



HEALTH AND SAFETY POLICY.

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Health and Safety Policy



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Date: 08/02/2023	Date: 09/02/2023	Date: 09/02/2023

Revisions Control

Revision Record			Review & Approval		
Revision	Issue Date	Description	Owner	Reviewed	Approved
A01	10-07-17	Issued for Implementation	JM	SR	IP
A02	07-02-18	Revised to address the requirements of ISO 18001	JM	SR	IP
A03	17-12-18	Annual Revision by DM Safety & Health Services Ltd	JM	SR	IP
A04	02-12-19	Annual Revision by DM Safety & Health Services Ltd including accreditations for ISO 14001 and ISO 45001	JM	SR	IP
A05	18-01-21	Annual Revision by DM Safety & Health Services Ltd including updates for Coronavirus (Covid-19)	JM	SR	IP
A06	20-10-21	Revised to address BSI audit findings	JM	SR	IP
A07	04-02-22	Annual Revision by DM Safety & Health Services Ltd	JM	SR	IP
A08	30-08-22	H & S Statement of Intent revised	JM	SR	IP
A09	08-02-23	Annual Revision by DM Safety & Health Services Ltd	JM	SR	IP
A10	21-02-23	Inclusion of Mental Health provision	JM	SR	IP

- 1.0) Preliminary issue will be issued as P01
- 2.0) Revisions for review will be issued as R01, with subsequent issues as R02, R03 as required.
- 3.0) Revisions approved for Implementation/Design Issue/Engineering will be issued as A01 with subsequent issues as A02, A03, A05 as required.
- 4.0) Revisions "Approved for Construction" (AFC)/Purchase will be issued as C01 with subsequent issues as C02, C03 as required.
- 5.0) Sections revised from previous issues shall be highlighted in the right-hand margin using the appropriate revision status, e.g. A02
- 6.0) All revisions to the document must be approved by the Custodian.

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1.0 FORWARD

1.1 Statement of Intent

The objective of this Health & Safety Policy is to provide a framework around which a safe and healthy working environment can be achieved and maintained.

Galloway Construction Limited (GCL) recognises the need to ensure the health and safety of its employees and others who may be affected by its undertakings by provision of a safe working environment in accordance with the Health and Safety at Work etc. Act 1974 and shall endeavour to fulfil its duties as an employer.

GCL's approach to Health and Safety is based on the key clauses of our externally accredited ISO 45001-2018 where emphasis is placed on:

- 1 OH&S Policy
- Planning
- Implementation and Operation
- Checking
- Management Review

GCL will take steps, so far as is reasonably practicable, to meet all its health and safety responsibilities, in accordance with the Management of Health and Safety at Work Regulations 1999, by carrying out an assessment of all known risks and implementing process and procedures to mitigate those risks identified

The Company shall also:

- Ensure compliance with all applicable H & S legislation and other requirements.
- Make a commit to continual improvement of the OH&S management system
- Ensure safe provision and maintenance of plant, equipment and systems of work.
- Ensure that plant and equipment is subject to all routine and statutory inspections and examinations as and when required.
- Provide safe arrangements for the use, handling, storage and transporting of equipment and materials.
- Provide adequate information, instruction, training and supervision to enable its employees to identify hazards and avoid risks, and as a result contributing to their own health and safety at work.
- Ensure a safe and healthy working environment, with safe access and egress to and from this environment as far as can reasonably be expected.
- Doing everything within its control as far as is reasonably practicable to prevent accidents, injuries and damage to health.
- Encourage all employees to play an active part in the health and safety of the Company by consultation with them to ensure everyone understands their role within the Company.
- Ensure that hazardous areas are kept secure from the public, employees, tenants or contractors not required to enter them.
- Communicating the Health and Safety Policy to all employees and it will be freely available to those who request to see it.
- Monitor our Health and Safety performance on a regular basis and apply a continual improvement and lessons learned process wherever possible.

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- includes a commitment to eliminate hazards and reduce OH&S risks (see 8.1.2);
- includes a commitment to continual improvement of the OH&S management system;

A safety Policy is unlikely to be successful unless it actively involves the people who work for GCL. The policy shall be communicated at all levels and will be periodically reviewed. Any review resulting in amendment of this Policy will be communicated to employees.

It is equally the duty of each employee and subcontractor to work in accordance with the objectives of the Policy whilst undertaking works for GCL. Each employee / subcontractor must accept and carry out their responsibilities to:

- Act with due care to prevent injury to themselves and others.
- Report accidents, incidents, dangerous occurrences or damage to equipment and property.
- Make GCL aware of any shortfalls in arrangements for health and safety should the employee / subcontractor become aware of them.
- Follow safe systems of work as laid out within method statements, risk and COSHH assessments.
- Ensure correct use of Personal Protective Equipment (PPE)

It is the responsibility of each employee and subcontractor requested to operate equipment or work to safe systems that they are unfamiliar with, to immediately inform GCL so that the correct information, training, and supervision can be provided.

GCL shall endeavour to apply the principles set out in this policy and the Company Management will give full support to all those actively seeking to ensure correct implementation.

Date: 09 / 02 / 2023

Position: MD

Signed: Ian Preston

For and on behalf of the Director

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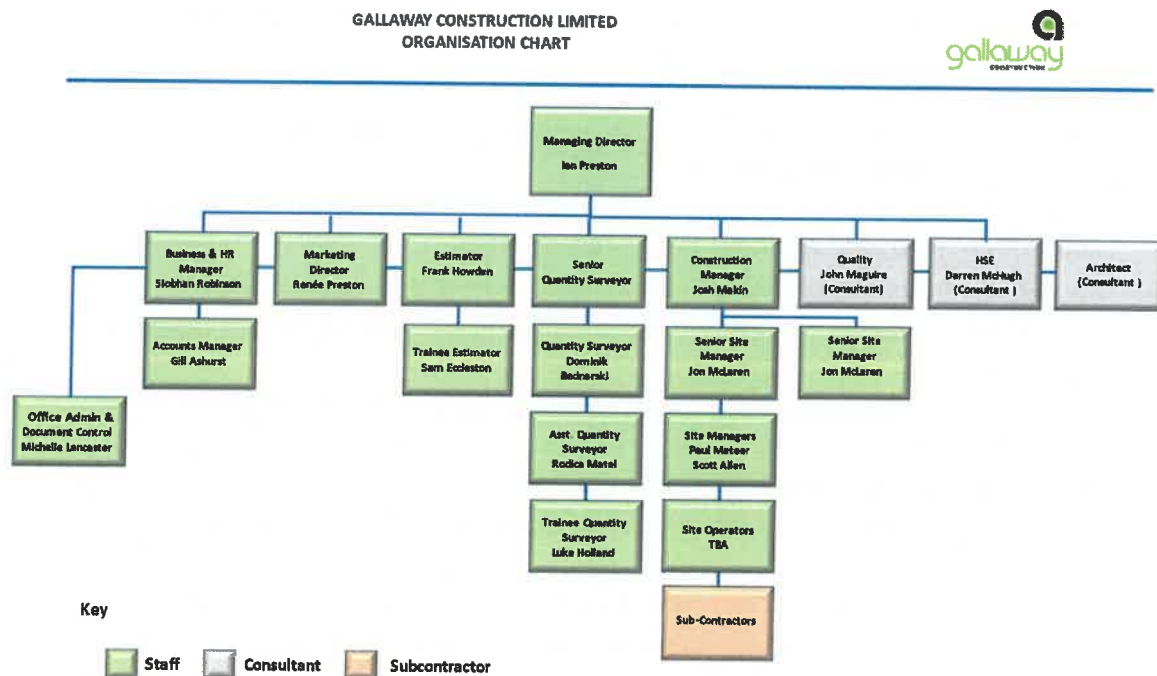


1.2 Strategy

A strategic approach shall be taken to ensure the health, safety and welfare of employees, subcontractors and those whom may come into contact with their work activities. The strategy statement shall be used as a guide to the company's health, safety and welfare.

- All reportable accidents to be measured on an ongoing basis against national health, safety and environmental accident frequency ratings.
- All near misses with the potential to harm shall be investigated to prevent any future reoccurrence.
- Provision of competent workforce. This shall include reviewing of training and monitoring of competence of subcontractors and employees.
- Consultation with the workforce to comply with the requirements of the Health & Safety (Consultation with Employees) Regulations 1996.
- Distribution of company best practice to all employees and subcontractors.
- Health evaluation and monitoring, where necessary, to ensure a healthy workforce.

1.3 Management Structure



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2.0 RESPONSIBILITIES

2.1 General Responsibilities

Everyone has a responsibility for health and safety at GCL, so whether you are a Director, Manager, an Employee, subcontractor or a Health & Safety consultant, you all have a role to play.

Directors, management and supervisors are all responsible for the implementation of the Company's Health and Safety policy and for determining the Company's policies on health, safety and welfare matters, including revision of this Policy.

All employees / subcontractors are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

Employees who are responsible for supervision are expected to promote and encourage health, and safety awareness to employees and subcontractors under their control. These supervisors, supported where appropriate by Health and Safety Consultants, who will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

2.2 Senior Management

Overall final and joint responsibilities in all matters relating to Health, Safety and Welfare

Main Responsibilities are to:

- Read and understand the Company Health and Safety Policy and ensure that it is brought to the attention of all staff under your control.
- Oversee the effective application of the company health and safety policy and ensure adequate practical arrangements applicable to the work activities.
- Co-ordinate the efforts of all employees in matters of health, safety and welfare.
- Ensure that the necessary appointments are made in the company to fulfil the requirements of this policy.
- Ensure adequate resources are available to ensure compliance with health and safety standards can be achieved.
- Ensure this policy is updated as required.
- General consideration to health and safety during planning and implementation of business strategy.
- Ensure active monitoring of the safety policy requirements, addressing shortfalls when identified.
- Ensure that safety is periodically on the agenda at company meetings.
- Ensure that Professional safety advice is available.
- Ensure safe systems of work are in place and systems are in place to identify hazards and dangerous situation.
- Where appropriate, produce and sign written method statements and/or safety rules and issue them to those affected. In addition, and when appropriate, display copies at relevant points in the workplace. Seek advice from the Safety Advisor on these matters.
- Organise work so that it is carried out to the required standard with minimum risk to persons, equipment, and materials. To give subordinate foremen precise instructions on their responsibilities to ensure correct working methods.

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- Read, understand and implement the Company Safety Policy.
- Ensure all employees and subcontractors have undertaken a site induction and method statement briefing.
- Ensure that operations on site are performed by a safe and correct method and with the correct tools and equipment.
- Undertake, when necessary, an assessment of risk for activities, including controls of substances hazardous to health (CoSHH) and development of suitable method statements, to comply with the above.
- Ensure Employers Liability insurance policies are valid for the activity.
- Halt any operation or system of work where it is evident that there is a serious risk of injury to employees or others.
- Take full responsibility for ensuring that corrective action is taken to rectify hazards and unsafe working conditions noted on site.
- Ensure that accidents and incidents are reported immediately.
- Ensure that the employees are not allowed to take unnecessary risks.
- Ensure that new employees, particularly young entrants, learn to take safety precautions.
- To identify the training requirements of individuals and report them to the GCL senior management.
- Ensure that protective clothing and equipment are used when appropriate.
- Encourage employees to eliminate hazards.
- Discourage horseplay, and to discipline those who fail to obey safety instructions.
- Ensure that equipment is only operated by authorised persons, and that any defects are reported and, if appropriate, that equipment has a current test certification.
- Ensure that unattended equipment is left in a safe and secure state.
- Ensure that the work site is adequately protected, and warning signs placed as appropriate.
- Act on advice given by Safety Officers/Health and Safety Executives on health and
- Safety matters.
- Liaise with Clients, other contractors etc. in order to ensure that good standards of accident and ill-health prevention are maintained.
- Accompany Safety Advisor and Health and Safety Executives on inspections.
- Assist in the investigation of accidents and dangerous occurrences and have an input into the report following such incidents.
- Ensure, in conjunction with other site staff, that appropriate actions are taken to prevent a re-occurrence of accident or dangerous occurrence.
- Attend site safety meetings when required.
- Ensure that the company supplied plant, equipment and articles are safe for use, provided with adequate information and properly maintained.
- Ensure that substances are used in accordance with the supplier's written instruction.
- Set a personal example at all times.

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- Ensure that provisions are made for welfare facilities and their maintenance, to meet statutory requirements, including the provision of a qualified first aider or appointed persons as needs dictate.
- Ensuring appropriate first aid equipment and facilities are in place, and their locations are clearly identified to workers.
- Provision of adequate Personal Protective Equipment (PPE)
- Ensure injuries and dangerous occurrences are reported in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Make oneself aware of legislation, codes of practice, guidance notes and safe working practices relevant to the company's work and be advised in these matters by the Safety Advisor, with reference to the [Register of Health & Safety Legislation](#)
- Enforce the Company disciplinary procedure when breaches of safety policy or safe practices have occurred.
- Study accident statistics and an analysis of accident trends, together with measures taken to prevent accidents and other related safety matters including progress training. From these reports monitor the effectiveness of safety within the company and take action to remedy inadequacies when identified.
- Act upon advice given by members of the Health and Safety Executive.
- Ensure that safety is taken into account on all bids for new work and in planning new work.
- Arrange for adequate safety training to meet the requirements of the Company's work.
- Set a personal example at all times.

2.3 Company Secretary

Individual Responsibilities in HSEQ coordination. Main Responsibilities are to: -

- Read and understand the Company Health and Safety Policy and ensure that it is brought to the attention of all staff under your control.
- Ensure the Policy is being implemented.
- Ensure this policy is updated as required.
- Make yourself aware of relevant information, codes of practice, guidance notes and safe working practices. Take advice from the Safety Advisor in these matters.
- Ensure that all liability is covered by insurance.
- Provide all necessary accident and incident reports to insurers where necessary.
- Assist in the evaluation of risks arising from the Company's activities in conjunction with insurance/liability surveyors.
- Periodically review claim and loss trends and make suggestions in order to improve risk management.
- Report all accidents when required by RIDDOR
- Always set a personal example.

