

# **HEALTH & SAFETY POLICY**



## **HOLMES BUILDING CONTRACTORS LTD**

**Campion House  
Yarmouth Business Park  
Thamesfield Way  
Great Yarmouth  
Norfolk  
NR31 0DN**

## Amendments To Policy

Policy Rev	Amendment Detail	Ref Page / Section	Date	Amended By
3	Non English speaking workers policy	Part 3 Section 5.12	21/4/08	Gary Anderson
3	Reduce –Reuse – Recycle added to environmental policy statement	Part 1	27/11/08	Gary Anderson
3	Use of safety concern forms	Part 2 Section 3.4	27/11/08	Gary Anderson
3	Against the law to smoke on premises	Part 2 Section 4.12	27/11/08	Gary Anderson
3	Level of PPE to be worn to be risk assessed	Part 2 Section 5.3	27/11/08	Gary Anderson
3	Additional HSE Guidance added to appendices Hand arm vibration Working at height PPE VDU Workplace Health safety and welfare	Index Info in appendices	27/11/08	Gary Anderson
3	Standard safety forms index	Info in appendices	27/11/08	Gary Anderson
3	First Aid reporting, held at head office to comply with data protection	Part 3 Section 1.1	27/11/08	Gary Anderson
3	Near miss reporting	Part 3 Section 1.13	27/11/08	Gary Anderson
3	Induction relevant to personnel's roles and responsibilities	Part 3 Section 5.5	27/11/08	Gary Anderson
3	Risk assessment procedure updated, inclusion of risk matrix	Part 3 Section 6.0	27/11/08	Gary Anderson
3	Fire risk assessment included within fire precautions.	Part 3 Section 7.9	27/11/08	Gary Anderson
3	No more than 50 litres of flammable liquid to be stored indoors	Part 3 Section 8.2.8	27/11/08	Gary Anderson
3	Partners, Managers and site supervisors to enforce the wearing of head protection.	Part 3 Section 12.7	27/11/08	Gary Anderson
3	Fire extinguishers to be located in painters vehicles.	Part 3 Section 16.2.3	27/11/08	Gary Anderson
3	Ladders and stepladders short duration only 30 minute timescale defined	Part 3 Section 19.5.5	27/11/08	Gary Anderson
3	Lifting equipment thorough examination frequencies defined	Part 3 Section 22.3	27/11/08	Gary Anderson
4	Update monitoring and review procedure	Part 2.	07/01/10	Gary Anderson
4	Statement with regard to company policy on Asbestos	Part 3 Section 17.15	07/01/10	Gary Anderson
4	Summary of CDM duties	Part 3 Appendices	07/01/10	Gary Anderson
4	Update Standard Safety Forms Index	Part 3 Appendices	07/01/10	Gary Anderson
5	Additional Information with regard use of mobile tower scaffolds	Part 3 Section 19A	04/02/10	Gary Anderson
5	Additional Information with regard use of Mobile Elevated Work Platforms	Part 3 Section 19B	04/02/10	Gary Anderson
6	Site Waste Management Plan / Environmental policy statement.	Part 1 E Policy	15/03/11	Gary Anderson
6	General remove all reference to GF&GM Holmes and replace with Holmes Building Contractors	Whole Document	15/03/11	Gary Anderson

Policy Rev	Amendment Detail	Ref Page / Section	Date	Amended By
6	Risk assessment required for painting tasks where working at height is required	Part 3 Section 16.26	15/03/11	Gary Anderson
6	Training for painting staff, PASMA / IPAF	Part 3 Section 16.27	15/03/11	Gary Anderson
6	Specific reference to HSE guidelines on Hand Arm Vibration	Part 3 Section 26	15/03/11	Gary Anderson
7	Change to RIDDOR reporting. Over 3 days to 7 days incapacity and subsequently 10 to 15 days to file a report to the HSE.	Part 3 Section 1.3 & 1.7	16/04/12	Gary Anderson
7	Vehicle driver maintenance checklists.	Part 3 Section 24.2	16/04/12	Gary Anderson
7	Additional Director added to policy statements	Part 1	18/01/13	Gary Anderson
7	Correct RIDDOR reporting method to HSE .	Part 3 Section 1.8	18/01/13	Gary Anderson
8	Change / modernise H&S policy statement of intent	Part 1	17/2/14	Gary Anderson
8	Improve statement relating to risks whilst working at height, elimination and collective protection.	Part 3 Section 19.2	17/2/14	Gary Anderson
8	New section on respiratory problems and protective measures.	Part 3 Section 26	17/2/14	Gary Anderson
9	New section relating to hired equipment.	Part 3 Section 22A	23/3/14	Gary Anderson
10	Additional Duties of H&S Manager	Part 2 Section 2A	11/05/15	Gary Anderson
10	General updates throughout policy to comply with the changes regarding roles and duties / CDM Regs 2015	Part 3 Section 9	11/05/15	Gary Anderson
10	Construction head Protection Regs Revoked. Change to PPE Regs 2002	Part 3 Section 12.1	11/05/15	Gary Anderson
10	Remove statement regarding suitable gloves to ensure choice of glove is via the risk assessment process.	Part 3 Section 13.3.6	11/05/15	Gary Anderson
12	The Site Waste Management Plans Regulations 2008 have been repealed no necessity to produce a SWMP prior to project commencing	Environment al policy	14/09/17	Gary Anderson
12	Additional Duties of H&S Manager	Part 2 Section 2A	14/09/17	Gary Anderson
12	Ensuring subcontractor liability is provided prior to works commencing	Part 2 Section 6.2.4	14/09/17	Gary Anderson
13	Additional Duties of Office Staff under the GDPR Regulations	Part 2 Section 4.15	04/10/18	Gary Anderson
13	Statement regarding workwear	Part 3 Section 13.8	04/10/18	Gary Anderson
13	Statement regarding HSG 47 Underground services avoidance	Part 3 Section 18.2	04/10/18	Gary Anderson
13	Statement regarding scaffolding TG 20 compliance	Part 3 Section 19.5.1	04/10/18	Gary Anderson
13	Updated section on electrical safety / electrical equipment	Part 3 Section 22B	04/10/18	Gary Anderson

# **Holmes Building Contractors Ltd**

## **Health and Safety Policy**

**Part 1 – Health and Safety Policy Statements**

**Part 2 - Organisation for Management of Health and Safety  
Planning, Control, Monitoring and Review**

**Part 3 - Arrangements for Implementation of Health and Safety Policy**



## **SAFETY POLICY STATEMENT OF INTENT**

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation  
This policy reflects our commitment to ensuring that health and safety at work is paramount to the business and that effective health and safety actively contributes to our success

We will endeavour to ensure all our employees have awareness and understanding of the health and safety hazards and risks that affect our business.

### **COMMUNICATION AND CONSULTATION**

There will be active open communication and consultation between all our employees and sub-contractors. Health and Safety will be integrated into our communications, wherever appropriate.

### **MANAGEMENT ROLES AND RESPONSIBILITIES**

Roles and responsibilities for health and safety are defined within our Health and Safety Policy.

Senior management will ensure that:

- adequate resources are provided for health and safety;
- health and safety is adequately assessed, controlled and monitored;
- our employees are actively involved on matters that affect health and safety

### **HAZARD IDENTIFICATION, RISK ASSESSMENT AND MANAGEMENT**

We will identify and assess our workplace health and safety hazards and bring these to the attention of our employees and sub-contractors  
We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.

### **COMPETENCE**

All our employees will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.  
We will assess and monitor the health and safety competence of our sub-contractors

### **BEHAVIOUR AND CULTURE**

Senior management will demonstrate leadership in health and safety.  
Senior management will undertake safety inspections to ensure that health and safety issues are identified, assessed and managed.  
Holmes Building Contractors operates an open door policy and systems are in place to enable safety concerns to be raised and dealt with.



**SAFETY POLICY STATEMENT OF INTENT**

**COMPLIANCE**

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

We will implement management systems to ensure we:

- comply with health and safety legislation
- continually improve our health and safety performance.

**EXCELLENCE**

We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally.

**DELIVERY**

Our policy will be delivered by:

- generating a culture that does not tolerate threats to health and safety
- ensuring the real involvement of all our employees and subcontractors

**POLICY REVIEW**

This policy will be reviewed and amended, as necessary.

Signed..... **Garry Holmes (Director) Date 04 / 10 / 18**

Signed..... **Neil Holmes (Director) Date 04 / 10 / 18**

Signed..... **John Devany (Director) Date 04 / 10 / 18**



## ENVIRONMENTAL POLICY STATEMENT

It is the policy of Holmes Building Contractors Ltd to put its environmental policy into practice by:

- Paying particular attention to all relevant legislation, regulations and government, guidance.
- Meet industry codes of practice wherever possible
- Ensure that all personnel know and understand the policy and what is expected of them
- Make efficient use of natural resources by minimising waste and conserving energy and water
- Seek to **reduce** / **reuse** / **recycle** and segregate waste materials
- Seek to use the most environmentally efficient means of transport
- Use registered waste disposal companies, or licensed tips for the disposal of waste materials, particularly hazardous wastes
- Keeping sites clean and tidy to ensure minimum disturbance and disruption to clients and neighbours
- Ensure all suppliers and subcontractors are aware of our policy.

The Directors have overall responsibility for environmental concerns and will ensure that the policy is properly implemented, monitored and periodically reviewed, in accordance with the relevant statutory provisions.

Signed..... **Garry Holmes (Director) Date 04 / 10 / 18**

Signed..... **Neil Holmes (Director) Date 04 / 10 / 18**

Signed..... **John Devany (Director) Date 04 / 10 / 18**



**STATEMENT OF TRAINING POLICY**

In accordance with Holmes Building Contractors Ltd Health and Safety policy, we accept without reservation our company's policy for Training

By encouraging all staff to act positively, through awareness, discussion, monitoring & behaviour we shall progress towards the highest practical standard of Training.

We shall take all reasonable and practical steps to ensure this company will provide any aspect of Training essential to the well being of both internal and external parties.

