisions to ensure appropriate health surveillance where risk indicated.
Make hearing protection available	80 dB(A) and 112 Pa
Hearing protection to be worn	85 dB(A) and 140 Pa selected to eliminate risk or reduce to a minimum.
Limit on exposure	87 dB(A) and 200 Pa at the ear.

Practical Solutions to Reducing Noise and Exposure

- Operate plant with engine covers down.
- Specify quieter plant when hiring or buying, and ask for noise information to be sent with the item.
- Make sure acoustic jackets are fitted to breakers.
- Stop vibration of plant covers and guards.
- Repair leaking airlines.
- Position generators, compressors etc. away from open doorways and from against solid walls so that noise is not transmitted into the building or reflected back into the work area. If possible the plant should be positioned so that a noise barrier, such as a wall, fence, earth mound etc., is between it and the place of work.
- Reduce the number of employees at risk from exposure by pre-planning. Put other employees to work away from the noisy task area until it is complete.
- Where disc cutters are used, ensure cutting is done outside, away from other workers, and if possible within or behind acoustic type enclosures, e.g. rockwool lined plywood.
- Place static plant as far away as possible from the majority of the workforce. If it is 20 metres away it will be less noisy to the ear than if it was only 10 metres away. More importantly the noise levels will have been reduced in intensity by a considerable amount.

Only when it is not reasonably practicable to engineer the noise reduction is the provision of hearing protection to be considered.

Employees and the self-employed should be instructed that noise reduction measures will be taken seriously and that they have a part to play in ensuring the success of that policy.

Control of Vibration at Work Regulations

Several operations require the use of tools and equipment which may produce an excessive amount of vibration. This vibration can have an adverse effect on the upper limbs and, in particular, the hands and fingers of people operating the equipment. In the long term this may lead to permanent damage and to conditions which is commonly known as **Vibration White Finger and Carpel Tunnel Syndrome**.

An assessment of the hazards created by the use of this type of equipment must be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration.

Manufacturer's or supplier's information should be used as guidance and low vibration plant and equipment should be specified and used wherever practicable.

Control measures can, and should, include:

- Identifying, and making use of, alternative tools or equipment which could be used to avoid the person/s being subjected to excessive vibration;
- All personnel must be issued with, and wear, appropriate PPE. This will include gloves that will maintain a good flow of blood to the hands and fingers by keeping them warm.
- Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur;
- Ensure the correct tool is used for the task and that these are correctly balanced, have no worn or defective parts and that all blades and cutters are sharp.

Site supervisors and crew leaders must ensure the control measures are clearly understood by all relevant personnel and that they are strictly adhered to.

Vibration monitoring to be recorded on appropriate Esh Construction forms

Fire Precautions

Communities and Local Government (CLG) has policy responsibility for general fire safety in all non-domestic premises while the HSE is mainly concerned with process fire precautions. This section of the Health & Safety Policy deals with process fire precautions i.e. the special fire precautions required in any workplace in connection with the work process that is being carried out there (including the storage of articles, substances and materials relating to that work process). They are to prevent or reduce the likelihood of a fire breaking out and if a fire does occur, to reduce its spread and intensity.

Fire precautions for offices and premises are dealt with in Section D of this Health & Safety Policy – Office Arrangements.

Fire Prevention Plan

Prior to the commencement of the work, the Contract/Project Manager will examine the project to assess the degree of fire risk. A Fire Prevention Plan will then be developed by the Site Supervisor which will include the following:

- Responsibilities and organisation regarding fire safety.
- Site specific precautions, fire detection methods and warning alarms required.
- Hot work requirements, including the issue of permits.
- Smoking restrictions.
- Site accommodation, construction and location.
- Evacuation plan and procedures for summoning the emergency services.
- Establishing escape routes and assembly points.
- Identifying the type, number and location of fire fighting equipment.
- Access for emergency services and facilities.
- Testing of the emergency procedures, including fire drills.
- Security measures to reduce the risk of arson.
- Material storage, waste storage and removal.
- Training (induction).

Fire Precautions **(Continued)**

During the progress of the works, the Site Supervisor assisted by the Contract/Project Manager will ensure the fire prevention plan is adhered to. The Site Supervisor will:-

1. Where necessary ensure the “Hot Work Permit” system is operated correctly.
2. Maintain a daily record of all site personnel and visitors so that in the event of a fire the number of persons at the assembly point can be verified.
3. Carry out, as necessary, weekly checks of all escape routes, fire fighting equipment, fire detection devices and alarms.
4. Liaise with the fire brigade when necessary.
5. Liaise with security personnel when they are employed.
6. Regularly monitor the works to ensure changing site conditions do not render the fire prevention plan irrelevant or unworkable, and instigate all necessary revisions and updates.
7. During an emergency or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
8. Ensure the procedures set out in the fire prevention plan are clearly understood by all site personnel, visitors, etc. by carrying out site inductions.
9. At all times promote a “fire safe” working environment.

Areas of specific risk include:-

- Electrical supply points, tools and equipment;
- “Hot” work e.g. welding, soldering;
- Fuel and LPG storage areas;
- Timber storage;
- Waste storage and disposal areas.

Fire Precautions
(Continued)

Part of the site set up procedure and fire prevention plan will be to ensure an adequate number of suitable fire extinguishers will be readily available at all times. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

Types of Fire Extinguisher:

WATER	Suitable for use on wood, paper, coal and textile fires. NOT to be used on electrical equipment or where the water could come in to contact with such equipment.
FOAM	Suitable for use on flammable liquids, oil, grease, paint, etc. NOT to be used on electrical equipment.
DRY POWDER	Suitable for use on live electrical apparatus or flammable liquids.
CARBON DIOXIDE	Suitable for use on live electrical apparatus.

Fire extinguishers should be regularly checked for serviceability. **ALL** “hot work” must always be protected with fire extinguishers. Additional visual checks must be made at the end of each operation, and at least one hour after hot work has been completed.

Fire Action and Signs

The Contracts Manager and Site Supervisor are required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Signs and Signals) Regulations**.

Safe Use of Liquid Petroleum Gas (LPG)

The use of LPG is covered by regulations, and all regulations will be adhered to wherever reasonably practicable.

To meet this objective the following precautions should be observed:

1. Cylinders must be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance then it may be used within an enclosed accommodation unit (site hut) providing adequate ventilation is provided.
2. Adequate room ventilation must be provided. As a minimum, upper wall and floor vents (through to the outside) must be provided. Floor vents should be in the floor, not the lower wall. There may be a need to raise the cabin unit clear of the ground to ensure floor vents are not blocked by grass etc.
3. All appliances must be fitted with their own "ON-OFF" tap, and not controlled by the cylinder valve.
4. Hose connections must be by proprietary clamp or crimp, and flexible hoses should not exceed 3 metres in length.
5. Properly maintained regulators (and gauges where fitted) must be used.
6. A dry powder fire extinguisher must be readily to hand.
7. Cylinders must be stored correctly and returned to the cylinder store when not being used.
8. When transporting LPG cylinders in enclosed vans, the cylinder must be upright and secured. The driver must understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be slightly opened to provide through ventilation and driver and passengers **MUST NOT** smoke. Refer to the LPG safety information sheet appended to this policy document for more detailed guidance on safety and transport requirements. **Passengers must not be carried in the load compartment of the vehicle if LPG is also being carried.**

The Carriage by Road of LPG Cylinders in Closed Vans

This guidance provides a summary of the duties of operators and drivers at work specific to the carriage of LPG cylinders in closed vans in order to comply with the regulations.