2.4 Office / Contracts / Site Managers.

Individual Responsibilities in Health, Safety and Welfare Matters. Main responsibilities are to:

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2.5 Site Supervisors. Main responsibilities are to:

- Familiarise themselves with the Company Health and Safety Policy
- Ensure all employees and subcontractors have undertaken a site induction, read, understood, and acknowledged Risk Assessment and method statement associated with their activities.
- Ensure that safety is an integral part of work and that those responsible to them are aware of, understand and adhere to current safety instructions, rules and method statements.
- Be responsible for ensuring that employees under their control follow the safe working methods outlined in the Risk assessments and method statement.
- Ensure that accidents and incidents are reported immediately to the Principal Contractor and Company Safety Officer.
- Ensure that the employees are not allowed to take unnecessary risks.
- Ensure that new employees, particularly young entrants, learn to take safety precautions. To identify the training requirements of individuals and report them to the Contract Manager.
- Ensure that protective clothing and equipment are provided, with necessary instructions communicated regarding their use, maintenance and used when appropriate
- Encourage employees to eliminate hazards.
- Maintain good housekeeping on site at all times.
- Discourage horseplay, and to discipline those who fail to obey safety instructions.
- Ensure that equipment has a current test certificate, is only operated by authorised persons, inspected on a regular basis and that any defects are reported and rectified.
- Ensure that unattended equipment is left in a safe and secure state.
- Ensure that the work site is adequately protected and warning signs placed as appropriate.
- Ensure that Company supplied plant, equipment and articles are safe for use, provided with adequate information and properly maintained.
- Ensure that substances are used in accordance with the supplier's written instruction.
- Inform the Safety Officer when noise monitoring is required to be undertaken.
- Assist in the investigation of accidents and dangerous occurrences and have an input into the report following such incidents.
- Set a personal example at all times.

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2.6 Employees Including Self Employed Operatives (contractors)

The co-operation of all employees is vital to the success of our health and safety strategy.

All employees have a statutory duty under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions and to co-operate with their employer in respect of any duty or requirement imposed on him by law.

It is the personal responsibility of each employee to use properly and conscientiously all safety equipment, devices and procedures and protective clothing and equipment, which is fitted or made available. The abuse of personal protective equipment is unacceptable.

Apart from any specific duties, which may be delegated to them, all employees must: -

- Conform to safe working practices adopted by the Company.
- Ensure you follow information provided in your site induction, follow the control measures detailed in risk assessments and method statements
- Conform to instructions given by site management, supervision or Safety Advisor.
- Obey all Company and site safety rules.
- Take maximum care of any safety devices or personal protective equipment issued to them.
- Ensure that all hazardous substances are handled strictly in accordance with the requirements of the COSHH assessment. If in doubt – do not use.
- Operate equipment only when trained and authorised to do so.
- Report any defect in equipment to immediate supervisors and ensure that it is in a safe and secure state when left unattended.
- Do not carry out any work activity, which appears unsafe. Stop immediately and report to your supervisor.
- Report all incidents, which could result in personal injury or property damage.
- Develop a concern for safety both personally and for others and, particularly, for new employees and young persons.
- Avoid improvising.
- Co-operate with the Company in maintaining a safe working environment and make a contribution to reducing accidents.
- Report personal industrial injuries or industrial diseases to immediate supervisors and ensure that first aid treatment is received.
- Refrain from horseplay or abuse of welfare facilities.
- Suggest ways of eliminating hazards.
- Employees must not use, possess, conceal, transport, promote, or sell prohibited substances whilst working for GCL.
- Employees must not report for work under the influence of prohibited substances or consume alcohol in the office or on site except on approval occasions.
- Set a personal example at all times.

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2.7 Plant Operators

Individual Responsibilities in Health, Safety and Welfare Matters

- Read, understand confirm the Safety Policy and your part in its implementation.
- Drivers and plant operators have a duty to inform their employer of any changes that may affect your driving licences or ability to operate the type of plant that you are employed on i.e. change of address, state of health, endorsements or disqualifications.
- Ensure that your C.P.C.S, CTA, NPORS, IPAF or licence covers the vehicle or item of plant you operate.
- Know the legal requirements affecting the use of your machine or vehicle.
- Make regular inspections of your machine or vehicle. Ensure that any plant defects are recorded in the plant register, and vehicle defects in the vehicle defects book and brought to the notice of management. Ensure that loose or dusty loads are securely covered.
- Wear suitable protective clothing i.e. footwear, helmets when out of the machine or vehicle cab. Machine operators may need ear defenders. Remember when out of the vehicle or machine you are exposed to the same hazards as others on the site. Read the noise emission signs displayed on most items of plant
- N ever use plant or vehicles for work which it was not designed or in areas or on ground not suitable for its safe operation. Never overload vehicles; remember an overloaded vehicle is the responsibility of the driver. Drivers must always vacate the cab when being loaded unless cab protection is provided.
- Plant operatives must never use supplementary equipment such as chains, slings, lifting eyes etc. which they suspect are defective, not strong enough for the lift or not properly secured to either the object or the machine. Do not use lifting chains to tow vehicles.
- Ensure that when operating your machine or vehicle, especially when reversing, that other persons are well clear. When plant is slewing in restricted areas at least 600mm clearance must be maintained from any fixed object. If this is not possible, passage behind the machine must be prohibited with barriers or a banksman.
- Special care must be observed when work is undertaken by cranes, excavators or vehicles tipping in close proximity or immediately below overhead cables. Do not proceed if suitable arrangements have not been made to ensure your safety.
- Plant operators should request information on utility services below and above ground and ground conditions likely to be met also any conditions placed upon them when slewing over footpaths, carriageways or private property.
- Drivers should ensure when reversing to tip the load that no obstructions or persons are behind the vehicle and when reversing towards an edge that arrangements are made to stop going over the edge. After tipping the load ensure that you do not travel with the body in the raised position and never reach or lean under an unpropped tipper body. All trailers must be attached securely; this is the driver's responsibility.
- When a Banksman is being used ensure that you both understand the signals before operation commences.
- All accidents / incidents, dangerous occurrence, must be reported to your supervisor

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2.8 Company Health & Safety Advisor

Main responsibilities are, when reasonably practicable to: -

- Read, understand and implement the Company's Safety Policy for Construction Sites.
- Monitor the implementation and effectiveness of the Company Health and Safety Policy throughout the range of site activities.
- Make such reports as required by the Company Safety Policy and by Management.

Advise on, when requested: -

- Preventing injury to personnel and damage to equipment.
- Improvement needed to create sound methods.
- Legal requirements affecting Health, Safety and Welfare and the provision of constant and adequate facilities.
- Provision and use of protective clothing and equipment and adequate supplies.
- Suitability, from a safety viewpoint, of new and hired equipment, adequacy and validity of all appropriate test certificates and compliance of all equipment.
- Potential hazards on new activities before work starts.
- Methods of safe working arising from new developments.
- Changes in legislation.
- Advise on all Health, Safety and Welfare matters and training requirements at bidding, planning and pre-contract stages.
- Assist in the identification, implementation and assessment of health and safety training programmes for employees engaged in construction site activities.
- Carry out regular inspections and audits in conjunction with Management to ensure compliance with statutes, codes of practices, work method statements and safe operation of equipment and methods of work. Advise Management of the results of these inspections in writing, including hazards seen, good features noted and overall conclusions.
- Review with the Company Safety Director / Site Managers, recommendations for improving the health and safety performance of the Company.
- Advise Site Managers on the determination of safe methods of working and systems to identify hazards and unsafe situations. Advise upon the production of written method statements and safety rules and advise upon arrangements to bring these to the attention of employees.
- Investigate accidents and dangerous occurrences and recommend means of preventing reoccurrence.
- Adhere to Company safety reporting procedure.
- Advise methods of promoting awareness of injury prevention and damage control.
- Establish and maintain satisfactory and productive relationships with enforcing agencies and other bodies directly concerned with the development of effective health and safety policies within the Construction industry.
- Keep in contact professional bodies involved with safety at work.
- Set a personal example at all times.

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2.9 Driving on Company Business

Report any vehicle defects to your immediate GCL manager. Drivers have a duty to inform their employer of any changes that may affect your driving license or ability to drive safely i.e., change of address, state of health, endorsements or disqualifications.

- Do not drive a defective vehicle.
- Be aware of the action to be taken in an emergency situation.
- Inform your immediate manager of any health problems or personal circumstances, which could make driving hazardous.
- Ensure that you are physically fit to drive.
- Do not drive whilst under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines). Employees should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely.
- Have regular eyesight checks and ensure that the necessary corrective eyewear is worn.
- Do not use mobile phones whilst driving unless completely 'hands free'.
- Drive within speed limits and to the speed dictated by conditions, which can reduce that limit.
- Allow sufficient time to plan and drive the route, taking sufficient breaks to prevent fatigue.
- Stay calm and relaxed and avoid situations, which could lead to stress.

2.10 Quantity Surveyor / Estimators - Special Responsibilities.

Main responsibilities are to:

- Be familiar with the Company Health and Safety Policy.
- Be aware of legislation etc. for the work activity being estimated.
- Ensure that the requirements of the Construction (Design and Management) Regulations 2015 are fully complied with.
- Establish whether or not local safety conditions apply to the work.
- Ensure all construction phase health and safety requirements are adequately priced for.
- Set a personal example.

2.11 Buying and Purchasing - Special Responsibilities

Senior staff who authorise and employees who make purchases on behalf of the company have the following main responsibilities to: -

- Ensure that on all orders attention is drawn to the responsibilities placed on those who supply plant, equipment, machinery, materials, substances, supplies and other articles, to take steps to ensure that, so far as is reasonably practicable, the articles in question will be safe and without risks to Health and Safety when properly used. No written undertakings are to be given to any supplier relieving them of this responsibility.

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- Ensure that the Safety Advisor is consulted, if necessary, whenever new types of equipment, articles or substances are being considered for purchase, in order that he can advise on safety factors (e.g. guards, chemical hazards etc.) and so that he can have the necessary safeguards prepared and issued to those affected before receipt of the new equipment / articles / substances. This also allows time to fulfil any training needs at all levels.
- Obtain work method statements from tendering sub-contractors.
- Ensure that tendering sub-contractors have adequately priced for safety and further to ensure the rejection of any who have not. The advice of the Safety Advisor should be sought.
- Ensure that suppliers are made aware of their obligations to supply clear and precise instructions on use, storage etc. with their materials.
- Liaise with the Safety Advisor, if necessary, on all matters relevant to safety in both material and / or sub-contract context.

3.0 ARRANGEMENTS

3.1 Risk Assessments

Definitions:

Hazard – Something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).

Risk = The Probability of harm arising x the Severity of harm from that hazard being realised. The extent of the risk will depend on: -

- The likelihood / frequency of that harm occurring.
- The potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- The persons, who might be affected by the hazard.

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, risk assessments shall be carried out for any activity where there is a significant risk of injury to any of our employees or others who may be affected by that activity.

The purpose of this risk assessment shall be to evaluate risks, which may arise from hazards at work. The object is to identify the measures needed to eliminate, or if not possible, to minimise the risks.

GCL systematic approach to risk management shall be: -

- To consider each aspect of our work activities.
- Identify as many of the hazards as reasonably practicable.
- Determine the remaining risk, the likelihood / frequency and severity of injury, and who is likely to be affected, including employees, young persons at work, other contractors, members of the public and anyone else likely to be affected.
- Implement control measures that will eliminate that risk completely if possible or reduce it to an acceptable level.

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Risk Level Estimator

Likelihood - A	Severity - B	Risk Rating (A x B)
1. Extreme Remote	1. Negligible	1 to 4
2. Remote	2. Marginal	5 to 8
3. Reasonably Probable	3. Critical	9 to 12
4. Probable	4. Catastrophic	13 to 16

Action Timescale

Risk Rating (A x B)	Action and Timescale
1 to 4	No action Required/Rely on PPE
5 to 8	Signage, Barriers, PPE – Protect all affected
9 to 12	Detailed method statement / Combat hazard at source
13 to 16	Leave site / Avoid the Hazard by design alone

- A written method statement shall be produced that incorporates the control measures necessary for a specific activity, which all participating employees shall be familiar with and understand before commencing work, a briefing register shall be kept to this effect.
- This method statement shall be monitored to ensure that the control measures are adequate and reviewed if necessary. Any addendum to a method statement must be relayed to those involved in the form of a toolbox talk and records kept to this effect.

The detail needed in each risk assessment is dependent on the nature of the risk. A risk assessment can be a commonsense process. How far a risk assessment proceeds beyond this depends on the complexity of the undertaking and the degree of risk involved.

Additional risk assessments may need to be produced for abnormal risk such as bomb threat, exposure to asbestos containing materials, working over water, etc. A young person's risk assessment shall be conducted prior any young person's commencing works for GCL

Risk assessments shall always be carried out by a competent person i.e., through experience and training and has an understanding and knowledge of the processes and procedures involved.

The control measures adopted as a result of the risk assessment shall be written down and explained to all employees involved in that activity before any work commences.

Specific risk assessments shall be undertaken for controlling substances hazardous to health, manual handling and personal protective equipment.

3.2 Information, Instruction and training

It is the company's policy to provide suitable and sufficient information, instruction and training to all employees within the organisation, not only to comply with statutory requirements but also to secure a safe and healthy environment for all employees and visitors who may be affected by our activities.

To fulfil this duty, we shall:

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- Introduce comprehensive and relevant safety rules and procedures as well as induction training as necessary for all employees and visitors.
- Provide refresher training at intervals assessed as being suitable and appropriate.
- Ensure that no employee transferred or promoted from one work activity to another is permitted to start work in their new job, until and unless they have received training and instruction, sufficient to enable them to perform their new tasks without risking the health and safety of themselves or others.
- Pay attention to existing employees in relation to their inherent capabilities, and in relation to the introduction of new work equipment, new technology and new systems of work into our undertaking.
- Recognise the vulnerability of young workers, through inexperience and physical immaturity.

The training of all personnel will rank highly in our list of priorities and will cover more than just implementing recognised safe working practices, it will also include teaching our employees to identify hazards and understand the appropriate systems of control.

New employees will receive induction training prior to, or on arrival at their workplace. The objective of this training is to make them familiar with all aspects of health, safety and welfare relating to their period of time in our employment. Aspects to cover will include: -

- Emergency warning systems.
- Evacuation and assembly procedures.
- Actions to be taken in the event of any emergency situation including exposure to immediate and imminent danger.
- Location of fire points and use of fire-fighting equipment;
- Location of exits, escape routes, assembly points and places of safety.
- Welfare facilities;
- First aid arrangements.
- Accident and injury reporting procedures.
- Any prohibited areas or danger zones.
- The nature of control measures introduced to control risks.
- Health risks in relation to any substances hazardous to health.
- The use and maintenance of personal protective equipment.
- Reporting health and safety hazards.

Employees transferred from one work location to another will be provided with training on matters particular to that new location on arrival. A transfer is an opportunity to provide refresher training and thus basic Company policy and health and safety matters will not be ignored at this time.

Records will be kept of the type and extent of instruction, information and training given and received by all parties.

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3.3 Employee Consultation

In accordance with the requirements of the Health & Safety (Consultation with Employees) Regulations 1996 which in turn complement the Safety Representatives and Safety Committees Regulations 1977 consultation with employees on matters of health and safety shall take place on a regular basis either:

- With the employees directly, or
- A representative elected by the employees

If employees are not represented by a Safety Representative, then employees shall be consulted in good time on any matters concerning: -

- the introduction of measures which may affect health and safety;
- the appointment of competent person(s)
- the provision of statutory health and safety information;
- any statutory health and safety training detail; or
- the health and safety consequences of new technology

The Company shall provide sufficient information for the employees, or their representative, to enter into full and effective participation in the process.