We shall strive to achieve and oversee a Training Programme to meet our needs.

- Holmes Building Contractors Ltd are committed to further training, with the aid of both in-house and external courses, and site visits or instructions whenever applicable or necessary.
- Training will be given in response to legislative demands.
- Training will be given in new procedures and skills required by employees to work safely, including how to use new items of plant etc.
- As a commitment to its training policy, individuals or groups will be given the freedom to attend the appropriate course or training sessions when necessary.

Signed..... **Garry Holmes (Director) Date 04 / 10 / 18**

Signed..... **Neil Holmes (Director) Date 04 / 10 / 18**

Signed..... **John Devany (Director) Date 04 / 10 / 18**



## **PART 2 –** **ORGANISATION FOR MANAGEMENT OF HEALTH AND SAFETY**

Under Section 2 of the Health and Safety at Work etc Act 1974, the Company is required to prepare and to revise as often as may be appropriate, the organisation and arrangements for carrying out its Policy with respect to health and safety at work.

Holmes Building Contractors comprises of the following positions:

- 1 Directors**
- 2 Managers and Supervisors**
- 2A Health & Safety Manager**
- 3 Employees**
- 4 Office Employees**
- 5 Operatives**
- 6 Contractors**
- 7 Estimating/Surveying Employees**

**The responsibilities with regard each of these positions is set out as follows.**

### **1.0 Directors**

- 1.1 The provision of adequate resources to secure compliance with the requirements of the Health and Safety Policy at all places where the Company is working.
- 1.2 The provision of reasonable allowances in tender submissions for health and safety measures.
- 1.3 Setting a personal example and acknowledging suggestions for improvements regarding safety issues within the organisation as appropriate.
- 1.4 Receiving and review reports of incidents, whether injury has occurred or not, and to ensure that effective measures are adopted to remedy faults.
- 1.5 When appropriate, initiating disciplinary action against staff who have failed to comply with their duties under this Health and Safety Policy or statutory requirements, regardless of their position within the Company.
- 1.6 Appoint personnel to carry out safety duties in accordance with the Company Health and Safety Policy.
- 1.7 To be aware of current and applicable legislation, codes of practice, guidance notes and safe working practices relevant to the work.
- 1.8 To produce written safety rules and to ensure that they are brought to the attention of those affected.

## **2.0 DUTIES AND RESPONSIBILITIES OF MANAGERS AND SUPERVISORS**

- 2.1 Understand the Company Policy for Health, Safety, and Welfare also environmental matters and ensure that it is readily available at appropriate workplaces. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
- 2.2 Ensure, as far as is reasonably practicable, that construction work once started:-  
Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds;-  
Is carried out in accordance with the Construction (Design and Management) Regulations 2015 and other appropriate statutory requirements, e.g. The Project Construction Phase Health & Safety Plan.
- 2.3 Keep all Registers, Records and Reports up to date and filled out correctly, and ensure that they are kept in a safe place, ensure that copies of regulations, are available and statutory notices are prominently displayed.
- 2.4 Ensure that supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- 2.5 Ensure that no persons under 18 years old is permitted to operate any plant (including dumpers), give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.
- 2.6 Arrange material delivery and stacking to avoid double and manual handling whenever possible and ensure that off-loading and slacking is carried out in a safe manner and stored to the manufacturer's recommendations.
- 2.7 Implement arrangements with contractors and others on site to avoid confusion about areas or responsibility for health, safety and welfare.
- 2.8 Check that all company machinery and plant on site, including electrical power and hand tools, are maintained in good condition and that all temporary electrical equipment does not exceed 110v unless used as fixed installations e.g. tower cranes.
- 2.9 Ensure that adequate supplies of protective clothing and equipment are maintained on site for use by the Company's employees and that the equipment is suitable at workplaces.
- 2.10 Ensure that the appropriate protective clothing is issued when required and that records are kept of issue in the "Protective Clothing & Equipment Issue Register" (ensure an adequate supply of protective clothing for visitors).
- 2.11 Ensure that adequate First Aid facilities are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
- 2.12 Ensure that a system is organised in the event of an emergency for applying First Aid and calling an ambulance or fire emergency services.

- 2.13 Accompany HSE Inspectors on site visits and act on their recommendations. In the case of an Inspector issuing a Notice (Prohibition or Improvement) contact the Directors responsible for health and safety immediately after complying with any requirements to stop work.
- 2.14 Ensure that adequate fire precautions are provided for site offices and welfare facilities, and that any flammable liquids or liquified petroleum gases are stored correctly and used safely.
- 2.15 Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy.
- 2.16 Maintain a clean and tidy site
- 2.17 Set a good personal example by wearing appropriate protective clothing on site.
- 2.18 Ensure that an assessment has been carried out of any substance likely to cause a hazard or risk to health and that appropriate control measures, training instruction, protective clothing etc. have been provided.
- 2.19 Ensure that an assessment has been carried out for any noisy process or plant hazardous to health and that appropriate control measures, training instruction, protective clothing etc. have been provided.
- 2.20 Commend operatives who by action or initiative eliminate hazards.
- 2.21 Do not allow "horseplay" or dangerous practical jokes and reprimands those consistently fail to consider their own safety or that of others around them.
- 2.22 Issue "Permits to Work" or receive "Permits to Work" from others in accordance with the Company's procedures.
- 2.23 Ensure that induction training is given to all new employees and contractors engaged on the Company's undertaking.
- 2.24 Keep copies of records of Safety Induction training and continuation Safety Training.
- 2.25 Ensure that an assessment has been carried out of any process likely to cause a hazard or risk to health and that appropriate control measures, training instruction, protection clothing etc. have been provided.
- 2.26 If the need arises for the Site Supervisor to leave the site ensure a suitably competent persons is appointed in charge during his absence.

## **2.0A DUTIES AND RESPONSIBILITIES OF THE HEALTH & SAFETY MANAGER**

- 2.1A Co-ordinate all the health & safety arrangements for the company.
- 2.2A Advise the company directors on health and safety matters that affect the company's operations.
- 2.3A Liaise with external Safety Consultants and address any issues raised during safety inspections / site safety reports,
- 2.4A Keep abreast of all new and revised safety legislation, guidance, and industry best practice. To obtain information and advice on health & safety matters, and pass that information to the workforce, managers and directors.
- 2.5A Advise the Directors on necessary training needs and arrange training when requested to do so
- 2.6A Make the necessary notification of accidents and dangerous occurrences to the statutory authorities.
- 2.7A Investigate accidents and dangerous occurrences, produce a report and discuss the findings, implications and necessary remedial actions to prevent recurrence with the directors.
- 2.8A Visit the company's construction sites, as often as possible to assist the Site Managers in preparing risk assessments and method statements, carry out site inspections and record findings /pass on information to help with the general management of health & safety on site.
- 2.9A Collect, review and approve the risk assessments and method statements received from sub-contractors and issue to the Site Managers.
- 2.10A To ensure that the Health & Safety Executive has been notified on Form F10, if site operations are expected to last more than 30 working days (with more than 20 workers working simultaneously), or 500 person days; and that each site is issued with a copy to display as required by the CDM Regulations. Liaise with the Principal Designer to produce the Construction Phase Health & Safety Plan for each new contract, and ensure that it is appropriately updated during the contract.  
To co-ordinate the collection of information required for the Contract Safety File and issue that information to Principal Designer / Client  
(Note: Construction Phase Plan is required for all construction work including Domestic Clients)
- 2.11A Regularly monitor and review the company's safety performance and produce reports to be issued to the Directors.

### **3.0 RESPONSIBILITIES OF THE EMPLOYEE**

- 3.1 Attention is directed to the provisions of the following sections of the Health & Safety at Work etc. Act 1974.
- 3.2 Section 7: It shall be the duty of every employee while at work:
- 3.2.1 To take reasonable care of the health and safety of himself and other persons who may be affected by his acts or omissions at work.
- 3.2.2 In regard to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions; to co-operate with him so far as it necessary to enable that duty or requirement to be performed or complied with.
- 3.3 Section 8:
- No person shall intentionally or recklessly, interfere with or misuse, anything provided in the interests of health and safety, or welfare in pursuance of any of the relevant statutory provisions.
- 3.4 Regulation 14 of the Management of Health and Safety Regulations 1999 requires employees to inform their employer immediately of any work situation which has the potential to cause a serious and imminent danger, employees are also required to inform their employer of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that employers can take remedial action if needed.
- The Company welcomes suggestions giving rise to safer working practices and will give careful and full consideration to any ideas or proposals that are submitted. Employees who have any observations on matters pertaining to health and safety should raise them in the first instance with their Supervisor (preferably using the company safety concern forms) who will then act upon them or may in turn refer them to the Partners for further consideration.
- 3.5 In addition to the statutory requirements, all employees are required to comply with the provisions of the Company's Statement of Safety Policy. Failure to do so will lead to disciplinary action or may result in summary dismissal.
- 3.6 All employees are not permitted to work under the influence of alcohol or drugs  
No alcohol or unprescribed drugs are to be taken throughout the working day.

### **4.0 DUTIES AND RESPONSIBILITIES OF OFFICE EMPLOYEES**

- 4.1 Read and understand the Company's General Safety Policy Statement and carry out your work in accordance with its requirements
- 4.2 Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.
- 4.3 Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training.

- 4.4 Reports any defects in office equipment or machinery immediately to your line management.
- 4.5 Find out from your line management the position of the first aid box.
- 4.6 Ensure that you are aware of the procedure in the event of fire.
- 4.7 Report any accident or damage, however minor, to your supervisor.
- 4.8 Ensure that corridors, office floors, doorways, stairs and passages etc. are kept clear and free from obstruction.
- 4.9 Do not attempt to lift or move articles or materials so heavy as likely to cause injury.
- 4.10 Do not attempt to reach items on high shelves unless using steps or proprietary hop-up; do not improvise or climb.
- 4.11 Suggest ways of eliminating hazards and improving place of work activities.
- 4.12 It is against the law to smoke within the office premises, smoking in the designated area only
- 4.13 Warn any employees, particularly young people, of known hazards.
- 4.14 Ensure you remove waste materials created, as soon as is reasonably practicable
- 4.15 Comply with General Data Protection Regulations (GDPR). Comply with data protection policy ensure the privacy of all employees and customers.

