

HEALTH AND SAFETY POLICY & ARRANGEMENTS



Liquatek Ltd

353 St Neots Road, Hardwick
Cambridge CB23 7QL

Tel: 01954 212990

Fax: 01954 212991

Email: info@liquatek.com

www.liquatek.com

In conjunction with

Akeva Safety Solutions Ltd

E-Space North, 181 Wisbech Road
Littleport, Cambridgeshire CB6 1RA

Tel: 0845 890 2511

Fax: 01353 865301

E-mail: mail@akevasafetyolutions.com

www.akevasafetyolutions.com

DOCUMENT CONTROL AND REVISION

Rev No:	Date:	Section:	Comment:
0	April 2009	Whole Document	New Document
1	March 2010	Section 1.2 - Policies Section 3.1 – Abrasive wheels Section 3.5 – Asbestos Section 3.11 – Environmental Management Section 28 – Transport & Occupations Driving	<ul style="list-style-type: none"> • Inclusion of a complaints procedure • Requirement for dust suppression when cutting stone. • Requirement for asbestos awareness training. • Development of an environmental emergency procedure. • Updated to include requirement for risk assessment and health and fitness for drivers.
2	May 2011	Front cover	Change to contact details for Akeva Safety Solutions Ltd
3	May 2012	Section 3.3 – Accident Reporting	<ul style="list-style-type: none"> • Updated
4	May 2013	Organisation Chart Section 3.21 – Occupational Health Section 3.24 – Risk Assessments Section 3.25 – Safety Monitoring	<ul style="list-style-type: none"> • Amended due to changes in structure and personnel • Added requirement for fit testing of dust masks • Removed explanation of ‘5 Steps to Risk Assessments’ • Changed method of reporting by Akeva to electronic
5	May 2014	Section 3.1-Abrasive wheels Section 3.3- Accident Reporting Section 3.23-PPE Section 3.2-Safety Inspections Appendix A - Legislation	<ul style="list-style-type: none"> • Dust suppression and Requirement for fit testing of RPE • Changes to list of Major Injuries • Requirement for fit testing of RPE (Dust Masks) and obtaining copies of certificates • Update on Akeva mailing electronic report • Update to legislation
6	May 2015	All Section 1.3 - Health and safety policy Section 3.3.4 – Major Injuries Section 3.28- Transport & Occupational Driving Appendix A - Legislation	<ul style="list-style-type: none"> • Amend all references to CDM 2007 TO 2015 • Reference Principal Designer • Amended from Major to Specified Injuries • Employee to provide access to online DVLA records annually • Update to legislation
7	May 2016	All Section – 3.3 Accident Reporting and Recording Section 3.4 Confined Spaces Section 3.23 Personal Protective Clothing Section 3.28 Transport & Occupational Driving	<ul style="list-style-type: none"> • Amendment of section numbers • Added HSE Duty Officer telephone number • Added section on confined spaces • PPE provided has the CE Mark. • Amended DVLA code access for 21 days

		Appendix A - Legislation	<ul style="list-style-type: none">• Updated to current Legislation
8	May 2017	All sections Appendix A - Legislation	<ul style="list-style-type: none">• Reviewed• Update to legislation
9	May 2018	3.2 Access Equipment Appendix A - Legislation	<ul style="list-style-type: none">• Remove word Industrial replace with Professional as per EN131 standards.• Reviewed

GLOSSARY OF ACRONYMS

LQTK	-	Liquatek Ltd
AKV	-	Akeva Safety Solutions Ltd
HSE	-	Health and Safety Executive

CONTENTS

DOCUMENT CONTROL AND REVISION	2
GLOSSARY OF ACRONYMS	4
CONTENTS	5
1 POLICY	7
1.1 PREFACE	7
1.2 COMPLAINTS	7
1.3 HEALTH AND SAFETY POLICY STATEMENT	8
1.4 ENVIRONMENTAL POLICY STATEMENT	9
2 COMPANY ORGANISATION	10
2.1 DUTIES OF MANAGING DIRECTOR	11
2.2 FINANCIAL DIRECTOR / OFFICE MANAGER	12
2.3 DUTIES OF THE SURVEYOR / SITE MANAGER	13
2.4 DUTIES OF HEALTH & SAFETY CONSULTANTS	15
2.5 DUTIES OF SITE SUPERVISORS	16
2.6 DUTIES OF EMPLOYEES	17
3 ARRANGEMENTS	18
3.1 ABRASIVE WHEELS	18
3.2 ACCESS EQUIPMENT	20
3.3 ACCIDENT REPORTING AND RECORDING	22
3.4 ALCOHOL AND DRUG ABUSE	24
3.5 ASBESTOS	25
3.6 COMPANY APPROACH TO CDM	25
3.7 CONSULTATION WITH EMPLOYEES	26
3.8 CONTROL OF CONTRACTORS	27
3.9 CONFINED SPACES	28
3.10 DANGEROUS SUBSTANCES	29
3.11 ELECTRICAL TOOLS AND EQUIPMENT	30
3.12 ENVIRONMENTAL MANAGEMENT	32
3.13 FIRE POLICY & PROCEDURES	35
3.14 FIRST AID ARRANGEMENTS	36
3.15 FOREIGN LABOUR	37
3.16 HAND ARM VIBRATION SYNDROME (HAVS)	38
3.17 HAZARDOUS SUBSTANCES	39
3.18 LEAD AT WORK	40
3.19 MANUAL HANDLING	42
3.20 METHOD STATEMENTS	44
3.21 NOISE	44
3.22 OCCUPATIONAL HEALTH	46
3.23 OFFICES	48
3.24 PERSONAL PROTECTIVE EQUIPMENT	50
3.25 RISK ASSESSMENTS	51
3.26 SAFETY MONITORING	52

3.27 SITE TIDINESS	53
3.28 TRAINING, INSTRUCTION, INFORMATION	55
3.29 TRANSPORT & OCCUPATIONAL DRIVING	56
3.30 WELFARE ARRANGEMENTS	58
3.31 WORK EQUIPMENT	58
3.32 WORKING AT HEIGHT	60
APPENDIX A - PRIMARY CURRENT LEGISLATION	62
APPENDIX B – EMPLOYEE DECLARATION	64
APPENDIX C – HEALTH & SAFETY FORMS	65

1 POLICY

1.1 PREFACE

This document is the Health & Safety Policy and Procedures for works carried out by, or on behalf of, Liquatek Ltd.

Liquatek Ltd (LQTK) is a waterproofing and timber treatment contractor that also has involvement in domestic new builds, green roofing and commercial building maintenance / refurbishments. During some of the works carried out by Liquatek Ltd, they take on the duties of the Principal Designer and/or the Principal Contractor as defined under the Construction (Design & Management) Regulations 2015.

From here on in Liquatek Ltd may be known as LQTK or 'the Company'.

The document contains the procedures that need to be followed to ensure the continued health, safety and welfare of its employees and contractors whilst continuing to comply with the legislation that governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Companies Policies and Procedures.

Health & Safety Policy Statement – A general statement of the intentions of the Managing Director in regard to health and safety. The policy statement is signed and dated by the Managing Director therefore indicating that health and safety is highly regarded, and that commitment comes from the 'top'.

The Organisational Duties – This section commences with a chart showing the safety structure of the company that is then followed by a list of individual responsibilities of personnel and contractors.

Policies and Procedures – The policies of how the company will comply with current legislation and reduce the risk to all persons who may be affected by the works carried out on its behalf. This is then followed, in the form of Appendices, by the procedures the company will adopt to ensure the requirements of these policies are met.

In order to reduce accidents and incidents, all employees and contractors must adhere to the policies whilst carrying out the company's undertakings.

This document will be reviewed and amended as necessary, but no less than annually. The carrying out of the review and subsequent amendments is the responsibility of the Managing Director.

1.2 COMPLAINTS

The Directors and Managers of Liquatek Ltd will do everything in their power to ensure that work carried out on our behalf does not affect anyone more than can be reasonably expected.

If at any time a complaint is made about our health and safety, environmental or general performance, the Director or Manager of that work place will investigate and take necessary action. A note of the complaint, who it was made by and the subsequent actions taken is to be made in the site diary.

1.3 HEALTH AND SAFETY POLICY STATEMENT

In Compliance to (interalia): The Health & Safety at Work etc. Act 1974, The Management of Health & Safety at Work Regulations 1999, The Construction (Design & Management) Regulations 2015, The Health & Safety (Consultation with Employees) Regulations 1996, The Provision & Use of Work Equipment Regulations 1998 and The Work at Height Regulations 2005

The Company will ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others, including sub-contractors and the public, who may be affected by our activities. We shall provide a safe working environment, equipment and systems of work for all persons employed or self-employed who may for the time being, come under the supervision of the Company.

We shall encourage positive participation and involvement from all employees to promote safety standards and have appointed Akeva Safety Solutions Ltd as our Health and Safety Consultants to provide advice on all matters affecting the health, safety & welfare of those persons coming under our control and all others who may be affected by our undertaking. Our Safety Consultants will, from time to time and at least annually, review and audit our safety management systems.

We shall ensure that all persons employed by us are competent to carry out their works in accordance with the relevant health and safety legislation and will assess their ability to do this before they are employed. Where there is a gap in their knowledge or competence, we will undertake to train them as necessary.

Our Manager and Supervisors are responsible for the implementation, monitoring and adherence to our Policy on site whilst ensuring that employees work to the agreed method statements and risk assessments. Site personnel will be directed by our nominated Site Supervisor who will ensure the appropriate risk assessments are in place.

The Managing Director will ensure that all persons carrying out duties on our behalf are adequately informed to enable them to understand their responsibilities and be 'competent' in their work. New employees will receive induction training prior to commencing work and all employees will be inducted prior to commencing work on new sites. We will discipline those who fail to comply with their legal duties undermining the integrity of our safety performance.

We will carry out our duties as a Principal Contractor or Sub-contractor as required by the Construction (Design and Management) Regulations 2015. Whichever role we carry out, we will assist the Principal Designer, Principal Contractor or Client to comply with their duties and will provide the relevant information for inclusion in the Health & Safety File.

As Managing Director, I shall take on the role of Managing Director but will delegate the day to day responsibility, for ensuring the requirements of this policy are implemented, the Health and Safety Co-ordinator. I will ensure that adequate resources are made available to not only meet our legal obligations for health and safety but exceeded.

I will call upon Akeva Safety Solutions to ensure this policy is up to date and will undertake to ensure the Health and Safety Policy is reviewed at least on an annual basis.

Signed: Date:

Robert Berry
Managing Director
Liquatek Ltd.

1.4 ENVIRONMENTAL POLICY STATEMENT

At Liqueatek Ltd, we believe that environmental matters are a Management responsibility, which shall be equal to that given to health and safety considerations. We recognise our responsibilities towards protecting and preserving the environment and will encourage all persons associated with our business activities to adopt a similar approach.

The Company will comply with all appropriate legal requirements. In the absence of legislation, it will undertake activities in a manner consistent with industrial practices to meet the highest standards through implementation of this Policy and the procedures contained herein. In particular, the Company will endeavour to:

- Pay close attention to the handling storage and transportation of substances or materials that may be hazardous to the environment.
- Prevent, Re-use, Recycle, and Recovery or arrange for the careful disposal of wastes that may be produced during operations carried out by the Company.
- Conserve energy through minimising consumption and maximising efficiency.
- Continually develop an environmentally aware approach within the Company in order to play an important part in reducing the harm caused within the construction industry.
- Promote a sense of responsibility towards the environment by management, staff and contractors whilst carrying out their daily duties on behalf of the Company.
- Work alongside Clients and other contractors in fulfilling their legal obligations towards the environment.
- Seek to establish a solid relationship and co-operate fully with the relevant Statutory Undertakers i.e. Environment Agency and Local Authorities.

It is the duty of our Manager and Supervisors to implement the requirements of this policy document. Every person working on our behalf is required to take all reasonably practicable steps to ensure compliance with the procedures laid out in this document.