If a representative is appointed the Company shall: -

- provide reasonable training to that person in respect of those functions, including travel and subsistence costs if necessary;
- allow that representative time off with pay during working hours to fulfil the functions; and
- provide that representative with reasonable facilities to fulfil the functions.

The functions of the representative are to:

- Bring to the attention of the Company any potential hazards and dangerous occurrences which could affect the employees.
- Discuss with the employer general health and safety matters, plus any information provided by the Company under these regulations.
- Represent the employees in consultation with the HSE (or other Enforcing Authority) Inspectors

The Company shall only withhold information if:

- it is against national security;
- such disclosure is a breach of any prohibition by an enactment;
- it is of a personal (personnel) nature, unless consented;
- it is of significant commercial / confidential importance that its disclosure could cause injury to the business;
- it has been obtained for use in legal proceedings; or
- it is not related to health and safety.

Objections on safety grounds to undertaking work instructions shall be resolved between the parties concerned. DM Safety & Health Services Limited shall, if necessary, be included in these discussions.

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3.4 First Aid

The Health & Safety (First Aid) Regulations 1981 require that adequate and appropriate first aid facilities be provided for employees.

A suitable and sufficient number of trained personnel will be appointed to render first aid when necessary. We will ensure that adequate training is provided for each level of appointment i.e., Appointed Person (AP), Emergency First Aid at Work (EFAW) and First Aid at Work (FAW). Training will be refreshed or updated as required periodically.

Other employees shall be nominated who shall be capable of taking charge in an emergency, calling an ambulance and assist with first aid equipment. These named persons shall be informed of and understand their duties

A suitable number of first aid boxes will be provided and maintained and be located in positions which are easily reached by all employees.

Display notices will give the identity and location of first aiders.

On sites containing shared welfare facilities, all site personnel will receive information as to the location and extent of the facilities provided.

The company also has trained mental health first aiders to provide appropriate support both on site and office based. This is available to all members of the team that wish to undergo the training and will be refreshed or updated as required.

3.5 Health Surveillance

The Company shall assess the risks to health which employees are exposed while they are at work and provide such health surveillance as is appropriate having regard to the risks identified by that assessment. The objective of the health surveillance shall be to detect adverse health effects at an early stage affording an opportunity to identify employees most at risk and protect them from further damage.

3.6 Accident Reporting and Investigation

An accident report book will be kept and made available to all employees, in which every accident will be recorded. In accordance with the requirements of the Data Protection Act, the accident book shall be withheld from unauthorised persons. All accidents will be investigated to determine the circumstances in order to help prevent a re-occurrence.

An approved accident book shall be kept and held for a period of at least three years from the date of the last entry.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 records shall also be kept for a minimum period of three years for the following: -

- any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and
- any other occupational accident-causing injuries that result in a worker being away from work or incapacitated for more than seven consecutive days (not counting the day of the accident but

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including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

The enforcing authorities will be notified by the quickest practicable means without delay:

- Any death to workers or non-workers
- Any specified injury to workers
- Any non-fatal injury to non-workers
- Any specified Dangerous Occurrence

And thereafter send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident.

Reporting online (<http://www.hse.gov.uk/riddor/index.htm>). Alternatively call 0345 300 9923.

The Health and Safety Manager is responsible for reporting all 'reportable' incidents to the relevant enforcing authority.

Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease. (F2508A)

3.7 Fire Precautions

The safety of all employees and others is controlled by the Regulatory Reform (Fire Safety) Order 2005.

Suitable and sufficient assessments shall be carried out periodically to identify that the existing control measures in place are adequate for the specific fire hazards and the persons at risk. Any additional control measures where necessary shall be put into place to eliminate the risk or reduce it as much as possible and the findings recorded.

The assessment shall be reviewed if:

- There is reason to suspect that it is no longer valid;
- there has been a significant change in the matters to which it relates e.g. changes of use, extensions or conversions

Fire extinguishers and other means of fighting fire shall be provided as is appropriate for the classes of fire envisaged. Fire detectors and fire alarm systems shall be installed where their provision is justified. All fire-fighting equipment shall remain easily accessible at all times and be indicated by pictorial signs. All equipment and facilities provided to protect employees and others from the dangers of fire, such as fire extinguishers, fire-fighting equipment, alarm systems, emergency doors, emergency lighting, etc. shall be subject to a suitable system of maintenance and maintained in an efficient state, in efficient working order and in good repair, any faults found shall be rectified as soon as possible.

Emergency routes shall be kept clear of obstructions or trip hazards and fire doors kept closed. Fire points shall be sited in prominent positions, which are easily accessible along these routes.

Records of all inspections and maintenance shall be kept.

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A daily register shall be maintained of all persons present within the workplace at any time. This shall include all visitors.

A fire and evacuation plan shall be drawn up and displayed in prominent positions and all persons shall be inducted as to its content.

Named coordinators shall be given and understand specific responsibilities in relation to the plan i.e., fire wardens, those responsible for contacting and directing the emergency services and ensuring the accountability of all employees and visitors.

The assessment shall be periodically reviewed and revised as necessary.

3.8 Evacuation Procedures

A fire and evacuation plan including the emergency procedures shall be displayed on access routes, showing the positions of alarm and fire points (when appropriate). The plan will contain safe routes of escape and the locations of the assembly/muster points. Nominated person(s) shall be responsible for contacting the emergency services and checking the register to ensure that all the areas have been vacated and all persons accounted for.

All employees and visitors shall be inducted to ensure that they are aware of the evacuation procedures and how to raise the alarm. Escape routes shall be always kept clear and adequate provisions shall be in place to ensure escape routes are adequately lit during times of evacuation with necessary emergency exit signage displayed.

Evacuation procedures and alarm systems shall be regularly tried and tested to ensure that all employees are aware of the procedures to be followed in the event of an emergency and named coordinators understand and carry out their responsibilities.

These procedures shall also include: -

- Identification of anyone who may need special help to get out;
- Allocation of responsibility to specific employees to help disabled persons in emergency situations;
- Consideration of alternative escape routes should the primary route be inaccessible.

All escape routes shall be clearly signposted, illuminated with emergency lighting where necessary and kept free from obstructions at all times.

Fire exits shall be clearly and correctly marked, fire doors kept closed and unlocked from within.

Suitable and sufficient external emergency lighting shall be provided as necessary to illuminate the routes to the respective assembly / muster points. Lifts must not be used as an escape route in the event of a fire causing electrical failure.

3.9 Construction (Design and Management) Regulations 2015

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The Company will comply with the requirements and prohibitions on all sites controlled by the Construction (Design and Management) Regulations 2015.

Contracts likely to last more than 30 working days or will involve more than 500 person days of construction shall be notified to the HSE on form F10(rev).

At tender stage the Company shall ensure that sufficient resources are included in the contract sum to comply with the requirements of the Principal Designers Pre-tender Health and Safety Plan.

Duties –

ROLE	ALL CONSTRUCTION PROJECTS	ADDITIONAL DUTIES FOR NOTIFIABLE PROJECTS
Clients	<ul style="list-style-type: none"> Check competence and resources of all appointees Ensure there are suitable management arrangements for the project welfare facilities Allow sufficient time and resources for all stages Provide pre-construction information to designers and contractors <p>[1] Excluding domestic clients</p>	<ul style="list-style-type: none"> Appoint Principal Designer [2] Appoint Principal Contractor [2] Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place. Provide information relating to the health and safety file to the Principal Designer Retain and provide access to the health and safety file <p>[2] <i>Principal Designer and Principal Contractor required for all notifiable works and they must be in place until the end of the construction phase</i></p>
Principal Designers	Role not required for non-notifiable works.	<ul style="list-style-type: none"> Advise and assist the client with their duties Ensure the client has notified the HSE using F10 Co-ordinate health and safety aspects of design work and cooperate with others involved with the project Facilitate good communication between client, designers and contractors Liaise with Principal Contractor regarding ongoing design Identify, collect and pass on pre-construction information Prepare/update health and safety file

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ROLE	ALL CONSTRUCTION PROJECTS	ADDITIONAL DUTIES FOR NOTIFIABLE PROJECTS
Designers	<ul style="list-style-type: none"> Eliminate hazards and reduce risks during design Provide information about remaining risks 	<ul style="list-style-type: none"> Check client is aware of duties and Principal Designer has been appointed Provide any information needed for the health and safety file
Principal Contractors		<ul style="list-style-type: none"> Plan, manage and monitor construction phase in liaison with contractor Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins) Give contractors relevant parts of the plan Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase Check competence of all appointees Ensure all workers have site inductions and any further information and training needed for the work Consult with the workers Liaise with Principal Designer regarding ongoing design Secure the site
Contractors	<ul style="list-style-type: none"> Plan, manage and monitor own work and that of workers Check competence of all their appointees and workers Train own employees & implement site rules Provide information to their workers Comply with the specific requirements in Part 4 of the Regulations - i.e., the capability to meet the principal contractors' requirements Ensure there are adequate welfare facilities for their workers Communicate & Co-operate with others to ensure safety of staff. Manage flow of information between parties 	<ul style="list-style-type: none"> Check client is aware of duties and a Principal Designer has been appointed and HSE notified before starting work Co-operate with Principal Contractor in planning and managing work, including reasonable directions and site rules Provide details to the Principal Contractor of any contractor whom he engages in connection with carrying out the work Provide any information needed for the health and safety file Inform Principal Contractor of problems with the plan Inform Principal Contractor of reportable accidents, diseases and dangerous occurrences

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ROLE	ALL CONSTRUCTION PROJECTS	ADDITIONAL DUTIES FOR NOTIFIABLE PROJECTS
Workers/ Everyone	<ul style="list-style-type: none"> • Check own competence before commencing work • give feedback to their employer via the agreed consultation method • Provide input on risk assessments and developing a method statement from it • work to the agreed method statement or approach their employer to discuss implementing any change or improvement • use welfare facilities with respect • keep tools and PPE in good condition • be vigilant for hazards and risks and keep management and supervisors informed • be aware of arrangements and actions to take if a dangerous situation arises • co-operate with all other parties. 	

3.10 Welfare

Adequate welfare arrangements, also in accordance with the requirements of the Construction (Design & Management) Regulations 2015, and/or the Workplace (Health, Safety & Welfare) Regulations 1992 will be provided for all employees.

These arrangements shall be suitable and sufficient for the number of employees and the type of work that they are undertaking.

Clean and tidy toilet facilities with both W. C's and urinals shall be available plus hot and cold running water for washing. Hand basins shall be large enough to allow arms to be washed if necessary. Soap, paper towels and/or hand dryers shall be available. If necessary, scrubbing brushes, together with hand cleaner and barrier creams in dispensers to avoid cross-contamination shall be provided. Showering facilities shall be available in dirty working environments.

Separate facilities may be necessary for female employees or visitors

Mess facilities shall be large enough to accommodate tables and seating for all employees. Alternatively, dinner breaks may be staggered, if necessary. Boiling water for hot drinks and facilities for preparing and heating food shall be made available.

Changing/drying rooms shall be made available with clothes pegs and benches together with good heating and ventilation allowing wet clothing to dry. Heaters shall not have exposed elements, which may cause fires if clothing falls onto them.

A supply of fresh drinking water shall be available at all times and conspicuously marked when needs dictate by an appropriate sign.

Special consideration shall be given to new and expectant mothers.

3.11 Electricity

In accordance with the Electricity at Work Regulations 1989, all electrical systems downstream of the meter shall be constructed and certified as complying with the IEE Regulations and be periodically inspected, tested and maintained so as to prevent danger. All single-phase 240v AC mains electrical appliances shall be tested for correct earthing, plug and lead integrity every 12 months. Fixed site installations shall be inspected and tested at least at 3 monthly intervals; routine maintenance being carried out in accordance with the equipment manufacturer's recommendations. Moveable and portable electrical equipment shall be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

Temporary site supplies and permanent installations shall be installed in accordance with BS 7671. Before commencement, an assessment of certain characteristics of the proposed installation will be assessed:

- purpose, supplies and structure;
- external influences;
- compatibility of equipment; and
- maintainability of equipment.

Wherever reasonably practicable, all electrical equipment used on construction sites will be 110v or less. Electrical equipment shall be selected carefully to ensure that it is suitable for the activity and environment for which it is to be used and complies with the Electrical Equipment (Safety) Regulations 1994.

All operators of electrical equipment will be competent to use that equipment in accordance with the manufacturer's instructions. If necessary additional specific training shall be given and records of that training retained.

Work on live conductors, or on electrical equipment, which has been made dead, must be carried out only under an appropriate permit-to-work procedure. Suitable and sufficient control measures must be in place to prevent unauthorised persons entering these work areas or reactivating any equipment. Records of permit issue, cancellation etc. must be maintained.

Electrical equipment shall be adequately maintained to ensure that it remains in good working order throughout its working life: -

- leads shall be examined and those with damaged outer sheaths discarded. Temporary repairs using insulation tape and the like, shall not be accepted;
- plugs and connectors will be visually checked for possible damage immediately before use;
- at least once a year (more often for equipment that is in heavy and frequent use), the plug, or connector, on every item of portable equipment will be subjected to close scrutiny i.e., the cover removed and the wiring checked for good connections with each core wire connected to the correct terminal and the correctly rated fuse in place. The cable will be checked to ensure that it is suitable for the appliance, firmly gripped within the plug, of the correct length and correctly terminated at both ends;
- replacement plugs must be to BS1363 (A) with fuses to BS 1362;
- all electrical appliances will be visually inspected during usage and electrically tested by a competent person every 12 months;
- Portable electrical hand tools shall be PAT tested at least every 6 months, dependent on usage and work environment. In harsher environments, the frequency of PAT testing shall increase to three months or less.

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Following satisfactory testing and inspection, the appliance, plug and lead will have a self-adhesive label, tag, or similar attached to show that they have passed their test and a register of all tested appliances will be kept.

The use of fused/un-fused socket mounted multiway adapters will be prohibited in offices and if one socket is to adequately serve more than one appliance, a four-way fused trailing socket outlet shall be used with the cable between the plug and adapter of the correct current / length rating and a minimum rating of 13 amps. Coiled cables shall be fully unwound to prevent overheating during use.

3.12 Lighting

Site lighting will be of the levels to provide conditions in which work can be carried out without undue risk or fatigue. The recommended minimum levels of illumination are: -

➤ Interior movement only	5 lux
➤ General movement	5 lux
➤ Handling materials, unloading	10 lux
➤ Exterior general	10 lux
➤ Clearing sites, general rough work	15 lux
➤ Interior working places	15 lux
➤ Interior reinforcing and concreting	50 lux
➤ Bricklaying (except facings)	100 lux
➤ Bench work, facing brickwork and plastering	200 lux
➤ Interior workshops	400 lux
➤ Fine craftwork	400 lux
➤ Drawing boards	600 lux

The lighting installation will be designed to meet the levels of illumination required for each set of circumstances.