## **5.0 DUTIES AND RESPONSIBILITIES OF OPERATIVES**

- 5.1 Read and understand the Company General Safety Policy Statement and carry out your work in accordance with its requirements.
- 5.2 Use the correct tools and equipment for the job.
- 5.3 Wear safety footwear at all times, other items of Personal Protective Equipment (PPE) are to be worn to suit site mandatory rules or as part of a risk assessment.
- 5.4 Keep tools in good condition.
- 5.5 Report immediately to line management any defects in plant equipment.
- 5.6 Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders etc.
- 5.7 Do not use plant or equipment for place of work activities for which it was not

intended or if you are not trained or experienced to use it.

- 5.8 Warn other employees, particularly new employees and young peoples, of particular known hazards.
- 5.9 Do not indulge in dangerous or practical jokes or "horseplay" at a workplace, and if seen bring to the attention of Supervisor.
- 5.10 Report to supervisor any person seen abusing the welfare facilities provided.
- 5.1 1 Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.
- 5.12 Report any damage to plant or equipment.
- 5.1 3 Suggest safer methods of working.
- 5.14 Request assistance/information on any task, which you are not familiar with.

## **6.0 SUB-CONTRACTORS - EMPLOYED BY HOLMES BUILDING CONTRACTORS**

- 6.1 Employees of a Sub-Contractor, which includes labour only sub-contractors, have an obligation to manage and supervise their undertakings to ensure they are carried out in a safe manner.
- 6.2 Sub-contractors will be required to carry out their works within the standards prescribed in our own Safety Policy Statement they will be asked to:
  - 6.2.1 Provide a copy of their own written statement of policy on health and safety
  - 6.2.2 Undertake to comply with contents of our own Safety Policy Statement.
  - 6.2.3 Fully implement the requirements of our own Statement of Safety Policy and any other specific safety requirements at the workplace.
  - 6.2.4 Provide / issue a copy of liability insurance for Holmes records prior to commencing works
- 6.3 It is the responsibility of a Sub-contractor to ensure that all personnel under their jurisdiction are competent and suitably trained persons, preferably CSCS (Construction Skills, Certification Scheme) card holder. This card forms part of the recognition of an individual's competence.

The directions of the project Site Supervisor must be obeyed at all times.

This is a statutory obligation required by the Health & Safety at Work etc. Act 1974 and any regulations and rules made accordingly, and shall ensure that employees and other persons engaged by it, to provide services to the Company, shall at all times be in compliance with their duties undertaken and

obey and follow all orders and instructions which the Company may on occasions give or issue relating to health and safety at work.

- 6.3.1 The Company is entitled to request a Sub-Contractor to evict from the premises, or any other premises or site on which the Company is conducting operations, any employee or person engaged by the Sub-Contractor, who fail to meet their obligations under the above clause and the Sub-Contractor shall ensure that the said person is duly evicted.
- 6.3.2 Sub-Contractors are to ensure that persons do not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- 6.3.3 During a period of Sub-Contract the Sub-Contractor shall make available the name, location and telephone number of the nominated person with responsibility for arranging matters relating to health, safety and welfare.
- 6.4 Scaffolding used by the Contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- 6.5 Contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- 6.6 All plant or equipment brought onto site by Contractors, must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Contractor must be provided to our Site Supervisor before work commences.
- 6.7 No power tools or electrical equipment of greater voltage than 110V may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standard for industrial use, and in good condition. Any item falling outside these requirements must be used only under the issue of a permit by the Company (excluding specialist equipment)
- 6.8 Any injury sustained or damage caused by Contractor's employees must be reported immediately to the Company's Site Supervisor.
- 6.9 Contractor's employees must comply with any health and safety instructions given by this Company's Site Supervisor.
- 6.10 Prevent trespass of employees and take all reasonable precautions to prevent damage to adjoining property.
- 6.11 Smoking in designated locations only.
- 6.12 No personal radio permitted within the confines of project construction place of work activities.



## **7.0 DUTIES OF PERSONS RESPONSIBLE FOR ESTIMATING & SURVEYING**

- 7.1 Understand the Company General Safety Policy Statement.
- 7.2 Unsure that project construction tenders are adequate to cover suitable and sufficient sound methods of Company Place of Work Activities and all necessary welfare facilities and the provision for first aid.
- 7.3 Unsure that provisions have been made for the project Fire Safety Plan.
- 7.4 Have knowledge of the project Construction Phase Health and Safety Plan (if applicable).
  - 7.4.1 Have access to the various approved codes of practice concerning statutory requirements governing the Company's work activities.
  - 7.4.2 Ensure Company designs and professional documentation are safe and without risk and that adequate information is provided for correct implementation.
  - 7.4.3 Gain advice as required on sound methods of work and welfare facilities for a Company project, adequate man hours to be included for in estimates and quotations for projects.
- 7.5 Report to the Directors on unsafe practices observed when visiting sites.
- 7.6 Set a personal example by wearing appropriate protective clothing when attending sites.

## **Planning, Control, Monitoring and Review**

### **THE POLICY**

The policy outlines our commitment to provide an environment that minimises the risk of injuries and illness together with reducing the potential loss of damage to plant, equipment and materials. The policy will be reviewed on an annual basis taking into account both the active and reactive monitoring trends.

### **PLANNING**

Planning of all our activities will take into account a systematic approach of completion of risk assessments.

Our priority will be to eliminate risk through the selection of design facilities, equipment and methods to provide safe systems of work.

Protective and preventative measures will take into account the principles of Regulation 4 of the Management of Health and Safety at Work Regulations 1999 Schedule 1 as detailed below.

### **General Principles of Prevention**

#### **Regulation 4**

- Avoiding risks;
- Evaluating the risks which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work at predetermined work-rate and to reducing their effect on health;
- Adapting to technical progress;
- Replacing the dangerous with non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving collective protective measures priority over individual protective measures; and

- Giving appropriate instructions to employees.

## **ORGANISATION**

Employees and their representatives will be involved in the risk assessment process through consultation. Procedures will be implemented through both the provision of information and training to employees.

## **CONTROL**

All employees have their health and safety responsibilities clearly identified in the organisation section of the health and safety policy and employees will be given training where necessary to enable them to fulfil their responsibilities.

## **MONITORING**

Our health and safety monitoring strategy will include the following principles:

- Daily inspections by supervisors
- Weekly recorded inspections by supervisors
- Annual review by the Directors

## **REVIEW**

On an annual basis a review will be undertaken of the policy and management systems to include the elements of planning, organisation, control and monitoring to ensure the whole system remains effective.

## **PART 3 –**

### **ARRANGEMENTS FOR IMPLEMENTATION OF HEALTH AND SAFETY POLICY**

Holmes Building Contractors are aware of their responsibilities with regard to the following items, and therefore sets out the arrangements for dealing with them in this part of the Policy:

1. Accident Reporting & RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
2. Health and Welfare
3. First Aid
4. Safety Monitoring
5. Training / Communication
6. Hazard and Risk Assessment
7. Fire Precautions
8. Flammable Liquids
9. Construction (Design & Management) Regulations 2015
10. COSHH (Control of Substances Hazardous to Health)
11. Noise
12. Head Protection
13. Protective Clothing and Equipment
14. Skin Protection
15. Unloading/stacking/storage
16. Painting
17. Asbestos
18. Excavations
19. Work at Height
- 19A Mobile Tower Scaffolds
- 19B Mobile Elevated Work Platforms (MEWPS)
20. Portable Hand Tools
21. Plant Operation
22. Plant and Equipment Maintenance
- 22A Hired Equipment
- 22B Electrical Safety / Electrical Equipment
23. Streetworks
24. Driving
25. Office Safety
26. Specific safety / health arrangements

### **APPENDICES:**

- a. Site Health and Safety Checklist and Inspection Form.
- b. HSE Guidance -Risk Assessment
- c. Generic Risk Assessments
- d. HSE Guidance - COSHH
- e. HSE Guidance - Manual Handling
- f. HSE Guidance - Health and Safety in Construction CDM

- g. HSE Guidance - Electrical Safety**
- h. HSE Guidance - Construction Fire Safety**
- i. HSE Guidance - Asbestos**
- j. HSE Guidance - LPG**
- k. HSE Guidance - Safe Work in Confined Spaces.**
- l. HSE Guidance - Hand Arm Vibration**
- m. HSE Guidance - Working at Height Regulations**
- n. HSE Guidance - PPE**
- o. HSE Guidance - VDU's**
- p. HSE Guidance – Workplace Health Safety & Welfare**
- q. HSE Guidance - First Aid at Work**
- r. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences.**
- s. Standard Safety Forms**

**1.0 Accident Reporting & RIDDOR - (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013)**

- 1.1 All accidents that cause an injury to an employee must be entered in the Accident Book (BI 510/2003). The details of accidents will be held on a central database at head office. Access to this information will be via the nominated member of staff to comply with the Data Protection Act 1998.
- 1.2 Any accident involving a Company employee must be sent to the Company Offices, usually with the weekly returns, but immediately if the accident is of a serious nature.
- 1.3 Any injury resulting in 'Over 7 Days' incapacity for work must be notified by the Directors to the national Incident Contact Centre.
- 1.4 Any fatality, major injury, or dangerous occurrence must be reported to the Directors by the quickest means.
- 1.5 This also applies to persons who are not at work but are taken to hospital for treatment as a result of the Company's work activities.
- 1.6 The Directors, after having established the facts, must report to the Incident Contact Centre immediately by the quickest practical means.
- 1.7 In any event a written report of the incident is required on form F2508 to be sent to the Incident Contact Centre within 15 days
- 1.8 Reporting to the Incident Contact Centre is possible by the following means:
- |            |   |
|------------|---|
| Telephone: | 0845 300 9923   |
| Internet   | complete form on <a href="http://www.riddor.gov.uk">www.riddor.gov.uk</a> |
- The Incident Contact Centre will advise the local HSE office.
- 1.9 These requirements above are also applicable if the person is injured as a result of the Company's work activities but they are not an employee of the Company.
- 1.10 Copies of reports made under RIDDOR shall be kept by the Company for a minimum of 3 years.
- 1.11 Accident books, once completed, shall be held by the Company for a minimum of 3 years from the date of the last entry.
- 1.12 All accidents / incidents will be investigated, to establish the facts and implement remedial actions to prevent recurrence. The level of investigation and the status of personnel required will depend on the seriousness of the accident / incident.
- 1.13 Personnel will be encouraged to report "Near Misses" as this could prevent a similar incident recurring and potentially remove the possibility of personal injury to others.