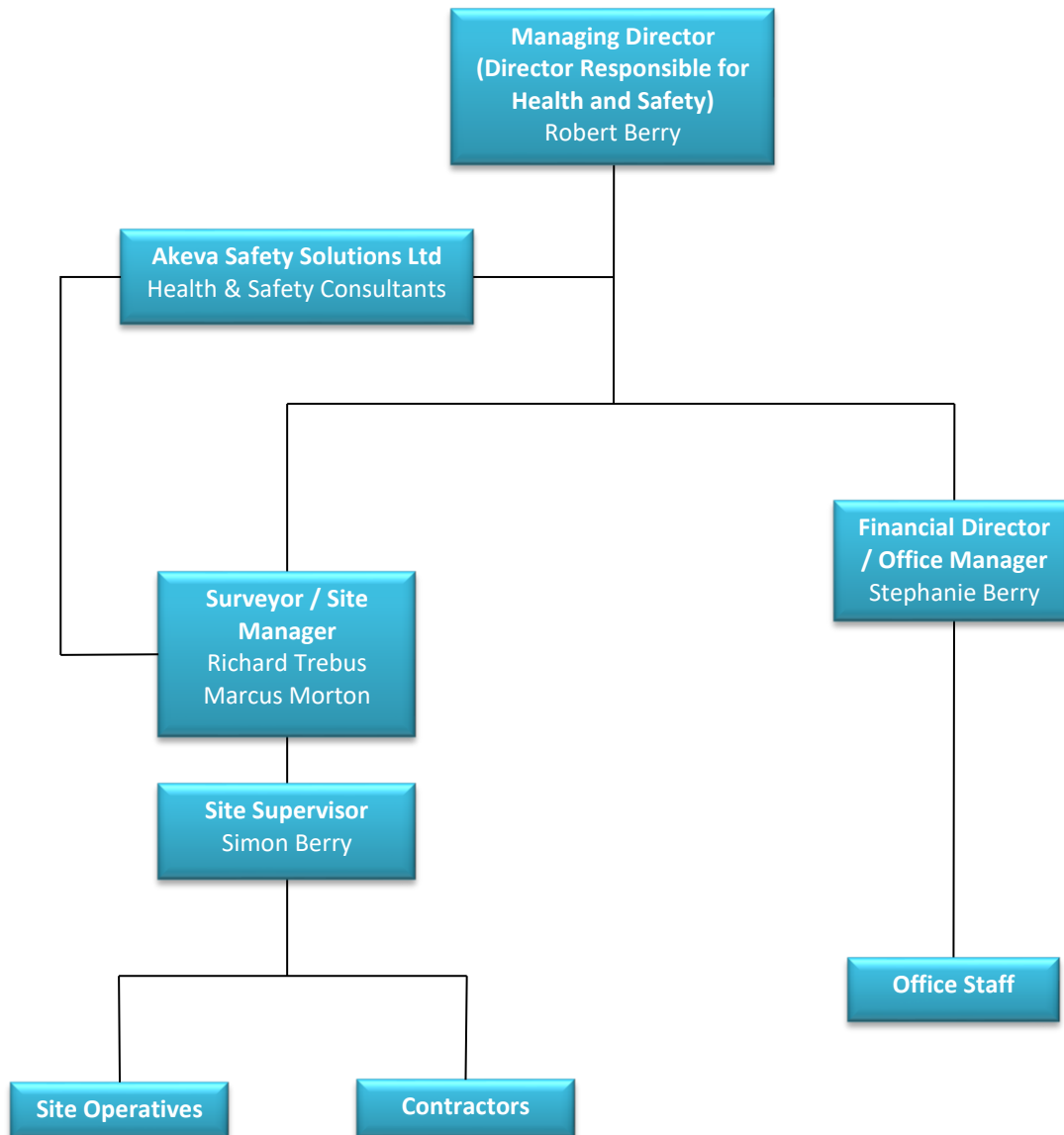
We will seek basic environmental advice from Akeva Safety Solutions Ltd but, as Managing Director, I will take responsibility for ensuring that this Policy and the procedures contained within are regularly reviewed.

Signed:

Date:

Robert Berry
Managing Director
Liquatek Ltd.

2 COMPANY ORGANISATION



2.1 DUTIES OF MANAGING DIRECTOR

The Managing Director has overall responsibility for the health, safety, and welfare of all persons affected by the Company's activities. In addition to this, the Managing Director has the following duties:

1. Be aware of the legislation governing the work carried out by the Company (see Appendix A) and the employer's legal duties under the Health & Safety at Work etc Act 1974 and the supporting Regulations made under Section 15 of the Act.
2. Prepare and keep up to date a Statement of the Company's Policy for Health, Safety & Welfare and ensure that it is brought to the notice of all contractors.
3. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
4. Know the appropriate statutory requirements affecting the Company's operations. Ensure that adequate resources are available to meet legislative and Company requirements for health, safety and welfare.
5. Liaise with the Company's appointed Safety Consultants on all aspects of health, safety and welfare affecting the company's operations. Discuss safety audits with the Company's Safety Consultants and review Company procedures if necessary.
6. Instigate liaison with the Principal Designer and/or Principal Contractor and other contractors. Encourage the distribution of relevant safety information to employees to promote a greater safety awareness and trade information on substances hazardous to health.
7. Ensure that adequate time is allowed for and that specific risk assessments are undertaken for all work activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
8. Make sure adequate first aid facilities are readily available for the workforce. Where this is provided by the Principal Contractor, ensure that their appointed First Aider is kept informed of the types of products in use and is given a copy of the CoSHH sheets for hazardous substances.
9. Monitor activities on site to ensure that they are carried out in accordance with the Construction Phase Health and Safety Plan, the relevant method statement and risk assessment and the Company's procedures as laid down in the Health & Safety Policy.
10. Reprimand any Employees or Contractors failing to discharge satisfactorily their responsibilities for Health, Safety and Welfare.
11. When visiting / working on site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

2.2 FINANCIAL DIRECTOR / OFFICE MANAGER

1. Ensure that adequate resources are available to meet legislative and the Company's requirements on health, safety and welfare. Sufficient funds are to be made available to ensure all equipment and materials purchased by the Company are suitable for the purpose without compromising the standards required by this Health and Safety Policy.
2. Ensure that sufficient funds are made available to enable adequate health and safety planning to be carried out prior to works commencing.
3. Liaise with insurance companies to ensure that adequate 'Employers Liability' and 'Personal Liability' Insurance is in place to cover the activities carried out by the Group and its personnel / contractors.
4. Encourage a safety culture within the Company by setting a personal example at all times and wearing the appropriate personal protective equipment when visiting sites
5. Understand the Company Health and Safety Policy and ensure that it is brought to the notice of all those within your areas of responsibility. Carry out reviews on individuals for whom you are responsible whose personal standards fall below that which is required of the health and safety policy and, where necessary, take disciplinary action.
6. Ensure that your area of responsibility is maintained in a manner conducive to safe working practices and that those using this area do so in compliance with their own duties under this policy.
7. Ensure any accidents or incidents within your area of responsibility are adequately investigated and any subsequent recommendations followed up or other measures put in place to prevent recurrence.
8. Ensure that adequate time is allowed for planning and that specific risk assessments are undertaken for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
9. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure staff are fully competent to carry out their works.
10. Carry out regular safety checks of the offices to ensure they are kept in a safe manner in order to reduce the risks of accidents.

2.3 DUTIES OF THE SURVEYOR / SITE MANAGER

1. Be aware of the legislation governing the work carried out by the Company (see Appendix A) and the employer's legal duties under the Health & Safety at Work etc Act 1974 and the supporting Regulations made under Section 15 of the Act.
2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013 to both the HSE's Incident Contact Centre and Managing Director of Liqueatek Ltd.
3. When tendering ensure that attention is given to any pre-construction health and safety information received from the Principal Designer / Client, taking care to assess the risks outlined and the various conditions set therein and, when planning the execution of the works, make sure these risks and conditions are incorporated into the method statement or safe system of work etc and that any health and safety requirements are brought to the notice of those carrying out the works.
4. When taking on the duties of the Principal Contractor, liaise with the Client and Principal Designer. Ensure that the relevant pre-construction information is obtained, and a Construction Phase Health and Safety Plan is suitably advanced to enable work to commence.
5. Once the construction phase has started, ensure the Construction Phase Health and Safety Plan is regularly reviewed and kept up to date.
6. Ensure that specific risk assessments have been carried out within your areas of responsibility and that all Site Supervisors are aware of the controls to be implemented to reduce the risk to persons affected by our work activities. Ensure that high and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
7. Ensure all registers and site documentation is on site and kept up to date by the Site Supervisor. At the end of the contract, ensure that these are returned to the Company's office for filing in case they are required for future reference.
8. Ensure all persons working on behalf of the company are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
9. Ensure that all persons working on site are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.
10. Monitor sites to ensure they are being kept in a safe and tidy condition and that the works are being carried out in accordance with the company's procedures. Carry out audits and inspections of work areas.
11. Report to the Managing Director any shortcomings in the implementation of the policy and reprimand any member of staff for failing to discharge satisfactorily their responsibilities. Make recommendations to the Managing Director for improving the company's systems.

12. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.
13. Institute reporting, investigations and costing of injury, ill health, damage and loss. Promote action to preclude recurrence and initiate analysis of investigations to discover accident trends in order to eliminate future hazards.
14. Ensure that all persons carrying out work on behalf of the Company attend a Site Safety Induction Course and are informed of the Company's safety procedures and any site rules that apply to them. Pass on any safety rules required of them to comply with any method statements, Approved Codes of Practice or safe systems of work through the tool box talk system.
15. Keep records of all persons attending site inductions, briefings and toolbox talks.
16. Ensure no-one is asked to operate any work equipment unless they have received adequate training or hold a relevant certificate of competence.
17. Reprimand any Employees or Contractors failing to discharge satisfactorily their responsibilities for Health, Safety and Welfare.

2.4 DUTIES OF HEALTH & SAFETY CONSULTANTS

1. Advise on the preparation and review of the Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the policy.
2. Give advice to management as requested on:
 - (a) Legal requirements affecting health, safety and welfare.
 - (b) Prevention of injury and damage.
 - (c) Provision, selection and use of protective clothing and equipment.
 - (d) New working methods, equipment or materials, which would reduce risks.
 - (e) Proposed changes in legislation.
 - (f) Potential hazards on new sites before work starts, and safety factors affecting the selection of work equipment, contractors and so on.
3. Assist management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Specified Injury, accidents etc, in accordance with Company Policy.
4. If requested, carry out investigations of serious accidents in accordance with Company Policy and prepare statistics.
5. As requested carry out site inspections and provide written reports to the Company and site management.
6. Endeavour to establish, at all levels within the Company an understanding that compliance with the regulations and prevention of injury and damage, is a profitable and essential integral part of business and operational efficiency.
7. If requested attend health and safety, or other, meetings with Clients or Principal Contractors on behalf of the Company.
8. Provide advice on training requirements and as requested, arrange or provide suitable health and safety training to all persons involved in the Company's undertakings.
9. To ensure site staff assess work requirements prior to operations being undertaken to reduce the risk of personnel being placed in a hazardous situation likely to cause risk of injury.
10. Set a personal example when visiting site by behaving professionally and wearing all suitable protective clothing.

2.5 DUTIES OF SITE SUPERVISORS

1. Be aware of the legislation governing the work carried out by the Company (see Appendix A) and the employer's legal duties under the Health & Safety at Work etc Act 1974 and the supporting Regulations made under Section 15 of the Act.
2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required by the relevant section in this policy document.
3. Ensure that specific risk assessments have been carried out within your areas of responsibility. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
4. Ensure all registers and site documentation are kept up to date as appropriate and that, at the end of the contract, they are returned to the Company's office for filing in case they are required for future reference.
5. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work.
6. Ensure no-one is permitted to operate any work equipment unless they have received adequate training or hold a relevant certificate of competence.
7. Ensure that all new employees coming under your responsibility attend a site safety induction and are informed of any site rules that apply to them prior to carrying out any works.
8. Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.
9. Give toolbox talks, to all personnel under your responsibility. Determine when additional toolbox talks are required then write and deliver them or contact one of the Company's Directors
10. Keep a safe and tidy site in accordance with the requirements of the Health & Safety Policy.
11. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.
12. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

2.6 DUTIES OF EMPLOYEES

All personnel have a variety of duties under the Company Health & Safety Policy. The following is a list of general duties that employees must comply with to assist the Company in meeting its requirements under current legislation.

As an employee, you must:

1. Take care of your own safety and the safety of others who may be affected by your actions.
2. Carry out your work in accordance with any training or instructions given by your manager or supervisor.
3. Wear and maintain any personal protective equipment that is required under the task risk assessment or in compliance with procedures laid down in the Company's Health & Safety Policy.
4. Use and maintain any work equipment provided in accordance with training given and the requirements of the manufacturer's handbook and Company Health & Safety Policy.
5. Do not use any work equipment that you have not been trained or authorised to use.
6. Report to the Site Manager or supervisor any hazards that have not been identified as part of your workplace or task risk assessment.
7. Comply with any parts of the Company's Health & Safety Policy that apply to you, particularly any site rules as detailed in the Construction Phase Health and Safety Plan.
8. Do not misuse or interfere with any item provided in the interests of health, safety or welfare.
9. Immediately report all accidents, incidents, dangerous occurrences and near misses to the Site Manager or Supervisor.

3 ARRANGEMENTS

Introduction

The Health & Safety at Work etc. Act 1974 (*HASAWA*) requires that arrangements are made, to provide for a safe system of work for all aspects of our undertaking. These arrangements have been developed to cover the company's activities as a whole and must be used when developing systems of work in offices or on sites.

Arrangements or Control Measures?

We have included in this section specific known "Arrangements" to combat hazards that are well established in our line of business therefore complying with the requirements set out in the HASAWA. However, more recently the term 'arrangements' has predominantly been replaced by the term "Control Measure" Either term is acceptable however, "control measure" is a clearer definition of what is required at work when preventing or controlling known hazards in the workplace.