3.13 High Pressure Water Jetting

The term "high pressure water jetting" covers all jetting including the use of additives and abrasives at pressure above 140 bars.

Only persons, who have been fully instructed and trained in its use, shall operate high-pressure water jetting equipment. The work will be carried out by a team who will have been trained collectively, and not as individuals.

All work areas shall be defined with barriers and notices as necessary to restrict unauthorised persons entering. Protective waterproof screens shall be erected when necessary to protect others.

Good access, a safe working platform and secure foothold shall be made available and, where necessary, safety harnesses shall be provided and worn.

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Equipment shall be maintained in accordance with the manufacturer's recommendations and daily checks shall be made to ensure that:

- the pump unit lubricant and coolant levels are correct;
- filters on pump units and suction pick-up are clear;
- all hoses and connections are in good condition and correctly made;
- the foot control and guard are functioning properly;
- all guns / lances together with jets and orifices, are serviceable and free from obstruction;
- where the equipment is electrically operated, all junction boxes, switches and cables are watertight and free from defects;
- spark arresters on internal combustion driven equipment are functioning correctly;
- a serviceable fire extinguisher, either CO2 or BCF, is readily available;

All the above shall be recorded in a maintenance / inspection register.

Personal Protective Equipment (PPE) shall always consist of, as a minimum, eye, ear and hand protection, protective footwear, safety helmets and waterproof clothing (full face shield should be considered). All PPE shall conform to current appropriate European Standards.

High pressure injection injuries are serious injuries with life and limb threatening potential, because many of the injuries sustained whilst water jetting can be far greater than the visible injury, medical authorities always need to be informed of the nature of the operation being carried out at the time of the accident. Injuries should be treated as a medical emergency.

3.14 Grit Blasting

Grit blasting can be carried out using either a dry or wet process. The former using abrasive grit blown under air pressure causes both dust and noise.

Because of these hazards associated with dry grit blasting, the wet process, introducing water to the grit / air stream, shall be used, whenever practicable.

A silica-free material shall be used for abrasive cleaning, where reasonably practicable, as the inhalation of silica dust is harmful and may cause irreversible lung damage. However, hazards from silica will still occur, when cleaning sandstone, granite or brick, as free silica will be released from the building itself.

The operator using the air pressure gun, fitted with a "dead man's handle" shall: -

- wear heavy duty protective overalls and gauntlets to protect against dust and rebounding grit;
- be provided with a well fitted 'air line' helmet protecting the eyes and face, and in which a positive air pressure is maintained;
- have clean air supplied to the helmet at all times;
- Compulsory wearing of ear defenders when the noise level exceeds 85 dB (A).

Other members of the blasting team shall wear as a minimum, suitable goggles and respirators. All (PPE) shall bear a 'CE' mark or The UK Conformity Assessed (UKCA) mark is the UK's new product mark for goods

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being sold in England, Wales, and Scotland and comply with the Personal Protective Equipment at work (amendment) Regulations 2022

The building and surrounding area where grit blasting takes place shall have: -

- the area sheeted so that escaping dust is kept to a minimum;
- all windows protected with polyethylene coating applied in accordance with the manufacturer's instructions and also a rigid material, such as hardboard, where necessary;
- all doors, windows (including perimeter joints between frames and walls) and other openings sealed with adhesive tape;
- all sanitary plumbing pipework, rainwater pipes, electrical leads, etc. which are not to be renewed, protected;
- any street or flood lighting to the building, protected or removed;
- all open inlets to drains suitably covered to prevent ingress of grit to the drainage system;
- any valuable feature, e.g. coats of arms, bronze ornaments, polished marble etc. temporarily removed or otherwise protected;
- dust-proof protection to all entrances; and
- protective barriers positioned to protect the public passing under or near the area while abrasive blasting is in progress.

Noise levels shall be kept to a minimum and not exceed those recommended in BS 5228-1 and BS 5228-2 and any additional requirements agreed with the local authority.

Spent abrasive shall be cleared from the work area at regular intervals.

All plant shall be maintained in accordance with the manufacturer's instructions and the requirements of the Provision and Use of Work Equipment Regulations 1998.

3.15 Chemical Cleaning

Certain building facades, statues, etc. are cleaned using either acid or alkali-based chemicals. These chemical cleaners can cause serious ill health mainly by: -

- skin contact – causing burns which are slow to heal; or
- inhaling fumes or mist – certain concentrated solutions give off toxic and corrosive fumes and spray applications produce a mist, which may have similar harmful properties.

Concentrated solutions generally produce the greatest risk, although dilute solutions, for example hydrofluoric acid (HF), can cause serious injury.

All work with these solutions shall be in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002 and the risk to health shall be assessed and eliminated, or effectively controlled. This assessment shall be based on all current information available from manufacturers and suppliers on both the properties of the substance being used and its reaction to any materials it may come into contact with during cleaning operations.

If it is possible to eliminate the need to use these materials altogether, or at least specify the least hazardous product that will perform to an acceptable standard, then that shall be done.

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All operatives shall be fully trained in applying these chemical solutions before being allowed to commence any work.

Personal protective equipment (PPE) shall include:

- eye protection;
- gauntlet gloves;
- protective chemical proof and waterproof boots;
- protective overalls and, if necessary, during handling, a protective apron (to below top of boot);
- approved respiratory protective equipment.

Both manufacturers and suppliers shall be consulted to ensure that the PPE is correct for the corrosive material and working conditions.

All who need to wear PPE shall be properly trained in its proper use and limitations. The PPE shall be properly maintained and stored in clean dry conditions. All PPE shall be cleaned with water after use and inspected for any defects.

Contaminated clothing shall be laundered professionally by fully briefed staff if required to be re-worn. Members of the public or other workers shall be protected against exposure to the chemicals:

- all windows and doors, etc shall be closed and sealed if necessary;
- work in windy conditions shall be avoided;
- all areas around the work areas shall be barriered off, with warning signs displayed;
- affected drainage gullies shall be sealed off;
- scaffolding shall be close boarded and sheeted to contain splashes;
- the Environment Agency, local authority and local water company shall consult over any likely or actual pollution of water courses;
- chemicals shall be stored in a secure area to prevent them being accessible by others. Acids shall not be stored with alkalis; and,
- all chemicals shall be disposed of properly in accordance with the manufacturer's recommendations.

All areas both inside and outside of scaffold tubes shall be washed thoroughly with clean water, ensuring that local drainage is not contaminated. All equipment washed and checked for signs of deterioration.

Anyone appearing to be affected by the chemical cleaners shall be taken at once into the fresh air to be given first aid and referred to medical care. Cool clean water for washing any affected parts shall be available.

HF burns require special first-aid treatment, which involves applying an antidote to the burn. The local accident and emergency department of the local hospital shall be notified if HF is being used.

3.16 Timber Treatment

Treatment would normally be undertaken in order to eradicate insect or fungal decay to timber.

There is a wide range of fungicidal and insecticidal fluids available and these can cause damage to health and aquatic life.

The main cause of contamination would be the inhalation of fumes or mist when carrying out treatments.

All works with these solutions shall be in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002. The risk to health must be assessed and eliminated or effectively controlled. Assessments should be based on all current information available from manufacturers and suppliers, on both the properties of the substance being used, and its reaction to any materials it may come into contact with during the application process.

All operatives shall be fully trained in applying these chemical solutions before being allowed to commence works. Personal Protective Equipment (PPE) shall include the following: -

- Fire protection.
- Gauntlet gloves.
- Protective waterproof boots.
- Protective overalls, if necessary, during handling.
- Approved respiratory protective equipment.

The list of PPE is not exhaustive and further consultation may be required with the manufacturer to ensure that the correct PPE is worn when carrying out treatments.

All operatives need to wear PPE and shall be properly trained and be aware of its uses and limitations.

PPE shall be properly maintained and stored in clean and dry conditions.

All PPE shall be cleaned with water after use and inspected for any defects.

Members of the public, other workers and occupants of buildings shall be protected against exposure to any of the chemicals.

Warning signs will be posted at all entry and exit points indicating treatments are being carried out and the dates of treatments.

All windows, doors etc. shall be closed and sealed if necessary.

Precautions shall be taken to ensure that no chemicals are discharged into the drainage system.

Particular precautions shall be taken when carrying out treatments adjacent to ponds etc. supporting aquatic life.

Chemicals shall be stored in a secure environment to prevent accessibility by others. Alternatively, the chemicals shall be secured within the van, which shall be locked at all times.

All chemicals shall be disposed of according to manufacturer's recommendations.

Anyone appearing to be affected by any of the chemicals shall be taken at once into the fresh air and given first aid, before being referred to medical care.

3.17 Asbestos

Asbestos surveys and sampling for asbestos must only be carried out by competent and trained personnel

Where such surveys and / sampling are undertaken, the following procedures **must** be followed:

- A detailed plan for carrying out the work must be compiled indicating the areas and sequence of work. A record of all samples taken must be retained together with the survey / sampling report.

Sampling

Where samples are taken, they must comply with the following requirements:

- Approved Respiratory Protection (high efficiency respirator type) Disposable overalls must be worn when taking samples
- Only persons wearing the relevant protective clothing and equipment should be in the vicinity when samples are being taken.
- Provide local protection to the floor and any fittings / furniture etc;
- Thoroughly wet material prior to the taking of any sample
- The samples should be taken with the use of hand tools and wherever possible with the nozzle of an asbestos vacuum cleaner adjacent to the sampling point. Place all samples in polythene bags and seal them immediately. Label the bag to identify sample, double bag and seal
- The hole or exposed surface from which the sample has been taken must be sealed with PVA or similar
- Clean around sampling area with vacuum or damp cloth
- Place protective polythene and overalls in disposal bag
- Prepare sketch or other documentation to record the position from which the various samples were taken and the reference number system used
- Take samples to a laboratory (must be ARCA registered)

Asbestos removal work will be subcontracted to specialist contractors. Prior to any works with asbestos containing materials an assessment will be made to ascertain whether;

- The work requires a licence
- The work is Notifiable Non-Licensed Work (NNLW) or;
- Non-licensed work

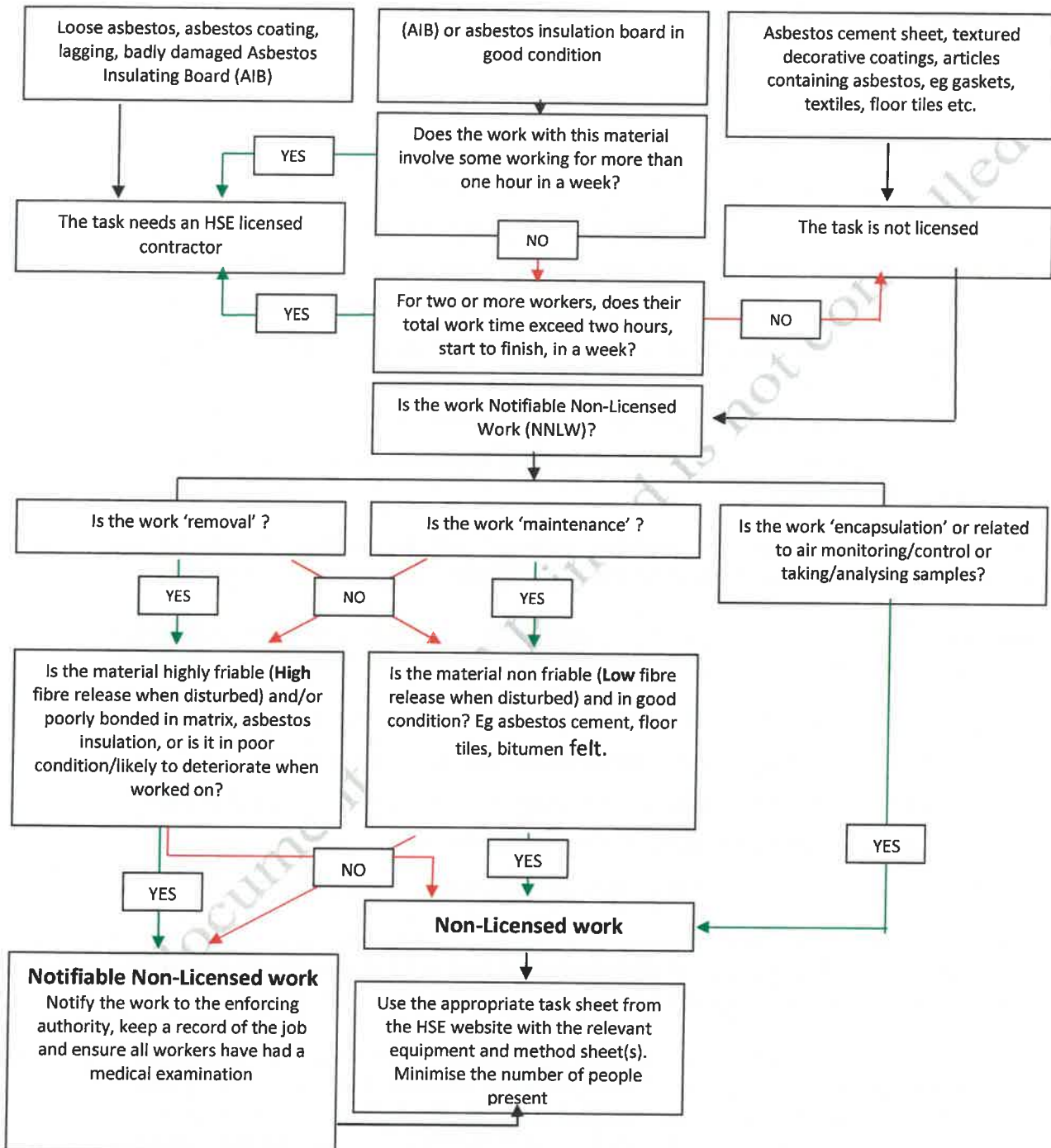
If the work is licensed work, then an appointed contractor shall be selected to conduct the work that holds a current license granted by the HSE in accordance with the Asbestos (Licensing) Regulations 1983 amended by the Asbestos (Licensing) (amendment) Regulations 1998.

All work will be carried out strictly in accordance with The Control of Asbestos Regulations 2012 and the Personal Protective Equipment Regulations 1992.

All persons who work, supervise work or may be exposed to asbestos during their work operations will be adequately trained and certified to the appropriate level in accordance with the Control of Asbestos Regulations 2012.

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THE DECISION FLOW CHART BELOW WILL HELP TO ASCERTAIN WHO NEEDS TO DO THE WORK.



No work will commence until a suitable plan of work has been drawn up. Measurement of concentration of asbestos should be carried out to the criteria set by EN 45001.