## **2.0 Health & Welfare**

- 2.1 All workplaces will comply with the requirements of the appropriate health, safety and welfare legislation.
- 2.2 Wherever practicable, and with prior agreement of the Client / Occupier on whose premises the Company are working, existing welfare facilities shall be used where these are a suitable alternative to temporary facilities.
- 2.3 All toilet and washing facilities, shelters, mess rooms, accommodation and offices must be kept in a clean and tidy condition by the users. Under no circumstances are such facilities to be abused.
- 2.4 Employees should wash hands and other exposed areas of skin before eating or drinking, and at the end of the shift or working day. Showers will be provided when the work is particularly dirty or where workers are exposed to contamination.
- 2.5 Employees are to smoke in designated areas only.
- 2.6 Materials and equipment are to be stored in the appropriate designated areas and not in areas designated for the welfare of employees.
- 2.7 Water supplies that are not fit for consumption must be marked so accordingly
- 2.8 Where appropriate to the nature of the work, and/or the materials being used, health surveillance will be undertaken and the records kept by the Company for the specified period of time.

## **3.0 First Aid**

- 3.1 The Company will comply with the requirements of the Health and Safety (First Aid) Regulations 1981.
- 3.2 All work locations where the Company is operating shall be assessed and the relevant facilities, equipment and arrangements installed.
- 3.3 The Company will appoint suitably trained and competent personnel to be responsible for the following:
  - 3.3.1 Taking control of the situation in the event of an accident occurring.
  - 3.3.2 Ensuring that suitable first aid equipment is properly maintained, accessible and the contents of first aid boxes are recorded.
  - 3.3.3 Summoning the emergency services when necessary depending on the circumstances.
  - 3.3.4 Administering first aid treatment, when required by the assessment.
- 3.4 In the event of the appointed person being absent due to illness / holiday etc Managers are to ensure that replacement first aid cover is maintained.

#### **4.0 Safety Monitoring**

- 4.1 Site management is responsible for ensuring that health and safety provisions in the workplace are maintained on a daily basis.
- 4.2 All staff must maintain their own work area to a suitable standard, and to report health and safety hazards to the Site Supervisor.
- 4.3 Statutory inspections must be undertaken by the appointed person(s) and reports made in accordance with current legislation eg. Scaffolding inspection and Excavation work in accordance with the Construction Design & Management Regulations 2015.
- 4.4 Managers and Site Supervisors will ensure a pro-active approach to health and safety by conducting regular safety inspections of work areas, recording the findings and completing a report which will be forwarded to the partners of the company. Reports are to highlight positive feedback / adherence to good working practice as well as items that require remedial actions.
- 4.5 The Directors will monitor project sites to ensure compliance with the Company Health and Safety Policy, Project Construction Phase Health and Safety Plans, method statements and risk assessments.

#### **5.0 Training / Communication**

- 5.1 It is the Company's policy to provide suitable and sufficient training and supervision to ensure the health and safety at work of its employees.
- 5.2 Safety training is required to prevent accidents at work and shall be provided in accordance with the statutory provisions as appropriate to the Company.
- 5.3 The Site Supervisor shall identify training needs in conjunction with the Partners.
- 5.4 A health and safety training programme will be produced annually for all Company staff.
- 5.5 All new staff shall be given induction training to advise them of the Health and Safety Policy and health and safety requirements relative to their roles and responsibilities.  
  
Site specific Induction training shall be given to operatives when applicable.
- 5.6 The Directors will acquaint themselves with updated safety legislation and changes in working practices, or receive training in such matters.
- 5.7 Site Supervisors shall, prior to commencing a project, receive training that will give them adequate knowledge of safety legislation and practical implementation measures.
- 5.8 Operatives will be trained as necessary in either a formal course, or informal "toolbox safety talk" to make them aware of hazards and to perform their work in a safe manner without risks to health.
- 5.9 Management to be aware of issues / legislation changes relating to Health, Safety and the Environment, and to take quick effective action as and when required. Any changes to the company's safety arrangements will be documented



and communicated to personnel.

5.10 A forum will be provided for effective discussion to:

- Improve safety awareness, and allow recommendations to be communicated to the Directors who will take the necessary preventive steps
- Highlight training needs, and improve the information flow.
- Maintain and strengthen the Health and Safety Policy.
- Promote safe practices amongst personnel, and encourage them to report potential hazards

5.11 Communication is essential to the effective co-ordination, promotion and continuous improvement in the Company's Safety Performance.

5.12 Non-English Speaking Workers Policy

### Objectives

Ensure that all non-English speaking workers are treated fairly.

Ensure as a company we comply with our statutory duties to provide understandable information regarding risks to health and safety and the relevant precautions.

Risk assess the employing of non-English speaking workers correctly to prevent harm to themselves or other members of the work team.

- Assess the competency of the individual involved i.e. CSCS Card.
- Identify if the individual does not speak English or does not understand English (These are two different issues, many people find it easier to understand a second language before they can speak it with a degree of fluency).
- When necessary inductions / safety briefings to be translated into the workers own language to ensure that they are aware of their role and responsibilities whilst working on site. It is worth remembering that just like some English born workers they may not be able to read due to learning or reading disabilities.
- If a gang of workers is taken on it will be necessary to provide a bi-lingual supervisor to ensure that safety briefings are effectively passed over and ensure good liaison with the rest of the supervisors / work teams.
- No high-risk activities such as lone working or permit to work are to be given to the individual until the supervisor is happy that they are competent and communication links are good.
- Supervisor to monitor the workers to ensure that they have understood and are

complying with the safety information provided.

- Workers are to be encouraged to improve their English language skills to make communication easier.

## **6.0 Hazard and Risk Assessment**

- 6.1 The Management of Health and Safety at Work Regulations 1999 require employers to identify workplace hazards and assess the risks to the health and safety of the employees and others who may be exposed to that risk.
- 6.2 The Company shall comply with this requirement as follows:
- 6.2.1 Hazards to be identified at pre-construction stage where possible (outline/pre-construction information to comply with CDM), and a record kept.
- 6.2.2 Where the task is identified as hazardous with significant risks, a specific assessment will be carried out by the company to identify the risks, the findings will be recorded and detailed advice on the safety control measures required will be communicated to the workforce.
- 6.2.3 Such information will often be contained within this Policy.
- 6.2.4 Commonplace hazards where the risks are readily apparent may not need a detailed approach.
- 6.2.5 If risks are perceived as trivial they should be recorded accordingly.
- 6.3 Certain tasks or activities have the same degree of risk for most of the time. These 'generic' assessments form part of these arrangements.
- 6.4. The following procedure should be adopted.
- Identify & list all tasks / activities/ substances to be assessed
  - Determine the hazards
  - **Work processes:** Consider the work, how will it be done. Break it down into individual processes and determine those aspects that could cause an accident or dangerous occurrence.
  - **Environment:** Consider the environment in which the work is being carried out, is it very hot, humid, cold, at height, in a confined space, are you working in an occupied building, or in and around other contractors
  - **Materials:** Consider the existing materials and the materials utilised in the work and identify those that are hazardous
  - **Equipment:** Consider the equipment being used directly for the work and those items that are in the surrounding area for other activities or used by third parties. Identify the hazards associated with their use and close proximity.
  - **People:** Identify who might be harmed: Employees, Contractors, General Public, Special Groups
  - Assess the significant risks: Use the three **WHATS:- WHAT** Can go wrong, **WHAT** Can cause it to go wrong ,**WHAT** Can I do to prevent it going wrong.

- Consider and implement controls to reduce your identified significant risks, either through elimination or reduction / control methods
  - Record the findings: record the assessment.
- 6.5 The following Matrix should be used to produce risk assessments / reduce risk to an acceptable level **ALARP As Low As Is Reasonably Practicable** prior to tasks commencing
- 6.6 Inform all persons affected by the findings through induction / toolbox talks, safety briefings, individual meetings, etc.

## RISK ASSESSMENT- RISK RATING MATRIX

		<b>PROBABILITY</b>				
		Very Low - No likely hood of encounter- ing the hazard	Low- Very unlikely but possible to encounter hazard	Medium- Likely to encounter hazard	Medium- High Very likely to encounter hazard	High- Definitely will encounter hazard
<b>S E V E R I T Y</b>	Very Low - No injury	1	2	3	4	5
	Low- Trivial injury	2	4	6	8	10
	Medium- Minor injury	3	6	9	12	15
	Medium - High - Major injury	4	8	12	16	20
	High- Fatality	5	10	15	20	25

**KEY :**

		Low Risk.
		Medium Risk
		High Risk :Do not undertake the activity
<b>A</b>		Assess the task / activity for severity and probability.
<b>B</b>		What preventative control measures are required to reduce the risk?
<b>C</b>		What additional control measures are required to remove residual risk to as low as is reasonably practicable

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## **7.0 Fire Precautions**

- 7.1 An Emergency Action plan shall be developed for each site where the Company is acting as principal contractor.
- 7.2 This plan will detail the type of alarm signal on the site and the safe exit routes and assembly points. It will also list some actions that employees must take if they hear the alarm or discover the fire themselves and raise the alarm.
- 7.3 These plans shall be brought to everyone's attention at the commencement of the work on site (safety induction training) and shall be posted in locations around the site where they can be clearly seen and read.
- 7.4 If the Site Management / Client / Occupier has any specific fire precaution arrangements that this Company must comply with, these shall be notified to each person before work proceeds.
- 7.5 All employees are to familiarise themselves with the location of fire points, assembly points and exit routes.
- 7.6 All highly flammable liquids or materials must be stored in approved and marked containers and used according to the relevant statutory requirements.
- 7.7 Waste materials must not be permitted to accumulate and give possible cause for fire to start or block emergency access routes. Waste must be disposed of in the designated containers at the end of every shift, day, or when sufficient waste has accumulated to necessitate disposal.
- 7.8 Smoking will only be permitted in designated areas.
- 7.9 Company to undertake a fire risk assessment for their office / workshop premises and implement the findings / necessary safety control measures.