Generic Control Measures:

No two jobs are the same; all have something different about them and therefore it is essential to understand that the Control Measures in this section may have to be made more specific following completion of an individual task risk assessments *as required under The Management of Health & Safety at Work Regulations 1999* to take into account the environmental or other more specific site requirements. When using this section therefore, first check site conditions and any other restrictions that may be imposed due to the environmental circumstances. It is important also to take into account other considerations such as prevailing weather conditions, other people working nearby or other persons having access to or from the area that your works are to be undertaken, this includes members of the public. All these factors can alter what is to be considered when carrying out the on-site 'Risk Assessment' and the 'Control Measure' to be used.

3.1 ABRASIVE WHEELS

3.1.1 Hazards

The main hazards associated with abrasive wheels include: -

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dust from certain types of materials.
- Loose clothing tangles in disc.
- Electric shock.
- Noise.
- Fire and explosion.

3.1.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site method statement will also be met.

The company will: -

- Ensure that any abrasive wheel machine hired to or owned by the Company, for use at work, is provided and maintained in good condition.
- Ensure that sufficient operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained.
- As far as reasonably practicable, cutting of stone is carried out using suitable water dust suppression. Where this cannot be carried out a specific risk assessment will be carried out and suitable respiratory protective equipment will be provided.
- Ensure that, where respiratory protective equipment (dust masks) are provided for the protection against breathing in stone dust, the individuals have been fit tested within the last 3 years.

3.1.3 Training

Training in the use of such equipment will also be provided. Refresher training will also be provided to maintain and enhance competence in the mounting of abrasive wheels and their use.

3.1.4 Monitoring

The Site Manager / Supervisor will: -

- Ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed.
- Ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.
- Arrange for any person required to use an abrasive wheel machine or tool to be given instructions in the precautions required, by a competent person.
- Ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.
- Ensure that dust suppression measures are used or, where applicable, respiratory protective equipment is provided and worn.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan are being implemented.
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.
- Ensure that dust suppression is used
- Where respiratory protective equipment is provided, ensure it is fit tested.

3.1.5 Control Measures

Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.

- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection to BS EN 166 B must be worn when using abrasive wheels.
- Ensure measures for protection against hazardous dusts, that may be generated, are used as required by COSHH Reg's 2002.
- Avoid wearing loose clothing especially ties, sleeves, scarves etc.
- Hearing protection should be worn where necessary.

- All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrical machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks.
- Ensure other control measures identified in the risk assessment(s) for the work have been implemented.

3.2 ACCESS EQUIPMENT

It is Company policy to ensure, so far as is reasonably practicable, that where work is to be carried out above ground level, it will be carried out in accordance with the Work at Height Regulations 2005 and suitable access equipment will be supplied. Where access equipment is supplied, it is the responsibility of individuals to ensure that it is used in accordance with the manufacturer's recommendations and that site-specific risk assessment and any training that has been given. This Control Measure is to be read in conjunction with the Control Measure – Working at Height.

3.2.1 Mobile Towers

The Company will ensure that mobile towers can be used safely and efficiently on site taking into account ground conditions, access heights, roof members, type of work, etc. Where there is any doubt, suitable safety advice must be sought.

Only trained, competent persons must erect, alter or dismantle mobile towers. All towers must be inspected by a competent person once erected and then at least weekly. Records of inspections must be made and kept on site until the end of the contract.

3.2.1.1 Control Measures

All persons using mobile towers must:

- Check the location for overhead electricity cable hazards and other obstructions.
- Ensure that towers are only erected on firm, level ground.
- Ensure castor wheels are only used on level ground and that they are fitted with the brakes.
- Ensure that the components are correctly fitted together and the tower is kept vertical. Manufacturer's instructions must be followed regarding erection, especially for bracing.
- When moving a tower, ensure that no personnel or loose materials are on the platform. Always apply pressure at or near the base of the tower.
- Ensure that access is only from inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- Ensure platforms are fully boarded with guard rails and toe boards and that access is provided by trapdoors.
- Ensure that towers are loaded only in accordance with manufacturers' instructions.

3.2.2 Mobile Elevating Work Platforms (MEWPs)

Competent, authorised persons who have been trained in operating techniques may only use MEWPs. They must only be used on firm level ground and during weather conditions as specified by the manufacturer.

All persons when working in a MEWP must wear harnesses. The harness must be fitted to a suitable anchor point in the platform. When the MEWP is used in the vicinity of overhead obstructions, safety helmets must be worn.

Prior to operation, the MEWP must be checked to ensure safe operation. All safety devices must be operational at all times. The safe working load of the MEWP must never be exceeded. If outriggers are fitted, they must be used at all times.

If the platform is being operated in an area where it is possible for persons to pass close by or underneath, the area must be closed off with suitable barriers and warning signs erected. If vehicle movements are taking place in the vicinity, as far as is reasonably practicable, measures must be taken to divert the traffic movements. If diversions are impracticable, then suitable barriers must be put in place.

Travelling with the platform occupied or boom extended must not be carried out unless the particular machine capabilities allow for it, consult user handbook.

MEWPs must not be taken onto public roads unless authorised by the Site Manager of Liquatek Ltd and a suitable risk assessment has been carried out. Nor should a MEWP be used for the transportation of goods or materials.

3.2.3 Scaffolding

Scaffolds are erected to support a working platform. The law requires that such platforms should be suitable for the type of work, provide security for the operative, and secure the safety of others-people passing below or near the scaffold.

Persons qualified to a recognised industry standard e.g. CITB or NASC must erect scaffolds. Persons not trained must not interfere with scaffold by altering or adjusting any of the components as this could easily cause the scaffolds to collapse. If any alterations or adjustments are required a trained Scaffolder must do them.

CITB (Construction Industry Training Board)

NASC (National Association of Scaffolding Contractors)

Care must be taken to see that a working platform and its scaffold are not overloaded. Materials should be distributed as evenly as possible with heavy items placed near to the standards as possible.

NEVER: -

- Remove any tubes or fittings;
- Remove scaffold boards from a working platform;
- Erect another scaffold on a putlog scaffold, e.g. Steps or trestles;
- Over-reach when working from scaffold;
- Misuse a scaffold;
- Overload a scaffold;
- Leave loose materials, tools, etc., on a scaffold;
- Obstruct warning signs put on scaffold.

3.2.4 Stepladders

If stepladders are to be used the most suitable type must be obtained, taking into account the work to be carried out, the person doing the work and the working environment. Only Professional grade

stepladders (EN 131 Professional) will be permitted on any of the sites where work is undertaken by the Company.

Stepladders must be of a suitable height to prevent the person using them from having to stand on the top rung to reach the work area unless there is a suitable size platform with adequate hand rails. The stepladder must be positioned in a manner which will prevent it from overbalancing and, where practical must have some kind of stabiliser / outrigger.

Supervisors are to ensure that a formal visual inspection is given to all stepladders on, at least, a weekly basis. A record of this inspection is to be recorded on the relevant form and kept on site until the end of the contract.

3.3 ACCIDENT REPORTING AND RECORDING

3.3.1 Introduction

The importance of accident, incident and near miss recording, reporting and response cannot be overstressed. The necessity arises from two fundamental requirements:

- Only if every accident, incident and disease is reported can action be taken to prevent recurrence;
- A record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against Premier Groundworks Ltd.

3.3.1 Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The company will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to inform the Site Manager / Office Manager and complete any necessary site documentation. The Manager is then to identify how to prevent this recurring.

3.3.2 Minor Injuries

All minor injuries reported by employees are to be entered into the accident book. Where the accident occurs on site and the Principal Contractor wants their accident book completed, a record must still be made in the Premier accident book unless a copy of the original entry is taken.

3.3.3 Lost Time & Over 7 Day Accidents

Where an employee suffers a lost time accident, the Managing Director must be informed by the relevant Manager and kept up to date with the proposed date of returning to work. An accident investigation will need to be carried out by the Manager to determine the causes so that measures can be put in place to prevent a recurrence.

Where the employee does not return to work for more than 7 days, not including the day of the accident, the Company Health and Safety Consultants will be informed and, as directed by the Management Team, will carry out the investigation. Reporting to the HSE, as required by RIDDOR 2013, will be carried out within 15 days of the accident.

3.3.4 Specified Injuries

Where an employees or contractor suffers a specified injury or is taken to hospital with a suspected specified injury, the Managing Director is to be informed immediately. These will then in turn inform the Company Health and Safety Consultants who will carry out an investigation as directed.

Nothing is to be moved in the accident area unless instructed by the Managing Director or where it would otherwise put people at risk to leave it. If the accident area has to be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation.

Specified injuries are injuries such as:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Specified injuries are to be reported to the HSE's Incident Contact Centre immediately by telephone via the Managing Director or other nominated person.

3.3.5 Dangerous Occurrences

Dangerous occurrences must be reported to the Site Manager immediately. These will then notify the Company Safety Consultants. The area must not be disturbed unless the Managing Director specifies so, or to prevent further danger.

3.3.6 Disease

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease.) must be forwarded to the Managing Director immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place.

The company Health and Safety Consultants will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

3.3.7 Fatal Accidents

In the event of a fatal accident, the Managing Director will be notified immediately. The Managing Director will then notify the Company Health and Safety Consultants.

Accidents resulting in death shall be reported concurrently to the local Police. **Do not** disturb the scene of the accident any more than necessary to make it safe for others to carry out an investigation (see below).

3.3.8 Notification to the Health & Safety Executive (H.S.E)

Notification to the HSE will be carried out by the Office Manager, for office personnel, or the Site Manager for site personnel.

Fatal Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

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

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc
- If your incident fits these descriptions ring the duty officer on 0151 922 9235.
- *Specified Injuries* - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The details that will be required are the same as that written on the F2508.

All other injuries – On line, go to www.hse.gov.uk and click on 'Report and Incident' then follow the on-line instructions.

3.3.9 Dealing with Casualties

Do not move a casualty who cannot move himself unless the casualty is in imminent danger. The Site Manager must ensure that the casualty is dealt with as required by a qualified First-aider until medical help arrives or they are taken to hospital.

3.3.10 Emergency Services

The relevant Manager must ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Site Manager will ensure that the Principal Contractor is advised of the circumstances of the incident and the incident reported to the in accordance with their site rules.

3.3.11 Accident area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the all clear by the Managing Director.

3.4 ALCOHOL AND DRUG ABUSE

3.4.1 Company policy towards alcohol and drug abuse

Alcohol or drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites. Therefore, it is the policy of this Company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred by the site supervisor to the Managing Director / Health and Safety Co-ordinator who must arrange for the person to be removed from site.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that

may be considered therefore, if there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

3.5 ASBESTOS

The Company does not deal with asbestos within their normal day to day operations. However, there may be times when, in the carrying out of our normal day to day works, that our employees or contractors come across asbestos containing materials (ACM's).

The Managing Director or Site Manager will ascertain at an early stage whether asbestos, in any form, is likely to be present or used on the site. Prior to commencing any contracts, any relevant pre-construction health and safety information will be obtained from the Client or Principal Contractor. If details provided by the client are inconclusive, then arrangements will be made to take and analyse samples of any materials which are suspected to be ACM's.

All information on the presence, or possible presence, of ACM's along with any working methods and control measures will be issued to the Site Manager / Supervisor before work starts.

In all cases if any ACM's are identified, employees and contractors are to be informed that work is to cease immediately and the Site Manager informed. The Site Manager is then to inform the Managing Director who will instigate an investigation and take necessary action.

Where there is a likelihood of site operatives coming across ACM's, they will be given suitable asbestos awareness training.

3.6 COMPANY APPROACH TO CDM

Hazards associated with the site will first be identified by the Principal Designer / Principal Contractor and will be included in the Pre-Construction Information and then in the Construction Phase Health and Safety Plan (CPHSP). This information will then be used in the development of our safe systems of work.

As a Principal Contractor / Contractor, we shall ensure that our works are sufficiently planned taking into account the risks identified to us by the Principal Designer, Client or (as necessary) the Principal Contractor. We will be proactive throughout the pre-construction and construction phases to ensure that our methods of works are prepared in advance of planned start dates.

We will cooperate with any requirements placed on us by the Principal Contractor / Client and strive to work with them ensuring that effective communication starts and continues throughout a project. Co-operation will extend to all other contractors who may be affected by our works or whose works may affect our employees.

We will ensure that all such information as is necessary for inclusion in the Health and Safety File is passed on as it becomes available or within the time scales allocated by the Principal Contractor / Principal Designer to enable them to meet their legal obligations.

3.6.1 Control and Co-Ordination

Our Safety Policy, site rules and the overall way in which the site will be managed with regard to safety, health and welfare will be established at an initial safety meeting with the Client / Principal Designer /

Principal Contractor. It is vital that the agreed arrangements are reviewed at the first project meeting so that site management can deal immediately with any difficulties at an early stage.