- 9. The vehicle used for the conveyance must be of adequate strength and good construction, and properly maintained, thus making it suitable for its purpose.
- 10. Cylinders in any type of vehicle shall be loaded in a single layer and constrained so as to prevent any movement or displacement during carriage, which may create a hazard. They shall be carried with their valves uppermost; i.e. normally cylinders will be upright.
- 11. Closed vans shall not be used for the conveyance of more cylinders of individual capacity greater than five (5) litres than is shown in the following table. (The total number so conveyed in any one load shall be limited to the maximum number permitted for the largest sized cylinder in the load.) :

Cylinder Size (LPG Content)	Maximum Number To Be Carried
Greater than 20 Kg	4
5 to 20 Kg	12
Less than 5 Kg	23

- 12. Closed vans carrying LPG cylinders shall display a flammable gas hazard warning diamond on both sides and the rear. They shall be kept clean and free from obstructions.
- 13. Where more than four (4) cylinders are to be carried the closed van and mode of carriage shall conform with paragraph 6 to 8.
- 14. The load compartment of closed vans shall have permanent ventilation openings at the front and rear or at positions recommended by the vehicle manufacturer so as to ensure a flow of air through the load compartment. The rear opening should be as low as possible to ensure the release of a heavier than air gas. The total area of ventilation shall be not less than 2% of the load compartment floor and this shall be equally divided between the front and rear.
- 15. Cylinders carried in closed road vans shall have gas-tight plugs or caps fitted to the valve outlets. Drivers shall carry sufficient spare plugs or caps for use where they are missing or returned cylinders.
- 16. Cylinders shall not remain in closed vans while stationary for more than two (2) hours.

The Carriage by Road of LPG Cylinders in Closed Vans
(Continued)

17. The vehicle operator must obtain from the consignor of the substance (usually supplier) information about the hazards of the substance and provide this information in writing to the vehicle driver so that he or she knows the identity of the substance carried, the nature of the hazards and the action to take in case of emergency. This information, which will generally be in the form of a transport emergency card ("TREM CARD"), must be kept readily available on the vehicle.
18. Care must be taken during loading and stowing the cylinders to ensure that no additional hazard is created.
19. All necessary fire precautions must be taken. No smoking or naked flames should be permitted. A suitable fire extinguisher/s maintained in accordance with manufacturer's instructions shall be carried. One extinguisher suitable to deal with engine fires shall be carried in the front compartment, and one extinguisher suitable to deal with small fires in the load compartment shall be carried.
20. If requested by a police officer or traffic examiner, the driver must produce any documents required to be carried, e.g. the "TREM CARD", and give any other information that will enable the officer to know the identity of the substance being carried.

The Company will endeavour to follow the principles set out in the guidance and will provide the appropriate facilities to assist in the compliance.

Electrical Safety

Permanent Installations and Temporary Site Installations

The Company recognises its duties under the **Health and Safety at Work etc. Act**, the **Electricity at Work Regulations** and the **Provision and Use of Work Equipment Regulations** to maintain plant and equipment so that it is safe to use, when used correctly.

Many factors can affect and influence electrical installations and equipment therefore it is vital to ensure they are adequately maintained by inspection and testing as and when necessary.

Site Installations and Portable Electrical Apparatus

Temporary installations into cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. **The Site Supervisor should request a completion handover certificate once the installation is complete.** Regular quarterly re-inspections and testing will be programmed if the cabin or office is still in use after this time.

The use of reduced voltage supply operating at 110v is generally accepted throughout the construction industry, to this end the Company will continue to accept the best practices and only use such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available however additional safety precautions will be taken e.g. armoured cables, residual current circuit breakers (RCCB's and RCD's) etc.

All Company owned equipment will be regularly inspected by the appointed person and any repairs necessary will be carried out by a competent person. Where necessary portable equipment will undergo electrical testing to verify continued safe use.

Damaged or Defective Electrical Equipment

Employees must report faulty equipment to their supervisor as soon as the fault is noted with the equipment immediately removed from use and repaired accordingly.

PAT testing frequency to be determined by risk assessment but generally all site based tools to be checked every three months and office equipment on an annual or bi-annual basis.

Overhead Electric Cables

Overhead electric cables and line conductors may not be insulated and if contact, or near contact, is made with them by a person, item of plant, scaffold pole or other metal object, an electric current will discharge through the person or object with the risk of fatal or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, senior contract staff must carefully note the position of all-overhead cables and power lines in the working area, and regard every overhead conductor as being electrically charged. They should also check with the Electricity Authority to see whether they can:-

- Re-route the lines.
- Put the lines underground.
- Have the lines made dead.

Prior to commencement of construction work Site Supervisors must ensure that the following actions are implemented:-

1. Erect adequate and suitably placed barriers to prevent plant from passing beneath overhead lines except at pre-selected points, where wooden "goal posts" should be erected.
2. Fix large notices on the barriers and goal posts reading "**DANGER HIGH VOLTAGE OVERHEAD POWER LINES**".
3. **DO NOT** tip soil or stack material underneath overhead lines.
4. Ensure that scaffold poles, metal-bound ladders and materials, which are wet or damp, are kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.
5. **AS A GUIDE** goal posts must be at least 9.0 metres from the overhead line when the line is carried on wood poles, and 15.0 metres when the line is on pylons. However, always check with the electrical distribution company before carrying out any work.

Refer to HSE Guidance **GS6**

Underground Services

See next section Excavations which includes Esh Construction “Breaking of Ground” Procedure.

Many dangers can be avoided by careful planning before work starts. Buried services are widespread and it should be assumed they are present unless it has been shown otherwise.

Before commencing work all the utility service providers must be contacted and plans obtained. It is not sufficient to rely upon plans provided by our client or their representative. Where applicable services such as “Dial Before You Dig” must be used. Plans can give an indication of the location, configuration and number of underground services at a particular site, and should help subsequent tracing by locating devices. The exact position of all underground services must be found and marked on the ground and on all relevant site drawings. Some services may be out of position from where they are shown on existing drawings and therefore all service locations will have to be determined by the aid of **locating devices and hand digging of trial holes** to expose the services.

Account should be taken of any indications that buried services exist, such as the presence of lamp posts, illuminated traffic signs, gas service pipes entering buildings, evidence of reinstated trenches etc.

1. Ensure that before any excavation work commences a safe system of work is developed and put into effect and rigidly adhered to.
2. Check that all mechanical diggers, excavators, dozers etc., stop excavating at a safe distance from all underground services. This distance is usually 0.5m, but could be much further if instructed by the utility company.

Points to be brought to the attention of Plant Operators, Drivers and operatives:

1. Every cable must be regarded as being electrically charged
2. No machine to be operated in the vicinity of known buried cables. Detailed use of cable avoidance tools (CAT and GENNY) should have reduced the risk of making contact with services.
3. If a machine exposes a cable but does not remain in contact with it, the machine will be withdrawn from the area so that proper safeguards can be introduced.
4. Some older cable and gas services do not resemble modern services. Old lead "pipe" could turn out to be electrical cable conduit. So treat all services as high risk.
5. Cables are not to be used as “stepping stones”.
6. Personnel must never prod with pointed implements near known cable routes while searching for other services.

N.B. Where it is not possible to obtain information e.g. when emergency work has to be undertaken, then the work should be carried out as though there are buried services in the area.

Excavations

No excavation work will commence until a risk assessment has been developed and a safe system of work has been agreed. Throughout the excavation work Site Managers and Foremen will need to monitor the operation to ensure risk assessments and method statement controls are being followed. All excavations must be examined daily and the results of the formal weekly inspection entered on the record of inspection form.

It is important that excavations are properly supported or battered to prevent collapse. All traditional or proprietary support systems must be adequately designed and planned.