## **8.0 Flammable Liquids**

- 8.1 The conditions under which highly flammable liquids, including gases, are stored and used are controlled by legal standards. For the purposes of this Policy "flammable liquids" will cover substances that are properly defined as "extremely flammable", "highly flammable or flammable".
- 8.2 The following procedures apply to all three classes.
  - 8.2.1 Look for the warning symbol on the container label in the shape of flames on containers for the "**flammable**" (see WORKING WITH HAZARDOUS SUBSTANCES).
  - 8.2.2 Do not open more containers of flammable liquids than are needed for immediate use.
  - 8.2.3 Do not smoke, and exclude all sources of ignition when using flammable liquids. Remember the vapours may be heavier than air and form low layers at ground floor level. they can travel some distance undetected.
  - 8.2.4 Replace the lid on all containers when not in use. Supposedly empty containers or cylinders can catch fire or even explode.

- 8.2.5 Use the correct method for the disposal of empty containers.
- 8.2.6 Flammable liquids should be stored in a secure area protected from direct sunlight and at least 4 metres away from other buildings.
- 8.2.8 No more than 50 litres of flammable liquid should be stored indoors, and it should be stored within a proper container “COSHH cabinet”
- 8.2.9 Remove all combustible material from area where flammable liquids are used or kept.
- 8.2.10 Return unused or partially used containers to the secure store nightly or when work is complete.

## **9.0 Construction (Design & Management) Regulations 2015 – CDM**

- 9.1 The Company recognises the value of the CDM Regulations to the construction industry as a means by which health and safety risks can be prevented or reduced by ensuring that information regarding hazards is communicated to all parties involved.  
CDM Regulations now apply to all construction works including Domestic Clients.  
Projects that are expected to last more than 30 working days (with more than 20 workers working simultaneously), or 500 person days (50 People working 10 days) are notifiable to the HSE.
- 9.2 The Company shall co-operate at all times with Clients, Designers / Principal Designer and other Contractors by ensuring as far, as is reasonably practicable that works are adequately planned and sufficient resources are provisioned before commencement.
- 9.3 On award of a contract where the CDM Regulations are applicable or notifiable the Company shall act as follows:
  - 9.3.1 Develop the Pre-construction Health and Safety information as provided by the Client / Prepared by the Principal Designer into a Construction Phase Health and Safety Plan.
  - 9.3.2 Implement the Safety Plan and continue to develop it as work progresses or as result of design changes or unforeseen hazards.
  - 9.3.3 Ensure that all contractors selected to carry out work on the project are competent and that they have made adequate provisions for health and safety. They shall be required to adhere to and contribute to the Safety Plan.
  - 9.3.4 Safety method statements and risk assessments required for particular aspects of the work shall be obtained from the relevant contractors reviewed and approved.
  - 9.3.5 Ensure co-ordination and co-operation of all contractors involved in the works at all times by means such as contractual agreements and communication such as regular site meetings.

- 9.3.6 Health and Safety training in the form of toolbox talks shall take place throughout the construction period. Other specific training shall be scheduled as necessary.
- 9.3.7 All personnel working on the site concerned shall be made aware of the arrangements for consulting on health and safety matters.
- 9.3.8 Ensure that suitable measures are in force to prevent unauthorised persons from entering the site.
- 9.3.9 Notification details shall be clearly displayed.
- 9.3.10 Health and safety performance of all contractors and persons on site shall be monitored through regular safety inspections and tours. Reports shall be filed and copies distributed to relevant parties.
- 9.3.11 Suitable procedures shall be introduced to ensure that information regarding the works carried out is obtained from contractors and passed to the Principal designer / Client for inclusion within the Health & Safety file.
- 9.3.12 Suitable welfare facilities will be provided for site personnel to comply with Schedule 2 of the regulations.

## **10.0 COSHH Control of Substances Hazardous to Health Regulations 2002**

- 10.1 The COSHH Regulations require the Company to identify the hazardous products used at work, or processes that create hazardous substances eg dusts, fumes etc. and assess the risks they pose to the health and safety of employees.
- 10.2 The Company shall comply with this requirement as follows:
  - 10.2.1 All products shall be assessed, and suitable substitute / safer alternatives sought before ordering.
  - 10.2.2 Manufacturers material safety data sheets shall be obtained relevant to the materials/substances being ordered and the potential health affects assessed to create a COSHH assessment.
  - 10.2.3 COSHH Assessments will be available at all Company working locations where hazardous substances are being used and the required safety measures must be implemented at all times.
  - 10.2.4 Manufacturer's instructions on packaging must always be referred to and followed if they indicate that the substance is less harmful than the COSHH assessment suggests. These instructions can also be followed if there is an urgent requirement to use the product and there is no other information available. When required due to the nature of the substance being used or generated the company will ensure the relevant health surveillance for employees is undertaken,
  - 10.2.5 Any safety measures indicated must be implemented eg.

## Ventilation, PPE & RPE

- 10.2.6 Employees must use the substance/material only in accordance with manufacturer's instructions.
- 10.2.7 The Company shall provide such training as is necessary in the handling, storage and use of substances.
- 10.2.8 Subcontractors working for the Company shall be required to provide information regarding the types, hazardous properties and quantities of articles and substances they intend to use on site.
- 10.2.9 Substances must be kept in their original containers with the relevant identification markings and labels. If decanting or storing in another container is necessary, and there is no safer alternative, the new container must be marked clearly to identify the contents.

## 11.0 Noise

- 11.1 If people have difficulty speaking to each other when approximately 2m apart then the Company will undertake a **noise assessment**. This should take account of others who may be affected as well as our own employees.
- 11.2 Assessment should be made by a **competent person** - someone who understands the Noise at Work Regulations and the Health and Safety Executive's (HSE) guidance on assessments and how to apply it.
- 11.3 An initial, estimated assessment can be made either by using manufacturers' data or other reliable information, which is available. This would be a 'first step' towards complying with the Regulations and would enable the company to identify workers who may be at risk and need personal protective equipment  
On multi-contractor sites, the various employers will need to agree who should coordinate compliance with the Regulations. Usually the contractor in overall charge of this site does this.
- 11.4 Action levels are values of 'daily personal exposure to noise' which depend on working area noise levels duration of daily exposure.

The lower exposure action value is 80dB (A) and the upper exposure action value is 85dB(A). The exposure limit value is 87dB(A) and is the maximum level of noise to which anyone at work may be exposed to, or a peak sound pressure of 140dB(C) occurs

- 11.5 Reduce noise as far as reasonably practicable.  
The most effective and reliable way of controlling exposure is by engineering measures at source. This can be achieved by making sure that noise reduction is built into machinery when you are buying it. Ask for information on machine noise before you decide to buy (regulation 12 duties).
- 11.6 Ear muffs or ear plugs must be worn by people exposed at or above 87dB(A) or the 140 dB(C), peak action level. This is **not** an alternative to controlling noise at source.

Between the 80dB(A) and 85dB(A) action values make sure:



- (a) ear protection is freely available;
- (b) people know that unless the protection is worn there is some risk to their hearing. Ear protection is not mandatory below the lower action value, but must be worn when entering an ear protection zone

- 11.7 It the noise assessment shows personal exposure at or above any of the action levels inform your employees there is a noise hazard and tell them what you want them to do to minimize their risk of hearing damage.
- 11.8 Ear protection zones should be set up and marked wherever employees are likely to be exposed to the second action level or above.
- 11.9 Operatives should ensure that they do as follows:
- Wear ear protection (ear muffs or ear plugs) provided (in the absence or pending noise control) whenever you are exposed at or above the second or peak action levels, as well as when entering an ear protection zone.
  - Use any other equipment provided, eg: machines fitted with silencers -- **don't** take them off.
  - Inform the company if you think that your hearing has become damaged. Who will refer you to your Doctor for an assessment.

## 1 1.14

### LIKELY NOISE EXPOSURE

#### Table of typical noise

		Average	Range
Agent (up to 50% a day on site)		<80	
Asphalt paving		<85	
Blasting		100+	
Bricklayer		83	81-85
Carpenter		92	86-96
Concrete	Chipping/drilling	85+	
	Floor finishing	85	
	Grinding	85+	
Concrete worker		89	
Crushing	Mill worker	85+	
Driver	Crawler tractor	85+	
	Dumper	85+	
	Excavator	<85	
	Grader	85+	
	Loader	<85	
	Rolled	85	
	Wheeled loader	89	
	Wheeled tractor	<85	
Engineer	Supervising pour	96	
	Surveying	<80	
Foreman	Supervising, workers	80	
Formwork setter		92	
Ganger	Concrete pour	93	92-93
	General work	94	
		85+	
Labourer	Concrete pour	97	95-98
	Digging/scabbling	100	
	General work	84	
	Shoveling Hardcore	'94	
	Shuttering	91	
M & E Installer	General	89	82-89
	Small work	84	
Piling Operator		85+	
Piling worker		100	
Reinforcement worker	Building site	86	
	Bending yard	84	77-87
Sandblasting		85+	

## **12.0 Head Protection**

- 12.1 The requirements of the Personal Protective Equipment Regulations 2002 will be complied with as follows:
- 12.2 All building sites will be covered by the scope of the regulations, including refurbishment contracts in areas occupied by Clients and/or members of the public.
- 12.3 The general policy of the Company shall be that ALL SITES are to be classed as 'hard hat' sites, unless a risk assessment is carried out that identifies there is not a possibility of head injury occurring.
- 12.4 Such rulings shall be notified to everyone on the site in written notices displayed on the site notice boards.
- 12.5 Any such regulated areas must be clearly and physically marked.
- 12.6 Designated areas where there is risk of head injury shall be marked with circular mandatory signs of a white hard hat on a blue background.
- 12.7 The Directors, Managers and Site Supervisor shall strictly enforce these requirements.