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All Laboratories engaged to carry out air monitoring must be accredited by an approved body i.e.: Namas, UKAS to EN45001

The following items will be assessed before commencement of any work:

- the extent of the work to be undertaken;
- the results of the investigation into the extent and position of all asbestos material;
- the results from the analysis of all samples taken;
- the training requirements of all operatives undertaking the work;
- the personal protective equipment to be used by the operative;
- the protective measures to be undertaken to prevent contamination of other areas;
- the methods of and arrangements for the disposal of the asbestos containing waste;
- the position and frequency of air sampling and the competent person, licensed within the terms of the Licensing Regulations 1983, taking them.
- a fully detailed risk assessment and method statement for the work prepared
- all operatives informed, instructed, trained and supervised in accordance with the contents of the method statement

For licensed work the relevant enforcing authority will be notified at least 14 days before commencement, for NNLW the relevant enforcing authority will be notified of the works

Measures shall be taken to reduce to the lowest level reasonably practicable, by means other than respiratory equipment, employees' exposure to, and the spread of asbestos from the workplace by: -

- employing safe methods of work to minimise cutting and breaking of the asbestos material
- using only controlled wet stripping techniques during asbestos removal
- wetting down other asbestos materials involved to minimise the release of any dust
- isolating the asbestos work from other site activities; and
- removing any off cuts and waste from the work area promptly and frequently.

Work areas shall be clearly designated as respirator zones / and exclusion zones as applicable and suitable and sufficient control measures put in place to prevent persons other than those involved in the asbestos removal to gain access and thus limiting the numbers present as low as practicable.

Appropriate procedures shall be put into place to ensure that personal protective equipment is properly and safely used. Equipment shall be examined, inspected, maintained and repaired as necessary to ensure that it is kept in efficient working order and good repair. All examinations, tests and inspections carried out by competent persons shall be recorded. All equipment shall be properly stored when not in use.

Work areas shall be kept clean using portable vacuum cleaners (type H) fitted with high efficiency HEPA filters suitable for use with asbestos.

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Adequate and suitable facilities for washing and changing will be provided of a standard determined during the early stages of the assessment of the work.

These facilities shall:

- be located adjacent to the work area and if necessary be in the form of mobile units;
- provide both 'clean' (for storage of personal clothing) and 'dirty' (for protective clothing and equipment) areas separated by washing / showering facilities with adequate supplies of hot and cold water, soap and individual towels;
- be clean, heated and well ventilated;
- contain sealed containers for the cleaning or disposal of protective clothing and equipment;
- have provision for a negative pressure unit with a high efficiency filter.

All asbestos waste removed shall be sealed in appropriate plastic containers or double-lined plastic sacks, each correctly marked before being placed in enclosed skips to be disposed of in accordance with The Control of Pollution (Special Waste) Regulations 1996.

Contact shall be made with the local authority Hazardous Waste Department and a notification sent, using the special Consignment Note for the Carriage and Disposal of Hazardous Wastes.

A register containing copies of all consignment notes relating to the disposal of the waste will be kept by the company, the disposal authority and the carrier for a period of not less than two years from the date of disposal.

All carriers shall be members of the National Association of Waste Disposal Contractors

Health records containing information on medical examinations shall be kept for all employees to identify examination and exposure to asbestos.

Medical examinations shall be provided prior to the commencement of work with asbestos and at prescribed periods thereafter, currently every two years for licensed work. A copy shall be issued to each employee and the original kept for at least forty years from date of issue. In the case of medicals for persons who work with NNLW these medicals will be phased in and fully completed by April 2015, thereafter no person will be permitted to carry out any work with NNLW unless they have been subject to a medical examination within the previous 3yrs. Thereafter examinations will be conducted in line with the requirements of the law and shall not exceed every three years, the certificate for NNLW will be retained for at least 4yrs from date of issue and the employee shall be given a copy.

DM Safety & Health Services Limited shall independently monitor all work undertaken by the company throughout the contract period when requested.

Information Necessary for Inclusion in a Method Statement for Asbestos Removal

A) Legislation

All work to be carried out in accordance with the requirements of current legislation.

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B) Identification and Representative Sampling

No work can commence until all suspect materials have been identified by means of location, type, quantity and current condition.

The laboratory carrying out the analysis must have the necessary facilities, expertise and quality control procedures in place. Only laboratories accredited under the United Kingdom Accreditation Service (UKAS) meet these standards.

Persons undertaking the sampling shall have suitable training and expertise and copies of current training certificates shall be produced to confirm this training.

C) Assessment and Plan of Works

An acceptable assessment and plan of work must be presented before any notification that work is to commence.

This assessment shall include:

- A description of the work and the expected duration.
- The results of the analysis
- The controls to be applied to prevent or control exposure including PPE and the reasons for choosing this particular work method.
- Details of expected exposures during the removal or containment process and the persons affected
- The steps to be taken to reduce the exposures to the lowest reasonably practicable levels.
- The steps to be taken to prevent release to the environment.
- The arrangements for provision, storage and maintenance of RPE and other PPE.
- Dealing with any emergency situation.
- Removal of waste from the workplace.
- Any other information relating to safe practices.

This assessment shall be periodically reviewed during the course of the contract to determine the measures are adequate and that circumstances have not changed.

D) Notification to Local HSE Office

The HSE must be notified at least 14 days before commencing the work for licensed work, for>NNLW the HSE will be notified before commencing, in all instances unless the extent of exposure does not exceed nor is likely to exceed the action levels laid down in the Control of Asbestos Regulations 2012 measured by a method approved by the Health and Safety Commission and found in the HSE publication *Asbestos: Exposure limits and measurement of airborne dust concentrations*.

E) Resources

Details of managerial and supervisory resources allocated to the project shall be given as well as the number of people actually carrying out the work.

F) Documentation

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All documentation relating to the asbestos removal work shall be current and will include 2 yearly maximum medical surveillance (licensed work) 3 yearly maximum (NNLW) and examination records plus training certificates for each operative, supervisory certification, company insurance and asbestos licence as applicable.

Specific training certificates shall also be produced for any work activity requiring a proven level of competence e.g., abrasive wheel changing, scaffold or mobile alloy tower erection, mobile elevating work platform operation etc.

Records shall be produced to show that respiratory protective equipment has been regularly tested, examined, maintained and any defects remedied in the past and current registers produced for all ongoing monthly examinations and tests for licensed workers. All other workers will be subject to face-fit tests which will be periodically re-conducted as needs dictate.

G) Equipment

All tools and equipment, mobile plant provided shall comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.

Vacuum cleaners shall be inspected weekly and tested and thoroughly examined every 6 months in accordance with the manufacturer's instructions.

Any lifting equipment shall be thoroughly examined and tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Copies of all current certificates shall be available on site before work commences.

H) Protection of the Workforce and Others

The methods used to remove the asbestos-containing substances shall reduce the risk of exposure of all employees to the lowest level reasonably practicable, by means other than the use of respiratory equipment and also eliminate the spread of asbestos from the workplace to other areas.

Where necessary work processes shall be completed within enclosed areas under negative air pressure an initial smoke test before commencement of stripping operations and regular smoke testing determined by the complexity of the air enclosure shall be carried out and copies of the test certificates provided for record purposes.

Negative air pressure shall be maintained at all times day and night and the air management system shall produce a minimum of 6 air changed per hour in all areas. All extracted air shall pass through high-efficiency HEPA filters.

Warning signs and where necessary, barriers shall be positioned to warn others of the work in progress and prevent unauthorised access.

Methods used to remove asbestos shall:

- Minimise cutting, grinding, abrading and breaking of the asbestos material.

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- Use only controlled techniques such as wet stripping, shadow vacuuming where possible during removal and provide justification where these methods cannot be used.
- Employ the use of techniques, such as wrap and cut for removing redundant pipework.

I) Third Party Auditing

A number of viewing panels shall be installed within the enclosure walls at agreed locations to enable communication and third-party auditing to be carried out during the stripping operations.

J) Provision and Cleaning of Personal Protective clothing

Employers shall choose respiratory Protective equipment, which is designed to protect against exposures well above the expected levels to allow for any unexpected high exposure.

The RPE must be designed to fit the wearer, taking into account facial hair and spectacles.

Quantitative face-fit testing shall be carried out in accordance with the Control of Asbestos at Work Regulations to ensure good contact between the wearer's skin and the face seal of the mask.

The RPE shall be examined by a competent person before initial use and decontaminated, cleaned, reassembled, examined and tested after each use and disinfected whenever transferred from one person to another. It shall be thoroughly examined and tested at least once every month to ensure that it is working properly to its design specification.

A record of face-fit testing, inspection, examination, maintenance and defects remedied must be kept available for inspection for five years.

The RPE shall only be removed once the wearer has returned showered and is in the "Clean Area" within the changing facilities. Under no circumstances shall it be removed in the work area, or worn hung around the neck. When not in use it shall be stored in the place provided, kept clean and protected from damage.

Appropriate in-house cleaning facilities or suitably equipped laundering services must be provided together with a system of dispatch, which will employ suitable packaging and labelling. Disposable clothing shall be treated as contaminated waste and disposed of accordingly

Personal protective clothing shall be slightly oversize so as to prevent straining and ripping at the joints.

Head covering shall be close fitting and connected to the main overall.

Wellington boots shall be preferred to boots as they are easy to clean and do not have laces etc. to entrap the asbestos particles.

The PPE coveralls shall only be worn in the work area and the 'dirty area' of the changing facilities and shall be removed before entering the shower facility

Additional transiting overalls shall be provided; of a different colour to the work overalls enabling easy identification at all times.

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K) Cleanliness of Work Area

All work areas shall be kept clean on a daily basis and under no circumstances shall asbestos debris or dust be allowed to accumulate.

Portable vacuum cleaners (type H) to BS 5415 fitted with high efficiency HEPA filters, suitable for use with asbestos, shall be used to collect any small particles and dust.

If vacuum cleaners are not used, surfaces shall be washed down, provided those residues are properly disposed of as hazardous waste. Small amounts of asbestos can be removed with a well-damped cloth.

Dry manual brushing shall be avoided.

After completion of the removal work, the work area shall be scrupulously cleaned and checked before being made available for reoccupation.

L) Air Monitoring

Persons who have received adequate information, instruction and training and UKAS accreditation to enable them to complete their work safely and effectively shall only carry out sampling. The standard shall be that set down in EH 10 MDHS 39/4.

Methods of sampling shall be given and approved before work commences and shall be used to establish:

- the concentration of airborne asbestos in the atmosphere;
- the effectiveness of any control measures which have been implemented; and
- whether the correct level of personal protection has been provided.

The final air monitoring, carried out before the enclosure is removed shall be carried out when the work area is as dry as is reasonably practicable and be accompanied by activities to raise dust to levels as can be expected during the client's normal use of that area.

Full certification for safe entry shall be produced in accordance with the Control of Asbestos Regulations 2012 before any of the enclosure is removed.

M) Washing & Changing Facilities

Adequate and suitable facilities for washing and changing shall be provided for all employees involved. Provision shall be made for storage of all contaminated protective clothing and respiratory equipment, with separate storage for personal clothing not worn during working hours.

The facilities should:

- be located adjacent to the work area and may require to be mobile;
- provide a 'clean' area for storage of personal clothing and a 'dirty' area for putting on protective clothing and storing contaminated items and equipment. These areas separated by adequate showering facilities containing hot and cold water, soap and individual towels. Waste water shall

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pass through a suitable filter to entrap any asbestos particles before entering the soil drainage system, this facility to conform to Guidance EH 51.

- be kept clean, heated and well ventilated;
- include sealed containers for the cleaning or disposal of clothing and equipment; and
- have provisions for a negative air pressure unit with high efficiency filter.

N) Storage, Dispatch and Labelling of Asbestos Waste

Asbestos waste shall be stored in sealed double plastic sacks (or stronger containers for sharp objects) and correctly marked using an approved warning label taped to the packaging or printed directly onto the bag.

Rigid material in large pieces shall not be broken up, but wrapped in plastic, sealed and placed in a totally enclosed skip. Open skips, must be adequately sheeted.

P) Disposal

All asbestos waste must be disposed of in accordance with the Control of Pollution (Special Waste) Regulations 1996.

Contact shall be made with the local Hazardous Waste Department of the Environmental Agency who will identify the nearest waste tip, which will accept the asbestos and will advise on the correct procedure for disposal. Consignment Notes for the Carriage and Disposal of Hazardous Waste supplied by the department shall be used to record the transfer of asbestos waste to the tip.

Only members of the National Association of Waste Disposal Contractors can be used to undertake the carriage of the waste to the tip.

A register containing copies of all consignment notes shall be kept by the contractor, the carrier and the disposal authority for a period of not less than two years from the date of disposal.

Q) Fire & Emergency Procedures

Should the risk of fire or an emergency situation be possible, then control measures shall be put in place and a plan developed to include:

- Fire prevention methods, including a hot work permit system, fire extinguishers and blankets provided and appointed persons trained in their use.
- Means of raising the alarm, evacuation routes and muster points taking into account the containment of the asbestos and protection of employees and others.
- Locations of first aid facilities and named first aiders.
- Means of contacting the emergency services.
- Location and quickest route to the accident and emergency hospital.

3.18 Mobile Elevating Mobile Work Platforms (MEWPs)

The type of platforms used range from small mobile scissor-lift tower structures to lorry-mounted hydraulic platforms closely akin to mobile cranes.

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Operatives driving/operating a MEWP must have completed the necessary training for the specific type/class of equipment and familiar with the operating controls for the specific make and model of equipment.

Regardless of type, a number of safety features and precautions will be used which will be common to all. These shall include:

- firm level ground on which to operate;
- operator controls at platform level with override at ground level in emergency only;
- Relevant employees shall be trained how to bring the MEWP down to the ground from the ground in the event of an emergency;
- platform properly guarded by guardrails and toe-boards and with safe means of access;
- levelling device on the chassis to ensure verticality in use;
- stability in use must be ensured;
- allowance will be made for the effect of wind;
- danger from overhead electric lines and obstructions will be avoided; Operatives will be adequately trained to an approved operating procedure and the manufacturer's manual. Familiarisation on the plant, given by the hire companies, may not be sufficient;
- the safe working load will be clearly marked on the working platform and adhered to;
- locking wheels or use of outriggers must be in accordance with the manufacturer's instructions. Adequate sole plates will be used under the outrigger with bearing pads where necessary;
- persons will not normally leave the platform whilst in an elevated position, nor will materials be transferred. If the appliance is used for these purposes it may be deemed a hoist or lift and as such the relevant regulation would apply.
- A safety harness with a restraint lanyard secured to the designated anchor point shall always be worn by persons within cherry picker type MEWPs.
- Adequate cordoning / segregation measures shall be in place to prevent interaction with others.
- Operators will lock their machines in a safe, out of service position when they leave them.
- Visual inspections will be carried out daily before use.