Our Site Manager and Site Supervisors will ensure that effective co-ordination of our work occurs. Clear lines of communication will be established and maintained between us and the Principal Contractor. Safety, health and welfare will be included on all project meeting agendas.

As part of the duties under the CDM Regulations, we will have arrangements in place for ensuring that our work is co-ordinated with the work of other contractors where our work overlaps. In addition, we may work in premises where the client or some other employer continues its activities alongside construction work. In both cases, arrangements are to be agreed at the beginning of work on site, and regular site meetings will be held to monitor the arrangements, and to review the agreements.

3.6.2 Monitoring

Site monitoring by AKV and / or our Managing Director / Site Manager will occur on a frequent but random basis. This is in addition to the regular daily and weekly inspections carried out by site management. Contraventions of statute law, regulations, codes of practice and site procedures will be dealt with firmly and consistently by site management.

3.6.3 Training

On-site training will be necessary for our personnel so that they are aware of the hazards and risks to health and safety on site. It is considered necessary for all operatives to attend a Safety Induction Course prior to beginning work on site. Close liaison with AKV will establish the overall training needs on individual sites.

3.6.4 Records

We will ensure that all records of examination and inspection are carried out and copies filed or passed to the Principal Contractor, where applicable. All accidents and dangerous occurrences will be reported in accordance with the relevant control measure in this document and, where necessary, to the Principal Contractor / HSE (Incident Contact Centre). Where necessary, a thorough investigation will be carried out.

3.7 CONSULTATION WITH EMPLOYEES

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

Liquatek Ltd will inform its employees of their rights to be represented by a safety committee and, if requested, will form a committee in accordance with the above legislation. If requested, the company will ensure periodic meetings are held with employees to discuss health and safety issues. In any event, employees will be consulted by the site management, on matters regarding their health and safety, following toolbox talks or inductions.

3.8 CONTROL OF CONTRACTORS

Contractors are often appointed to carry out work on behalf of the Company. It is the policy of the Company that only approved contractors will be employed

3.8.1 Approval of Contractors

Before contractors are considered for the 'Approved Contractors List', they must complete a questionnaire which will be sent out by the Finance Director or other nominated person. Once the questionnaire and relevant documentation have been returned it will be assessed and decided whether the contractor can be added to the list and, if so, what level of supervision is required.

3.8.2 Requirements of Contractors

Contractors will be required to comply with the following requirements which will be explained to them at any pre-contract meeting with the Managing Director, Site Manager or other company representative.

All contractors will be required to:

- Work in compliance with the contents of this document and any additional site rules that are been put in place on each site.
- The relevant managers of each contractor will be required to develop a site-specific method statement and risk assessment for all their works. All documentation is to be provided to Liquatek Ltd's Site Manager at least one week prior to the works commencing on site.
- In addition to the method statement and risk assessment, the following documents must also be supplied before works can commence on site:
 - Copies of relevant CoSHH, noise, vibration, manual handling assessments
 - Copies of any relevant certificates of competence
 - A copy of their companies' insurance certificates
 - Copies of any equipment test certificates
 - Any other document asked for by the Site Manager
- All contractor's personnel will be required to attend a site-specific induction where they will be explained the rules of the site and the requirements from the method statement and risk assessments.
- The site induction is to be followed by a specific induction given by each contractor covering their own methods of work, identified risks and control measures, emergency procedures etc. Proof of this induction having been undertaken is to be given to Liquatek Ltd's Site Manager for inclusion in the Site Management Manual.

Contractors are to ensure that they, or their personnel, are competent to carry out the works for which they have been contracted to undertake. Where required they are to supply evidence of this competence as mentioned above.

At any time that it is deemed by the Company that a contractor has failed to carry out work as determined by the method statement or has totally disregarded the requirements of the health and safety policy, that contractor may be asked to leave site immediately.

3.8.3 Management of Contractors

The Site Manager for LQTK is to ensure that all the relevant documentation is reviewed and approved prior to the contractor commencing works on site. They are also to ensure that the contractor is aware

of and complies with the 'Health and Safety Rules for Contractors' which are in the Site Management Manual.

3.9 CONFINED SPACES

Every entry into a confined space is potentially hazardous. However, every confined space is not dangerous but should be treated as such until proved otherwise. A confined space is any enclosed space, above or below ground, such as basements where a hazard to health may exist due to lack of oxygen, the presence of a suffocating, toxic or flammable atmosphere, or an actual or potentially hostile environment. Confined spaces are not necessarily small. It could be any air space that cannot support life, e.g. less than 20.9% oxygen in the air.

Fatal accidents are not uncommon and are usually caused by a combination of factors arising from a lack of awareness, supervision and training.

3.9.1 Planning Procedures

The first measure to be taken is 'Avoidance'. If there is any other practicable means of carrying out the work that would avoid the need for entry by any persons, then this must be adopted.

Where entry is unavoidable as in constructing, refurbishing, or waterproofing of basements the Site Manager for LQTK is to ensure so far as is reasonably practicable, that suitable and sufficient steps are taken to secure the health and safety of personnel. In which case it is imperative that:

- A competent person is appointed to carry out a risk assessment and plan the method of works, including any required emergency procedures.
- A Permit to Work is issued before entry into a confined space takes place. All users of the Permit must be suitably trained.
- Where practicable the confined space is purged to alleviate risk from any toxic or flammable vapours or fumes
- There is a supply of respirable air, preferably natural, where breathing apparatus or any other form of respiratory protective equipment is used.
- The means of access and escape are acceptable.
- Competent persons are outside on standby to assume the role of a 'top-man'. There may also be a requirement for a first aid trained person and a fire marshal both of which will be identified by the risk assessment.
- Suitable rescue equipment will be supplied.
- If hot works are to be carried out, the confined space must be monitored for flammable vapours or gases and intrinsically safe lighting must be provided.
- Where practicable, suitable lengths of hose must be provided in order that gas bottles can be left outside.

3.9.2 Training

There must be suitably trained personnel to write the safe system of work. Personnel carrying out the works will be required to have attended an HSE approved 'Confined Spaces' training course and have received training on 'Permit to Work' systems.

3.9.3 Monitoring

The supervisor is to ensure all relevant training has been given for entry into confined spaces as well as for the types of work to be carried out in a confined space. Constant supervision is to be given by a competent 'top-man' whilst the work is being carried out.

All equipment is to be checked by the users or an appointed person prior to entry into a confined space.

3.9.4 Control Measures

- No one is to enter a confined space unless competent and authorised to do so.
- No entry into a confined space is to take place unless a current permit to enter has been received and all stated control measures have been put in place.
- Entry into a confined space must not be obtained if the 'top-man' is not present.
- All personal protective equipment, as identified in the task risk assessment, is to be worn at all times.
- There must be no smoking in the confined space at any time. Naked lights may only be used if authorised to do so and then only in accordance with the safe system of work.
- Where working times are limited, they are to be strictly adhered to.
- Only tools identified in the safe system of work are to be used.
- The safe system of work is to be adhered to at all times. Deviations must be first cleared with the person responsible for developing the safe system of work and then only once an amendment has been made.
- Anyone entering the confined space has the right to exit at any time if they think there could be a risk to their health and safety.

3.10 DANGEROUS SUBSTANCES

Highly flammable liquids and liquid petroleum gases come under the Dangerous Substances & Explosive Atmosphere Regulations 2002 as they are substances that could cause a fire or explosion which could harm people.

The Company will ensure that where these types of substances are used the following will occur:

- A risk assessment will be carried out of the substance and activity.
- Measures will be provided to eliminate or reduce the risk.
- Emergency equipment will be provided and suitable procedures developed.
- Information will be communicated to those involved and training will be given as necessary.
- Suitable warning signs will be erected to warn of the dangers.

The procedures to be taken into account are:

- Quantities of the substance will be kept to a minimum.
- The accidental release of the substance must be minimised by ensuring containers are kept sealed and equipment is regularly checked.
- As far as practicable, the substance will be used in a well-ventilated area away from catchment areas such as excavations to prevent the formation of an explosive atmosphere.
- All sources of ignition will be removed from areas where an explosive atmosphere is likely to be formed.

- Incompatible substances will be kept apart.
- In the case of fire or explosion, measures must be taken to prevent its spread.
- The numbers of persons exposed will be kept to a minimum.
- Oxygen cylinders should be stored at least 3m away from those containing acetylene or LPG.
- Oxygen cylinders may be stacked horizontally, a maximum of 4 high and wedged to prevent rolling.
- Acetylene & LPG cylinders, whether full or empty, should always be stored and used in the upright position.
- Vertically stacked cylinders, whether full or empty, should be secured against falling.
- Full cylinders should be kept away from empty ones.
- Cylinders should be shielded from direct sunlight or other sources of heat to avoid pressure build up.

The responsible person must ensure that measures taken include:

- Reducing to a minimum the number of persons exposed.
- Measures to avoid the starting of fires or explosions.
- Providing explosion pressure relief arrangements.
- Providing explosion suppression equipment.
- Providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion.
- Providing suitable personal protective equipment.

The responsible person must also ensure that appropriate systems of work are developed to include:

- The issuing of written instructions for the carrying out of the work.
- A system of permits to work where the risk of a hazard being realised is greater due to organisational or environmental arrangements.

3.11 ELECTRICAL TOOLS AND EQUIPMENT

The company will endeavour to reduce the risk to employees from the use of electrical equipment by replacing them, where reasonably practicable, with battery operated equipment. Where electrical equipment is used, the following will apply:

3.11.1 Hazards

The main hazards associated with this equipment include: -

- Electric shock.
- Unguarded machinery.
- Tripping.
- Fire.

3.11.2 Planning Procedures

When planning work, relevant standards will be taken into account. A risk assessment must be undertaken for the work and the requirements of it and any Health and Safety Plan for the site must also be implemented.

All electrical equipment on the Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards.

Portable electrical appliances are electrical items that can be easily disconnected from the power source and moved from one location to another. To ensure the safety of persons using portable appliances, it is Company policy that all new portable appliances, or used appliances new to the company, are tested before first being put into use.

The responsibility for arranging for ensuring PAT testing is carried out on site and in the office will be down to the Health and Safety Co-ordinator. Site equipment will be tested on a 3 monthly basis and office equipment on an annual basis.

3.11.3 Site Procedures

The Managing Director / Site Manager will:

- Ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.
- Ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site unless special arrangements are made to protect the equipment from damage. Ideally battery-operated tools will be the first choice.
- Ensure that formal weekly visual inspections are carried out on electrical equipment on site.

3.11.4 Training

In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work.

3.11.5 Monitoring

The Site Manager / Supervisors will:

- Ensure that all equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
- Take immediate action against any person abusing or incorrectly using electrical equipment on site. Ensure that all power cables are installed clear of access ways and preferably above head height.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by a site electrician or hire Company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

3.11.6 Control Measures

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. An authorised person will only do work on equipment.
- Only 110V equipment (or less) will be used on site.
- The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.

- Users of electrical equipment are to check the appliances before use for any sign of damage and report defects immediately. The following items need to be checked in relation to electrical items:
 - The cable / lead for any signs of damage, breakages, repairs.
 - The plug for signs of damage or scorching.
 - The equipment casing for signs of damage.
 - All control buttons / switches to ensure they work correctly.
- Do not lift or pull equipment by the cable; the connections may become broken and create a hazard.
- Cables will be routed so as to be protected from damage.

3.12 ENVIRONMENTAL MANAGEMENT

The Company realises that the works carried out on their behalf will have some impact on the environment. Environmental hazards will be assessed as part of the site-specific risk assessment and will be monitored in accordance with our monitoring procedures.

The Managing Director is committed to maintaining high environmental standards throughout the Company's operations. Every contractor is required to take all reasonable practicable steps to ensure that work is carried out in an environmentally safe and efficient manner in accordance with the law and the procedures laid down by the company and with due regard to the environment.

3.12.1 Environmental Impacts

The main environmental impacts from the company's activities are as follows:

- Air pollution
- Energy and fuel consumption
- Noise
- Waste

3.12.2 Air Pollution

Air pollution may impact on human health, ecosystems and the physical environment on both a local and global scale. The company realises that it contributes to air pollution whilst carrying out its undertakings, particularly in the following areas:

- Emissions of oxides of nitrogen, carbon monoxide and benzene due to its transportation activities.
- Emissions of particulate matters from its construction and installation activities.

The company will therefore adopt a policy to reduce the amount of air pollution caused by: -

- avoiding unnecessary movements of vehicles
- vehicle sharing
- taking emissions into account when purchasing equipment
- using battery / electrical equipment rather than petrol driven equipment
- recycling rather than incinerating waste
- controlling the amount of dust produced

3.12.3 Energy & Resource Consumption

The company are aware that to carry out their undertakings they need to utilise many of the earth's resources, whether directly or indirectly, and that the use of the resources will impact on the various environmental receptors, i.e.