## **13.0 Personal Protective Equipment (PPE)**

Tasks will be risk assessed using a hierarchy of measures keeping in mind that PPE is always the last resort.

- 13.1 The Company shall provide protective clothing and equipment free of charge.
- 13.2 Such clothing and equipment shall be selected and issued after assessing its suitability for the task or activity, and making reasonably sure that it will not conflict with other items of clothing or equipment to be worn.
- 13.3 All employees must ensure that:
  - 13.3.1 Safety helmets are worn where directed
  - 13.3.2 Eye protection is worn when carrying out any work involving breaking, sanding, cutting, chipping, or when there is any risk of eye injury.
  - 13.3.3 Safety harnesses are worn when working in hazardous positions. These must be secured to the designated anchorage points or cables by approved attachments.
  - 13.3.4 Safety footwear is worn at all times when on the work site.
  - 13.3.5 Hearing protection is kept at hand and worn when using equipment or undertaking of work that emits noise levels in excess of the lower exposure action value.

- 13.3.6 Suitable gloves as identified by the risk assessment process / relevant to the hazards present are to be worn whilst handling materials / substances and for general protection against cuts and grazes.
- 13.4 The Company will take all reasonable measures to ensure that activities or equipment do not expose workers to excessive noise levels that could cause Noise Induced Hearing Loss. (As an approximate guide when working in noisy areas, if you have to shout when 2m **away** from someone in order to communicate, the noise level is excessive and could cause damage to your hearing. Make sure you wear your hearing protection in these circumstances.)
- 13.5 All employees must take reasonable care of their protective equipment and clothing, and report any defects without delay to the Partners or Site Supervisor.
- 13.6 Replacement items will be issued after ascertaining the nature and cause of the defects.
- 13.7 Subcontractors are responsible for ensuring that they provide their employees with protective items as required after assessment of the health and safety risks, and for ensuring that it is worn properly where necessary,
- 13.8 The company issues corporate workwear / trousers and tops which will be expected to be worn at all times

#### **14.0 Skin Protection**

- 14.1 Dermatitis accounts for over half' of the working days lost through industrial sickness in the construction industry.
- 14.2 Some types of dermatitis can lead to cancer if not treated.
- 14.3 Cases of skin cancer are also on the increase, and excessive exposure to harmful ultra-violet rays from the sun can be a contributory factor.
- 14.4 It is the Company policy to protect its workforce from such health effects so far as is practicable, but your co-operation is vital and you are advised to take precautions, which will minimize the health risks.
- 14.5 Precautions to be taken in order to prevent dermatitis or skin cancer include:
- 14.5.1 Avoid skin contact with hazardous substances
  - 14.5.2 Wear the appropriate protective clothing and equipment
  - 14.5.3 Keep your skin as clean as possible, and use an after-wash skin cream
  - 14.5.4 Keep your work area clean and free from exposed harmful

substances

- 14.5.5 Get first aid for any open wounds and keep them covered
- 14.5.6 Do not use abrasives or solvents to clean your skin
- 14.5.7 Do not let synthetic resins or glue harden on your skin
- 14.5.8 Examine your skin for the appearance of warts or other skin blemishes, (especially on the scrotum if you are male) See your family doctor at once if notice any warts or new blemishes.
- 14.5.9 Never wear oil-contaminated clothing next to your bare skin
- 14.5.10 Wear at least a T-shirt on the upper body in warm weather to prevent damage from the sun's rays.
- 14.5.11 Long trousers should be worn to not only protect the skin form harmful rays but also to protect the skin on legs due to the nature of construction work.
- 14.5.12 Use sun-bloc to other areas of the skin exposed to the sun

## **15.0 Unloading / Stacking / Storage**

- 15.1 All materials when being delivered or dispatched should be handled in a manner that ensures the safety of employees and materials.
- 15.2 The following points must be complied with:
  - 15.2.1 Only trained operatives must operate machines such as forklift trucks, hoisting equipment etc.
  - 15.2.2 Unloading / loading should be carried out in a sequence agreed with the driver of the delivery vehicle that ensures the stability of the load and the vehicle.
  - 15.2.3 All materials must be stacked in a safe location and protected it necessary.
  - 15.2.4 Any liting equipment must never be overloaded and loads must be divided into safely manageable units when required.
  - 15.2.5 Fork lifts, or any other lifting devices must be checked daily before use and any faults must be reported to the Site Supervisor or other person in charge. Such defective equipment or machinery is not under any circumstances to be used until such times as the defect has been rectified.
  - 15.2.6 Passageways and access/egress points for operatives and vehicles must be kept clear at all times and must not be used for storage of

materials or parking of vehicles.

- 15.2.7 Working areas must be kept clean and tidy as far as practicable at all times. Materials and equipment that are not required immediately should be stored in the designated area.
- 15.2.8 Waste materials must be removed from the working area to the designated waste storage area for removal / collection.
- 15.2.9 The Safe Working Load (SWL) must not be exceeded and the scaffold should have toe boards, brickgaurds / debris netting to contain materials.

## **16.0 Painting**

- 16.1 Painting activities are largely covered by the COSHH Regulations and reference should be made to COSHH assessments for particular products to be used.
- 16.2 The following principles must be applied when painting:
  - 16.2.1 Check substance assessment for sate method of application and precautions to be observed.
  - 16.2.2 Ensure adequate ventilation is available. Consider / risk assess if other people in the area are likely to be affected eg. Fumes etc
  - 16.2.4 Ensure all necessary safety controls are in place as well as wearing the personal protective equipment as specified.
  - 16.2.5 Decant sufficient amounts of paint for the task in hand and store the remainder in the original containers with the lids/seals firmly closed.
  - 16.2.6 Working at height tasks are to be risk assessed so that suitable equipment is provided to ensure the safety of all employees and members of the public.
  - 16.2.7 Personnel are to receive training in equipment as necessary e.g Scaffold tower (PASMA), Mobile Elevated Work Platform (IPAF)
  - 16.2.8 Paints, thinners etc. must be stored in accordance with current legislation.
  - 16.2.9 Ensure that adequate and suitable Fire fighting equipment is immediately available. Fire extinguisher to be located in all painters vans.

## **17.0 Asbestos**

- 17.1 Any asbestos containing materials on site should be identified before work starts. Review the Asbestos survey of a building to assess if Asbestos is present. Carry out a risk assessment identifying method of safe removal. A

licensed contractor will carry out work that involves asbestos insulation, asbestos coatings and asbestos insulating board.

- 17.2 If any hidden or dusty materials which are suspected to contain asbestos are discovered work is to cease until the materials have been analysed and it has been proven that it is safe to continue..
- 17.3 Decide whether or not the work needs to be carried out by a specialist asbestos removal contractor.
- 17.4 Assess the risks and prevent exposure to asbestos or reduce it to the lowest level possible by using suitable controls.
- 17.5 Operatives are not to remove Asbestos unless they have undertaken the required training so that they are fully aware of the hazards and the safety control measures required to eliminate the risk to themselves and members of the public.  
All personnel will undertake the minimum of Asbestos awareness training
- 17.6 Keep the asbestos containing materials damp while working on them.
- 17.7 Use hand tools, not power tools.
- 17.8 Use full personal protective clothing including a respirator.
- 17.9 Clean up as work proceeds; don't let waste pile up.
- 17.10 Clear up asbestos dust using a special ' Type H vacuum cleaner or damp cloths
- 17.11 Wash hands and face before taking breaks and at the end of the day's work
- 17.12 Operatives must not take home the overalls worn while working with asbestos.
- 17.13 Do not eat or drink in the work area.
- 17.14 Avoid smoking because the risk of lung cancer from asbestos is higher among smokers.
- 17.15 Put asbestos waste into a suitable sealed labeled package and ensure that it is collected and transported by a licensed / registered company.  
Note:-On Projects where there is hazardous waste of more than 250Kg the site must be registered with the Environmental Agency.

**Holmes Building Contractors policy is that all Asbestos Containing Materials will be removed and disposed of by a specialist contractor.**

## 18.0 **Excavations**

18.1 There are numerous accidents every year, many are serious, involving collapses of trenches and striking of buried services.

18.2 Holmes Building Contractors aims to prevent such accidents occurring by assessing :

- Ground conditions, stability and potential contamination.
- Location of underground services (Refer to HSG47 Guidance on avoiding underground services)
- Depth of trench required and the equipment necessary to achieve it. Depending on the size of the excavation and the type of work to be carried out in it, the Confined Spaces Regulations 1997 may also be applicable. Entry permit to be raised when excavation is deemed to be a confined space and the necessary safety control measures implemented.

18.3 Precautions to be taken in excavations include the following:

18.3.1 Gain information / drawings from utility / service providers services such as gas, water, BT and electric prior to commencing. Check with Clients / CDM Pre construction Information / existing health and safety files for any information.

18.3.2 Always use locating equipment to identify the presence of buried cables or pipes, and dig trial holes if necessary to find their exact location and route.

18.3.3 Excavations depending on ground conditions and depth are to be temporary supported /stepped or battered back to a safe angle of repose when necessary to prevent collapse. The decision at which stage temporary support is required will be taken by a competent person.

18.3.4 Use ladders for access and egress as necessary.

18.3.5 Regardless of the depth of the excavation, barriers and edge protection are to be placed around it to protect the general public and/or other people on the site.