Breaking of Ground / Trial Holes

1.0	Purpose
1.1	To define the responsibilities and actions to be taken to ensure that all breaking of ground and trial holes to locate services is carried out by the company is to a suitable standard which will minimise any risk. This Procedure relates to the INITIAL breaking of ground / trial holes – refer to Excavation procedure ECP013 – Excavations for further works.
2.0	Scope
2.1	These procedures apply to all Esh Construction Ltd activities, products and services
3.0	Procedure:
3.1	<p>General Summary:-</p> <ul style="list-style-type: none"> • Breaking of Ground work should follow safe digging practices. HSG 47 • Electronic scan of dig area must be completed (CAT and Genny) • Check against service plans on regular basis • Issue permit to excavate • Trial holes to confirm • Excavate alongside the service rather than directly above service. • Insulated tools should be used when hand digging near electric cables. • Do not assume depth, straight lines of services etc
4.0	Prior to works commencing
	<ul style="list-style-type: none"> • Telephone the Service Provider and obtain service drawings. (e.g. Transco, National Powergrid etc) • Contact BT 'Dial Before You Dig' (Openreach) • Where specialist products are transported e.g. ethylene the service provider must be consulted and the required work procedure followed. <p>DO NOT RELY ON SERVICE DRAWINGS SUPPLIED IN PRE-CONSTRUCTION INFORMATION – WE MUST REQUEST OUR OWN</p>

4.5 Areas must be checked for services both underground and overhead prior to works commencing, this includes at an initial stage checking on street furniture e.g. lamp posts, manhole covers etc. Look for signs of service entry into a house or a street light (Disturbed ground, duct covers etc)



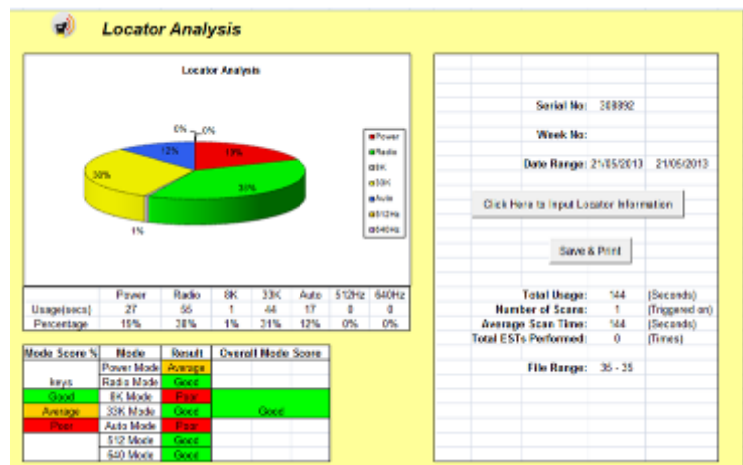
Ensure someone has checked for street lighting in dark (Use of Genny should detect during daylight but check after dusk when lights are on)

4.6 A current calibrated Cat and Genny must be used to identify location of services – care must be taken that all services in the area are identified (Parallel services may be present in the area) The CAT locator may not be able to distinguish between cables or pipes running close together and may represent them as a single signal. If for example two are sited one above the other the lower one may not be detected. Exposing one cable or pipe does not mean that there is not another close by. Frequent and repeated use should be made of locators during the course of the work. Service location is likely to become more accurate as cover is removed.



The CAT must be used in conjunction with the Genny.

The majority of the Esh Construction Cat scan equipment are now equipped with Bluetooth technology which allows accurate recording of use of the CAT (Eazicat 650i)



4.7 If services are located in the area they must be identified and all relevant personnel informed of whereabouts. Service providers to have been consulted to establish safe working distances, location etc e.g. BT Dial Before You Dig (Openreach) Service location to be marked out by appropriate means e.g. wooden pegs, spray paint etc. (Ensure that these cannot be inadvertently removed e.g. pegs, extending line outside working area etc)



Use of spray paint to identify individual services

Carry a stock of spray colours

- Red** – Electric
- Yellow** – Gas
- Blue** – Water
- White** – Others

Use signs and notices to detail location of U/G services



4.8 Where services are located embedded in concrete – STOP WORK and contact the service provider and arrange a suitable method of work

4.9 Risk assessments relevant to the works to be completed prior to works commencing, the foreman’s daily risk assessment to be completed (OH&SF 053 Site Specific Daily risk assessment), the site supervisor will complete any other relevant risk assessments and discuss the contents with the operatives (on all Risk Assessments, Method Statements add location of services)

SITE SPECIFIC DAILY RISK ASSESSMENT	Site / Location		Date w / o							ESH CONSTRUCTION	
	Initial		Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Tick relevant boxes. If any red areas are marked in your assessment works must stop until you have contacted your supervisor											
RISK ASSESSMENT & PERMIT TO WORK MUST REMAIN ON SITE UNTIL WORK IS COMPLETE											
Page 1 of 2											
LOCATION OF WORKS			Yes	No	ENVIRONMENT					Yes	No
1. Can the working area be accessed safely?					20. Do you have spill control measures e.g. spill granules, plant rappy etc?						
2. Are there any overhead cables present at location?					21. Are you aware of the emergency procedures regarding spillages, services strikes?						
3. Are there any underground services present at the location?					22. Is there sufficient controls for mud/dust on site?						
4. Can the working area be secured with cones / barriers / panels etc?					23. Do you have suitable noise controls – working hours, serviced plant etc?						
5. Are there any other hazards present at this location e.g. location of plant					24. Will you require additional resources to protect the environment at this site?						
EQUIPMENT			Yes	No	NOTES (Sketch, Detail manual handling issues, see overleaf for confined space work, check on existing excavations)						
6. Is all Health and Safety Equipment Tested and Calibrated?											
7. Is there a requirement for additional equipment?											
8. If any defective equipment on site report and remove from use?											
9. Is there a requirement for specialist equipment?											
10. Do you have adequate PPE at the site?											
SAFETY DOCUMENTATION			Yes	No	EMERGENCY / LONE WORKING					Yes	No
11. Do you have relevant safety documentation at this location?					25. Do you have mobile phone reception? Is your phone charged?						
12. Have you read and understood the contents of the documents?					26. Can you contact your supervisor in an emergency?						
13. Do you have a site specific method statement for the works?					27. Are you taking medication? Any Medical condition (Diabetes, health etc)?						
14. Do you have Utility Drawings for underground services (excavation only)					28. Can the work area be accessed in an emergency (Vehicle and by foot)?						
15. Can the works be carried out safely with the method statement?					29. Is a first aid kit accessible?						
GENERAL EXCAVATIONS			Yes	No	30. Do you need assistance? (Operation of plant, lifting materials etc)						
16. Do you have suitable shoring equipment on site prior to starting work?					31. Do you have the COSHH assessment for any substances you use?						
17. Has the area been cat-scanned – services identified?					32. Is there a risk of violence?						
18. Do you have edge protection for all open trenches?											
19. Is there sufficient room for plant/spill/material?											
Work Stopped			Declaration								
Safety Reason			I have assessed the workplace and consider that any works in this area will present the following assessment:								
Reported to			Any additional control measures / information to be detailed overleaf								
			High Risk		Low Risk		Signed				
			Extremely likely that injury or loss could occur		Unlikely that injury or loss could occur						
			Tick Box		Tick Box						
NOTE			TICK HERE IF COMPLETED							Section:	OH&SMS Forms
PERMIT TO EXCAVATE MUST BE COMPLETED IF BREAKING OF GROUND IS PLANNED										Reference:	OH&SE053
PERMIT TO WORK										Revision:	Rev 0

OH&SF 053 Site Specific Daily risk assessment to be completed by all Site Foremen

5.0 Ground breaking works:

Excavation work should be carried out carefully and follow recognised safe digging practices. Once a locating device has been used to determine position and route, excavation may proceed, with trial holes dug using suitable INSULATED hand tools as necessary to confirm the position of any buried services.



FREQUENT AND REPEATED USE SHOULD BE MADE OF CAT AND GENNY DURING THE COURSE OF THE WORK. Where services are identified add these details to your service plans including any loops, bends etc

5.1 Correct digging practice will be to identify location of services and to excavate to the side. Do not commence ground- breaking / digging directly above service. Cables and Pipes in trenches are generally between 450 mm and 1 m deep. However depths should never be assumed, in addition there may be more than one service in the area, so upon detection of first service, continue checks as handdigging progresses. Remember cables can be found at any depth even just below the surface

DO NOT ASSUME SERVICES RUN IN A STRAIGHT LINE, remember they can be looped and may cover other services (repeat use of CAT and Genny)

5.2



Do not use mechanical means of excavating **within 1m** of known services.