- Human beings - noise, dust, loss of amenity
- Flora and fauna - loss of habitats, species, biodiversity
- Soil - the physical removal or damage of soils and natural drainage
- Water - contamination, disruption of flow rates
- Air and climate - pollution on a local and global scale
- Landscape - physical change
- Cultural heritage - loss, destruction, visual intrusion

In order that the company can play a part in sustainable development, it will continue to look into ways of reducing energy and resource consumption. In so doing the company will minimise waste by recycling materials such as:

- Construction wastes
- Office materials - paper and printing cartridges
- Waste electrical and electronic equipment
- Packaging materials

The company will endeavour to use low energy equipment and, in addition, encourage staff to switch off electrical equipment and machinery when not in use.

3.12.4 Noise

The company recognises that noise can be a very sensitive issue and is a source of nuisance from works being carried out on its premises and sites. Where practicable, all works on site will be planned in accordance with the planning requirements.

Wherever practical, all activities will be undertaken within the ambient noise level existing in the vicinity of the site. To help meet this objective, a noise survey will be carried out in areas of concern to establish background noise levels before commencing operations. This will be especially important when operating near hospitals, schools, residential areas and places of work.

The company will endeavour to purchase machinery and equipment which emit low levels of noise. Where our activities will cause increased noise levels that may be perceived as nuisance, we will use the quietest machinery at our disposal. To minimise noise levels the machinery will be properly maintained to further mitigate the transfer of noise.

3.12.5 Waste Management

All personnel, particularly Line Management, are responsible for minimising waste through recycling.

Under the *Environmental Protection (Duty of Care) Regulations 1991* and the *Hazardous Waste Regulations 2005* the services of competent contractors will be employed to dispose of any wastes which cannot be recycled by us.

Waste is defined in the Environmental Protection Act as:

- Any substance that constitutes a scrap material or effluent or otherwise.
- Any unwanted surplus arising from the application or any process
- Any substance or article that requires to be disposed of as being broken, worn out, contaminated or otherwise spoiled.

The company recognises its responsibilities under *Part 3 of the Environmental Protection Act 1990* and will, as far as reasonably practicable, take suitable measures to ensure that any works carried out on its behalf do not cause a nuisance to the local community or the environment by controlling the spread of litter.

The Site Manager is responsible for identifying the waste that will be produced and inform the Principal Contractor so that it can be included in their Site Waste Management Plan (as applicable). The Contracts Manager will arrange for any necessary segregation and disposal.

The carriage of controlled building waste by road is governed by The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991. The Environmental Protection (Duty of Care) Regulations 1991 are also applicable. These regulations originate from the Environmental Protection Act 1990.

If the company utilises an outside waste disposal contractor, the contractor must be licensed in accordance with The Waste Management Licensing Regulations.

3.12.6 Environmental Emergency Procedures

It is the policy of Liquatek Ltd that all environmental incidents, no matter how minor, must in the first instance be reported by telephone to the Managing Director. The Managing Director must be informed before contact is made with the Environment Agency.

A decision will be made on whether he will visit the location and carry out an investigation and write the subsequent incident report or whether the onus will fall upon the relevant manager / supervisor to complete the Environmental Incident / Non-conformance Report Form.

An environmental incident is defined as:

- Any failure which leads to a spillage, fire, uncontrolled or unplanned emission resulting in damage or pollution to the environment.
- Any complaint or enforcement action by a statutory body.
- Any complaint from the public relating to an environmental impact resulting from any activities undertaken by Liquatek Ltd or one of its contractors.

3.12.6.1 Immediate Action

As soon as an environmental incident occurs, the individuals nearest will take the necessary actions to prevent the situation from worsening, i.e. spread of pollutants. At no time should anyone compromise their own safety.

Further actions must be to:

- Identify the substance involved and refer to safety data sheet / CoSHH assessment.
- Put on appropriate personal protective equipment.
- Isolate spill by blocking pathways to drains, surface waters and open land.
- Contain spills with appropriate absorbent materials (granules, pads, sand, sawdust etc.).
- Inform site manager.

- Site Manager to inform Managing Director and take responsibility for clean-up.

3.12.6.2 Investigation

All environmental incidents will be investigated by the Managing Director or Health and Safety Co-ordinator. Assistance may be sought from the company's Health and Safety Consultants or other outside agency.

As part of this investigation, the following actions should be taken:

- Take photographs
- Take initial statements from those involved and / or witnesses. More in depth ones can be collected at a later date
- Take notes, diagrams, etc of the scene of the incident.

3.13 FIRE POLICY & PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Person' for the Company will be the Managing Director, Robert Berry. On sites, this duty may be delegated to the Site Manager or relevant Supervisor.

3.13.1 Duties of the 'Responsible Person'

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be taken into account are:

- Fire risk assessments
- Fire training
- Fire procedures
- Fire detection and alarm systems
- Means of escape
- Records of fire tests
- Development of a fire plan

3.13.2 General Fire Precautions

In the event of fire, it is the policy of the company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The company will always support employees who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed for each workplace which is suitable and sufficient for that workplace. These fire precautions will then be communicated to all persons working in the premises with suitable information provided for visitors.

3.13.3 Risk Assessments

Suitable and sufficient fire risk assessments will be carried out for all workplaces. Ensuring that fire risk assessments have been carried out on site will be the responsibility of the Site Manager who may need

to carry out specific assessments for the works carried out by the Company. In the office, this duty will be carried out by the Managing Director or Office Manager.

3.13.4 Fire Fighting Equipment

Where risk assessments for the work require firefighting and other emergency equipment to be provided it will be planned for meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan and or Emergency Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

3.13.5 Training

All personnel must be provided with training on the emergency procedures relevant to their place of work. Relevant refresher training will be undertaken to maintain and enhance competence.

Records of all training undertaken, and instruction and practice in emergency procedures will be kept to comply with statutory requirements.

3.13.6 Monitoring

The Managing Director / Site Manager will: -

- Ensure that the requirements for fire-fighting and emergency equipment necessary for the work and/or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use fire-fighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use.
- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

3.14 FIRST AID ARRANGEMENTS

The prevention of accidents at Liquatek Ltd is everyone's responsibility. Everyone on site is to ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

3.14.1 Planning Procedures

The Managing Director / Site Manager will ensure that any necessary first aid arrangements determined by the expected risk environment, employee, available local hospital facilities, etc. have been considered when allocating personnel and resources to a site.

When working on site as a contractor, the Managing Director / Site Manager will ensure that the Principal Contractor has a first aid system established and:

- Ensure that the first aid trained personnel are competent to deal with the types of injuries that could be sustained from LQTK's work; and
- Obtain confirmation, in writing, that the facilities will be provided by others.

3.14.2 Training

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement. Sickness and holiday cover will be taken into account.

3.14.3 Monitoring

- The Managing Director, Site Manager or Supervisor will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.
- Where the Company is utilising arrangements made by the principal contractor then any deficiencies in that provision must be reported to the principal contractor.
- The Site Manager or Supervisors are to ensure that first aid boxes are re-supplied each time they are used and have enough equipment in them (as per the contents list in the box). Those who have the responsibility for first aid kits are to ensure that suitable equipment is still available and in date.

3.15 FOREIGN LABOUR

It is the policy of Liquatek Ltd that non-English speaking personnel are restricted to a maximum ratio of 1 in 4 (i.e. one English speaking person that is able to interpret in every team of 4). Where this ratio is applied, it is to be in an area where the non-English speakers are in site and ear-shot of the English-speaking interpreter.

3.15.1 Assessments

If it is suspected that non-English speaking personnel have been employed to work on site, through contractors or agencies, before they start work their ability to understand and speak English will be assessed by the management representative. Those with a low ability will be placed to work with someone of a high ability. Those with very high abilities will be nominated as persons that can be used to translate information to other operatives.

3.15.2 Communications

Although the percentage of non-English speaking/understanding personnel is always relatively low, all instructions as referred to above will only be given by those persons nominated as translators. It is the duty of the translator therefore to check the understanding of any particular instruction. All translators will be made aware of their duties.

Note: Inductions given by the Principal Contractor to non-English speaking/understanding operatives will be attended also by one of our Site Foreman who will notify the presenter of the need for them to translate as the induction progresses.

3.15.3 Ensuring the quality of translations.

Only those persons identified as being competent to be translators will be allowed to translate to or brief operatives. To ensure that those translating an instruction are fully aware of the requirements of the instruction themselves, our Site Manager will first brief the translator on the instruction. E.g. A method statement that has been prepared by Liquatek Ltd will first be briefed to the Site Foreman to ensure he has full understanding of its requirements before translation to operatives.

3.16 HAND ARM VIBRATION SYNDROME (HAVS)

3.16.1 Hazards

Workers whose hands are regularly exposed to high levels of vibration may suffer from several kinds of injury to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as '*Hand Arm Vibration Syndrome*'.

3.16.2 Planning

Prior to carrying out any work with tools or equipment which is likely to present a risk, the Managing Director or Site Manager will:

- Identify which operations are likely to cause damage due to excessive exposure to vibration.
- Where practicable avoid exposure by using equipment other than vibratory equipment or by changing the method of work.
- Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.
- Inform the operators of the equipment the findings of the risk assessments and any required control measures or maximum exposure times.

3.16.3 Training

Prior to any works commencing with such tools or equipment, the Site Manager / Supervisor is to give a toolbox talk on the risk associated with excessive use of vibrating equipment and how to reduce the risk of contracting hand arm vibration syndrome. Operators are to be trained on how to recognise the symptoms from such tools and informed of whom to report it to.

3.16.4 Monitoring

A register is to be kept on site detailing how long personnel have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. The Site Manager / Supervisor is to ensure that the register represents a true account of the exposure times.

3.16.5 Control Measures

Where personnel are using vibrating or percussive tools, they must:

- Adhere to the exposure and rest times identified in the risk assessment.
- Complete the site register for monitoring exposure times.
- Maintaining blood circulation by:
 - Wearing gloves;
 - Using proprietary heating pads for the hands;
 - Using tools with heated handles;
 - Avoiding pneumatic exhausts which discharge towards the hands;
 - Allowing operatives to warm up before starting work, and helping them to stay warm;
 - Wearing warm, weatherproof clothing for cold wet areas;
 - Avoiding or cutting down smoking. (Smoking reduces blood circulation).

- Massaging and exercising fingers during work breaks;
- Report to the supervisor any symptoms experienced whilst operating equipment.
- Attend any health assessments that have been organised by the employer in accordance with the risk assessments.

3.17 HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of the Company and its contractors brings us into daily contact with substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that employees receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

3.17.1 Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Health and Safety Co-ordinator can carry out a CoSHH assessment or arrange for one to be carried out.

Where the Health and Safety Co-ordinator does not feel competent enough to carry out a CoSHH assessment, the company safety consultant will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected. The details of assessments will be kept in a suitable register.

The findings of all CoSHH assessments are to be verbally communicated to those using, or who could be affected by, them. This is to be carried out by the Site Manager or Site Supervisor along with the requirements of task risk assessments and method statements, prior to works commencing. A record of the communication process is to be made and copies of the assessments made available to those using it or managing the process.

3.17.2 Training

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training must also be provided to maintain and enhance competence in handling or using these substances.

3.17.3 Monitoring

The Health and Safety Co-ordinator will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

3.17.4 Control Measures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.
- **No hazardous substances are to be used if there is no CoSHH assessment available**

3.18 LEAD AT WORK

3.18.1 Hazards

The main hazards associated with lead arise from work operations such as:

- Gas cutting or welding painted steel or iron.
- Lead burning.
- Painting with lead-based paints.
- Paint removal.
- Grit blasting painted surfaces.
- Lead jointing for cables, pipes.
- Soldering.
- Handling sheet lead.
- Disc cutting or grinding painted surfaces.
- Other operations may also involve contact with lead.

3.18.2 Planning Procedures

At tender or negotiation stage, the requirements of the relevant standards will be allowed for and the appropriate risk assessment/COSHH assessment undertaken to establish the control measures required. Where hazards from lead are identified or suspected the Health and Safety Co-ordinator must be informed so that the information can be included in the site Construction Phase Health and Safety Plan.

The Managing Director / Site Manager is to assess the risk that operatives are likely to be exposed to before any work, which involves lead or is suspected as involving lead commences.

The Managing Director / Site Manager will ensure that the following arrangements are planned taking into account advice:

- Sampling, analysis and monitoring.
- Control measures, ventilation, etc.
- Respiratory protective equipment.
- Protective clothing and storage facilities.
- Washing facilities.
- Medical examinations.
- Training for operatives, Supervisors.

3.18.3 Training

There is a duty to provide adequate information and training to the employees under the Control of Lead at Work Regulations 2002 and the Health and Safety at Work Act 1974. Training for supervisors and operatives will be provided. Refresher training must also be provided to maintain and enhance competence of personnel involved in working with lead.