18.3.6 Spoil heaps are to be kept at least the depth of the excavation away from the edge.

18.3.7 Make sure that plant, equipment or materials cannot roll into the excavation. Position far enough back from the edge and use stop-



blocks if necessary. Ensure vehicle hand brakes are fully applied.

- 18.3.8 Never throw tools or materials down into an excavation and never jump over an excavation.
- 18.3.9 Excavations are to be inspected at the start of each shift/day and weekly by a competent person.
- 18.3.10 The results of the weekly inspection are to be recorded on the appropriate forms.

## **19.0 Working at Height**

- 19.1 The Company realises that there is no such thing as a 'safe height' for working, and any person who is off the ground is at risk from falling and sustaining an injury, possibly minor and possibly fatal depending on the circumstances. The company will therefore ensure compliance with the Working at Height Regulations 2005
- 19.2 As required by the Management of Health and Safety at Work Regulations 1999, Holmes Building Contractors shall identify the hazards associated with the work required, and assess the risks to employees.  
The following will be considered prior to any work commencing:  
Avoid working at height if reasonably practicable to do so  
If working at height cannot be avoided prevent falls by ensuring appropriate equipment is provided / installed.  
Minimise the distance and consequences of a fall if the risk cannot be eliminated.  
Collective protection before measures that protect individuals / personal protection.
- 19.3 Suitable access equipment and safe working methods will then be introduced in order to minimise the risks to health and safety.
- 19.4 At all times the Working at height Regulations 2005 will be complied with.
- 19.5 The following methods shall be adopted:
  - 19.5.1 Any scaffolding required should be erected, modified and dismantled by a competent person/company, and a hand-over certificate obtained.  
Unless a scaffold is assembled to a generally recognised standard configuration, e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or similar guidance from manufacturers of system scaffolds, the scaffold should be designed by bespoke calculation, by a competent person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled.

- 19.5.2 Inspections required under current legislation shall be conducted weekly and recorded on the appropriate form.
- 19.5.3 Visual inspections are to be carried out at the start of each day prior to use. Ensure guardrails and toe boards are fitted to scaffolding in accordance with the regulations.
- 19.5.4 Ladders / stepladders are to be part of an inspection regime, checked before use and used in accordance with HSE guidelines and company risk assessments.
- 19.5.5 Only short duration light work or inspections to be conducted from a ladder / stepladder (30 minutes in one position). The use of a ladder must be justified using the risk assessment process and three points of contact must be maintained at all times
- 19.5.6 Never overload scaffolding with materials. Distribute around the standards as they are the load bearing members, not in the centre of bays.
- 19.5.7 Ensure materials, tools or equipment cannot fall.
- 19.5.8 Do not use incomplete scaffolding.
- 19.5.9 Report all defects immediately to the Site Supervisor.
- 19.5.10 Scaffold towers etc are only to be erected by competent persons in accordance with the manufacturer's instructions. Most of the construction legislation concerning scaffolding is applicable to tower scaffolds.
- 19.5.11 Fragile roofing materials such as asbestos cement sheeting and rooflights must be treated with extreme caution to ensure that a safe system / place of work is provided

## **19A Mobile Tower Scaffolds**

The requirements for the construction and use of mobile tower scaffolds are included in the Provision and Use of Work Equipment Regulations 1998 and the Working at Height Regulations 2005.

Mobile tower scaffolds are constructed from tubular steel scaffolding, system scaffolding or proprietary pre-fabricated sectional scaffolding, all of which have additional standards for their safe use and construction by way of British Standard Codes of Practice, HSE guidance notes, Trade Codes of Practice and Manufacturers or suppliers specifications and instructions.

All works involving the use of mobile tower scaffolds will take into account the need for compliance with the respective regulations, Codes of Practice etc.

When planning works, the supervisor will ensure that mobile towers can be used safely and efficiently taking into account floors, ceiling heights, roof members, overhead services and the subsequent use. If the supervisor is in any doubt, the task must be re-assessed.

All towers must be erected by competent persons / PASMA qualified.

No person will be permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by the site management.

All mobile towers provided for company employees, or others under the control of the company will be checked before first use by a competent representative of the company in order to ensure that they are compliant with all applicable Regulations and Standards. Persons charged with this duty must be competent to do so and where necessary, the company will provide training and instruction to enable the representative to be deemed competent.

Mobile tower scaffolds erected for periods in excess of 7 days duration must be inspected by a competent person at 7 day intervals and the result of that inspection must be recorded in the weekly inspection register.

## **19B Mobile Elevated Work Platforms (MEWPS)**

When using MEWP's for work tasks it is imperative that adequate planning and preparation is carried out to ensure a safe system of work, including permit to work and appropriate rescue plan.

Specialist advice should be sought from manufacturers or suppliers to ensure that the correct type of MEWP is sourced to carry out the tasks required. Consideration must be given to the space available at the workplace, the condition of the ground or floor, the loading to be placed on the platform overhead services or obstructions and the protection of the public or other workers.

MEWP must be fitted with all necessary barriers, guards and safety devices and be in good working order.

Supervisor will not permit anyone to work on a MEWP unless they are trained and authorised to do so.

Employees required to operate MEWPS as part of the job role will have appropriate training arranged by the company if required. The company will retain written copies of certification / competence records .

MEWPS that have been hired for a specific task must be accompanied with current test or inspection certification (undertaken within the last 6 months). Any platform delivered without current certification will be returned, unused to the supplier. Copies of certification will be retained by the company.

A company representative will check that the MEWP is being used correctly and for the purpose for which it was designed. Any defect could affect the safe use of the MEWP and it must be withdrawn from service immediately. Repairs may

only be carried out by persons appointed by the supplier, who must be competent.

All persons working on or near a MEWP must wear safety helmets. Persons working on the platform are also required to wear and correctly use a safety harness to BS EN 361, attached to a secure anchor point within the platform.

## **20.0 Portable Hand Tools**

- 20.1 All hand tools should be of suitable quality for their intended use. Inferior equipment shall be discouraged as its useful life will be short and the inferior quality may lead to accidents.
- 20.2 Consideration shall be given to:
  - 20.2.1 Quality, cleanliness, repairs and storage.
  - 20.2.2 Avoidance of spark risk when using hand tools near highly flammable materials, (this applies equally to other plant and equipment.)
  - 20.2.3 Regulatory inspection for defects etc.
  - 20.2.4 Sharpening methods
- 20.3 When required to use specialist tools such as cartridge operated tools, only experienced and competent operatives shall operate them.
- 20.4 The manufacturer or supplier shall provide training for such items where possible.
- 20.5 Abrasive wheels such as cutting discs must only be changed by a person who has undergone the required training in accordance with the Provision and Use of Work Equipment Regulations 1998.
- 20.6 The operator must visually examine all electrical power tools and equipment for obvious signs of damage or defects before being used. All electrical equipment is to have a valid Portable Appliance Test.

## **21.0 Plant Operation**

- 21.1 The term 'plant' has a wide application, and includes vehicles used to transport people or materials onto or around sites, and plant used in actual construction work.
- 21.2 Whatever type of plant is being used, they are all potentially dangerous and must only be operated by trained and competent persons. This applies to not only the Company, but to sub-contractors or self-employed people on our sites.
- 21.3 Plant must only be used for the operations that it was designed to undertake, and in accordance with training, information and instruction given to the

operator/driver.

- 21.4 Only persons over 18 years of age and in receipt of a certificate of training for the item of plant may operate that item of plant, unless they are under the direct instruction and supervision of a competent person.
- 21.5 Records will be kept by this Company to show who is competent to operate the item of plant and of the training they have received.
- 21.6 If required to drive the plant on public roads, the driver shall be required to hold a current goods vehicle license, valid for the class or classes of vehicles he/she is required to drive.
- 21.7 For mechanically propelled vehicles and trailers, the items must be:
  - 21.7.1 In efficient and safe working order and in a good state of repair
  - 21.7.2 Properly used
  - 21.7.3 Loaded correctly
- 21.8 No person may ride on plant unless a seat is built in for that purpose.
- 21.9 No person shall remain on an item of plant if it is being mechanically loaded with loose materials, unless adequate protection is provided.
- 21.10 Caution must always be exercised when driving or operating plant on a site, especially in the vicinity of excavations, overhead cables, buried services, and people.
- 21.11 A banksman must be used at all times when the driver does not have good visibility while maneuvering, and in the vicinity of excavations, buried services and overhead obstacles.
- 21.12 All operators of plant and equipment must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions. They must co-operate with the Company to enable duties under health and safety legislation to be discharged, and must not misuse or recklessly interfere with any thing which has been provided in the interests of health, safety and welfare.

## **22.0 Plant and Equipment Maintenance**

- 22.1 In order to ensure that plant and equipment is safe to use, the Company requires that everybody co-operates in the pursuit of these aims.
- 22.2 Plant and equipment shall be serviced and maintained in accordance with manufacturers or suppliers instructions, at the intervals specified by them.
- 22.3 Equipment e.g. excavators to have a valid certificate of thorough examination (12 monthly or 6 monthly if equipment is used for lifting personnel)

- 22.3 Operators and users of plant and equipment must carry out a visual check of the item before using for the first time each day and recorded weekly inspections. These checks must be for safety, and for replenishment of consumables as necessary. Any defects must be reported to the Site Supervisor or Partners, and the item removed from service until the defect is rectified.
- 22.4 Each item of plant and equipment shall be identified on a chart by its serial number and location, and the date when it is due scheduled maintenance. Such items shall be called up when they are due, and must not be used when they have passed that date, until such times as they have undergone maintenance or repair.
- 22.5 Faulty or unsafe plant can cause serious injuries or death if used in such a condition.

## **22A Hired Equipment**

Equipment / plant / tools are to be hired from approved suppliers only.

Personnel are to ensure that, equipment is CE marked accompanied with user instructions and documented proof (tag / certificate) to ensure that it has been thoroughly examined / tested as applicable.