Keep everyone clear of area

Consider width and depth of excavation.

Do not over excavate.

Where services are suspected toothless buckets should be used.

5.3

Every effort should be made to excavate alongside the service rather than directly above it. Final exposure of the service by horizontal digging is recommended; as the force applied to hand tools can be controlled more effectively. In particular spades, spits and shovels should be used rather than other tools. They should not be thrown or spiked into the ground, but eased in with gentle foot pressure.

5.4



Hand Held Tools

Do not use hand-held power tools within 500 mm of services (if the number of services present or surface obstructions makes this impossible seek further advice).

Do not use hand-held power tools directly over the marked line of a cable unless:

you have already found the cable at that position by careful hand digging beneath the surface and it is at a safe depth (at least 300 mm) below the bottom of the surface to be broken

Picks to be used with care to free lumps of stones and to break up hard layers of shale, sandstone etc. Picks should not be used in soft clay or other soft soils near to buried services

DO NOT USE PINCH BARS

5.5 All uncovered services should be presumed to be live until disconnected and **proved** to be safe. Even if you are informed services have been disconnected still proceed on the assumption that they may still be live Observe for signs of further services as work continues. Repeat checks with the cable- and pipe-locator as the excavation progresses.

5.6 Where required dependent upon depth and ground conditions trial holes may need temporary ground support and exposed services supported.



Suitable precautions should be taken to prevent damage from ongoing work in the excavation. This may involve for example the use of physical means (e.g. timber boards, sandbags etc) to prevent mechanical damage.

Backfill around services with a fine material. Do NOT use bricks, mass concrete or similar material.

5.7 This flow diagram is intended to help give an understanding of the process from referring to plans on site through to the start of excavation, for example when excavating in a road or footway. However it:

- Describes only part of the process; it does not, for example, describe planning the work, including reference to plans at the design stage;
- Is a simplified picture and not a substitute for reading through this procedure
- Is not a substitute for a suitable and sufficient risk assessment;

Does not take account of a number of other situations, e.g. cables embedded in concrete or those situations where existing services are proposed.

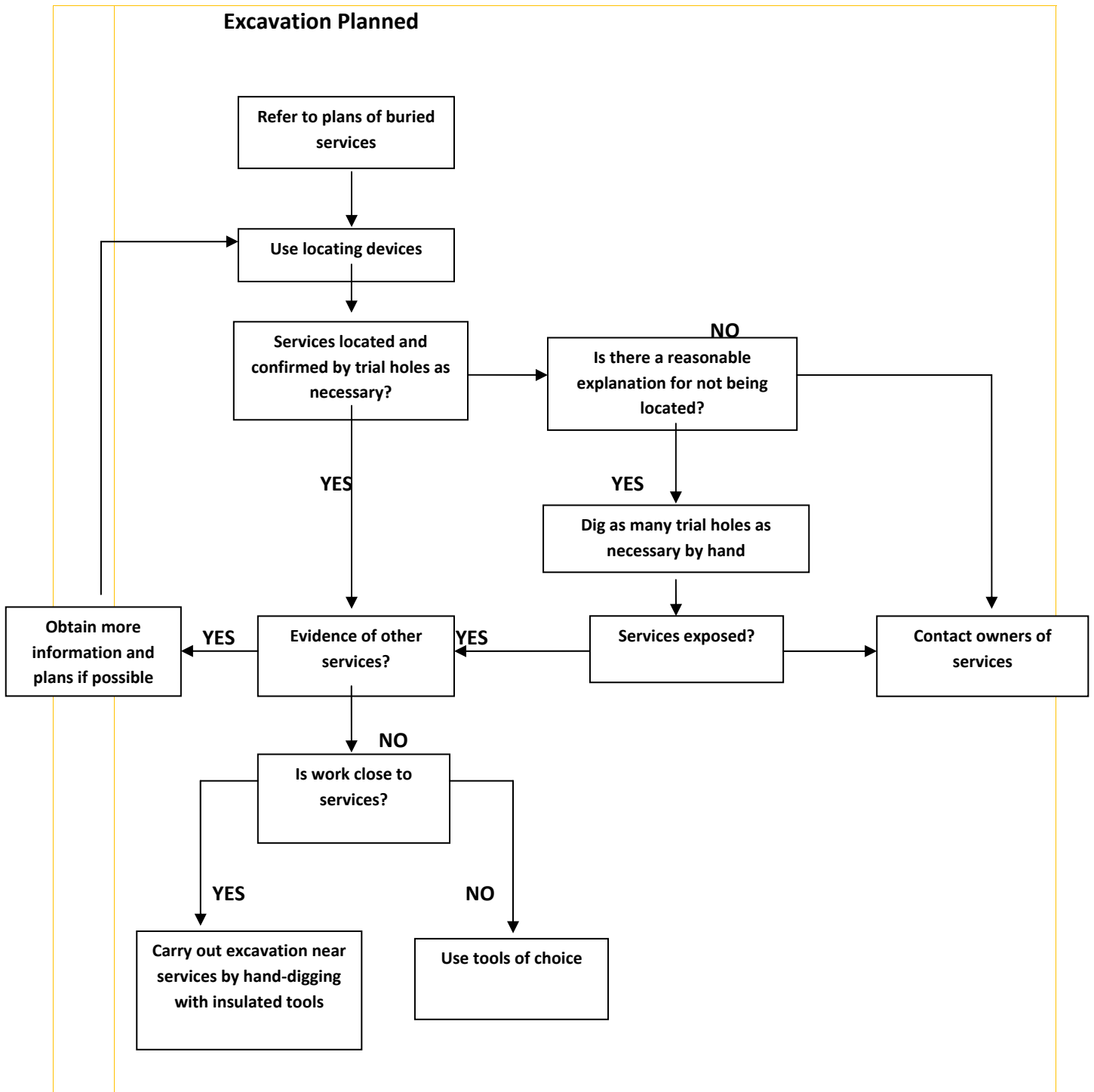
5.9 PPE – check on Esh Construction Risk Assessment for suitable PPE (mandatory Hi viz vests, safety boots and safety helmet. Check operatives have suitable general clothing - Clothing made from man-made fibres such as nylon may melt and stick to the skin, increasing the severity any potential burns

6.0 Emergency

If a service is struck a safe area must be provided, Do not continue work in the area. Report any damage to a cable, pipe or pipe coating. Even if there is no immediate danger, damage could cause danger at a later date. Do not attempt repairs

7.0 General

STOP work and Contact the Esh Group HSEQ department if you have any concerns,



Applicable forms

Permit to Excavate Form (OH&SF 026)

General

ECP013 - Excavations

The sides of all excavations must be adequately supported or battered back to afford safe working. Almost any excavated ground will collapse under certain conditions unless it is temporarily supported, is safely battered back or of stable rock. If the sides of an excavation collapse there may be no escape. Death by crushing or suffocation may result.

Excavations (Continued)

Follow these basic guidelines:-

- Do not enter an excavation unless it has been inspected and is considered safe to do so by your supervisor, or yourself if competent.
- Make sure there is a safe access into the excavation.
- Always wear your safety helmet.
- Never interfere with any of the support systems.
- Do not stand on bracing struts.
- If plant and equipment is used to tip back filling materials into trenches ensure stop blocks are placed and secured. Stand well clear while the material is being tipped into the trench.
- Keep spoil heaps and material at least 1.5 m from the edge of the excavation.
- Traffic routes should be maintained at a safe distance from the edge of the excavation with barriers erected as and when necessary.
- Ensure additional temporary support for sloping ground to protect against surcharging from the uphill side of the excavation.

Battering and Stepping

Battered excavations need regular monitoring and great care must be exercised when deciding on the angle of safe slope.




Guidance on Safe Slope Angles

Material	Dry Ground	Wet Ground
Gravel	30 – 40 degrees	10 - 30 degrees
Sand	30 – 35 degrees	10 – 30 degrees
Silt	20 – 40 degrees	5 – 20 degrees
Clay	20 – 45 degrees	10 – 35 degrees
Peat	10 – 45 degrees	5 – 35 degrees

Stepping the excavation sides is an alternative to battering with the depth and width of the steps determined using the same safe slope guidance however the vertical distance should not exceed 1.2 m.