3.18.4 Monitoring

The Site Manager / Supervisor will:

- Ensure that an assessment of the risk has been carried out before any work commences which will or could involve lead in any form.
- Ensure all planned arrangements and facilities are provided and set up before work commences.
- Ensure that no person, other than those authorised carries out any work or enters any areas, which could involve contact with lead in any form.
- Ensure that protection for the public is provided and maintained. Check that all welfare facilities, respiratory protective equipment, protective clothing, etc. are used by operatives and are maintained, cleaned, etc. as required.
- Check that operatives do not eat, drink or smoke in working areas or equipment and clothing storage facilities where lead may be present.

3.18.5 Control Measures

- Protective clothing must be worn as required by Statutory Regulations.
- Adequate ventilation will be provided.
- Welfare facilities to be provided and maintained.
- Sampling, monitoring and analysis will be carried out and results actioned.
- No eating or drinking or smoking will be permitted at the point of work.
- All other control measures identified in the risk assessment must also be implemented.

3.19 MANUAL HANDLING

3.19.1 Standards required

The Manual Handling Operations Regulations 1992 apply to any manual handling operations carried out in the workplace. These Regulations state “A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him”.

3.19.2 Planning

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees by:

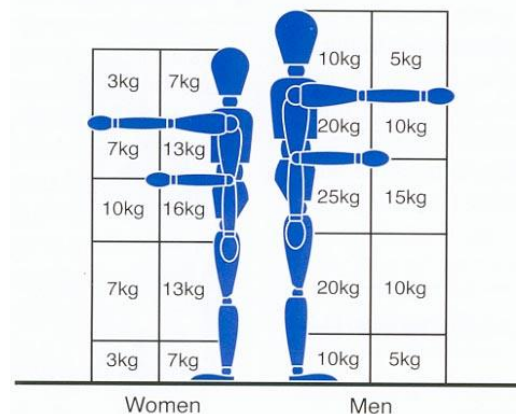
- Avoiding, where practicable, the need to lift items manually or failing this by;
- Assessing the operations which pose a significant risk of injury;
- Ensuring all persons are given suitable manual handling training;

Realising that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs manually, but no-one should move any object they don't feel comfortable with).

It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling then a more detailed assessment needs to be carried out and recorded.

A detailed assessment will need to be carried out by a competent person if the preliminary assessment shows that the manual handling task involves:

- the lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in the adjacent figure or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in the adjacent figure and the distance exceed 10 metres without rest; or
- The pushing or pulling of a load from start where the force required exceeds 25kgs for men or 16kgs for women; or
- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.



Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

3.19.3 Training

All persons involved in manual handling operations are to be trained in the relevant procedures. Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

3.19.4 Monitoring

The Managing Director / Site Manager will:

- Ensure any persons required to complete manual lifting work have been given, and have understood, training on manual handling and associated lifting techniques, they will also ensure a Manual Handling assessment has been completed for the manual handling operation in question.
- Ensure that the required control measures for the works are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- Enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift without assistance a load, which is likely to cause injury.

3.19.5 Control Measures

- Wherever possible use mechanical means to lift and transport items.
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting stooping or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear and other personal protective equipment relevant to the working environment.
- Protect sharp edges.
- Avoid long lifts and if necessary change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- For long distances arrange supports to allow the load to be placed for brief breaks.
- During repetitive work, ensure sufficient time for resting.
- If more than one person is involved, then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items, which are loose to prevent the load shifting when being carried.

- Avoid carrying up and down steps.
- Suitable training can be arranged by the safety consultant, if requested.

3.20 METHOD STATEMENTS

To ensure that those carrying out work on behalf of the company are aware of the sequence of operations, the Managing Director / Site Manager will develop a site / task specific method statement. By following the company's 'method statement format', the site management can be assured that relevant information has also been supplied to our Client / Principal Contractor to prove that suitable and sufficient planning has taken place.

3.20.1 Planning

The Managing Director / Site Manager will firstly carry out a suitable and sufficient risk assessment of the task taking into account the location, the equipment to be used and the people to be involved. The control measures identified as necessary to control the risk will be included in the method statement.

Method statements will be developed prior to works commencing and submitted to the Principal Contractor (when taking on the role of a contractor) in accordance with their requirements.

3.20.2 Training

Prior to any employees commencing work on site, the Site Manager / Supervisor will give an induction, in addition to the main site induction, covering any specific requirements for works carried out on our behalf. This induction will include the requirements of the method statement and the findings of the risk assessment.

Employees will be informed that, under no circumstances, are they to stray from the agreed method of works unless the method statement has been changed by the Managing Director / Site Manager and, where working as a contractor, agreed by the Principal Contractor.

3.20.3 Monitoring

In addition to any other monitoring carried out in accordance with other parts of this document, the Site Manager / Supervisor will ensure that the requirements of the method statement are being followed. Where it is identified that personnel are not complying with the method statement, the management are to establish why and, if necessary, change the method statement to suit. Local requirements are to be followed.

If it is found that individuals were not following the agreed method of works with no valid reason, disciplinary action is to be considered.

3.21 NOISE

3.21.1 Hazards

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

3.21.2 Planning Procedures

When planning work, the Control of Noise at Work Regulations 2005 will be taken into account. Noise measurements must be made by a competent person to ascertain where control measures are required.

The Managing Director / Site Manager will:

- Ensure that information on the noise level of any plant or work equipment, which it is intending to hire, or purchase is obtained and taken into account before hiring or purchase takes place.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequencies of noise. Details should be included in the Health and Safety Plan along with designated ear protection zones.
- Arrange for the following depending on levels of noise and the exposure levels that apply to that level, i.e.

Lower Exposure Action Value (EAV)	80 - 85 dB(A) daily personal exposure.
Upper Exposure Action Value (EAV)	above 85 dB(A)
Exposure Limit Value (ELV)	87 dB(A)

- At the Lower EAV a noise assessment must be carried out by a competent person and recorded in writing.
- Ensure that suitable measures to reduce the risk to employees (other than PPE) are available. Where there is no other means of reducing the risks, suitable PPE may be issued, employees do not have to wear it at these levels.
- At the Upper EAV a noise assessment by a competent person as above and actions taken, other than PPE, to reduce the noise levels. If noise levels cannot be reduced to below the Upper EAV, the following actions must be taken:

Suitable hearing protection must be provided and worn.
 Ear protection zones must be demarcated and suitable signs displayed.
 Equipment **must be maintained**.

- At no time must employees be exposed to noise levels above the ELV of 87 dB(A). Exposure can be brought down to below this by means of PPE.

3.21.3 Training

Instruction and training will be provided to employees required to work in premises or with plant, which is likely to result in exposure to noise levels above the first action level. Regular refresher training must be provided to maintain awareness of the hazards to health of noise.

3.21.4 Monitoring

The Site Manager / Supervisors will:

- Ensure that all the control measures identified in the noise assessment are implemented.
- Arrange for supplies of ear defenders or other hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.
- Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.

- Ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the relevant manager responsible for plant maintenance or hire Company immediately.

3.21.5 Control Measures

- Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
- Ensure work equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels.
- When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.
- Where possible, site noisy equipment away from working or public areas.
- If the noise level exceeds 80 dB then ear protectors will be made available.
- If the noise level exceeds 85 dB then ear protectors will be worn and that area clearly identified.
- Ear protection supplied will be suitable for the conditions of exposure.
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- The safety consultant will provide the following services on request: noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel.

3.22 OCCUPATIONAL HEALTH

3.22.1 Dust Hazards

Due to the nature of the works undertaken by the Company it is inevitable that quantities of dust are sometimes experienced. It is also realised that dust is a hazard that can affect the health and safety of personnel. Therefore, the Company undertakes, as far as is reasonably practicable, to control dust emissions and will consider the risk from dust when carrying out specific job risk assessments.

3.22.1.1 Planning Procedures

- Where there is a risk to health and safety of personnel, visitors or other contractors due to dust being disturbed the site supervisor is to attempt to clear the dust or dampen down the area. Care must be taken not to affect any electrical systems.
- If due to the climatic conditions, or the construction process, dusts are still generated then suitable respiratory protective equipment, generally dust masks, are to be made available and correctly fit tested.
- There may at time be other processes that produce dusts. These are to be sufficiently risk assessed to determine the type of dust to be produced and suitable control measures to be put in place.
- Visibility – if there is a risk of a person or group of people's visibilities being affected then suitable eye protection is to be supplied and used.

- Respiratory – where a dust is produced which could give rise to respiratory problems then a suitable mask will be supplied and worn by those affected. It is important that the type of dust is correctly determined to ensure that the right type of respiratory protection can be supplied.

3.22.1.2 Training

Training will be given, where necessary, for the use of dust suppression units and the correct fitting of respiratory protective equipment.

3.22.1.3 Monitoring

On site monitoring will be carried out by the Site Manager / Supervisor to ensure that suitable PPE is being worn and to determine when dust suppression is required

3.22.1.4 Control Measures

The following considerations are to be taken into account when carrying out processes or operations that gives rise to the generation of dust:

- All persons are required to wear suitable eye and respiratory protection as stated in the risk assessment or as instructed by the site supervisor.
- Personnel are required to inform their supervisor if they believe there is a risk resulting from excessive dust.

3.22.2 WEILS DISEASE (LEPTOSPIROSIS)

3.22.2.1 Introduction

Persons working in areas where there may be contact with rat's urine, or water contaminated by rats may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

3.22.2.2 Planning

Prior to works commencing, the manager must:

- Identify areas of risk that include drains, manholes, basements, derelict buildings, or other locations where rat's infestation is likely.
- Carry out a risk assessment. The identification of any likely risk from contact with sources of Leptospirosis will result from the risk assessment for the work and this must be undertaken prior to the work commencing. Where such risks are present or likely to be present on a site the Principal Contractor should be informed so that the hazard can be included in the Health and Safety Plan developed for the work on the site.
- Ensure adequate washing facilities and first aid facilities are organised prior to works commencing.
- Organise an adequate supply of PPE.

3.22.2.3 Training

The Site Supervisor is to carry out a toolbox talk to inform persons of the likelihood, symptoms and protection against Weill's disease.

3.22.2.4 Monitoring

The Site Supervisor must ensure that all persons are aware of the risk and ensure they wear their PPE at all times.

3.22.2.5 Control Measures

- Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing.
- After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.
- Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.
- Leptospirosis cards may be issued to those employees at risk and should be shown whenever you attend your doctor or a hospital. If cards are not issued and you experience flu like symptoms, visit your GP and inform him/her that you are working where there is a risk from Weill's disease.

3.23 OFFICES

The following safety arrangements will be adopted for all offices occupied by Company Personnel whether on-site or at head office.

Routine safety checks will be carried out by the Office / Site Manager and reviewed with the Safety Consultants during our annual review/audit. Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices.

3.23.1.1 Hazards

The main hazards associated with the office environment are:

- Trailing wires / cables and other items left in walkways
- Manual handling
- Use of display screen equipment
- Flammable materials

3.23.2 Planning Procedures

All offices will be suitably laid out, in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992, to ensure that work can be undertaken in a comfortable manner.

All equipment purchased for use will meet the requirements of

- the Provision & Use of Work Equipment Regulations 1998
- the Electricity at Work Regulations 1989
- the Display Screen Equipment Regulations 1992

Suitable and sufficient assessments will be carried out by the Company Safety Consultants to identify the main hazards and any necessary control measures needed to be implemented.

3.23.3 Monitoring Procedures

All fire equipment will be checked, tested and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the relevant Section of this document.

Our Safety Consultants will carry out regular inspections of the company's offices as requested by the Managing Director. Site offices will be inspected as part of the general site inspection.

3.23.4 Training

It is the policy of Liquatek Ltd to ensure, as far as reasonably practicable, the health, safety and welfare of personnel working in, or persons visiting, offices under their control. To ensure the safety of employees, they will be trained in

- Office Safety
- Fire Safety
- Manual Handling Techniques.
- Safe Use of DSE (only those persons classed as 'users').

3.23.5 Display Screen Equipment (DSE)

Liquatek Ltd will ensure that, as far as is reasonably practicable, only DSE that does not give rise to health risks are purchased. To further reduce any residual risks to employees from DSE, the Safety Director will ensure that a suitable and sufficient risk assessment will be carried out and control measures adopted.

All persons classified as 'users' (see below), once trained, will be given a self-assessment checklist to complete. On completion the checklists will be analysed by the Safety Consultants to determine whether a detailed Risk Assessment is required and any subsequent changes need to be made to an individual's work station or work pattern.

- **'User'** – Is defined as an employee who habitually uses an item of DSE for an hour or more during each working day.
- Employees classed as 'users' must ensure they leave their workstation for at least 5 minutes in every hour. Other works such as filing and photocopying can be carried out in this time. 'Users' are expected to inform their line managers of any physical or psychological problems they may be experiencing due to excessive use of DSE.
- **Eye Tests** – The cost of an eye test will be covered for any user whom the Occupational Health Nurse believes may have a problem with their eyes due to continuous use of DSE. If an optician specifies the need for corrective lenses for the use of DSE, the Group will cover the basic cost. Anyone wishing to upgrade will be expected to cover the difference in cost.