If the conditions above cannot be met then equipment should not be hired

As with all equipment and plant, personnel are only to operate if they have the necessary level of training / competence.

User to carry out pre-use checks and record weekly inspections on plant / equipment when applicable.

## **22B Electrical Safety / Electrical Equipment**

The Electricity at Work Regulations requires certain precautions to be taken against the risk of death or personal injury from electricity in any work activity. The regulations also place duties on employers, employees, and self employed persons to comply with the requirements as are within their control. Employees have an additional duty to cooperate with their employers.

### Temporary Electrical Installations

Temporary site supplies should be installed in accordance BS 7671 Requirements for electrical installations (The IEE Wiring Regulations). The Principal/Main Contractor must ensure that all Contractors comply with the relevant aspects of the Electricity at Work Regulations.

### Competence of Operatives

Only competent electrical contractors should undertake site electrical installations. The contractor must be a specialist electrical engineering company having its technical experts controlled by Chartered Electrical Engineers; a Member of the Electrical Contractors Association or a contractor who is on the list of the National Inspection Council for Electrical Installation Contracting any of whom should be fully conversant with the standards required.

### Temporary Electrical Testing Certificate

All temporary electrical installations must have electrical commissioning certificates, including any site cabins.

### System Voltage

The most acceptable reduced voltage compromise for site work (including portable tools and lighting) is 110 V, single or three phase, so that no part of the installation is at more than 55V or 65V respectively to earth. The Company will adhere to these standards, so far as is reasonable practicable.

No 240v item will be allowed on a construction site, unless by prior agreement, the equipment in question must also be fitted with suitable RCD protection.

### Lighting on Site

All festoon lighting and portable lamps (including inspection lamps) must be run from a 110V supply.

### Electrical Tools

All portable electric plant, tools and lighting used on site must be down rated to 110v, no 240v item will be allowed on a construction site, unless by prior agreement, the equipment in question must also be fitted with suitable RCD protection.

Supply leads to these tools are likely to be lengthy; every effort should be made to protect them from damage / route cables correctly

Tools should be disconnected before any adjustments are made or attachments changed.

Whilst all electric portable tools should be subject to inspection, testing and maintenance by competent persons, users should check them before use and ensure that the flexible cable is not damaged and is firmly connected to both tool and plug.

## **23.0 New Roads and Street Works Act 1991**

- 23.1 Where work is planned which involves breaking up or opening any street or any associated sewer, drain or tunnel, seven working days notice must be given to the local authority.
- 23.2 Such work and any part of the street to be obstructed by plant or materials must be adequately signed and guarded, paying particular regard to the needs of the disabled.
- 23.3 All supervisors and operatives involved in the roadworks, are to be competent personnel i.e. Have the necessary qualifications and are holders of a valid certificate of training achievement.
- 23.4 Other than specific training required under the New Roads and Street Works Act it is important that the workforce is given appropriate induction training before beginning work on site.
- 23.5 Visitors must be given sufficient instruction on relevant hazards before entering the works area and be accompanied at all times by a trained person.

23.6 The setting of signs must also comply with any special requirements of the Highway Authority and of the Police; the advice of both of these authorities should be sought where appropriate. It is essential and mandatory, for the protection of operatives and the general public that adequate signs are displayed giving highway users advance warning of roadworks.

## **24.0 Driving**

24.1 Employees driving company transport will be covered by statutory insurance to cover them and authorised passengers.

24.2 The vehicles undergo regular servicing under a maintenance programme. Any fault defect or problem should be reported to Mr G Holmes. Drivers have also been requested to complete a fortnightly checklist to ensure basic maintenance of their vehicle is undertaken and recorded.

24.3 Drivers must hold a current Licence to drive the vehicle allocated to them, and are obliged to abide by all the requirements of the appropriate Road Traffic Act.

24.4 Any amendments to that Licence of any form must be reported to The Directors at once.

24.5 The company vehicles are considered to be “No Smoking” areas

24.6 The use of mobile phones is not permitted in company vehicles whilst driving. Permission must be gained from the Directors to use a “Hands free” system in a company vehicle

24.7 Personnel are to check the maximum weight that the vehicle they are driving was designed to carry and ensure that this weight is not exceeded.

## **25 Office safety**

25.3 Clear, safe access must be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported.

25.4 Safe means of access and egress shall be provided and maintained to every place of work.

25.5 Adequate ventilation will be provided. Most windows open, and fans will be provided around the office.

25.6 A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.



- 25.7 Suitable and sufficient lighting is provided including passages, stairs, entrances, exits etc. Lighting is to be from a natural source wherever possible.
- 25.8 Rubbish will not be allowed to accumulate within offices. Litterbins are to be emptied regularly. Floors, corridors, stairs etc. must be kept clear at all times.
- 25.9 Welfare facilities for company offices, workshops, stores, yards, will meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.
- 25.10 Visual Display Users are defined as persons who spends periods of an hour or more a day working at their screen. This will include most support staff.

Workstations are to be assessed to ensure that they are correctly set up. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation.

Upon request the company will provide employees with an eyesight test. Should an employee require special corrective appliances (usually glasses) to continue working with VDU these will be provided by the employer. NB The eye test and glasses provided are relevant to VDU working only Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible

- 25.9 All office personnel should be aware and be able to comply with the Emergency action plan should an unforeseeable event occur.

## **26 Specific safety / health arrangements**

Many other processes can result in permanent health problems if we do not adequately protect personnel.

- Musculo-skeletal problems
- Hand-Arm Vibration (HAV) / vibration white finger (VWF)
- Respiratory problems
- Pressurised working conditions can lead to stress

To combat this the company has in place procedures for dealing with these specific hazards.

### **Manual Handling:**

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury by employing mechanical means. Where avoidance is not reasonably practicable, the Company makes an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable.

When manual handling is necessary, the Company prevents injury by:

- Identifying the task before work begins. Operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling

Gaining information on the weight of the load, the environment that personnel will be working in and the individuals that will be required to carry out the task.

### **Hand Arm Vibration (HAV):**

Holmes Building Contractors will check which activities will involve equipment that produces vibration and from information from the manufacturer or supplier determine the vibration exposure to employees using the equipment

Wherever possible the Company will choose low vibration tools and equipment.

To control exposure to the HAV hazard the company shall wherever practicable:

- Eliminate the use of vibratory tools, e.g. pile crusher instead of hand held breakers
- Use a vibration exposure calculator in conjunction with HSE guidelines and communicate findings / information to personnel.
- Introduce job rotation to limit exposure from vibration
- Ensure equipment is properly balanced, has no loose or worn out parts and blades / cutters are sharp.
- When applicable provide employees with daily exposure levels for the equipment they are using.
- All employees, to protect themselves against vibration, should keep their hands warm to maintain a good flow of blood into their fingers.

### **Respiratory Problems:**

Due to the nature of our business we know that certain activities will produce dust and fumes that can be harmful.

#### **Chronic obstructive pulmonary disease**

COPD is an obstruction of the airway that is not fully reversible. The condition is usually progressive and is associated with inflammatory responses of the lungs to hazardous substances.

**Causes** – the main cause of COPD is cigarette smoking, but exposure to harmful dust, fume and gases at work can contribute to the development of the disease.

**Symptoms** – include a chronic cough, sputum production, and shortness of breath.

#### **Occupational asthma**

Occupational asthma is an allergic reaction some people experience when they are exposed to substances in the workplace, e.g. wood dust.

These substances are called ‘respiratory sensitisers’, or astmagens. They can cause a ‘hypersensitive state’ in the airways of those affected.

Not everyone who becomes sensitised goes on to develop asthma, but once the lungs become hypersensitive, further exposure to the substance, even at quite low levels, may trigger an attack.

Work-related asthma can be triggered by exposure to substances in the workplace. People with asthma are more likely to be sensitive to these respiratory sensitisers.

## **Silicosis**

Silicosis is an irreversible lung disease that can take years to develop.

- **Causes** – fine particles of respirable crystalline silica (RCS) cause damage and inflammation in the lungs. Over time, this leads to the formation of scar tissue (fibrosis), which shows up on chest X-rays.
- **Symptoms** are breathing difficulties and a chronic cough which may not appear before retirement. Silicosis can be extremely disabling and lead to early death.

Construction workers have an increased risk of developing silicosis because of exposure to high levels of silica dust during certain tasks.

If high-speed cutting tools are used on high-silica-content materials without suitable controls, RCS exposures can be very high. Exposures to freshly cut surfaces of RCS occur in many construction tasks such as cutting, blasting, drilling and grinding.

The RCS hazard is present whether the parent material is granite, sandstone, slate, or a manufactured product such as brick or concrete.

Holmes Building Contractors understands that workers must be protected as far as is reasonably practicable by.

Assessing the health risks from specific tasks.

Eliminate the risk whenever possible

Controlling the risk and managing the remaining risk.

Personnel will be advised of specific good practices that will reduce the exposure to dusts and fumes and ensure good respiratory health.

- Encourage personnel to stop smoking
- Ensure wet cutting of materials containing silica.
- Dampen down dusty environments or install extraction as applicable.
- Use extraction system within the joinery shop to remove airborne wood dust.
- Advise personnel that RPE (Respiratory Protective Equipment) is a last resort and when necessary ensure that personnel are face fitted for RPE.

## **Stress:**

The Company recognises that, excessive pressures can have negative effect on health and safety and performance at work. The company is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

## **Arrangements for securing the health and safety of personnel**

The company acknowledges that stress in the workplace can be caused by any

combination of a number of quite diverse factors, such as:

- Job design and lack of control of workload
- Working environment
- Relationships with others at work,
- Communication arrangements

The company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The company will

- Ensure, as far as possible, that excessive stress is eliminated from the work environment
- Encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their Director / supervisor in confidence, in order that necessary support mechanisms can be put into place
- Encourage a culture where stress is not seen as a sign of weakness or incompetence
- Provide information to employees in general on the effects of stress at work

Where employees are suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to, their Supervisor / partner, or an independent employee counselling service