Demolition

Demolition operations, as listed below, must only be carried out under the immediate supervision of a person with experience of the work or by men who have the experience and have been told specifically what methods to adopt by their supervisor:-

-  demolition of the whole or part of a structure;
-  demolition of part of a structure where there is a special risk of a collapse – arches, floors, etc;
-  cutting of reinforced concrete, steel or cast iron which forms part of a structure.

If you are required to carry out demolition work, follow the rules given below:-

1. The precise methods to be adopted, the timing and sequence should have been decided before any work commences.
2. Make sure that you have been properly instructed in these items, and never deviate from the sequence laid down.
3. Before starting work and while working, take precautions, or check that they have already been taken, to ensure that all services have been cut off and that there is no risk of flooding, electric shock, explosion from leakage or accumulation of gas.
4. The plan of work must include such precautions as are necessary to prevent inadvertent collapse during demolition. Be aware of the need for shoring or temporary support at any stage of the work. If in doubt, check with the supervisor.
5. Never remove any part of a structure unless you have been instructed to do so.
6. Do not enter obstinate parts of a structure which refuse to collapse - they may do so unexpectedly.
7. Do not enter enclosed or confined spaces without proper authority and adequate precautions (see section "Confined Spaces" for work procedure).
8. Report any unforeseen hazard to your supervisor immediately and warn your work colleagues.
9. Always wear a safety helmet and boots - and any other safety equipment that may be specified by management.
10. NEVER try to take chances or short cuts and be aware of the hazards presented by waste left behind by previous e.g. needles etc.

Personal Protective Equipment and Clothing (PPE)

The Company will provide all employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting any loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use the equipment or clothing once it is provided.

Head Protection

Safety helmets will be provided to all employees who work on or visit construction sites. These must be worn in accordance with site rules, displayed notices, or company policy, or when instructed to do so by the Site Occupier, Manager or Supervisor.

Eye Protection

Eye protection will be provided as necessary or when identified by the risk assessment.

The type provided will largely depend upon the work activity, but should be worn when, breaking out concrete with power tools; grinding, cutting (angle grinders or stihl saw).

Hearing Protection

Ear protection will be provided to employees who are exposed to levels of noise which may cause hearing loss and which cannot be reduced by other means. Special attention must be given to young persons. A detailed risk assessment of noise exposure will be required.

See pages C23 – C25 for further information.

Hand Protection

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves must be worn are during the handling of LPG cylinders and when handling heavy or rough objects.

High Visibility Clothing

High visibility clothing will be provided to all employees who work on or visit construction sites. This must be worn in accordance with site rules, displayed notices, or company policy, or when instructed to do so by the Site Occupier, Manager or Supervisor.

Personal Protective Equipment and Clothing (PPE) (Continued)

Respiratory Protection

In all but the simplest of operations requiring general dust protection masks, **Supervisors should consult with the HSEQ Director** who will advise on the correct type of respirator to be provided and the training that may be required to be given to the employee. However, as a general guide respirators (including disposable type) meeting the requirements of EN149 – FFP3 should be suitable for most activities where protection against dust and metal fume is required.

Footwear

Safety footwear (defined as having toe and mid-sole protection), including wellington boots, will be provided free of charge to the employee where it has clearly been identified as required in the risk assessment. Employees are again reminded that they must take care of the equipment provided. The Company does not have an endless supply of funds to continually provide replacement equipment and clothing which has been lost or damaged as a result of the employee's negligence. Where negligence is found, disciplinary action will be taken.

Only safety boots providing ankle protection will be provided. The Company will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

Wet Weather Clothing

Where employees are expected to carry out work in inclement weather, protective clothing will be provided.

Issue and Recording

The Company may utilise "**Safety Clothing and Equipment Issue Registers**" to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with the Company to reduce wastage and misuse of such items that are issued. Where the issue registers are being used employees are expected to fully comply with the procedure for their use.

Sub-Contractors

Where sub-contractors are used by the Company they are expected:-

1. To comply with the provisions of this policy, or their own policy where one is available, and to comply with the conditions of the construction phase health and safety plan developed under requirements of the **CDM Regulations**; and rules made under the plan.
2. To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training is provided.
3. To ensure that operatives under their control do not alter, modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the Company Contract/Project Manager or Site Supervisor.
4. To report accidents and incidents that caused, or had the potential to cause, injury or damage, whether such injury or damage was caused or not, to the Site Supervisor. Enter the details of all accidents into the site accident record book.
5. To arrange for adequate welfare facilities and first aid provision to be provided for their own employees, unless the arrangements have been provided by the Company under the contract. Ensure such facilities are not misused or abused.
6. To comply with any statutory provision applicable to their work activities.
7. To keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning, at least daily, of waste or excess materials as work progresses.
8. To provide and ensure the use of all personal protective equipment and clothing identified under either COSHH or risk assessments.
9. To make available for inspection, certificates of training and completed risk and COSHH assessments.
10. To make themselves familiar with any guidance document issued by the Company and carry out their work in compliance with best industry standards and practices.
11. Co-operate with the Principal Contractor and follow any reasonable health and safety instruction issued by him.

Risk Assessments and Safety Method Statements

The Management of Health and Safety at Work Regulations require all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, existing controls, precautions etc. being taken into account.

Generic risk assessments for sites and workplaces are provided for use by all Supervisors (including Workshop and Plant Managers). A more specific assessment, or site specific assessment may be required and it is intended these be carried out by the Supervisors, with assistance from the Contract/Project Manager and HSEQ Director as necessary.

Specific, separate assessments for particular hazardous operations are drawn up as appropriate, before the operation begins. **Where circumstances change (e.g. site conditions, design changes etc) which result in a variation to works the relevant Risk Assessments must be reviewed, any amendments to Method Statements recorded and discussed with operational personnel.**

All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures by the Supervisor in charge of the site or works.

The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by the Supervisors, assisted by their respective Contract/Project Manager, where the Company is undertaking the work activity; and by the appropriate Sub-Contractor where the work activity is being undertaken by them.

Safe System of Work (Safety Method Statement)

The method statement will form part of the overall safe system of work which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for all concerned to consider the following elements of the system of work:-

- Task Assessment
- Hazard Identification
- Safe Methods of Work Defined
- System Implementation
- System Monitoring

Each element will further sub-divide and expand, e.g. **What?, Who?, Where? and How?**

Risk Assessments and Safety Method Statements (Continued)

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, **ASK** -

- Who does this?
- What do they do?
- What hazards exist for them and others?
- Is the risk significant?
- What precautions must be taken?
- Are there checks needed for precautions?
- Who provides these?
- Is training required?

All safety method statements for high risk activities, such as demolition, deep excavations, confined spaces work, etc., should, where appropriate, be submitted to the HSEQ Director for vetting at least 7 days prior to the planned start of the work activity.

Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

As an employer we have a duty to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees have duties too. They should:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

The following will be adopted across all the company's activities:

1. Tasks will be identified which involve any lifting, lowering, pushing, pulling or carrying.
2. The manager/supervisor will decide if the task can be avoided.
3. Where the task cannot be avoided then the manager/supervisor will undertake an assessment of the risk of injury.
4. Wherever possible the risk will be minimised by providing mechanical assistance.
5. Where mechanical assistance cannot be provided then those undertaking the task will be informed of safe lifting techniques (training).

Risk Assessment

1. Except under special circumstances, no manual handling assessment will be required for loads of 20KG (44lbs) or under.
2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the responsible Supervisor must carry out an assessment of any risk.
3. Mechanical handling must always be considered BEFORE any manual handling operations are carried out.

Safe User of Plant and Equipment

The Company recognises its duties and responsibilities under the **Provision and Use of Work Equipment Regulations** with special attention being afforded to the training, instruction and information for the user, the inspection of work equipment and the specific requirements for mobile work equipment.