3.23.6 Office Safety

- **Working space** – Each person will be allocated a sufficient amount of space to enable them to carry out their daily duties. Sufficient storage space will be allocated to prevent the build-up of paper / files in gangways or under desks.
- **Lighting** – As far as reasonably practicable natural lighting will be used throughout the offices and to aid this all office windows will be regularly cleaned. Suitable blinds will be placed at office windows where a risk of glare may cause discomfort.

- **Furniture** – All office furniture is purchased and maintained so as not to present a risk to the health, safety and welfare of employees.
- **Filing Cabinets** will be used with care:
 - Only one drawer open at a time
 - Heavy items or large files of paper stored in the bottom drawer
 - Drawers will not be left open where there is a danger of someone walking past and tripping over them.
 - Stacking/storing of files, books etc. on top of cabinets will be avoided.

3.23.7 Employee Duties

All office personnel are expected to conduct their activities in a safe manner. They should not move equipment to a place where it will create a hazard and present a risk to other people. At no time must they create hazardous situations, e.g. leave drawers or fire doors open, nor must they ignore hazardous situations which may result in injury or ill-health. Any situations deemed hazardous must be reported immediately to Office Manager immediately.

3.24 PERSONAL PROTECTIVE EQUIPMENT

3.24.1 Planning Procedures

All work will be planned for in accordance with the relevant standards. Risk assessments will identify where personal protective equipment is required as a control measure and these must be undertaken for all work.

The Managing Director / Health and Safety Co-ordinator will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, hearing protection etc. are ordered and available for use on site. The company will provide a suitable means for storing personal protective equipment to its employees.

3.24.2 Training

Training will be provided to staff in the use and maintenance of all protective clothing and equipment issued.

3.24.3 Monitoring

The Site Manager / Supervisors will:

- Ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in a suitable register.
- Ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders, etc.
- Inform any person on site, observed carrying out any process which requires the use of protective clothing or equipment, of the statutory and Company policy requirements. Prevent continued working until protective clothing or equipment is obtained and used.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided and that it is CE marked.

- Management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

3.24.4 Control Measures

- All operatives are required to wear suitable footwear whilst at work on sites. Suitable footwear may contain some or all of the following features: steel toecap, steel mid-sole, waterproof (e.g. Wellingtons), oil or chemical resistant soles, electrically insulating, specific protection.
- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- When necessary operatives will wear the appropriate hearing protection issued and be instructed in its maintenance and use.
- Operatives will wear the eye protection issued as appropriate to the work carried out.
- Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- All management, supervisory staff, visitors, sub-contractors and employees, shall wear safety helmets whilst on Company sites, other than in areas specifically designated in writing by the Company as being areas where the risk of head injury is negligible. Normal disciplinary proceedings will be used against employees not complying with this requirement.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- Where close fitting respiratory protective equipment is worn, ensure that all persons have been face fit tested within the last 3 years and keep copies of records on site.
- Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The manager should monitor this requirement and take appropriate action where the condition of equipment is not acceptable.

3.24.5 Misuse

Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal.

3.25 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999, require that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace.

It is an important point that risk assessments are carried out prior to an operation being undertaken and any significant findings recorded. It is the responsibility of each line manager to ensure that suitable and sufficient risk assessments are in place for their areas of responsibility.

The Managing Director / Site Manager shall ensure that risk assessments are carried out for all work activities. The company Health and Safety Consultants will provide suitable 'generic' risk assessments which may be used to when carrying out site specific assessments.

Risk assessments are to be kept on site whilst the work is being carried out and a copy of each assessment will be kept at the Company's offices for reference.

Risk Assessments should be reviewed regularly, but not exceeding annually, to ensure that they are applicable to the specific work. Where the methods of work are different, or the risks are unusual, the Site Manager or Supervisor should ensure that they are amended before the work activity commences.

Where the company are taking on the duties of a contractor, copies of the risk assessments and method statements will be sent to the Principal Contractor as detailed in the Construction Phase Health and Safety Plan.

3.25.1 Emergency and Non-routine Operations

Where any activity does not have a corresponding risk assessment / method statement, they are to be carried out by the Managing Director / Site Manager prior to the works commencing.

3.25.2 Employees Duties

It is the duty of all employees to assist in the preparation of written risk assessments as required and that they report, via their supervisor, any significant risks that are not covered in a risk assessment. This will allow suitable measures to be adopted to minimise risk to persons.

3.25.3 Explanation

A Risk Assessment is a step-by-step analysis of a job, task or process that takes into account the risks likely to be encountered and the necessary control measures required to reduce the risk.

The following definitions are based on those used in the English Courts:

Hazard

The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

Risk

The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

3.25.4 Communication

On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are affected along with any actions that they must take to prevent to risk being realised.

The communication of the findings of a risk assessment can be given as a toolbox talk or a method statement briefing and must be recorded on a relevant form.

3.26 SAFETY MONITORING

In order that the Company can be sure the procedures laid down in this document are controlling the hazards they were designed to control and that they are being adhered to, a series of monitoring arrangements must be implemented.

3.26.1 Employees

All employees are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used, such as tools, stepladders, hop-ups etc, are to be inspected by the individual on a daily basis and any subsequent faults reported to their line manager or to the stores immediately.

Once an inspection is carried out by an employee, any relevant documentation e.g. Record of Weekly Inspections is to be completed.

3.26.2 Site Managers / Supervisors

Site Manager / Supervisors are to continuously monitor their areas of responsibility to ensure that there are no hazards that haven't already been identified by the current risk assessment. Site Management must ensure that employees are conforming with the method statement, risk assessment, site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Managing Director so that it can be reviewed and changed as necessary.

3.26.3 Site Inspections by External Safety Advisers (Akeva Safety Solutions Ltd)

On request from the Managing Director, our safety advisers will make routine inspections of our sites to monitor working practices. AKV will advise the Manager, Supervisor and operatives of any health and safety issues as they are raised. As well as monitoring work in progress they will be concerned with work to be completed in the immediate future, discussing with the Site Manager / Supervisor the items that should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit the findings will be discussed with the Site Management. AKV will produce an electronic report of his findings. A copy of the report will be emailed to the Site Manager / Supervisor (where appropriate) and a copy sent to the Managing Director. The Site Manager / Supervisor will sign, acknowledging receipt of the report. The "action" column on the report, will at this stage be blank. As the Site Management actions the items raised, he should indicate this in the "action" column with his initials and the date action was taken.

If the safety adviser is of the opinion that an operation constitutes a risk of serious injury to any person then he will take whatever action he feels necessary. If the Site Management disagrees with this action, the safety adviser will record his opinion in his written report and inform the Managing Director as quickly as possible and copy him with the report by the quickest possible means. The Managing Director will then resolve the issue.

3.26.4 Health & Safety Policy

To ensure that continuous compliance is met, this policy will be reviewed after no more than one calendar year. Interim reviews may be carried out at any time in between if there is any doubt that the contents are no longer valid. The monitoring and subsequent review of this document will be carried out by the Company Safety Consultants in consultation with the Managing Director.

3.27 SITE TIDINESS

3.27.1 Hazards

The main hazards include:

- Fire
- Tripping and slipping
- Collapse of stored materials
- Handling problems
- Restricted or blocked access
- Health risks

- Falling materials

3.27.2 Planning Procedures

All work will be tendered for or negotiated taking into account the labour requirement and plant required to comply with relevant standards, and the appropriate risk assessments carried out. The requirements of the Site Health and Safety Plan will be implemented prior to work commencing on site.

The Site Manager / Supervisor will: -

- Ensure that before the site work commences the requirements of the Site Health and Safety Plan are met e.g. access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.
- Ensure that before employees are sent to site under the overall control of another Contractor, arrangements are made for storage areas and that safe accesses and places of work will be available for employees to carry out their work safely, and that the relevant parts of the Site Health and Safety Plan are communicated to the employees at a safety induction briefing.

3.27.3 Training

All employees must be given training in the requirements to keep their working area tidy and without risk to themselves and others. A large number of accidents and injuries are caused by poor standards of housekeeping at work. Such training must stress the employees' responsibility for ensuing high standards of housekeeping.

3.27.4 Monitoring

The Site Manager / Supervisor will: -

- Ensure that all employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
- Ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.
- Ensure that working areas and accesses on site where employees are required to work are safe. Where difficulties are experienced, the Site Manager / Supervisor must be informed to discuss improvements.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.
- Ensure all openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.
- Arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards.

3.27.5 Control Measures

- Stack brick bundles on a level base and no more than 2 bundles high.
- Steel and nylon banding must be safely disposed of to a skip as soon as it is cut. Take care not to leave any bands projecting from a stack.
- Clear up waste materials as work proceeds and dispose of correctly. Keep floor areas clean and dry if possible.

- Keep materials and items in their correct location until required and, if relevant, return them when finished. Keep access clear to material stacks.
- Clean up spillages immediately and dispose of waste correctly.
- Remove protruding nails from timber before stacking.
- Do not leave loose materials or stack sheet materials on platforms or working areas unless safely contained or restrained. Lay sheets flat if possible.
- Keep welfare facilities clean and do not use them for the storage of plant or materials etc.
- Keep areas around plant and machinery clean and tidy.
- Ensure electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.
- Do not throw debris, materials etc. from a scaffold; they must be lowered to ground level or a debris chute used.
- Thermal blocks will be covered to prevent them becoming excessively heavy in wet weather.
- Working platforms on open joists will be correctly guarded and installed to eliminate any traps.
- Ensure edge protection and handholds are provided to all stairways and landing openings.
- Ensure clear access to all working areas and, where necessary, provide sound temporary steps or ramps.

3.28 TRAINING, INSTRUCTION, INFORMATION

It is Company policy to ensure that all persons are adequately trained to carry out their duties competently. Current health and safety legislation frequently specifies that competent persons are employed by companies to carry out their undertakings. The Managing Director will be responsible for ensuring all persons are adequately trained. Advice on this may be sought from the company safety consultants.

Any contractors employed by the company are responsible for ensuring their employees are adequately trained prior to them starting work on site.

3.28.1 Company Inductions

To ensure that all employees are aware of the requirements of this and other company policies, they will receive a Company Induction. The Company induction will be carried out by the Managing Director or other person nominated by him.

It is the company's policy that this induction will be carried out within the first week of employment for all new employees regardless of where they will be working.

3.28.2 Site Inductions

In compliance with Section 2(2(c)) of The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Company is aware of the need to give continual information and instructions on any newly identified hazards in the workplace.

It is Company policy that all employees and contractors are inducted to each site and records of the induction made. Where the company are the Principal Contractor, they will provide a full induction for all site personnel. Where the company are a contractor they will supplement the Principal Contractor's

site induction with one specific to our own works with the main emphasis being on the requirements / findings of the method statement and risk assessment.

Copies of method statements and risk assessments are to be held on each site.

3.28.3 Toolbox Talks

Toolbox talks must be given by the Site Manager / Supervisor on a regular basis depending on the nature and size of the contract, the frequency being decided by the owner unless already stated by a principal contractor or client.

After any toolbox talks are given, whether general or specific, all in attendance must sign the appropriate form stating that they understand the information given. The signatory form must then be returned to the Partners for the records.

3.28.4 CSCS (Construction Skills Certification Scheme)

It is the policy of the company that all persons carrying out work on behalf of the company hold an in date CSCS card. Where new employees are taken on that do not hold an in-date card, the Company will make arrangements for one to be obtained.

3.28.5 Site Management Training

It is the company's policy that all site management will attend either the 5-day Site Manager's Course (SMSTS) or the 2-day Supervisor's Course (SSSTS) that are provided by CITB Construction Skills. The actual course attended by the individuals will be decided upon by the Managing Director.

3.29 TRANSPORT & OCCUPATIONAL DRIVING

It is policy of the Company that all transport is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent, licensed, persons and that regular maintenance and inspections are carried out to ensure safe operation.

Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

3.29.1 Competence

All persons required to drive any form of transport owned by or hired by the Company to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving license.

Whichever form of licence or certificate is held by a driver it must be produced when requested by the Company. The paper part of a driver's licence is no longer valid, and the traditional paper-only licences may not have the driver's latest points and fines recorded. Therefore, the Company need to request that employees provide a DVLA code to obtain evidence of their driving record. The code, gives employers up to 21 days to check the history.

When it is noted that an employee has 6 points on his / her license, on-line checks will be carried out by their manager on a quarterly basis. If an employee has 9 or more points the on-line checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform the Managing Director if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

3.29.2 Risk Assessment

Wherever transport is used, a suitable and sufficient risk assessment (as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1992) is to be carried out by the relevant Director / Manager.

Risk assessments for road going vehicles will take account of the vehicle being used, the driver, the journey and the journey time.