Weekly inspections will be carried out by a person authorised for the purpose and a written report made on the condition of the appliance. Any faults will be corrected immediately or the platform will be withdrawn from service.

A thorough examination will be carried out at least every 6 months, or after an accident, by a competent person and a certificate made out to say that the platform is safe to use and the date of the next thorough examination.

All inspections and examination shall be made available upon request.

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3.19 Hot Cutting and Burning

This type of work will only be carried out by properly trained operatives to reduce the possibility of operational faults such as flame snap-out, backfire, sustained backfire and flashback occurring during work.

The work area will be clear and if necessary screened to prevent combustion of combustible materials and to protect others working in the vicinity.

The company will ensure that equipment is checked and properly maintained:

- Oxygen (black), acetylene (maroon) and liquefied petroleum gas (red) will be colour-coded to avoid confusion. The oxygen outlet valve threads will be right-handed and the fuel cylinder outlet valve threads will be left-handed to avoid connection confusion.
- Oxygen cylinders will be stored at least 3 metres away from those containing acetylene or LPG in case of leakage. All cylinders will be kept in a secure storage cage on a hard standing in the open air and acetylene and LPG cylinders will be stored upright.
- Nozzles will not be used for handling purposes, as they are not designed to take such weight or stress.
- Cylinders in use will be kept and moved in purpose-built trolleys.
- Cylinders lifted by crane will be secured in special carriers.
- Cylinder valves will be opened for a brief period before fitting the regulator to blow out any dust and foreign particles.
- Valves will be opened gradually to prevent excessive heat being generated.
- Hoses will be colour-coded and used for one gas only and inspected daily to see that they are free from damage and secured proprietary specialist clips only. Hoses and leads will be kept as short as possible and will not obstruct access and egress routes.
- Hoses will be purged with its own gas before the blowpipe is lit to prevent 'flashback' occurring and non-return valves will be fitted to each inlet connection.
- Flashback arresters will be used in situations of high risk.
- Blowpipes will be dismantled and cleaned at regular intervals.
- Live equipment will not be left unattended
- A serviceable fire extinguisher will be kept to hand and the area well ventilated.
- When burning is carried out under a 'permit to work' system, suitable and sufficient control measures will be assessed and implemented to protect the employee and others.

3.20 Scaffold

In accordance with the requirements of the Work at Height Regulations 2005, erection, alteration and dismantling of any scaffold for our use will only be carried out by trained workers, with recognised training certificates, under the supervision of a competent person.

The work shall be carried out in accordance with the National Access and Scaffolding Confederation (NASC) SG4:15 'Preventing Falls in Scaffolding'.

Strength and stability calculations for scaffold will be carried out unless: -

- A note of the calculations, covering the structural arrangements contemplated, is available; or
- It is assembled in conformity with recognised standard configuration.

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If a scaffold contractor has been employed to undertake the work, they will complete a 'Handover Certificate', which will be kept with our records.

Inspections will only be carried out by competent persons and will not be used unless they have been inspected within the previous seven days. The scaffold will be re-inspected after adverse weather conditions, modifications or alterations.

Results of the inspection will be recorded within that same working day and the records will be kept for a minimum of three months.

A visual 'tagging' system will be employed so that employees and others are aware of the current scaffold condition before using it.

All scaffold, barriers and working platforms shall comply with the provisions of Schedules 2 & 3 of The Work at Height Regulations 2005, and any further reference will be made to BS. EN12811.

The erection of scaffold will be properly planned to ensure that: -

- It meets working requirements and is designed to carry necessary loadings.
- Sufficient materials are available.
- Consideration will be made to the protection of others and to the public during erection, usage and dismantling.

Portable alloy towers will only be erected by competent persons who have received suitable and sufficient training into the correct erection procedure. (PASMA) is generally regarded as the industry standard.

3.21 Ladders / Stepladders

In accordance with the requirements of The Work at Height Regulations 2005 Schedule 6, the Company shall ensure that a ladder is used for work at height only if a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and: -

- the short duration of use; or
- the existing features on site which he cannot alter

Aluminium and timber ladders will be either Class 1, suitable for construction work and covered by BS 1129 and BS 2037, or Class 2 for lighter work in accordance with BS EN 131.

Note: the above measures are applicable to ladders currently in use, any new ladders purchased will be required to meet the new standard BSEN 131 Professional use ladders, the standard is not implemented retrospectively, therefore ladders under the old standard can continue to be used until they become damaged or redundant.

Timber ladders will be inspected for any visible damage or undue wear and will therefore be unpainted. Ladders shall be erected on a firm and level base and be supported by the stiles only. They shall be sited so that the correct slope of about 75 degrees to the horizontal (1 metre out for every 4 metres of height), is attained. They will extend 1.05 metres (5 rungs) above any landing place to ensure an adequate handhold

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All ladders will be secured from slipping and those, which are 3 metres or more in length will be secured at the top, by either lashing or clamping the stiles to a secure anchorage. If no other means of securing the ladder can be adopted, then someone will hold it at the base whilst being used, but this system will only apply to short ladders.

If the use of a ladder involves a person carrying more than 10kgs (a bucket of something) then it will be assessed by a detailed manual handling assessment.

Persons using the ladders should ensure before use: -

- They have visually checked for defects i.e. rungs appear straight and in good order.
- Sensible footwear is worn
- Weather conditions are adequate to allow safe use
- Footwear is adequately clean to prevent mud and dirt transfer
- Access to unauthorised persons is prohibited
- They are fit and able to use the ladder safely
- The ground they are sited upon is adequate and will not move
- That stepladders offer sufficient height without the need to climb too far up i.e. not more than waist height beyond top step
- Work is not within 6 horizontal metres of overhead power lines
- Ladders are not resting on weak surfaces such as plastic guttering or glazing

When using ladders avoid work that imposes side loadings such as drilling, this is particularly important when using stepladders

3.22 Excavations

Open excavations where persons could fall a distance likely to cause personal injury are classified as work at height and are therefore, included in the Work at Height Regulations 2005.

Despite appearances, the removal of material from the ground in the form of an excavation causes pressure relief, which may lead to failure particularly in hot, dry or wet weather.

An experienced and competent person shall inspect all excavations: -

- before the start of any work;
- at the start of every shift;
- after an event likely to have affected the stability of any part of the excavation; or
- after any accidental fall of rock, earth or other material.

Thorough examinations will be carried out at least every seven days or after any damage or disturbance and a record of the inspection will be kept on file for a period of three months after the date of inspection.

That written report shall contain: -

- The date and time of the inspection;
- A description and location of the place of work;
- The name and position of the person making the report;
- Details of any matter identified which could affect the health or safety of any person;

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- Details of any action taken to rectify the situation;
- Details of any further action necessary

All excavations shall, as early as is practicable be sufficiently battered, or supported so as to prevent collapse or dislodgement of material, and alteration or dismantling of any supports will only be carried out under the supervision of a competent person.

Adequate support depends on:

- The type of excavation;
- The nature of the ground; and
- The ground water conditions.

Soil surveys shall generally provide sufficient information to determine the type of support necessary, but if there is any doubt, expert advice shall be sought

Where large or extensive excavations are undertaken, a specialist engineer shall normally determine the most suitable form of support.

Suitable steps in the form of stop blocks, barriers or spoil heaps shall be taken to prevent any person, vehicle, plant or equipment from falling into an excavation.

The spoil heaps shall be set sufficiently away from the excavation so as not to form a hazard themselves. Barriers shall be erected for all excavations whether on site or in a public place. A careful assessment will be carried out to determine the type of barrier depending on the location and the type of persons at risk. Regard will be given as to whether the excavation requires illumination to make it more visible.

Adequate and suitable arrangements will be put into place to allow safe access and egress into the working area. Any ladders will be properly located and fixed.

Suitable footwear, safety helmets and any other appropriate personal protective equipment will be worn at all times.

Landfill sites or areas of contaminated land shall be thoroughly sampled and tested to determine the amounts and extent of substances hazardous to health prior to any excavations taking place. The results of these tests and other detailed assessments shall determine whether or not a hazard to health exists due to lack of oxygen, the presence of a suffocating, toxic or flammable atmosphere exists.

In some cases, the natural release of hydrogen sulphide, methane, sulphur dioxide, or the leakage from nearby pipes or installations may seep through the soil and accumulate at the bottom of the excavation. In the above situations all deep excavations shall be regarded as confined spaces.

3.23 Buried Services

Safe systems will always be used to avoid causing damage to any buried service: -

- Service providers and landowners will be consulted before commencement.
- It will be assumed that services are there.

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- It will be assumed that services may not be in the exact location shown on drawings
- The area will be checked for surface markers i.e. valve chamber covers, manhole covers, signs etc.
- A plan of action will be drawn up before work commences and all persons involved instructed as to their roles.
- Detecting devices will be used only by competent persons and all employees will be trained to look for signs or tapes when work commences.
- It will be assumed that services may not be at the proper depth and that tape, tiles or slabs may have become displaced.
- The service will be properly identified before any work is carried out.
- Insulated Spades and shovels will be used in preference to forks and pickaxes and rocks, stones and boulders will be carefully levered out.
- Penetration will not be made using power tools.
- Care will be taken to be clear of digger buckets when near buried services.
- Services embedded in concrete will be switched off before exposing.
- Hand digging within 500mm of a service.

Damage to buried services will always be reported and immediate action taken.

Gas - the area will be evacuated and all means of ignition removed. Traffic will be kept away and the gas company immediately notified.

Electricity - contact will be avoided and people kept away from the immediate area. No attempt will be made to disentangle machinery. Excavator and digger drivers will be trained to jump clear of their machines and the electricity company will be immediately notified.

Other services - will be left alone and the owner of the service notified.

3.24 Confined Spaces

Special conditions of confined space working make it vital that work should be planned in detail and in accordance with the Confined Spaces Regulations 1997.

Any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space which by virtue of its enclosed nature, or any free-flowing solid will be given special consideration.

The hazards associated with confined spaces fall into two categories: -

- Hazards associated with conditions which exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases etc;
- Hazards, which can be introduced into the confined space by the work to be carried out, e.g. welding operations, unsuitable electrical equipment, use of solvents, etc.

The main hazards associated with confined spaces include: -

- Asphyxiation due to oxygen depletion.
- Poisoning by toxic substances or fumes.
- Explosions due to gases, fumes, dust.
- Fire due to flammable liquids, oxygen enrichment, etc.
- Electrocution from unsuitable equipment.

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- Difficulties of rescuing injured personnel.
- Drowning.
- Fumes from plant or processes entering confined spaces.

No person will enter a confined space for any purpose if it is reasonably practicable to undertake the work without entry.

A detailed risk assessment shall be carried out for each operation required to be carried out within the confined space. In order to provide enough information, any necessary surveys and sampling shall first be undertaken.

If operatives have no alternative but to enter and work in the confined space, then a suitable and sufficient safe system of work can be produced taking into account all the control measures necessary resulting from the risk assessment.

Suitable and sufficient instruction, training and supervision of all concerned and provision of suitable checked and calibrated monitoring and detection equipment. Necessary breathing apparatus and rescue equipment shall be provided and maintained in good working order.

No confined spaces work will be undertaken without a permit-to-work system in operation to ensure that only authorised persons are allowed into the work area.

3.25 Street Works and Road Works

All work will be carried out strictly in accordance with the Roads and Street works Act 1991.

A detailed site assessment will be carried out well in advance of the site work taking place to give sufficient notice to the competent authorities for some of the control measures, which may be required.

Specific hazards will be identified: -

- Traffic speeds and density.
- Existing signs and furniture.
- Widths of carriageways and footpaths.
- Road layout and visibilities.
- Existing parking arrangements.
- Special hazards e.g. railway or tramway crossings, filling stations.
- All existing traffic calming measures.

All possible accidents will be considered which might involve operatives, pedestrians, cyclists and vehicle drivers and control measures will be implemented to eradicate or reduce the risk as much as possible.

A safe system of work will be developed and enforced in order that the correct signage and barriers will be erected, safe traffic and pedestrian movement established and monitored and operatives trained and supervised to work safely in high visibility clothing and in accordance with best practice.

3.26 Noise and Vibration

Noise can cause permanent damage to hearing. It can annoy and disturb people and interfere with verbal communications and emergency signals to the point where the risk of accidents is greatly increased.

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The Control of Noise at Work Regulations 2005 set noise exposure levels and place specific duties on both employers and employees.

Assessments of the risks of employees to noise shall be periodically undertaken by a competent person, if necessary, using an electronic sound meter averaged over a standard time period in accordance with Section 5 of the regulations and will be re-assessed whenever there has been a significant change in work activities.

Where equipment is employed in our undertaking, which can produce noise likely to reach or exceed the above levels, we shall undertake engineering control methods in order to eradicate or reduce these levels. These methods may include:

Substituting the offensive equipment for an alternative, more user-friendly alternative.

- Isolating the sound source from the area around it.
- Insulating the equipment by enclosing it in sound reducing materials.
- Directional absorption using screens, walls etc.
- Mounting the equipment on rubber or other similar substances.
- Silencing with exhaust systems or mufflers.

Only when none of these methods are reasonably practicable, or where noise levels are still above those set by law, will the use of personal protective equipment be considered.

When noise levels, after the application of engineering control measures, still exceeds the level of 80dB(A), suitable ear defenders will be stocked and provided on request. Should levels exceed 85dB(A), then the area will be designated an "ear protection zone," identified, if possible, with signs, and the wearing of suitable ear defenders will be compulsory. We shall provide all necessary instruction and training to ensure that this equipment is worn correctly and, if necessary, maintained in good working condition. Noise surveys will only be carried out by a competent person who has received proper training in noise measuring equipment. Excessive vibration is usually caused by hand held rotary or percussive tools. Excessive exposure can impair the blood supply and cause a condition known as "vibration white finger".

In accordance with the Control of Vibration at Work Regulations 2005 assessments shall be carried out of work liable to expose employees to risk from vibration in order to identify the measures that need to be taken to reduce hand arm vibration daily action values of 2.5 m/s^2 and daily exposure levels to $<5 \text{ m/s}^2 \text{ A(8)}$ and for whole body vibration to $<0.5 \text{ m/s}^2 \text{ A(8)}$ and $<1.15 \text{ m/s}^2 \text{ A(8)}$ respectively.

These exposure levels shall be taken into consideration when purchasing or hiring vibrating plant, tools and equipment, to ensure that the risk is effectively controlled.

HAVS recording will be implemented and reviewed to ensure that the exposure to vibration is monitored and controlled. Operatives displaying signs of VWF will be enrolled on a Health Surveillance programme and their future exposure closely monitored.

3.27 Manual Handling

Manual handling is probably the most hazardous activity undertaken during working activities in terms of frequency and difficulty. If at all possible, alternative mechanical methods of handling will be used.