In line with the requirements of this legislation the Company will ensure that the equipment is:-

- suitable for its intended use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and
- inspected (in certain circumstances) to ensure that it is, and continues to be, safe for use.

Risks created by the use of the work equipment must be eliminated where possible, or controlled by:

- taking appropriate **“hardware” measures**, e.g. suitable guards, protection devices, markings and warning devices, system control devices and personal protective equipment; and
- taking appropriate **“software” measures**, such as following safe systems of work and providing adequate information instruction and training.

Where mobile work equipment is used for carrying people it must be ensured that it is suitable for the purpose and measures should be taken to reduce the risks to the safety of the people being carried, the operator and anyone else, for example from the equipment rolling over.

Leptospirosis and Bacterial Infection

General

The Employment Medical Advisory Service (EMAS) suggest that all workers on construction sites be given Polio and Tetanus injections, regardless of their trade, as a basic immunisation. Injections should be carried out at the employees' own GP surgery and employees should make their GP aware of the nature of their work.

High-risk operations include work in foul sewers where the risk of contact with infected waste is highly probable, particularly foulds and combined systems from hospitals, nursing homes, etc. where sluice rooms may be involved.

Employees must also be made aware of the potentially serious infection Leptospirosis (Weil's disease) and the preventative measures to be adopted. At risk personnel will be issued with the Leptospirosis guidance card, which gives further advice and which can be presented to an employees' doctor in the event of symptoms arising.

Leptospirosis (Weil's Disease)

1. This disease is caused by a spiral shaped bacterium and is spread by contact with infected animals or water contaminated with their urine.
2. The bacteria, **icterohaemorrhagia**, carried by rats, enter the body through contaminated cuts and scratches causing Weil's disease.
3. The incubation period is usually 7-12 days and symptoms include a severe headache, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.
4. The disease can be occupationally acquired by construction workers, farmers, vets, abattoir workers and butchers and from recreational activities such as boating and swimming.
5. Protective clothing, boots, rubber gloves and coveralls may be required to protect against contact with contaminated water. All protective clothing must be thoroughly cleaned after use.
6. Precautions include good personal hygiene, cleansing and disinfecting of cuts and scratches and covering them with sterile waterproof dressings (sticking plasters), washing arms and hands after contact with potentially contaminated materials before eating, drinking or smoking.
7. Occupationally acquired leptospirosis is a notifiable disease and must be reported to the Health and Safety Executive. If you show signs and symptoms similar to those mentioned in item 3 above, and have been carrying out work on foul drains or sewers, or you think you have come into contact with contaminated water in the preceding 14 days, you must consult your own doctor as soon as possible.

Safe Working Procedure for Dealing with Hypodermic Needles

Hypodermic needles have, over recent years, become an increasing hazard to employees in a number of different working environments.

All employees must therefore follow the safe working procedure detailed below.

- Be aware that hypodermic needles could be found almost anywhere.
- If you come across hypodermic needles in your work area **STOP WORK IMMEDIATELY.**
- Assess the situation to see if the needles create a hazard to anyone else, not just other workers but members of the public, visitors, etc. as well and warn them of the potential danger.
- Cover the hypodermic needle with a heavy object e.g. a brick or stone.
- Immediately advise the Site Supervisor of the presence of needles, giving the precise location and how many have been found.
- The site supervisor should then inform the local authority to arrange disposal.

NEVER TOUCH A HYPODERMIC NEEDLE

What to do if your skin is punctured by a hypodermic needle

- If your skin is punctured by a hypodermic needle, **STOP WORK IMMEDIATELY.**
- Apply pressure to the area surrounding the wound to encourage bleeding, (this will assist in preventing foreign material being carried around the body in the blood stream).
- Clean the wound with soap and water if possible, if this is not available use antiseptic wipes from the first-aid container. Apply a dressing to keep the wound clean.
- Inform your immediate supervisor who should then follow the “Procedure for dealing with hypodermic needles”.
- Immediately attend the nearest hospital accident and emergency department. Give the exact address of where the incident occurred.
- Once treatment has been received ensure the full details are recorded in the accident book as per the accident reporting procedures.

Work in Confined Spaces

Before **ANY** work is carried out in a confined space, a proper assessment must be made by a competent person to establish whether there may be a health or other risk and to determine whether, or not, access to the confined space is essential. This assessment will cover work in basements, tanks, ducts, bore-holes, man-holes, inspection pits, sewers, pipe-lines, etc. where the person needing to enter the confined space will be working below the level of the surface when standing upright, and can include work on drums which may contain an explosive substance.

The hazards may be: limited access or egress, lack of oxygen, presence of toxic or flammable gases, flash floods or possible injury to persons involved.

The risks involved in carrying out work in confined spaces are serious and can include:-

- **PHYSICAL INJURY** – generally caused by tools or other articles being dropped onto men working below or men tripping or falling in the work-places. To reduce these possibilities it may be necessary for life-lines and harnesses to be worn. Care must be taken so that lines do not become entangled with machinery.
- **DANGEROUS ATMOSPHERES** - these can arise from lack of oxygen or when flammable or toxic gases are present, due to the decomposition of sludge, leaks from gas mains, etc. Lack of oxygen will cause unconsciousness and toxic gases will cause dizziness and a feeling of sickness. Flammable gases are explosive and gas detection meters **MUST** be used continuously when it is suspected that the atmosphere is lacking in oxygen or that gas is present.
- **SEWERS** – a sudden rise in water level or a sudden breeze can result in a hazardous situation arising, which will require immediate action to minimise any danger. The safe system of work may have to include for the sudden in-rush of storm water, emergency escape, or toxic gas.
- **BACTERIAL INFECTION** – Weil's Disease is a type of jaundice and is always a possibility in situations where rats may inhabit sewers, etc. The infection is caused by bacteria from rats' urine entering through the skin. Any feeling of influenza with a severe headache should receive attention from a doctor, who should be informed of the type of work being carried out by the operative.

Work in Confined Spaces (Continued)

Where entry into confined spaces is planned a safe system of work must be devised which includes training and equipment requirements.

The following system of work will be adopted whenever any work is carried out in a confined space:-

- (a) A Supervisor will be on site at all times to direct the activity, and no operative will be left to work alone.
- (b) The atmosphere in the confined space must be tested to assess whether there is an oxygen deficiency or enrichment, or whether toxic or flammable gases are present. A suitable gas monitor must be readily available for lowering into or otherwise placing in the work area.
- (c) The work area must be constantly tested and be purged with compressed filtered air or fresh air to sustain a breathable atmosphere.
- (d) No smoking is to be permitted in the work area.

To provide for an emergency arising which will require evacuation, the following equipment must be readily available and used where necessary:

- (a) A tripod with a winch capable of raising an operative.
- (b) Sufficient safety harnesses and rope.
- (c) Intrinsically safe hand torches or cap lamps.
- (d) At least one emergency escape set - breathing apparatus **(Training required)**
- (e) An audible alarm for summoning help, i.e. an aerosol alarm.
- (f) Adequate first aid facilities, including a resuscitator. **(Trained first-aider)**

Other matters which must be considered when work is to be undertaken in confined spaces are:

- (a) The suitability of the persons who will undertake the work, with regard to claustrophobia, heart disease, bronchitis, deafness, lack of sense of smell, etc.
- (b) The degree of training necessary to cover atmospheric testing and rescue procedure, e.g. using breathing apparatus and gas detection equipment.
- (c) Precautions to cope with flash flood conditions.
- (d) Precautions to be taken to avoid infection from Weil's Disease, from putrefying solids or from general discharges during epidemics of contagious diseases.

IF YOU NEED ASSISTANCE - ASK.

Management and Control of Waste

Part II of the **Environmental Protection Act (EPA)** provides the main controls for waste management, including the **Duty of Care** on all those who produce or keep waste and seeks to ensure proper transfer and disposal, with accurate transfer notes and records.

The Company will do all that is reasonably practicable to ensure **EPA**, the **Collection and Disposal of Waste Regulations**, the **Controlled Waste Regulations** and the **Waste Management Licensing Regulations** are complied with.