Risk assessments for site transport will include such possibilities as:

- Persons being struck by vehicles – separation of traffic routes and pedestrian routes, reversing (a banksman must always be used when reversing is carried out in a confined area or where people are working if it cannot be avoided).
- Contact with other plant or vehicles – one-way systems, traffic control, speed limits etc.
- Items falling from vehicles – sheeting, stacking of materials.
- Overturning of vehicles – stability, ground conditions, operating procedures.
- Persons falling from transport – mounting and dismounting.

3.29.3 Safety Devices

All persons driving or carrying out maintenance on transport are to ensure that they use safety devices, e.g. seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights etc. Safety devices are never to be intentionally damaged, disconnected or abused.

3.29.4 Reporting Defects

All drivers of company vehicles must ensure that they report all defects to the Managing Director / Site Manager. If the defect presents a significant hazard the Managing Director or Site Manager must be informed immediately. Drivers of road going vehicles must ensure they check their vehicles in accordance with the vehicle handbook.

3.29.5 Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles in a safe condition whereby unauthorised start-up is prevented. Each vehicle must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed and the vehicle locked. Any other safety devices or immobilisers that are supplied by the Company or manufacturer must be fitted. If the vehicle or machine is left in the yard over a non-working period, the keys must be placed in the office.

3.29.6 Conduct

All persons driving on behalf of the Company must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

3.29.7 Mobile Phones

The Company does not allow any person to use a mobile phone whilst driving unless it is a total hands-free set. Any hands-free kits fitted to vehicles owned by the Company must only be done so with the approval of the Directors.

3.29.8 Smoking

All vehicles and mobile plant which have the ability to carry a passenger will be classed as enclosed workplace and will be subject to the smoking bans. A relevant sign will be placed in the vehicle where it

can be seen. Anyone found to be smoking in such a vehicle will be dealt with under the company's disciplinary procedures.

3.29.9 Health and Fitness

Any person driving for work purposes are to ensure they only do so if they are in good health. All drivers are to inform their line manager if they have any health problems that could affect their driving ability. Drivers are to ensure they have regular eye tests and wear any corrective spectacles as necessary.

No one is to drive any vehicle on company business if they are under the influence of drugs or alcohol. It is the company's policy that anyone suspected of driving whilst under the influence of drugs or alcohol will be suspended from work pending an investigation which may result in disciplinary action being taken.

3.30 WELFARE ARRANGEMENTS

3.30.1 Planning Procedures

When working as a contractor, the Managing Director / Site Manager will establish what welfare facilities will be provided by the Principal Contractor, before works starts. When establishing this, the Managing Director / Site Manager will ensure the following is included:

- Sanitary conveniences and washing facilities
- Drinking water
- Accommodation for clothing and facilities for changing
- Facilities for rest and to eat meals
- A means to heat food or somewhere that hot food can be bought

When the company are the Principal Contractor, it will ensure that welfare facilities are provided in accordance with the Construction (Design & Management) Regulations 2015.

3.30.2 Supervision

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

As a Principal Contractor, the Site Manager will ensure that the facilities are regularly cleaned and maintained and will monitor the facilities to ensure they are not abused.

3.31 WORK EQUIPMENT

3.31.1 Hazards

Hazards associated with the use of work equipment arise out of: -

- Unskilled operation.
- Incorrect use.
- Poor maintenance.
- Defects in machine unchecked.
- Noise (see separate section).

3.31.2 Planning Procedures

The company will continually assess the need for work equipment and the suitability of that supplied. Only work equipment, that is suitable for the work carried out by the company, will be purchased. All work will be planned in accordance with the relevant standards, the required risk assessments and any Health and Safety Plan for the site.

The Managing Director will take all aspects of the work into account to ensure that sufficient information is provided to hire the Company to enable correct type of equipment is provided.

The Site Manager / Supervisors will:

- Ensure that only competent persons are permitted to use any work equipment. Where there is an industry standard or recognised training course employees and contractors are to provide a copy of the relevant certificate.
- Give special consideration to the stability of equipment when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all Company equipment on site and records kept of repairs, alterations, maintenance etc.
- Ensure that any hired or borrowed work equipment is in good condition, with all safety devices available and fitted, prior to allowing it to be used on site.

3.31.3 Training

Training will be provided to all operators of work equipment and, where relevant, only holders of an approved up to date certificate (e.g. PASMA, abrasive wheels etc.) will use the equipment. Regular refresher training will be provided to enhance competence levels.

3.31.4 Monitoring

The Site Manager / Supervisor will:

- Ensure that work equipment delivered to site is in good order and fitted with any necessary safety devices and guards and that where a statutory inspection is required, a copy of an up to date certificate is obtained.
- Ensure any defects noted, are reported to the Site Manager / Supervisor or hire Company immediately.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any equipment. Where any doubt of the competency of an operator exists, report to the Site Manager / Supervisor immediately.
- Ensure no young person (under 18 years old) is permitted to operate any item of work equipment which is particularly hazardous or act as banks man unless being trained and under direct supervision.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by operator or other competent person have the inspection recorded in the site register regardless of any register kept by the user or hire Company.
- Obtain any necessary test certificates from hire companies.
- Ensure that any defect notified by the operator of work equipment during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

3.31.5 Control Measures

- Users of work equipment are to carry out daily checks on work equipment before use and report any defects. Notify your supervisor immediately if any defect could be hazardous and do not operate any equipment until it has been rectified.
- Only trained, authorised and, where relevant, current certificated persons will operate work equipment.
- All guards must be in good order and in position while operating.
- Only use the correct item of equipment for the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Ensure servicing schedules are available and maintained.
- Hearing protection must be worn when working in high noise levels.
- Operators of work equipment must not drink alcohol during the working day or shift.
- Ensure other control measures identified in the risk assessment for the work are implemented.

3.32 WORKING AT HEIGHT

Under the Work at Height Regulations 2005, working at height means carrying out work in any place (whether above, at or below ground level) or gaining access to such a place where if measures were not taken to prevent falling, a person could be injured. Such places include:

- Working on the back of a lorry;
- Connecting lifting chains to the top of a container or porta cabin; or
- Using ladders, stepladders, towers, hop-ups etc.

3.32.1 Hazards

The main hazards associated with work at heights include: -

- Falls of persons from working place or accesses.
- Falls of materials or articles.

3.32.2 Planning Procedures

All work will be planned taking into account the relevant standards, risk assessments and the requirements of any Health and Safety Plan required for the work.

The Managing Director, Site Manager and Supervisors will: -

- As far as reasonably practicable, avoid carrying out work at heights by carrying out as much as possible at ground level. Where this is not possible, the hierarchy in the Work at Height Regulations will be followed by ensuring that:
 - Work is carried out from an existing workplace e.g. a flat roof with handrails or a parapet of a suitable height;
 - Providing a suitable working platform that gives collective protection e.g. a scaffold, nets at same level, airbags etc;
 - Using personal fall restraint; then

- Mitigating the distance a person can fall e.g. by using nets of airbags at lower levels, using fall arrest gear etc.
- Ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with the appropriate policy section.
- Ensure that suitable and sufficient material and equipment is provided on site for work to be carried out safely in accordance with the relevant standard, risk assessments and any method statements.

3.32.3 Training

Training must be provided for any operative required to work at heights. Regular refresher training to maintain and develop competence levels must also be provided.

3.32.4 Monitoring

The Site Manager / Supervisor will: -

- Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments. Also, those operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- Inspect weekly, all work equipment, stepladders, hop-ups, mobile towers etc. and any defects noted at weekly inspections or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

3.32.5 Control Measures

- All personnel on sites where work at heights is being carried out, will wear safety helmets.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.
- No-one is to go beyond any barriers / fencing which is protecting a leading edge, without wearing appropriate fall arrest equipment and clipping on to a suitable anchorage point.
- Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall arrest devices etc.
- Control measures identified in the appropriate risk assessment must also be implemented.

APPENDIX A - PRIMARY CURRENT LEGISLATION

The following is a list of Health and Safety, Environmental and Other relevant legislation. Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in offices and on construction sites. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

ACTS AND STATUTORY REGULATIONS

Employer's Liability (Compulsory Insurance) Act 1969

Health & Safety at Work etc Act 1974

Regulatory Reform (Fire Safety) Order 2005

Building Regulations 1991

Classification, Labelling & Packaging Regulations 2009

The Confined Spaces Regulations 1997

Construction (Design & Management) Regulations 2015

Control of Asbestos Regulations 2012

Control of Lead at Work Regulations 2002

Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002

Control of Vibration at Work Regulations 2005

Electricity at Work Regulations 1989

Electricity Supply Regulations 1988

Health & Safety (Consultation with Employees) Regulations 1996

Health & Safety (Display Screen Equipment) Regulations 1992

Health & Safety (First Aid) Regulations 1981

Health & Safety (Information for Employees) Regulations 1989 (Poster)

Health & Safety (Safety Signs & Signals) Regulations 1996

Lifting Operations and Lifting Equipment Regulations 1998

Management of Health & Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Smoke-Free (Premises Enforcement) Regulations 2006 (England)

Supply of Machinery (Safety) Regulations 1992

Work at Height Regulations 2005

Workplace (Health, Safety & Welfare) Regulations 1992

Clean Air Act 1993

Control of Pollution (Amendment) Act 1989

Environment Act 1995

Environment Protection Act 1990

Noise and Statutory Nuisance Act 1993

Pollution Prevention & Control Act 1999

Water Industries Act 1991

Water Resources Act 1991

Collection and Disposal of Waste Regulations 1988

Contaminated Land (England) Regulations 2000

Control of Pollution (Oil Storage) (England) Regulations 2001

Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

Controlled Waste Regulations 1992

Environmental Protection (Duty of Care) Regulations 1991

Environmental Protection (Prescribed Processes and Substances) Regulations 1991

Groundwater Regulation 1998

Hazardous Waste Regulations 2005

Pollution Prevention & Control Regulations 2000

Waste Electrical and Electronic Equipment Regulations 2006

Waste Management Licensing Regulations 1994

Data Protection Act 1998

Disability Discrimination Act 1995

Equality Act 2010

Employment Act 1989

Employment Rights Act 1996

Party Wall Act 1996

Road Traffic Act 1988

Social Security Act 1989

APPENDIX B – EMPLOYEE DECLARATION

HEALTH & SAFETY POLICY, ORGANISATION & ARRANGEMENTS

The relevant pages from the Company Safety Policy document have been explained to me by my Supervisor or other person nominated by the company.

It is my intention to carry out my duties, as far as is reasonably practicable, in a safe and proper manner, without causing unnecessary risk to the health and safety of other persons, who may be affected by my acts or omissions whilst at work. I will co-operate with any instructions given to me by my employer and follow the procedures set out in the Arrangements Section of the Document.

I will co-operate with any instructions given to me by my employers or any passed on to me by my employers whether imposed by them or other persons with the authority to request certain safe working procedures, to ensure so far as reasonably practicable, the safety and absence of risk to myself or others affected by my work activities.

I undertake not to interfere with or misuse anything provided in my interests of health, safety or welfare and to wear any personal protective equipment as instructed to do so.

I will carry out my duties when using any work equipment in accordance with the training I have received whether by the Company, a previous employer or training establishment.

I will report any hazards to my employer if seen by me and where necessary, will bring to my employer's notice any matter signaling a shortcoming in their arrangements for my Health, Safety or Welfare at work.

Where required to do so, I will comply to any permit to work system, risk assessment or method statement to the best of my ability in accordance with any training received or instructions given.

I am prepared to sign this declaration on the understanding that my employer will, so far as reasonably practicable, provide me with a safe place of work, with a safe access and egress, safe and properly maintained plant and equipment and that he shall undertake to train me where necessary to comply with the provision and use of work equipment and safe working arrangements for me to carry out the duties I am being paid to carry out, and on the understanding that my employer will do all that is reasonably practicable to ensure his part as stated in the current legislative frame-work governing the safety and absence of risk to my place of work.

Print Name:	
Signed:	
Position in Company:	
Date:	

APPENDIX C – HEALTH & SAFETY FORMS

The forms contained in this Appendix are there to assist the Company Directors to keep adequate records for the control of health and safety and to show that the requirements of this policy are being complied with.

The forms contained are as follows:

SMM-02	Site Induction Format
SMM-03	Induction Register
SMM-04	Contractor Questionnaire
SMM-05(a)	Method Statement Format
SMM-08	PPE Issue Register
SMM-18	PUWER Inspection Record
SMM-20	Scaffold / Mobile Tower Inspection Register
SMM-24	Site Manager Safety Check Sheet
SMM-25	Toolbox Talk Register
SMM-26	Method Statement Briefing Register
SMM-27	CoSHH Assessment Format
SMM-30	Risk Assessment Format
SMM-34	Accident & Incident Report Form
SMM-36	Near Miss Report Form
SMM-37(2)	Manual Handling Assessment Form
SMM-39	Fire Risk Assessment Format
SMM-41	Fire Inspection Record
SMM-45	Work at Height Assessment Form
SMM-49	Vibration Record Sheet
SMM-50	Ladder / Stepladder Inspection Record