Appropriate training will be given to all participants before any manual handling activities are undertaken. This will form part of an induction programme and sufficient time will be allowed to permit explanation, demonstration and practice.

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Training will include applying techniques, making ergonomic assessments and an understanding of back care will be given to all employees. A problem-solving approach to manual handling will be developed through the application of knowledge. Various training techniques will be monitored and evaluated.

Training programmes will include:

- Back care - covering spinal mechanics so that the causes of back pain, of posture and movements etc. likely to contribute to back pain or injury can be readily identified.
- Ergonomics - giving guidance on evaluation of the environment, task, load and individual capability will be included, along with how to alter the environment to make the work safer.
- Mechanical handling aids - with training to include the practical use and care of any equipment brought in to make manual handling tasks easier.

Manual handling techniques - fitness is important in the avoidance of injury. General fitness, flexibility, relaxation and the effect of obesity and other physical considerations shall be taken into account in the training of all concerned. Conditioning exercises performed before manual handling and during the course of a working period will be taught, encouraged and scheduled. Individuals will be encouraged to develop an appreciation of their own capabilities in making assessments and recognising their own limitations in terms of knowledge and lifting capacity. A recall system which ensures that all employees, including self-employed receive re-training programs as and when necessary, is regarded as essential.

3.28 Traffic

Traffic routes around offices and every construction site will be organised in such a way so far as is reasonably practicable that pedestrians and vehicles can move safely without risk. For site activities, traffic management arrangements must be communicated to all staff, displaying a traffic management plan. Steps will be taken to ensure that:

- Pedestrians or vehicles may use a route without causing danger to others.
- Doors or gates used by pedestrians will be sufficiently separated from the traffic route to enable pedestrians to see approaching plant or vehicles.
- If sufficient separation is not reasonably practicable, then there will be physical barriers or effective warnings in place.
- Loading bays will have at least one exit point exclusively for pedestrians.
- Where it is unsafe for pedestrians to use a gate intended primarily for vehicles, then one or more doors shall be provided and kept free for pedestrians.

Traffic will only be allowed on routes that are free from obstruction and have sufficient clearance. Where it is not reasonably practicable to comply with this, suitable and sufficient steps will be taken to warn the driver of the vehicles of any possible hazards

Suitable and sufficient signs will indicate every traffic route where necessary.

3.29 The Control of Substances Hazardous to Health (COSHH) Regulations 2002

The Company will ensure the collection of all up to date information and data on the toxicity and potential hazards of all substances used within the organisation. This information will be brought to the attention of all employees and visitors likely to be exposed to these substances i.e., those that have the potential to cause harm to their health. These substances can include gases, vapours, liquids, fumes, dusts and solids or can be a combination of these. They can also be micro-organisms.

Our approach towards achieving legal compliance with the requirements of the COSHH Regulations will be to: -

- Familiarise ourselves with the legal requirements.
- Make an assessment of substances hazardous to health, which is suitable and sufficient, in relation to evaluating the risks to health arising from activities involving those substances and establishing what has to be done to meet the requirements of the regulations.
- Introduce the necessary controls.
- Decide what other precautions are needed.
- Implement the chosen precautions.
- Monitor their performance and introduce any techniques, which would improve that performance.
- Silica is present in most current building products and suitable control measures shall be implemented to ensure the control of localised emissions and the protection of personnel.

"Face fit training" for those operatives required to wear Respiratory Protective Equipment (RPE) in the course of their duties will be implemented (also see 3.17 (10) Asbestos).

3.30 Provision & Use of Work Equipment Regulations 1998 (PUWER)

These regulations set the standards for the provision and use of work equipment with the primary objective of providing safe equipment and ensuring its safe use. Compliance with the regulations should ensure that work equipment used during the course of our activities does not give rise to risks to health and safety of employees or others.

Work equipment will be carefully selected, ensuring that it complies with the regulations, and it will be properly maintained.

Operatives will receive all necessary information, instruction and training and be aware of any foreseeable dangers.

The Company will: -

- Ensure that equipment is constructed or adapted for the purpose for which it is used or provided.
- Consider working conditions and risks to health and safety to persons where the equipment is to be used.
- Ensure that the equipment is used only for operations and under conditions where it is suitable.

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- Ensure that moving parts to machinery and equipment are suitably guarded where there is risk of injury

The provision of information and instruction, written where appropriate and readily understood, will include:

- Conditions in which and methods by which equipment shall be used.
- Foreseeable abnormal conditions and appropriate action.
- Conclusions drawn from experience with equipment.

Training must be adequate and include safe work methods defining possible risks and precautions to be taken.

3.31 Chain Saws

In inexperienced hands, the chain saw is an extremely dangerous machine and can cause severe injuries. If at all possible, its use will be prohibited, but if chain saw use is necessary then the strictest procedures will be followed.

Operator certificated training, and the proper use of safe systems of work are essential and personal protective clothing will be worn at all times.

The chainsaw will be properly sharpened and set with all guards fitted.

The work area will be clear of debris and obstructions to allow the operator to give full attention to the job without distractions.

The operator will be on a firm, safe working base and be properly clothed and protected.

Personal protection will include: -

- Specially made protective leggings (Chainsaw trousers)
- Safety helmets.
- Earmuffs.
- Suitable eye and face protection
- Suitable cut-proof gloves.
- Safety footwear.

3.32 Carborundum Abrasive Wheels

All carborundum abrasive wheels or discs will only be mounted by trained and competent persons who will preferably have certificates detailing the training and when it was received.

Injury to operatives through 'bursting' of wheels due to incorrect mounting on grinder, wrong type of wheel fitted, or incorrect usage shall be avoided through proper instruction, training and supervision.

Due to the limited amount of guarding that can be placed on the machines, suitable and sufficient protective clothing and equipment will be used and eye protection will be regarded as essential.

3.33 Angle Grinders and Disc Cutting Tools

Being portable these machines can be hazardous in operation. In accordance with the Provision & use of Work Equipment Regulations 1998 the equipment shall be fit for purpose and used only by trained and competent persons.

Operatives will: -

- Wear all necessary PPE, regarding eye protection as essential.
- Work on a firm, clean and unobstructed base.
- Use adequate protection for themselves and for others in the vicinity.
- Ensure adequate support and stability for the material being worked.
- Avoid unnecessary emissions (dust etc.) into the atmosphere.
- Plan their own working stance and position to avoid injury in case of slippage or other unintended movement.
- Ensure that guards are in place, adjusted and secure.
- Maintain a firm grip when operating.

3.34 Compressed Air

Compressors shall be marked with their safe working pressure and distinguishing number; they shall also be fitted with a safety valve, pressure gauge, and drain cock. A written scheme of examination shall be prepared in accordance with the Pressure Equipment Regulations 1999 and written reports of examination kept. All guards and safety devices shall be checked to ensure they are fitted and in good order. All compressed air hoses shall be the right size for the attachment; if the bore is too small, insufficient power will be supplied. The length of hose shall be kept as short as possible and shall be kept free from corrosive materials and leaks and protected from interference by vehicular traffic. Hoses shall not be used for the transportation of anything other than air, and shall be kept clean when disconnected.

All connections shall be properly clamped to prevent loose connections blowing off possibly causing the hose to whip back and cause injury. Connections shall not be over tightened as this may result in the hose being cut, causing unnecessary leakage and loss of power. Safety devices, which restrain connectors in the event of a blow-off, shall be used; alternatively, double lock couplers shall be used.

Attachments shall receive clean air and be properly lubricated. In every air line, there shall be an efficient filter and lubricator. If any fault develops, the main air supply shall be shut off and air cleared from the tool before any investigation takes place.

3.35 Cartridge Operated Tools

This type of tool is potentially lethal in the hands of the untrained or foolish. If at all possible, an alternative, less hazardous method of fixing will be used.

The hazards associated with the cartridge tools are: -

- Lack of knowledge and training.
- Deliberate misuse including horseplay.

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➤ Poor maintenance.

Only persons over 18 years of age will be allowed to use cartridge-operated tools and they will be carefully selected as mature and responsible persons for this type of work. They will be adequately trained in the use of equipment and made aware of the hazards. They will be tested for colour blindness to ensure that the different coloured cartridges can be identified. Ear and eye protection, together with safety helmets will be used at all times.

Cartridges will be kept in a locked metal box and only the required amount will be issued for the given task and all unused cartridges will be returned back to store at the end of the task, or at the end of every working day.

3.36 Woodworking Machinery

Site operated woodworking machinery, as well as being legally bound by the statutory obligation of PUWER, also have conditions set by the Woodworking Machines Regulations 1974 which will be carefully adhered to, with regard to the use of this equipment, the age, instruction and training of operators.

Work areas will be properly barriered and signed to prevent unauthorised persons entering.

No one will be allowed to work at any woodworking machine unless:

- They have been properly trained for the work being done on that machine.
- They have been properly instructed in the dangers, the precautions, the guards and other safety devices connected with that machine.

No one under 18 years of age will be allowed to use circular saws, hand fed surface planning machines, or vertical spindle Moulders unless under the supervision of a properly trained and experienced person as part of their training.

3.37 Fuel Oil

Fuel oil will be stored in a purpose-built storage tank, externally, in a well-ventilated position away from sources of ignition and contained within a sealed bunded area capable of containing 110% of the volume of the tank.

The siting of the tank and bund will be such that it is not susceptible to damage from vehicles or plant. The storage vessel will be clearly marked giving capacity and contents and will have a level-indicator gauge fitted. Periodic inspections of pipes, valves and connections will be carried out to ensure that they are in a good state of repair.

3.38 Liquefied Petroleum Gases (LPG)

Storage and use of LPG shall be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Transportable LPG cylinders will be kept upright, in an open air, safe and secure, well-ventilated storage area a safe distance from any building, boundary, or source of ignition. Wherever possible, storage areas will be protected from unauthorised access by a fence at least 2 metre high with two means of escape via outward opening gates.

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There will be sufficient shelter to protect the cylinders from extremes of weather and the floor will be paved or compacted level. The area will be kept clear of all flammable material, weeds and rubbish. The store will be sited at least 3 metres away from any cellar, drain or excavation where leaked gases may accumulate.

All vessels and storage areas will be clearly marked 'Highly flammable - LPG'. Storage areas will be solely for the use of storing LPG. Gas bottles will only be taken out as and when required and will be returned at the end of the each working day or when the activity has been completed. They will be kept upright during use and positioned to prevent accidental damage.

When cylinders are not in use, valve protection caps will be replaced to prevent thread damage and to minimise leakage. Whenever cylinders have to be moved, they will be eased into position, preferably using trolleys, skids or mats.

All bottles will be fitted with flash-back arresters. Non-refillable LPG cylinders for use with small portable equipment such as blowlamps will be stored in a lockable metal container. If necessary, authorised persons using LPG will only work when a permit-to-work system is in place.

3.39 Highly flammable liquids (HFL)

This is any liquid that gives off flammable vapour at temperatures below 32 degrees centigrade and includes petrol, paint thinners, solvents etc.

Precautions will be observed when using these liquids: -

- Only small quantities will be kept, not more than 50 litres at the workplace and then, in a metal cupboard or a metal bin with a lid.
- Containers will be kept tightly closed when not in use.
- Liquids will be dispensed over trays to avoid spillage; and spillages which occur will be soaked up and disposed of safely
- Sparks, naked flames or other means of ignition will be prohibited.
- Empty drums and containers will be treated like full ones.
- HFL's or solvents will not be used to clean hands.
- When soaking brushes, containers with a lid will be used.

Storage containers will be secure and signage warning of the contents will be displayed.

3.40 Demolition

All demolition work will comply with the CoP BS 6187 and the Construction (Design & Management) Regulations 2015 requirements.

Prior to carrying out any demolition work, sufficient information will be collated to allow identification of any structural problems and the risks associated with any flammable or hazardous substance.

Detailed risk assessments will be produced covering the precautions to combat any hazards and form a basis for the preferred demolition procedure.

These will take into account; -

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- the presence of adjoining or adjacent properties where noise, dust or vibration might restrict the method of demolition;
- the type of structure and its key elements;
- the condition of structural members and the contribution of floors, roofs, walls, etc... to the overall stability;
- the need for temporary works or shoring;
- confined spaces;
- overhead or underground services;
- health hazards, such as asbestos lagging, lead dust or paint, residues from previous processes, or contaminated land;
- suitable access for the proposed method of demolition and vehicle access for the removal of waste.

All work, wherever possible, will involve methods to eliminate the need for persons to work at height. If this cannot be achieved, suitable control methods including proper training, correct plant, equipment and safe systems of work with adequate supervision will be put into place and monitored.

Detailed safe systems of work shall be produced prior to commencement and will contain:

- the sequence and method of demolition, with details on means of access, working platforms and plant and equipment requirements;
- specific details of any pre-weakening of structures, or use of explosives;
- arrangements for the protection of persons employed on site and members of the public;
- details of the removal or making safe of electric, gas or other services;
- details of temporary services which are available, or will be required;
- methods of dealing with flammable materials or gases which may remain from previous processes or storage;
- methods of determining the presence of hazardous substances, the means of disposal of such substances and the requirements of any protective equipment;
- arrangements for controlling transport used for the removal of waste;
- identifying persons with special responsibilities for the control and co-ordination of safety arrangements.

The importance of adequate training in the demolition industry is vital to ensure a safe working environment. All demolition operatives will have attained acceptable standards of skill and safety awareness prior to arriving on site and will receive detailed induction training before commencing work with re-training as and when necessary.

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3.41 Personal Protective Equipment

Personal Protective Equipment at work (amendment) Regulations 2022

All personal protective equipment (as identified in risk assessments) will be available to employees and now includes LIMB workers. It will be suitable for the task and if more than one piece of equipment is to be worn, then the competent person will ensure its compatibility.

Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations
- after 1 month of continuous service, receive holiday pay but no other employment rights such as the minimum period of statutory notice
- only carry out work if they choose to
- have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)

When all other control measures have been put into place and as a last resort, suitable and sufficient personal protective equipment (PPE) will be provided free of charge to all employees and visitors.

A formal assessment will be taken to select the most suitable PPE for the type of work to be undertaken and expert advice will be sought by consulting both manufacturers and suppliers in selecting the most appropriate equipment bearing the CE mark or new The UK Conformity Assessed (UKCA) mark is the UK's new product mark for goods being sold in England, Wales, and Scotland.

All wearers will be provided with the necessary information, instruction and training on how it is fitted, used and maintained.

PPE will be inspected on a regular basis and all worn, defective or damaged equipment will be replaced.

When not in use, PPE will be safely and correctly stored ready for use.

3.42 Loading and Offloading

Loading and offloading will be mechanised as far as is reasonably practicable to reduce the need to manually handle.

Materials and equipment will be palletised where possible to assist in safe handling both in the depot and on site. Pallets will be checked regularly and if found to be defective, discarded.