1. The Company not only produces waste, but also acts as a broker of waste. Therefore, it is necessary to control all waste, record it and ensure its correct transfer and disposal in accordance with the Environmental Protection Act and Regulations supporting it.
2. All waste produced will be disposed of in accordance with the Act and Regulations. This may involve separating waste into categories as different waste products may require different waste carriage and disposal. Generally solid inert materials can be treated as general waste and disposed of in a single load. However, liquids, semi-solids, powders etc., must be disposed of separately.
3. It is not permitted to bury or burn any waste **unless authorised by the waste regulatory authority**.
4. On construction sites, food waste must be separated from all other forms of waste. It must not be placed in bags or other containers which can be easily broken into by vermin.
5. Skips should be covered to prevent accidental escape of waste during transport.
6. It may be necessary to obtain written confirmation from Clients, Planning Supervisors or Principal Contractors, that no contamination exists in ground to be worked on, or in buildings to be demolished, which may be disturbed or released by normal construction operations and which may produce harmful pollutants, unless such materials are clearly identified under the contract specification. **All such waste or contamination should be clearly identified and dealt with in the relevant safety plan.** It is important however, to check that no clause is in existence in a contract which may have the effect of negating the above, imposing additional conditions
7. Monitoring at all stages is essential. Therefore the waste controller will:
 - a. Monitor all waste handling, containment, etc.
 - b. Notify relevant personnel of site requirements, including separation.
 - c. Monitor response to waste control.
 - d. Ensure that any waste collection from site or permanent location is registered and a copy of the registration details is obtained and retained.
 - e. Check carrier details, including registration with the issuing authority.

Management and Control of Waste
(Continued)

- f. Ensure that all transfer notes are signed by all parties concerned and that each waste load is subject to separate transfer notes.
 - g. Ensure that the carrier is disposing of waste to the authorised waste manager/disposer.
 - h. Ensure that return transfer notes are matched with their original copies thus ensuring the correct handling sequence is completed.
 - i. Report any inadequacies in the system or in carrier performance to management.
8. Copies of all records of waste disposal shall be returned to the main office for retention.

Alcohol and Drug Abuse or Misuse

The Company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- a) Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- b) Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- c) Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

Employees must not:

- Report, or attempt to report, to work at any time when under the influence of alcohol or drugs,
- Consume any alcohol or “drug of abuse” whilst at work,
- Be in possession of any “drug of abuse” whilst at work.

Employees must:

- Inform your immediate supervisor if you are charged by the police in connection with any alcohol or drug related offence; and
- Attend any medical required by the Company.

Employment of Young Persons

The Company may from time to time employ "young persons". These are defined as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as:- harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, are of particular relevance and Supervisors are to ensure a suitable and appropriate risk assessment is compiled before allocating work tasks to employed young persons. A higher standard of supervision will also be required to ensure young persons can not endanger themselves or others.

To meet the requirements of **The Management of Health and Safety at Work Regulations** the Company will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.

Disabled Persons

Summary of Duties

The Health and Safety at Work Act, etc. Act requires employers to exercise a general duty of care towards all their employees. Most disabled employees neither need nor seek safety systems beyond those in place for the workforce generally. The Company will consult with the Employment Medical Advisory Service of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise.

In practice, the Company's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

The Company will therefore give special attention to the integration of a disabled employee within the overall workforce. Although health and safety standards are never compromised by employing disabled people, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and workplace adaptations as necessary which facilitate the work undertaken.

Record Keeping

The Company will keep records of disabled persons in the workforce and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons. Any training provided to disabled persons will also be recorded.

Customer Care

The Company employs Customer Care Advisors (CCA's) to deal specifically with refurbishment of traditional housing and the occupiers of such. This important role ensures that when work is being undertaken in occupied properties the occupier's health, safety and welfare is suitably and sufficiently controlled. To this effect the following procedures must be adopted:

1. **PRIOR TO WORK COMMENCING** – Client to provide relevant information as to any known problems with residents.
2. **INITIAL TECHNICAL SURVEY** – Appointment made by letter. CCA, Site Manager and any supplier attend together. General notes are made by the CCA as to any potential problems e.g. disabled persons, children, elderly/infirm, etc.
3. **VIDEO SURVEY** – Appointment made by letter for CCA to carry out a video survey of the property. The initial paperwork is checked to ensure no problems have been previously noted as the CCA will be alone. The CCA will advise the Site Manager or other responsible person as to their whereabouts. A mobile phone and personal attack alarm are carried at all times. If at any time the CCA feels uneasy they must leave the property immediately and telephone their supervisor (number on speed dial).
4. **CONTINUING LIASION** – Resident refuge's will be established on site where refreshments and TV will be made available, where residents chose to remain in their property then, dependent on their wellbeing, frequent checks will be made to ensure their continuing comfort.

At all times the CCA must ensure that a responsible person (e.g. the Site Manager) knows of their whereabouts.

Working Alone

The Company will, so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken, by virtue of the **Management of Health and Safety at Work Regulations**, to identify the hazards and to determine whether or not the work can be carried out safely by unaccompanied persons.

Consideration will be given to:

1. The remoteness or isolation of the place of work.
2. Means of communication e.g. two way radio, portable telephone, regular visits by a competent person, other means of summoning assistance or raising the alarm.
3. Violence or criminal activity by third parties and other interference.
4. Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
5. Employee suitability, including training requirements, experience, medical fitness, etc.
6. Suitability and quality of tools, plant and equipment.
7. Availability and quality of personal protective equipment required.
8. Levels of supervision required before operatives and employees are deemed to be competent to carry out the work and level of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and must report any concerns to their supervisor immediately.

New Employee Induction Procedure

The Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and The Construction (Design and Management) Regulations require the company to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure new employees, including those with experience in the industry, are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the new employee arrives at his place of work for the first time, the person in charge of the place of work must ensure the employee is informed and instructed on all aspects detailed in the induction form before being given any work task.

Any previous safety training undertaken by the employee, i.e. cartridge tools, forklifts, abrasive wheels, etc. should be recorded along with the induction form and details forwarded to head office.

The form is to be signed and dated by both the person carrying out induction and the new employee and sent to the Company Head Office.

Smoking

The Health Act 2006 lays down three duties, requiring:

- Smoke free premises to display a no smoking sign;
- Any person in control of the management of smoke-free premises "to cause a person smoking there to stop smoking"; and
- All persons not to smoke on smoke-free premises.

The regulations apply to enclosed 'premises', which are those, that have a ceiling or roof and, except for doors; windows or passageways are wholly enclosed whether on a permanent or temporary basis. Substantially enclosed premises are those that have a ceiling or roof, but there are openings in the walls that are less than half of the total area of the walls.

The regulations also apply to vehicles, when the vehicle is used by one or more person (even if they do not work there at the same time).

No smoking signs will be placed at all public entrances to no smoking premises so that employees, visitors and customers are aware of the ban.

The Company will implement the following smoking policy across all its workplaces and vehicles.

- All offices and workplaces will be designated as no smoking.
- All vehicles used for Company business will be designated as no smoking.

Suitable signs will be displayed in all premises and vehicles owned and operated by the Company. Employees are expected to adhere to this policy in all other premises regardless of whether or not signs are displayed.

Company Vehicles

All Company vehicles must be used in compliance with the **Health and Safety at Work etc. Act, Road Traffic Legislation**, the **Highway Code** and the requirements of this policy.

1. Vehicles must be adequately maintained and serviced in accordance with the manufacturers' recommendations and relevant legal requirements.
2. Transportation of personnel, materials and equipment will be planned to ensure the vehicle and driver are capable and competent to perform the task.
3. COSHH assessments will be available for any substances to be transported.
4. Transport routes will be established and traffic rules adhered to.
5. Materials and loads will be evenly distributed and adequately secured.
6. Only authorised, suitably insured drivers, holding a current licence for the type of vehicle to be driven, will be permitted to drive the Company vehicles.
7. Drivers will be issued with adequate information, instruction and training on all hazardous materials to be carried.
8. In the case of LPG being transported, the provisions of the relevant sections of this policy will be met and strictly adhered to.
9. All accidents involving damage to vehicles, property or third parties must be reported immediately to the driver's supervisor and the Risk & Insurance Department.
10. Materials and equipment must not be transported in the rear, passenger carrying section, of a vehicle unless the material or equipment is stowed away in purpose made lockers or boxes.
11. Any fines, penalty points or disqualification of a licence are the responsibility of the driver and these must be reported to the driver's supervisor and the Risk & Insurance Department.
12. Smoking is not permitted in company vehicles.

HEALTH AND SAFETY POLICY

OFFICE ARRANGEMENTS

Section D

Office Arrangements

Contents

Section D Health & Safety Office Arrangements

Section	Page	Item
D	1	The Accident Book
D	2	Accident Reporting Procedure
D	3	First Aid
D	4	Fire Precautions
D	5	Display Screen Equipment
D	6	Manual Handling
D	7	Smoking

The Accident Book

All accidents resulting in personal injury must be recorded in the company accident book. This is located in the **reception** and contains information, which must be recorded by law. The accident book will be regularly reviewed by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation by the supervisor of the circumstances surrounding each incident.

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

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the company is informed of these incidents, it will be unable to take remedial action.

Accident Reporting Procedure

All accidents, however minor, will be recorded in the **Accident Book**.

If the accident causes DEATH or MAJOR INJURY, the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**, the following procedures must be followed:-

- i. The Supervisor, or senior employee, will telephone the Department or Contract Manager giving all relevant details available at the time the call is made.
- ii. The Manager will contact the Company HSEQ Director who in turn will contact the local office of the Health and Safety Executive and report the incident.
- iii. In the case of death, amputation or serious fractures, the supervisor, or senior employee, must ensure that nothing is touched at the scene of the accident before a full investigation is undertaken. With other accidents causing major injury the supervisor, or senior employee, must obtain authority from the Department or Contract Manager before continuing to work at the site of the accident.

If any employee is absent from work for more than **seven** days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the supervisor must inform the HSEQ Director.

The HSEQ Director will forward the appropriate F2508 form to the Health and Safety Executive for any accident causing death, major injury or an accident which results in an employee being absent from work for more than **seven** days. The report is to be sent to the HSE area office where the work is taking place.

The HSEQ Director will investigate ANY accident, dangerous occurrence or "near miss" and will provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, must be relayed to the Health & Safety Manager who will complete and forward the appropriate F2508 form to the Health and Safety Executive.

From April 6th 2012 Employers must still keep a record of all over-three day-injuries The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

First Aid

The company will make adequate assessments of the first aid requirements for the office. The assessment will assist the company in deciding the number of first aiders and the amount of first aid equipment required. In addition the assessment will assess if first aid kits to BS-8599-1 are required

At the office there will be at least one first aid box, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there.

The box will be clearly identifiable and is located in the Reception. The manager, or supervisor, when carrying out safety induction training, shall ensure the location of the box and the person being inducted knows the names of the first-aiders.

Every box will be checked frequently and replenished as necessary to ensure that they are fully stocked. The appointed first-aid or emergency first-aid shall be given the responsibility of checking the box contents on a weekly basis, and for arranging the replenishment of the contents.

First Aid Containers

Suggested minimum contents:

1. One guidance card.
2. Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
3. Two sterile eye pads, with attachments.
4. Six individually wrapped, sterile, unmedicated wound dressings. (Medium)
5. Two individually wrapped, sterile, unmedicated wound dressings. (Large)
6. Three individually wrapped, sterile, unmedicated wound dressings. (Extra large)
7. Six individually wrapped triangular bandages.
8. Six safety pins.
9. Disposable Rubber Gloves.

Additional First Aid Material and Equipment

Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape, etc. these items may also be kept in the first aid container.

UNDER NO CIRCUMSTANCES MUST MEDICATION OF ANY DESCRIPTION BE KEPT IN THE FIRST AID CONTAINERS.

Fire Precautions

Communities and Local Government (CLG) has policy responsibility for general fire safety in all non-domestic premises. This section of the Health & Safety Policy deals with avoiding fire within offices and premises, and how to ensure people's safety if a fire does start, as required by the Regulatory Reform (Fire Safety) Order. The local fire and rescue authority have responsibility for enforcing the Order.

The company will comply with the Order in the following ways:

- Appointment of one or more competent persons (depending on the size and use of the premises) and arrange for a fire risk assessment of the premises to be undertaken and recorded;
- Provide employees with clear and relevant information relating to the findings of the fire risk assessment;
- Consult with employees and seek volunteers to be trained as fire marshals and wardens;
- Clearly define the duties and responsibilities of the fire marshals and wardens and provide support and assistance in order they can undertake their duties effectively;
- Provide non-employees (including their employer where there is one) with information relating to the relevant risks they may be subject to, details of the fire marshals and wardens and the fire safety procedures for the premises;
- Co-operate and co-ordinate with other responsible persons in multi occupancy premises;
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire;
- Establish a means of contacting the emergency services and provide information relating to any dangerous substances;
- Provide appropriate information, instruction and training to employees at initial induction and by way of tool box talk from time to time;
- Establish a maintenance regime for the periodic inspection and testing of equipment provided for firefighting and fire detection. This will include ensuring emergency routes and exits are kept clear and in efficient working order and in good repair.

It should be noted that employees also have a duty to co-operate in ensuring the workplace is kept safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

Display Screen Equipment

The company recognises its duties under the **Health and Safety (Display Screen Equipment) Regulations**. The regulations apply to habitual users of display screen equipment, typically those people who make significant use of a screen most days (i.e. more than an hour most days, and occasionally 2 or 3 hours).

Assessments will be made of workstations to ensure adequate provision to obtain the minimum standards required by the legislation i.e.

- Good display
- Separate keyboard
- Adjustable brilliance and contrast
- Desk large enough for the flow of work
- Screen at a comfortable height
- Adjustable chair – height and back
- Foot rests and document holders where appropriate

Users should have activities arranged so as to provide regular breaks from screen and keyboard work, typically 5 minutes every hour.

Users are reminded of the risks of fatigue and of upper limb disorder (for frequent, heavy users) if workstations are not properly set up and rest breaks taken.

The assessments are to be reviewed annually or whenever there is a significant change to the office layout.

Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

As an employer we have a duty to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees have duties too. They should:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

The following will be adopted across all the company's activities:

1. Tasks will be identified which involve any lifting, lowering, pushing, pulling or carrying.
2. The manager/supervisor will decide if the task can be avoided.
3. Where the task cannot be avoided then the manager/supervisor will undertake an assessment of the risk of injury.
4. Wherever possible the risk will be minimised by providing mechanical assistance.
5. Where mechanical assistance cannot be provided then those undertaking the task will be informed of safe lifting techniques (training).

Risk Assessment

1. Except under special circumstances, no manual handling assessment will be required for loads of 20KG (44lbs) or under.
2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the responsible Supervisor must carry out an assessment of any risk.
3. Mechanical handling must always be considered BEFORE any manual handling operations are carried out.

Smoking

The Health Act 2006 lays down three duties, requiring:

- Smoke free premises to display a no smoking sign;
- Any person in control of the management of smoke-free premises "to cause a person smoking there to stop smoking"; and
- All persons not to smoke on smoke-free premises.

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The regulations will also apply to vehicles, when the vehicle is used by one or more person (even if they do not work there at the same time).

No smoking signs will need to be placed at all public entrances to no smoking premises so that employees, visitors and customers are aware of the ban.

The Company will implement the following smoking policy across all its workplaces and vehicles.

- All offices and workplaces will be designated as no smoking.
- All vehicles used for Company business will be designated as no smoking.

Suitable signs will be displayed in all premises and vehicles owned and operated by the Company. Employees are expected to adhere to this policy in all other premises regardless of whether or not signs are displayed.

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