Pallet type will be selected according to the load it is to carry and if it is to be stored in racking, the type of rack.

Pallets and stacks will be sited on firm level ground and not stacked unsafely. When possible, they will be placed singly. If stacking is necessary then efforts shall be made to stack clear of pedestrian routes and avoidance of exceeding 2 pallets/stacks high.

Loads will be adequately secure before lifting.

Forklift trucks will be kept in good working order, checked daily before use to ensure that brakes, lights, steering, horn, battery, hydraulics and speed controls are in good working order. A thorough inspection will be carried out, as necessary, by a competent person.

Operatives will be over 18 years old, in good health, with sound vision and hearing. They will have received adequate training within an approved training scheme.

3.43 Lifting Appliances

The prevention of accidents and injury can only be achieved by making sure that safe use of lifting operations is carried out in accordance with the Lifting operations and Lifting Equipment Regulations 1998 ensuring that: -

- Machinery and accessories for lifting loads are clearly marked to indicate their safe working loads.
- Employees are adequately trained in the use of such lifting equipment.
- Safe systems of work are set up and maintained.
- Inspection and maintenance of equipment is properly carried out.

Records of all cranes and lifting appliances used will be checked to ensure that they have been properly maintained, inspected at least once a week by a competent person and have proper test certificates. These inspections will cover: -

- Soundness of materials, fittings etc.;
- Testing of automatic safe load indicators and audio-visual warning signs;
- The mechanical condition of the appliance.
- Its state of maintenance.

Other inspections and tests will include: -

- A thorough examination before initial use, after assembly at a new site, or following any significant change which may affect its safe operation and then of a frequency as determined by an assessment of the risks by a competent person.
- Regular testing taking into account the instructions and relevant information provided by the manufacturer.
- In service thorough examinations taking into account.
- Its condition.
- The environment in which it is to be used.
- The number of lifting operations and the loads lifted.

Thorough examinations will take place on equipment for lifting persons, or an accessory for lifting, at least every 6 months and other lifting equipment at least every 12 months. If appropriate for the purpose, it will be inspected by a competent person at suitable intervals between thorough examinations. Records will be kept to show the results of these examinations, inspections and tests, together with additional tests after substantial alteration or repair has been carried out.

When excavators or excavator / loaders are being used as lifting equipment in connection with work involved with excavations, that machine shall have a Certificate of Exemption for such use. The 'Certificate of Exemption' shall be issued by a competent person and shall specify the safe working load for all radii at which the jig shall operate. The safe working load shall be clearly marked on the machine.

Hydraulically operated machines shall be fitted with check valves, or similar to prevent gravity fail of the load in the event of hydraulic failure.

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Chains or slings shall always be attached to a proper purpose made point on the machine and not to the teeth of the bucket. Buckets should be removed before attaching lifting accessories to an excavator.

3.44 Drugs and Alcohol

The Company take the view that the effects of taking, or being under the influence of alcohol or illegal substances at work, constitutes an unacceptable health and safety hazard to the individual and others who may be affected by their actions. It is therefore against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs.

Any employee, who is, in the opinion of the person in charge of the work, is under the influence of alcohol and/or drugs, shall be deemed to have committed an act of gross misconduct and may well have their employment immediately terminated.

3.45 Social and Ethical Controls

The Company shall not discriminate but treat all job applicants in the same way. In accordance with the requirements of sections 15-25 of the Immigration, Asylum and Nationality Act 2006 together with Home Office guidance 'Comprehensive Guidance for United Kingdom Employers on Changes to the Law on Preventing Illegal Working', employees are required to produce: -

- A valid national insurance number, P45 or payslip from a previous employer, and
- A full birth or adoption certificate, or
- A current passport showing the holder as a British citizen or a citizen of the United Kingdom and Colonies.
- A current passport or national identity card identifying the holder as a national of a European Economic Area or Switzerland.
- A residence permit, registration certificate or document indicating permanent residence to a national of a European Economic Area or Switzerland.

Prospective employees shall be asked to produce the necessary documentation before they commence any work.

3.46 Work Stations

Workstations shall be arranged so that each task can be carried out safely and comfortably. The seating shall be adjustable so that the employee can be at a suitable height in relationship to the work surface. Adequate support shall be provided for the lower back and a footrest provided for any employee who cannot place their feet flat on the floor.

There shall be clear and unobstructed space to allow the employee to carry out their work safely, have freedom of movement and be allowed to stand upright. Seating and access shall be suited to the needs of the individual person including any person with disabilities. Employees involved in repetitive muscular activities shall be given other tasks, or else frequent breaks from that particular activity.

3.47 Display Screen Equipment

A suitable and sufficient risk assessment shall be carried out and periodically reviewed on all workstations.

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Display screens shall have stable images and the screen characters well defined and clearly formed. Screen brightness shall be adjustable and free from reflective glare. Keyboards shall be tilt-able with sufficient space in front to support the hands and arms of the operator. The symbols shall be adequately contrasted and legible. Wrist support cushions shall be provided where necessary.

The desktop shall have a sufficiently large, low-reflective surface to allow flexible movement of the screen, keyboard, documents and other related equipment. Display screen workstations shall be so designed that sources of light, such as windows, walls and brightly coloured fixtures cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with adjustable blinds or other coverings to attenuate the daylight that falls on the workstation.

Operators shall, if requested, be given an appropriate eye and eyesight test. The test shall include a test of vision and an examination of the eye. These tests shall be repeated at regular intervals and where necessary prescription spectacles for display screen work shall be provided free of charge.

3.48 Stress

GCL is committed to protecting the health, safety and welfare of employees. The company recognises that workplace stress is a health and safety issue, and we acknowledge the importance of identifying and reducing causes of workplace stress 'stressors'.

The company policy applies to everyone in the company at all levels. Managers are responsible for implementation of our stress policy and the company is responsible for providing the necessary resources to allow successful implementation.

Definition of stress

The Health and Safety Executive define stress as ***"the adverse reaction people have to excessive pressure or other types of demand placed on them"***. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be periodically reviewed.
- The company will consult with Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Responsibilities,

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Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Health and Safety Coordinator

Provide specialist advice and awareness training on stress.

- Give guidance to managers on the stress policy.
- Advise managers and individuals on training requirements.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety Representatives of any changes and developments in the field of stress at work.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.
- The Health and Safety coordinator will perform a pivotal role in ensuring that the stress policy is implemented and will oversee monitoring of the effectiveness of the policy and other measures to reduce stress and promote workplace health and safety.

Employees

- Raise issues of concern with your Safety Representative, Manager or the Health & Safety coordinator.
- Accept opportunities for counselling when recommended.

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Safety Representatives

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from the safety coordinator.
- Safety Representatives should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly controlled.

3.49 New and Expectant Mothers

GCL shall conduct risk assessments, these risk assessments shall be reviewed throughout the duration of pregnancy and upon return to work to ensure that any activities substances etc. do not pose risks to mother, unborn child or new mother. Where the risk assessment identifies additional risks to an expectant mother and these risks cannot be avoided by preventative measures, she shall: -

- Have her working conditions or hours of work altered if it is reasonable to do so, or
- Identify and offer her suitable alternative work that is available, or
- Suspend her from work on full pay.

The company requests that all women make the company aware of pregnancy as soon as practicable after confirmation.

3.50 Disabled Persons

GCL shall assess routes into and around the workplaces to consider disabled and/or wheelchair bound employees. Parking facilities and access routes shall be wide enough to allow unimpeded access with the provision of ramps, where necessary. Disabled persons shall be considered when assessing welfare provisions and in the event of an evacuation. Any shortfall shall be brought to the attention of the health and safety coordinator to enable a timely resolution.

3.51 Control of Contractors

All contractors employed by the Company for steel erection, decking, alteration, brickwork, roofing, application of coatings etc. etc., shall be carefully chosen, monitored and reviewed to ensure that their health and safety standards are of a standard acceptable.

Dependent on the size and amount of work to be undertaken, contractors shall be assessed to ensure that they have both the financial and managerial resources, together with the competence, expertise and safe systems of work in place to carry out their health and safety duties to a satisfactory standard whilst in our employment.

This will include: -

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- A clear statement of their senior management's commitment to health and safety.
- Individual responsibilities throughout the management structure.
- Training and expertise necessary to carry out those responsibilities.
- The arrangements in place for establishing safe systems of work.
- Minimum levels of insurance applicable and required to be held.

Contractors shall be inducted and made aware of all company health, safety and security rules, hazardous work areas, fire and evacuation and traffic management procedures, first aid and welfare requirements prior to commencing work on our premises.

Regular site supervision and external auditing procedures shall be undertaken during the course of the contract to ensure that the work is being carried out in accordance with all health and safety requirements.

On completion each contract, the contractors' overall performance shall be reviewed.

Contractors who underachieve shall receive careful consideration before being allowed to tender for any future work.

Sub-contracting

Contractors shall not be allowed to subcontract their work; unless or until similar arrangements are in place to satisfy the above criteria.

Employees unable to speak English

If a workforce is employed containing persons who cannot comfortably communicate in the English language, those persons shall only be allowed to work alongside another person able to communicate with them and translate all necessary induction procedures, safe systems of work and the like.

3.52 Monitoring and Review

GCL will continually assess and review the health and safety information, Regular monitoring of the premises, workshops, and working places will be undertaken to evaluate how efficiently the training provided is being put into practice and what improvements, if any, can be made.

All accidents will be investigated to enable the GCL to learn from these experiences and put effective controls in place to prevent a reoccurrence. Expert advice will be sought and taken as and when necessary, through external audits and safety inspections, carried out to examine, develop and improve health and safety controls, techniques and applications already in place.

3.53 Temporary Works Procedure

Temporary Works is an engineered solution used to support or protect either an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation during construction operations on site or to provide access.

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The Designer's risk assessment should, by statute, identify any risks that require addressing. This should, identify the risk of collapse of any temporary works and how to reduce that risk to lowest residual and acceptable level. Following this guidance, it is the responsibility of the Site Management team, including the Contracts Manager, to decide when to implement this procedure and who will be appointed under this procedure. They will rely on their experience, knowledge and professional advice where and when necessary.

Responsibility

The Construction Director/SHE Manager/ Site Manager / Contract's Manager will be responsible for implementing this procedure.

The Construction Director/ SHE Manager / Engineering Manager must:

- Decide when and where temporary works are required.
- Where the complexity or scale of the temporary works requires a designed solution, ensure a suitably qualified design engineer is appointed.
- Select persons to be appointed under this procedure and, if necessary, appoint himself as Temporary Works Coordinator.
- Ensure these appointments are made in writing.
- Ensure that appointed persons are competent to undertake their duties in a safe and controlled manner.

The Temporary Works Coordinator must:

- Be appointed in writing.
- Have the necessary experience and competence to complete his duties under this procedure.
- Ensure that the design information has been established and is suitable for the physical conditions on Site.
- Visit the Site to review actual conditions.
- Ensure that a satisfactory design, risk assessment and method statement are carried out and completed.
- Develop the Design Risk Register.
- Ensure that the design is checked by a designer other than the Temporary Works Designer for concept, adequacy and compliance with the design brief.
- The main contractor must also review this design in conjunction with the designer's risk assessments.
- Make the design available for other interested parties, such as Structural Engineers, Architects and Enforcing Agencies such as the HSE and EA.

Health and Safety Policy



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- Ensure that temporary works are inspected on a minimum of a daily basis to ensure compliance with design
 - Arrange regular inspections by the designer.
 - Maintain records of this inspections and any remedial action required and completed.
 - Liaise between the Site Designer and TWC and site Supervisor.

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The Temporary Works Designer must:

- Be competent and appointed in writing.
- Have the necessary experience and competence to complete their duties under this procedure.
- Be allocated access to any specialist advice required and to arrive at a satisfactory and safe design.
- Understand the applicable ACoPs and design standards.
- Have a clear design brief and be in receipt of sufficient information to produce an acceptable and buildable design.
- Visit the Site to review the actual conditions.
- Maintain an acceptable working relationship with other appointed parties under this procedure.
- Ensure that the design incorporates safe access, egress and working areas for Site personnel.
- Ensure that adequate protection is afforded to the general public.
- Ensure that the design and appropriate calculations are checked prior to use.
- Be available to provide advice to the Site Team.
- To be liaise in producing the risk assessments and methods statements to complete the work.

The Temporary Works Designer has free access to the Site at any time. Refer to Design Check Procedure

The Temporary Works Supervisor must:

- Be appointed in writing.
- Have the necessary experience and competence to complete their duties under this procedure.
- Ensure that all materials are inspected and are fit for purpose prior to installation.
- Ensure that temporary works are installed as required by the design and in accordance with any specified sequence.
- Ensure that the temporary works are fully inspected on a regular basis.
- Report any faults or changes that may affect the design, directly and without delay, to the Temporary Works Coordinator.
- Ensure that the temporary works are not used until written confirmation has been received that they are fit for purpose.
- Ensure that safe access, egress, safe working areas that are free from hazard and public protection have been provided and are maintained.
- Issue permits to load / use / and dismantle as appropriate.

Health and Safety Policy



3.54 Coronavirus (Covid-19)

The aims of this policy are to ensure that:

So far as is reasonably practicable, the health, safety and welfare of all staff, workers and contractors, when working within our sites. This commitment extends to ensuring that our operations and activities do not place our customers at risk of harm, injury, illness or damage, which includes awareness & due diligence around the global public health emergency of the Coronavirus; COVID-19.

We recognise our moral and legal responsibility to provide a safe and healthy work environment in our workplaces for all persons and that the safety and well-being of all persons are being monitored. The UK Government, Public Health England & the WHO; World Health Organisation websites are our resource library for the Coronavirus COVID-19 health alerts which will be reviewed daily.

AIMS AND OBJECTIVES

We will adopt procedures to eliminate or minimise risks to health, safety and well-being so far as is reasonably practicable. To achieve this, we will, so far as is reasonably practicable:

- provide all our workers preventative measures to apply regarding good hygiene practices within the workplace:
 - wash your hands regularly with hand sanitiser or soap and water if hand sanitiser is not available.
 - avoid shaking hands & physical contact
 - maintain social distancing (stay at least 1 metre distance between yourself & anyone who is coughing or sneezing)
 - avoid touching eyes, nose and mouth
 - respiratory hygiene
- provide all our workers the list of common symptoms of the coronavirus so they can be diligent with their health & safety and seek medical advice as required:
 - sore throat
 - cough
 - fever
 - runny nose
 - respiratory problems, trouble with breathing
- stipulate to our workers who have come in contact with any persons that have contracted the virus; to seek medical attention immediately and prepare to self-isolate.
- ensure that all persons discharge and comply with their health and safety duties and obligations.
- provide such information, instruction to all our workers, contractors and other persons as is necessary to ensure their continued health and safety.
- provide support and assistance to all our workers and involve them in consultation on safety issues about the coronavirus and how this may impact their daily lives.